

# **Oakview Elementary**

## **Student/Parent Handbook**



**2019-2020**

# Oakview Elementary A Habitat for Learning STUDENT/PARENT HANDBOOK

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## MISSION

The mission of Oakview Elementary School, in cooperation with the home and the community, is to prepare students for

responsible citizenship, lifelong learning, and productive employment by:

Opening opportunities for all students,

Accepting individual differences,

Keeping a smile on our faces, varying teaching techniques,

Identifying and addressing strengths/weaknesses, and

Engaging students in meaningful learning activities while working as a team.

School administration reserves the right to update the policies herein to ensure the health and safety of students and employees and to promote the efficient operation of the school.

# TABLE OF CONTENTS

## Curriculum and Instruction

Counseling Program . . . . .	5
Daily Schedules . . . . .	5
Field Trips . . . . .	6
Field Trip Chaperone . . . . .	6
Grading Guidelines . . . . .	6
Extra Credit . . . . .	7
Homework-Classwork. . . . .	7
Instructional Program . . . . .	8
Media Center . . . . .	8
Monday Memos . . . . .	9
Parent-Teacher Conferences . . . . .	9
Permanent Records . . . . .	9
Placement of Students . . . . .	9
Processing End of Year . . . . .	9
Promotion/Retention Policy . . . . .	10
Related Arts Program . . . . .	11
Report Cards/Progress Reports . . . . .	12
Special Education . . . . .	12
Speech Program . . . . .	12
Standardized Testing Program . . . . .	12
Syllabus . . . . .	12
Textbook . . . . .	12

## Policies and Regulations

Address and/or Phone Number Change . . . . .	13
After-School Hours . . . . .	13
Articles Prohibited in School . . . . .	13
Attendance Rules . . . . .	13
Bikes and Skateboards and Scooters . . . . .	18
Bullying, Harassment, and Intimidation . . . . .	19
Bus Transportation. . . . .	20
Cafeteria - Breakfast and Lunch Program . . . . .	23
Car Transportation . . . . .	23
Cell Phone . . . . .	24
Computer Usage . . . . .	24
Discipline . . . . .	26
Dress Code . . . . .	27
Early Dismissals . . . . .	28
Early School/Emergency Closing . . . . .	28
Excuses from Recess or Physical Education. . . . .	29
Forgotten Items . . . . .	29
Health and Safety . . . . .	29
Legal Custody/Guardian . . . . .	30
Lost and Found . . . . .	30
Make-Up Work Procedure . . . . .	30
Moment of Silence . . . . .	30

Money Sent to School.	31
Notes Required from Parent or Guardian	31
Participation in Extracurricular Activities	31
Parties and Birthday Treats	31
Pets/Animals	32
Photographing and Videotaping	32
Profanity Free Zone	32
Privacy	32
Religious Beliefs	32
Return Check Policy	32
Rules	32
Recess/Playground Rules	33
Safety	33
School Store	33
Smoking Policy	33
Student Speakers at School Sponsored Activities	33
Student Receipts	34
Student Withdrawal from School	34
Transportation Change	34
Visiting Campus	34

## **Organizations for Parent and Citizens**

Parent Teacher Association	34
PTA Volunteer Program	35
School Improvement Council	35

# CURRICULUM AND INSTRUCTION

## CHALLENGE PROGRAM

Beginning in grade three, the school district provides a program for gifted and talented students to challenge them with rigorous, complex class work and research. It is a pullout program which third grade students attend 125 minutes per week and students in grades four and five attend for at least 200 minutes per week. Students in this program are required to make up the work they miss in their regular classes. Gifted students demonstrate high potential or ability in academic areas. Identification in academic areas is made using state criteria.

Administrators, parents or teachers may make a referral for students to be screened. All students currently in the program will continue to be served. If a student withdraws from the program, he/she must requalify. Results of private testing are not accepted for placing students in the Challenge Program. Any questions regarding Challenge should be referred to the challenge teachers, not the regular classroom teacher.

## COUNSELING PROGRAM

Our counselors work closely with the school staff to provide a program of activities designed to enhance the personal, social and emotional development of our students. In addition to the classroom guidance program, the counselors work with individuals and small groups. Students may be referred by themselves, a teacher, a parent, or staff member. The counselors are available for conferences with parents. To schedule appointments please call 355-7100.

## DAILY SCHEDULES

7:15	Main Entrance opens for early drop off. Bus entrance opens.
7:15-7:45	Breakfast is served.
7:30	Safety Patrol on duty at both car entrances
7:45-8:00	All classrooms will be opened and teachers will be at their doors to greet students.
8:00	All students not in class by 8:00 are considered tardy and must report to the attendance clerk (front office) accompanied by a parent. Students will not be admitted to class without a tardy pass.
10:30-1:00	Lunch is served.
2:00	Early dismissals must be prior to 2:00
2:20	Afternoon announcements and afternoon dismissal begins.
2:30	Students are dismissed from campus
2:45	All car riders must be picked up by this time. Teachers' contract hours end and late parents will have to enter the building to sign out students.

Supervision by the Oakview staff is provided from 7:15 a.m. until 2:45 p.m. Students may not enter the classrooms before or after these hours. Students that have not been picked up by 2:45 are moved to the front lobby and must be signed out by a parent/guardian.

## FIELD TRIPS

Field trips are considered an extension of the classroom and instructional program. The Oakview teachers spend many hours planning and preparing for an exciting and enriching experience for our students. Students are expected to fulfill their responsibilities, i.e. homework, behavior, class work, monetary obligations, in order to participate. The school requires written permission from the parents or legal guardians before a child is permitted to go on a field trip. A signed permission form with insurance information is required. If a child does not have insurance, an uninsured form must be completed. Transportation will be by bus. Each child is expected to pay a fee to cover expenses. If there is a monetary reason keeping a child from participating in a field trip, please call your child's teacher and/or the principal to discuss alternatives that would make the field trip possible for your child. Field trip fees cannot be returned if a student has been counted in the original number. The number of students participating determines charges for trips. Exceptions will be considered on an individual basis only in extreme circumstances. Certain field trips require students to bring a bag lunch for the day of the field trip.

**The permission slip, field trip fee, and a bag lunch fee must be turned in to the teacher 24 hours prior to the field trip in order to participate. Any exceptions must be approved by the administration. All medications must be brought to school the morning of the field trip by the parent for all trips leaving before school starts and/or returning after school hours.**

## FIELD TRIP CHAPERONE

The selection of field trip chaperones is restricted to parents/guardians of currently enrolled students. Only those selected as field trip chaperones may attend field trips. The number of chaperones is limited and determined by the field trip destination and need for supervision. Parents not selected as field trip chaperones are prohibited from accompanying the class on a field trip. All chaperones must have a background check completed prior to the trip. An approved chaperone cannot find their own replacement should they not be able to attend unexpectedly.

## GRADING GUIDELINES

The district's guidelines will be followed in every elementary school in Greenville County. The guidelines' philosophy is that grades should reflect the accomplishment of the student in the classroom to the fullest extent possible. The report card indicates whether your child is working on or below grade level. Students will receive a grade of Q, M, P or L in penmanship, music, art or physical education to denote student performance. Students in 2nd-5th grade must have all A's and B's and Q's in ungraded subjects to make the Honor Roll.

### Grading Scale for Grades K-1

M=The student consistently meets or exceeds end-of-year expectation for this standard

P=The student shows expected growth/progress in meeting this end-of-year standard

B=The student is beginning to progress forward meeting this end-of-year standard

N=The student needs intensive support at school and home to develop this end-of-year standard

### Grading Scale for Grades 2-5:

A=100-90

B= 89-80

C= 79-70

D= 69-60

F= 59-50

## **EXTRA CREDIT**

No individual extra credit will be given to increase a grade. Extra credit opportunities may be offered, however, in an effort to promote further learning or enrich current instruction.

## **HOMEWORK / CLASSWORK**

Homework assignments are an extension of classroom instruction and should be challenging and meaningful. Teachers at each grade level will explain their homework policies. We encourage parents to provide assistance if needed but to expect their child to be responsible for the assigned work. If you have questions at any time, please contact your child's teacher.

### **Homework**

Guidelines for homework are specified in the Policy Manual of the School District of Greenville County and are as follows:

#### **Purpose**

A well balanced learning experience for the student includes work in the classroom, academic study outside the classroom, participation in extra-curricular activities, and opportunities to learn and demonstrate strong leadership and good character. Work outside the classroom, known as homework, should be assigned only when it is beneficial and important to the student's overall program. Homework should be educationally relevant and reasonable; should serve the needs of the learner in meaningful ways; and should promote student engagement in learning through personalization of tasks to fit the students' learning needs, allowing student choice as appropriate. Although there is a place for rote practice and memorization, homework should also involve higher levels of thinking and creativity. The Board expects a reasonable and balanced approach to coursework outside school hours that facilitates a positive high school experience.

#### **Academic Achievement: Homework**

When homework is given, assignments shall reflect the following guidelines:

Homework shall include one or more of the three generally recognized types of homework:

Practice: reinforces newly acquired skills taught in class

Preparation: helps students prepare for upcoming lessons, activities, or tests

Extension: provides challenging, often long-term opportunities for enrichment that parallel class work

Homework shall be carefully planned and explained to the students.

Content and duration of homework shall be personalized to accommodate the age, grade, ability, and readiness of the students.

Homework shall be assigned with awareness of the home resources available to the student and the family and alternative options offered, where necessary.

Since involvement in extracurricular activities is encouraged and valued, homework assignments that are lengthy shall be scheduled as far in advance as possible.

Daily homework assignments for primary level students (K-2) shall not exceed 30 minutes, including 20 minutes of reading.

Daily homework assignments for elementary students (3-5) shall not exceed 60 minutes.

Daily homework assignments for middle school students shall not exceed 90 minutes.

Because homework at the high school level varies according to a student's course load and schedule, high school students should spend sufficient time on homework to master the content of the subject matter.

Completed homework assignments are to be reviewed by the teacher or designee; appropriate instructional follow-up shall occur.

If homework is graded, the homework average shall not count in the student's overall quarterly grade at the elementary level, and shall count no more than 10% of the overall quarterly grade at the middle school and high school levels.

Because they require a greater amount of time and effort than daily assignments, grades for long-range assignments shall not count as part of the homework percentage, but should be considered in the time allocated for homework.

Parents and students shall be informed at the beginning of the school year and at the beginning of second semester, if appropriate, of the district homework policies and classroom homework expectations.

Students are encouraged to spend some time each day reading a variety of materials independently.

## **Review/Reporting**

This policy shall be reviewed in accordance with the Board policy review process

## **INSTRUCTIONAL PROGRAM**

The curriculum at Oakview is a combination of all the experiences a student has while in school. Subject areas that are taught include:

Reading      Mathematics      Social Studies      Handwriting      Health  
Language      Science      Music Art      Physical Education  
Technology      Character Education

The School District of Greenville County and the State Department of Education have adopted curriculum standards which teachers follow when planning instruction. These Learner Standards can be accessed on the school's web page. Enrichment and acceleration are provided in all classrooms and by special classes for those students who qualify.

## **MEDIA CENTER (LIBRARY)**

The mission of the Oakview Media Center is to help students learn by providing books and other media to support curriculum and state standards, to teach students how to use the media center effectively and to create a lasting interest in using the library for information seeking and enjoyment. The goals of the Oakview Media Center are:

- To ensure that students are effective users of ideas and information.
- To provide library media materials and services appropriate to the curriculum of the school.
- To provide library media materials and services that meets the information and recreational needs of the learning community.
- To provide library media materials and services that make reading fun for the learning community.
- To provide opportunities for collaboration between the library media specialist and classroom teachers to incorporate information literacy and technology into instruction.
- To promote and provide instruction in information literacy to teachers and students.

The library media center is open 7:30a.m. - 3:00p.m. daily. It is open for teachers, students, and parents to use anytime within these hours. The Library Media Center has a number of items available including teaching materials, books, magazines, books-on-tape, newspapers, pictures, computers, recording, software, and other



audiovisual aids. Parents are encouraged to use the media center like the public library. Students are welcome to exchange books or use the media center before and after school and any time their teacher will allow. Classes visit the media center on a regular basis. All students are expected to visit the media center a minimum of once a week to check out books. For more information about the media center policies and procedures, please visit our webpage on the Oakview web site.

## **MONDAY MEMOS**

Parents will receive from every teacher a newsletter giving a brief overview of the upcoming curriculum topics of study. This will enable parents to be involved with their children's studies. If any parent does not receive a Monday Memo, either by paper or electronically, the parent needs to contact the teacher to determine the problem. Please read every memo for important school information.

## **PARENT-TEACHER CONFERENCES**

There will be a scheduled conference between the child's teacher and parent/legal guardian at the end of the first 45-day reporting period for all Kindergarten through fifth grade parents. Teachers will also schedule conferences throughout the year as needed to share information about a child's progress. Please make every effort to attend your conference. The use of recording devices is prohibited without the permission of the person being recorded. Parents are encouraged to initiate conferences at any time by writing a note, emailing or calling the teacher for an appointment.

When teachers observe the need for additional parent-teacher conferences, they will request that parents come in for special conferences. Kindergarten teachers will schedule a second conference with all parents to update student's reading and math progress since kindergartners do not receive report cards

## **PERMANENT RECORDS**

A permanent record is maintained in the school office for each student. All information in the permanent record is confidential and is accessible only to the professional staff, and the student's parents and guardian. Please schedule an appointment with a counselor if you desire to review your child's permanent record. When a student transfers to another school outside Greenville County, the records will be forwarded to the new school upon receiving a written request from the new school.

## **PLACEMENT OF STUDENTS**

The principal works closely with the classroom teachers, guidance counselors, and assistant principals to assign students to a heterogeneous homeroom class. Parent letters requesting a teacher are not accepted. The placement of all students at the beginning of the school year is considered TENTATIVE. Changes in the enrollment may necessitate assigning students to different classes, but every effort is made to limit the changes that are made.

## **PROCESSING END OF YEAR RECORDS**

Before a child's record can be processed for the next school year, the following must be completed:

1. All Fall, and Group pictures must be returned or paid for in full.
2. All fees for lost/damaged South Carolina textbooks must be paid in full.
3. All activities, materials, etc. that have not been paid for during the year must be resolved.
4. All lunch fees must be repaid.
5. All NSF checks and service charges must be cleared.
6. All library books must be paid for or returned.

## **PROMOTION/ RETENTION POLICY**

Greenville County Schools' expectations are defined by the curriculum standards adopted by the S.C. Board of Education in the core discipline areas of English language arts, mathematics, science, and social studies.

The district's promotion and retention policy assures that students reach minimal academic standards at each grade level before they are promoted. To ensure that each child has the opportunity to meet these standards, appropriate intervention measures and transitional programs will be available to those who need them. The decision to retain a student will be made only after intervention efforts are unsuccessful in helping students reach certain achievement levels. The following guidelines will be used:

— Although the principal, after consultation with the teacher, makes the final decision on promoting or retaining a student, he/she must have compelling procedural and/or substantive reasons for not accepting the recommendation of the student's teacher.

— A student with disabilities, as identified by federal and state statutes and regulations, will be subject to promotion criteria appropriate to the student's age and grade placement unless the student's Individual Education Plan (IEP), as developed by the IEP committee, addresses and defines alternative learning goals and promotion standards.

— In kindergarten through grade eight, a student may not be retained more than once in any one grade, and no more than a total of two times unless approved by the Superintendent or his/her designee.

— In the event of a catastrophic illness, injury, or psychological trauma, the school principal may waive promotion criteria for him/her provided that the incident has demonstrated negative effect on the student's academic performance when compared to prior achievement. The principal shall document the circumstances prompting this action.

— A Limited English Proficient (LEP)/migrant student should be promoted or placed along with age-level peers, according to this Rule. Retention must be documented with evidence that indicates the determining factors are other than English language proficiency.

## Specific Promotion Criteria

### Kindergarten

5K students are expected to learn the skills outlined in the language arts, mathematics, personal and social development, science, and social studies state standards. Since 5K attendance is not required (a non-attendance waiver is allowed), a local school may not require a student to repeat 5K. A 5K student may only be retained as a result of a teacher/parent consultation with the parent in agreement. Retention in 5K should be considered on a case-by-case basis and should only be recommended in rare cases.

### Grades One-Five

#### Promotion Criteria for Grades One and Two

Students in grades one and two are expected to learn, at a minimum, the language arts, mathematics, the science, and social studies curriculum standards, and meet the attendance requirements. Retention in the same grade is based upon teacher recommendation and is subject to approval to the principal.

#### First Grade

To be promoted to second grade:

Criterion 1: Achieve at least one year's growth in reading as documented through formal and informal assessments or achieve reading proficiency at a minimum text level of 12 (primer level),

Criterion 2: Achieve at least one year's growth in math as documented through formal and informal assessments.

#### Second Grade

To be promoted to third grade:

Criterion 1: Achieve at least one year's growth in reading as documented through formal and informal assessments or achieve reading proficiency at a minimum text level of 20 (beginning of second semester second grade),

Criterion 2: Achieve at least one year's growth in math as documented through formal and informal assessments.

Students retained in grades one and two will be required to have an APS in place, developed by the school and parents, to provide assistance strategies to accelerate student learning.

### Promotion Criteria for Grades Three through Five

Students in grades three through five are expected to learn, at a minimum, language arts, mathematics, science, and social studies curriculum standards, and meet attendance requirements. Retention in the same grade is based upon teacher recommendation and is subject to approval by the principal.

#### Third Grade

To be promoted to fourth grade:

Criterion 1: Achieve a minimum average grade of 70% in math, reading, language arts, science, and social studies, Criterion 2: Achieve reading proficiency at a minimum text level of 22/33 (beginning of second semester grade 3),

Criterion 3: Achieve satisfactory mastery of the grade-level standards in math and reading based on teacher determination and documentation through formal and informal assessments.

#### Fourth Grade

To be promoted to fifth grade:

Criterion 1: Achieve a minimum average grade of 70% in math, reading, language arts, science, and social studies, Criterion 2: Achieve reading proficiency at a minimum text level of 24/25 (beginning of second semester grade 4),

Criterion 3: Achieve satisfactory mastery of the grade-level standards in math and reading based on teacher determination and documentation through formal and informal assessments.

#### Fifth Grade

To be promoted to sixth grade:

Criterion 1: Achieve a minimum average grade of 70% in math, reading, language arts, science, and social studies, Criterion 2: Achieve reading proficiency at a minimum text level of 27/28 (beginning of second semester grade 5),

Criterion 3: Achieve satisfactory mastery of the grade-level standards in math and reading based on teacher determination and documentation through formal and informal assessments.

## **Related Arts Program**

Art, music, and physical education programs are compulsory and students must attend these classes. Art, music, and physical education teachers will work with each class for a 45-minute period each week.

Classroom teachers will also provide activities in each of these areas outside of the related arts period.

Performance is reflected on your child's report card with a grade of Q, M, P, and L. Students in grades 3-5 will also receive Science Lab instruction on a weekly basis and students in grades K-2 on a quarterly and bi-weekly basis.

## **REPORT CARDS/Backpack**

A report card is sent home every nine weeks. This report will grade children in reading, languages, spelling, handwriting, mathematics, social studies, science and health, art, music, physical education. If a report is not received at the end of each nine-week period, please notify the child's teacher or school office. [Parents can access student grades via GCS Backpack on the internet.

## **SPECIAL EDUCATION**

Special education services are for students who qualify according to South Carolina and federal criteria. Due process procedures are followed in the placement; written permission for a psychological evaluation and placement must be obtained from the parents. A child does not qualify just because he/she doesn't make good grades. Parents and teachers must work together to refer a struggling student to the school Assistance Team. Psychological evaluation, speech, hearing and vision testing is provided through the school district. If you feel that your child could benefit from these services, contact his/her teacher or the principal. It is important to understand that the school is required to follow a specific process in referring students for special services.

## **SPEECH PROGRAM**

Oakview's Speech Language Pathologists serve students with deficits in the following areas: articulation (speech sound production), language (word meaning, listening skills, grammar, social communications, etc.), voice (hoarse, breathy, and nasal) and fluency (stuttering). Speech screenings are completed for all students referred by teachers and parents. Students that have difficulty with the screening will be considered for further evaluation.

## **STANDARDIZED TESTING PROGRAM**

Oakview Elementary follows the district and state testing programs. Standardized achievement and aptitude tests are administered and test results are available to the parents. Standardized test data are used to identify those areas in which students show academic strength or weakness and to help the school improve the instructional program. Parents will receive a copy of their child's test results. Our counselors are always available to answer any questions or provide explanation about your child's test scores.

## **SYLLABUS**

Grade level long range plans can also be accessed on the school's web page. At the beginning of each school year, parents may also request a hard copy. This long range academic plan will help parents track the delivery of the S.C. curriculum standards from August to June.

## **TEXTBOOKS & ELECTRONIC DEVICES ISSUED BY THE SCHOOL**

Students will have textbooks or electronic devices assigned to them by their teacher. Students are responsible for keeping them in good condition. Students losing or damaging a book (textbook or library) shall be required to pay for such books. Should a lost text book that has been paid for be found, the money will be refunded. Textbooks serve as the major resource for concepts and skills taught by the classroom teacher. Students are permitted to take their texts home, but must be responsible for their care and return to school. For policies and procedures regarding school issued electronic devices, please visit the school web site.

# POLICIES AND REGULATIONS

## ADDRESS AND/OR PHONE NUMBER CHANGE

It is necessary that the school office have on file your current address and home/work phone numbers at all times. This information is especially important in cases of emergency. Please notify the office immediately if you change your address or phone numbers. Many persons have an unlisted telephone number; however, the school must have a number where parents can be located. The school does not release phone numbers and other contact information to outside organizations.

## AFTER-SCHOOL HOURS

Classrooms are locked at 2:45 PM. Due to safety and security reasons students/parents will not be allowed to enter classrooms to retrieve forgotten homework or books. Please help your child to use his/her assignment book on a daily basis as a reminder of books and items needed at home each day.

## Articles Prohibited at School

Anything that might be a hazard to the safety of other children or interfere in any way with school procedures may not be brought to school. Such items as guns, caps for guns, bean shooters, knives, matches, lighters, cigarettes, pornographic material, non-prescription drugs or pills, and alcoholic beverages are not permitted and will be taken away from the student. Prescription drugs and inhalants are not allowed without a physician's permission in writing and on file in the Health room. Any abuse of this policy will be dealt with according to school district policy. Fighting, drugs, and weapons at school may result in suspension. Students are in school to study and learn; therefore, no toys are allowed at school unless the teacher specifies a purpose. In addition and in order to protect school equipment and property, chewing gum is not permitted during the school day.

## Attendance Rules

Book	Rules
Section	J - Students
Title	Attendance: Absences and Excuses
Number	JBD
Status	Active
Adopted	May 1, 1981
Last Revised	May 26, 2017

### Absences

Parents have the legal responsibility of sending their children to school.

All absences beginning with the first shall be approved or disapproved by the board's designee, the building principal. In making this decision, the principal shall be guided by the procedures as presented herein.

Decisions regarding approval of absences and eligibility for credit may be appealed in accordance with district policy.

In accordance with the South Carolina Compulsory School Attendance Law, the School District of Greenville County has adopted uniform rules to ensure that students attend school regularly. Each day that students are not in school, they miss hours of valuable instruction and opportunities for learning that they will not have again.

All children are required to attend a public or private school or kindergarten beginning at age five (5) and continuing until their 17th birthday. If a child is not six years of age on or before the first day of September in a particular school year, parents/guardians may choose not to send their children to kindergarten; however, they must sign a waiver which may be obtained at the local school.

Students are counted present only when they are actually in school, on homebound instruction, or are present at an activity authorized by the school principal. A student is considered in attendance when present for at least three (3) hours of a school day.

Any student who misses school must present a written excuse, signed by his or her parent or legal guardian or a health care professional, for all absences within two (2) days of the student's return to school. The written excuse should include the reason for and the date of the absence. If a student fails to bring a valid written excuse to school, his or her absence will be recorded as unlawful. If a student brings a false or forged excuse, he or she will be referred to the school administration for appropriate action. Schools will use the criteria below when deciding whether an absence is lawful or unlawful.

#### I. Lawful Absences

A. Absences caused by a student's illness and whose attendance in school would endanger his or her health or the health of others. These absences must be verified by a physician statement within two (2) days of the student's return to school.

B. Absences due to an illness or death in the student's immediate family verified by a statement from the parent within two (2) days of the student's return to school.

C. Absences due to a recognized religious holiday of the student's faith when approved in advance. Such requests must be made to the principal in writing.

D. Absences for students whose parents/guardians are experiencing a military deployment. Specifically absences when the parent or legal guardian of a student is an active duty member of the uniformed services and has been called to duty for, is on leave from, or immediately returned from deployment to a combat zone or combat support posting, shall be excused as long as such absences are reasonable in duration as deemed by the principal so that the student can visit with his or her parent or legal guardian relative to such leave or deployment of the parent or legal guardian.

E. Absences due to activities that are approved in advance by the principal. This would include absences for extreme hardships. Such approval should be prearranged when possible.

#### II. Unlawful Absences

A. Absences of a student without the knowledge of his or her parents.

B. Absences of a student without acceptable cause with the knowledge of his or her parents.

C. Suspension is not to be counted as an unlawful absence for truancy purposes.

### III. Approval of Absences in Excess of Ten (10) Days and Approval Credit

#### A. Absences

For students in grades K-12, principals shall promptly approve or disapprove any student's absence in excess of ten (10) days, whether those absences are lawful, unlawful, or a combination of the two. A student does not exceed the 10 day absence limit until the student has reached his or her 11th unlawful absence.

#### B. Carnegie Credit

The school year consists of 180 school days. To receive credit, high school students or students in middle school taking courses for graduation credit must attend at least 85 days of each 90-day semester course and at least 170 days of each 180- day year course, as well as meet all minimum requirements for each course.

In order to receive one Carnegie unit of credit, a student must be in attendance at least 120 hours, per unit, regardless of the number of days missed, or must demonstrate proficiency as determined by the District. This exception to the 120-hour requirement is to be administered by the District on a case-by-case basis and only for students who have excessive absences that have been approved. General requests for proficiency-based credit must be made through the process described in Regulation 43-234. Students whose absences are approved should be allowed to make up any work missed in order to satisfy the 120-hour requirement. In order to receive high school credit after the 10th unlawful absence, "seat time recovery" is required for every subsequent absence that is unlawful. (Note: the 10 day absence limit applies to each 180-day course and should be considered 5 days for each 90-day course.). A student must attend the majority of a class session during a school day to receive credit for that class.

### IV. Procedures for Makeup Work

Examples of make-up work may include: (1) after-school and/or weekend make-up programs that address both time and academic requirements of the course(s), or (2) extended-year programs that address both time and academic requirements of the course(s). All make-up time and work must be completed within thirty (30) days from the last day of the course(s) unless approved by principal as a result of extenuating circumstances. Make-up requirements that extend beyond thirty days due to extenuating circumstances must be completed prior to the beginning of the subsequent new year.

A. Provision for make-up of school work missed during lawful absences shall be worked out with the teacher(s) concerned at the earliest time possible, but should not exceed five (5) school days after the student returns to school.

B. Make up of school work missed during unlawful absences may be approved only with permission of the principal after consultation with the teacher(s) concerned.

C. These Procedures for Make-up Work apply to all schools in the district.

D. In addition to the above, each school will develop procedures to handle absences consistent with the following:

1. The status of all student absences shall be communicated to the teacher(s) concerned within three (3) days of the student's return to school.

2. Student absences for school activities or college visitation may be excused by the principal. The effect that

the student's absence has on his or her education should be taken into consideration when decisions are made with regard to individual student class absences for school activities.

3. Each school will review its procedures for dealing with absences on an annual basis and make appropriate adjustments consistent with this administrative rule. Each school will also place its plan for dealing with absences in its student handbook (if applicable) and communicate this plan to parents/guardians through newsletters or other means early in the school year.

#### Truancy

The School District recognizes that truancy is primarily an educational issue and that all reasonable, educationally sound, corrective actions should be undertaken by the school district prior to resorting to the juvenile justice system. For purposes of this section (truancy and compulsory attendance), a parent may provide up to 10 parent notes excusing a student illness or an absence related to an immediate family member's illness or death. However, in order for any subsequent absence related to an illness to be lawful it must be supported by a physician statement/medical note.

#### I. Truant

A child, ages 6 to 17 years, meets the definition of a truant when the child has three (3) consecutive unlawful absences or a total of five (5) unlawful absences.

#### II. Habitual Truant

A "habitual" truant is a child, ages 12 to 17 years, who fails to comply with the intervention plan developed by the school, the child, and the parent(s) or guardian(s) and who accumulates two (2) or more additional unlawful absences. This child may need court intervention and an initial truancy petition may be filed. The written intervention plan, and documentation of noncompliance, must be attached to the truancy petition asking for court intervention.

#### III. Chronic Truant

A "chronic" truant is a child, ages 12 to 17 years, who has been through the school intervention process, has reached the level of a "habitual" truant, has been referred to Family Court and placed on an order to attend school, and continues to accumulate unlawful absences. Should other community alternatives and referrals fail to remedy the attendance problem, the "chronic" truant may be referred to the Family Court for violation of a previous court order. All school intervention plans existing to this point for this child and family must accompany the Contempt of Court petition as well as a written recommendation from the school to the court on action the court should take.

#### Intervention

In accordance with state laws and regulations, school officials shall immediately intervene to encourage the student's future attendance when the student has three consecutive unlawful absences or a total of five unlawful absences. According to S.C. Code of Laws Ann. §59-65-90, "intervene" means to identify the reasons for the child's continued absence and to develop a plan in conjunction with the student and his [or her] parent or guardian to improve his [or her] future attendance."

I. Attendance clerks shall make daily contact (phone/phone messenger, letter or e-mails) to the parent(s)/guardian(s) of students who are absent. To ensure that attendance is coordinated at all levels, each school must utilize its attendance committee or implement other strategies on a regular basis to address issues of student attendance. The school attendance committee should be chaired and coordinated at each level by the following staff:

Elementary: Assistant Principal or other certified and/or licensed staff designated by the Principal;



Middle: Grade Level Administrator; and

High: Assistant Principal

Other members of the attendance committee may include, but are not limited to, the following staff:

School Social Worker;

School Resource Officer;

In-School Suspension Supervisor;

Parent/Legal Guardian Educator;

Database Specialist and Attendance Clerk

II. After a student has accumulated three (3) consecutive or a total of five (5) unlawful absences, the attendance clerk will submit an attendance printout and dates of contact to the intervention team coordinator. The intervention team shall:

A. Make every reasonable effort to meet with the parent(s) or guardian(s) to identify the reason(s) for the student's continued absence. These efforts should include telephone calls and home visits, both during and after normal business hours, as well as written messages and e-mails.

B. Identify reasons for the student's unlawful absences.

C. Develop a written "intervention plan" to address the student's continued absence in conjunction with the student and the parent(s)/guardian(s) to improve attendance. The intervention plan must include, but is not limited to, the following:

a. Reasons for the unlawful absences;

b. Actions to be taken by the parent(s) or guardian(s) and student to resolve the causes of the unlawful absences;

c. Documentation of referrals to appropriate service providers and, if available, alternative school and community-based programs;

d. Actions to be taken by intervention team members;

e. Actions to be taken in the event unlawful absences continue;

f. Signature of the parent(s) or guardian(s) or evidence that attempts were made to involve the parent(s) or guardian(s);

g. Documentation of involvement of the intervention team members; and

h. Guidelines for making revisions to the intervention plan.

D. Apprise the parent(s)/guardian(s) of the South Carolina Compulsory Attendance Law.

E. Document the conference and involvement of team members by having all appropriate conferees sign and date a Student Attendance Intervention Plan Form in the spaces provided.

III. If a student accumulates two additional unlawful absences after an intervention plan has been established, the student will be referred to the appropriate attendance supervisor. The referral form, a summary of the student's attendance and the intervention plan will be sent to the attendance supervisor from the school.

IV. Upon receipt of a referral, the attendance supervisor shall immediately intervene to improve the student's attendance. Intervention shall include, but not be limited to:

A. Convene a conference with the parent(s)/guardian(s) and the student.

B. Review the plan for improving attendance developed by the parent(s)/guardian(s), student, and intervention team, and make adjustments as necessary.

C. Follow-up on recommendations made by the intervention team.

D. Review with the parent(s)/guardian(s) the South Carolina Compulsory School Attendance

Law and give the parent(s)/guardian(s) a copy of the law.

E. Inform the parent(s)/guardian(s) and student that any additional unexcused absence will result in referral to the appropriate agency.

F. Document the conference by having the parent(s)/guardian(s) and student sign and date the Student Attendance Intervention Plan Form. Include your written findings on recommendations made by the intervention team.

V. Continuing contact, as needed, will be maintained between the referring school and the attendance supervisor.

VI. After not more than nine (9) consecutive or total unlawful absences, the appropriate attendance supervisor shall make a determination whether the case is one of educational neglect or truancy. The case shall then be referred, in accordance with state law and district attendance procedures, to the appropriate agency for disposition.

### Referrals and Judicial Intervention

A school must attempt to implement a written intervention plan prior to referring a student to Family Court for judicial intervention. A consent order must not be used as an intervention plan from the District. Should the parent(s) or guardian(s) refuse to cooperate with the intervention planning to remedy the attendance problem, the District is authorized to refer the student to Family Court in accordance with S.C. Code Ann. §59-65-50, and a report shall be filed against the parent(s) or guardian(s) with the Department of Social Services in accordance with state law.

Each referral must include a copy of the plan and specify any corrective action regarding the student and/or the parent(s) or guardian(s) that the District recommends that the court adopt as well as any other available programs or alternatives identified by the District. The intervention plan must be attached to the petition to the Family Court and served on the student and the parent(s) or guardian(s).

Once a school attendance order has been issued by the Family Court and the student continues to accumulate unlawful absences, the student is considered to be a "chronic" truant and school officials may refer the case back to Family Court. However, the school and District must exhaust all reasonable alternatives prior to petitioning the Family Court to hold the student and/or parent(s) or guardian(s) in contempt of court. Any petition for contempt of court must include a written report indicating the corrective actions that were attempted by the District. The District must include in the written report its recommendation to the court should the student and/or parent(s) or guardian(s) be found in contempt of court.

### Transfer of Plans

If a student transfers to another public school in South Carolina, intervention plans shall be forwarded to the receiving school. School officials will contact the parent(s)/guardian(s) and local team members to review the plan and revise as appropriate. Court ordered plans may be amended through application to the court.

## **BIKES, SKATEBOARDS AND SCOOTERS**

Bikes may be ridden by students and parked in the assigned parking areas. Students must place their bikes in a bike rack each day and show respect to others property. Motorized scooters, mini-bikes, All Terrain Vehicles and other power driven (gas or electric) devices are legally considered motor vehicles and children are not

permitted to operate them on public rights-of-way. Bikes, skateboards, & scooters are not to be ridden on the sidewalks around the school at any time.

## **Reporting Bullying, Discrimination, Harassment, Intimidation and Misconduct**

The District is committed to fostering an environment that both promotes learning and prevents disruptions to the educational process. Accordingly, the District prohibits all forms of bullying, discrimination, harassment, or intimidation. As provided in Board Policy and Administrative Rule JCDAG, students and parents may file a report of bullying, discrimination, harassment, intimidation, or misconduct by other students, employees of the District, or third parties involved in the school setting.

All reports should be filed with the principal or his or her designee. Reports may also be filed by a student's parent. If the allegation is against the school's administration, the student or parent should file a report directly with the District's Parent Resource Representative. (See Policy JA for contact information). Anonymous reports may be made, but those reports must provide the District with adequate information in order to begin an investigation.

Additionally, students and parents should immediately report any concerns related to employee interactions with students that are inconsistent with the requirements and expectations contained in Board Policy GBV. Concerns that should be immediately reported to a school's administration include potential mistreatment of students and other conduct by employees that could constitute inappropriate interaction or communication, including those sexual in nature.

### **Investigations and Consequences**

Reports will be investigated promptly, thoroughly, and confidentially. The investigation shall include appropriate steps to determine what occurred and to take actions designed to end the harassment, intimidation, or bullying, and prevent such misconduct from reoccurring. The student and his/her parent shall be informed of the results of the investigation and shall be advised how to report any subsequent issues. Any discipline of students or staff shall remain confidential.

If the investigation determines that inappropriate conduct has occurred, the administration shall take reasonable, timely, age-appropriate, and effective corrective action. Examples of corrective action include, but are not limited to, disciplinary action against the aggressor, up to and including termination of an employee or expulsion of a student.

The District prohibits retaliation or reprisal in any form against a student or employee who has filed a report. The District also prohibits any person from falsely accusing another person.

### **Appeals**

Notification of the outcome of the investigation will be issued in writing to the complainant and the complainant will be informed of the right to appeal. An appeal related to disability discrimination or harassment should be made to the District's 504 Coordinator. An appeal regarding color, race, or national origin should be made to the District's Title VI Coordinator. An appeal regarding sexual harassment, sexual misconduct, or gender discrimination should be made to the District's Title IX Coordinator. (See Policy JA for contact information). A complainant may then appeal the decision of the coordinator to the Superintendent or his or her designee.

A complete copy of the District's Policy, Administrative Rule, and report form referenced above can be located at <http://www.boarddocs.com/sc/greenville/Board.nsf/Public#>. You may also receive a copy of Policy JCDAG, Administrative Rule JCDAG, or the report form from your school upon request.

## **BUS TRANSPORTATION**

Greenville County Schools  
Code of Conduct on School Buses

In order to insure the safety of all students riding buses in Greenville County Schools, appropriate behavior is required for all students. Transportation to and from school is an extension of the classroom and should be considered part of the school day. The issue of safety requires students to be on their best behavior while on school buses or vehicles. Violations of school bus rules will be addressed in the manner listed below, with the exception of violations relating to the tagging program used in elementary schools. The guidelines for that function are listed separately at the end of this document.

The School District Behavior Code is in effect for all students at all times when being transported on school buses to and from school or school activities. Thus, while students may lose the privilege to ride the bus due to their misconduct, the student may also be disciplined according to the District's Behavior Code, up to and including suspension, recommendation for expulsion and notification to law enforcement.

### Level I Offenses - Disorderly Conduct

Refusing to follow driver directions  
Getting on or off the bus at an unauthorized stop without permission  
Standing or sitting improperly while the bus is moving  
Riding the wrong bus without permission from the principal  
General horseplay  
Making loud noises  
Profanity/Obscene Gestures  
Littering  
Possession of tobacco products, e-cigarettes or vaping devices  
Delaying bus services by tardiness, loitering, etc.

\*The school administration may classify a Level I offense as a Level II offense if the infraction seriously jeopardizes the health and/or safety of others.

### Level I Consequences

1st Referral -- Warning and parent contact  
2nd Referral -- In school punishment, parent contact and/or one (1) day bus suspension  
3rd Referral -- Suspended from bus three (3) days and parent conference  
4th Referral -- Suspended from bus up to five (5) days and parent conference  
Additional Level 1 referrals will result in administrative review and may be accelerated to a Level II offense

### Level II Offenses

Use of tobacco products, e- cigarettes, or vaping devices  
Throwing objects out of bus  
Profanity directed at staff  
Rude, discourteous behavior directed at staff  
Vandalism [restitution may be required]  
Harassing, threatening or intimidating another student  
Fighting  
Stealing

Inappropriate verbal or physical conduct of a sexual nature  
Other safety violations that may interfere with the safe operation of the school bus

\*The school administration may classify a Level II offense as a Level III offense if the infraction seriously jeopardizes the health and/or safety of others.

#### Level II Consequences

1st Referral -- Suspension from bus up to ten (10) days and parent conference

2nd Referral -- Suspension from bus ten (10) days and parent conference

3rd Referral -- Suspension from bus thirty (30) days, possible removal and parent conference

#### Level III Offenses

Possession, use or transfer of weapons

Sexual offenses (which include sexual acts that do not result in criminal offense)

Arson

Impeding the operation of a school bus

Distribution, sale, purchase, use or being under the influence of alcohol or controlled substance

Threatening to take the life of or inflict bodily harm to a school employee

Ganging

Bomb threat

#### Level III Consequences

Any referral - Minimum thirty (30) days suspension from bus and possible removal from bus for remainder of school year and parent conference.

#### Discipline of Disable Students:

Students with disabilities will be discipline in accordance with federal state law including the Individuals with Disabilities Education Act and Section 504 of the Rehabilitation Act, as set forth in the procedures developed by the administration.

#### Greenville County Schools

##### General Procedures for Transporting 4K, 5K, and 1st Grade Students

#### School Responsibilities:

Schools are responsible for ensuring that all student transportation information is transmitted to their respective center in a timely manner during the school year. Schools are required to maintain accurate student information in PowerSchool to include accurate student addresses and correct arrival and departure codes. All bus requests will be submitted to the transportation center by July 31st prior to the beginning of school. Student information submitted after this time may not allow sufficient time to process information and assign the student to a bus prior to the opening of school.

All K4, K5 and 1st grade students will receive a numbered ID tag from the school prior to boarding the bus in the afternoon. The tag must be visible to the driver. As the student departs the bus in the afternoon, the driver will collect the student's identification tag. The driver will retain the tag and deliver all tags to the school the following morning. The school will distribute the tags to the respective teacher or staff member so the tags can be put on the student before afternoon bus dismissal.

Each 4K, 5K and 1st grade student must wear a bus tag while being transported to and from school for the entire school year. The student tag shall include the following information:

Front:

Student Name  
Unique number  
[ ] Student designee name (4th grade or above)  
Route number

Back:

Student Address

Driver Responsibilities:

Drivers are responsible for ensuring that 4K, 5K and 1st grade students are not allowed to depart the bus, whether alone or in a group, if a parent/guardian/designee, with a numbered card, is not present at the stop. Drivers are responsible for returning these students to the elementary school. The driver will immediately contact his/her respective bus center and alert them to the fact that a student is being returned to school. The center staff will immediately notify the school so that school staff can be present to meet the bus.

Drivers are responsible for turning in a "School Bus Disciplinary Report" each time a student is returned to the elementary school.

Drivers are responsible for assigning all 4K students to seats at the front of the bus. Under normal circumstances siblings will be assigned to the same seat.

The transportation department will provide the driver with a list of students at each stop. If the driver has any doubt about whether the student is at the right stop or not, the driver should immediately notify their center for instructions.

Parent Responsibilities:

The parent/guardian is responsible for properly registering their student(s) at the designated school and ensuring that all information provided on required forms is accurate and current. The parent/guardian is responsible for updating this information at the school whenever changes occur.

The parent/guardian must be present at the regular bus stop both during the morning pickup and afternoon drop-off of their 4K, 5K or 1st grade child. The parent/guardian will be given four (4) numbered cards to distribute to any designee to be at the bus stop in their place. The designee may be another adult or student designee (4th grade or higher). A Bus Tag Application is to be furnished by the school, completed and returned by the parent/guardian to the school before the student rides the bus. One person may serve as designee for multiple children. The parent/guardian is ultimately responsible for the safety and conduct of his/her child at the regular school bus stop.

If a 4K, 5K or first grade student is preparing to depart the bus at their assigned stop, whether alone or in a group, AND the parent/guardian/designee, with the numbered card, is not present at the bus stop, the student will be returned to his/her elementary school. When a student is returned to the elementary school, school staff will contact the parent/guardian via contact information that has been provided by the parent/guardian. If the parent/guardian cannot be located, the matter could be referred to Greenville County Schools Law Enforcement Division, appropriate local Law Enforcement Agency, and/or the Greenville County Department of Social Services (DSS).

Incidents of the parent/guardian/designee, with the numbered card, not being at the bus stop for PM drop-off, will result in all transportation services being discontinued according to the following schedule:

- First Incident: Warning to parent by school with review of future consequences
- Second Incident: 3 days off the bus
- Third Incident: 5 days off the bus
- Fourth Incident: 10 days off the bus

Fifth Incident: Removal from bus for the remainder of school year

The school administration will implement the above schedule without a bus driver referral and notify appropriate bus center of the effective dates of loss of bus transportation services.

Please note that the above table of incidents and loss of transportation bus privileges is absolute with no discretion on the part of the school administration.

## **CAFETERIA - BREAKFAST AND LUNCH PROGRAM**

Nourishing, well-balanced meals are served each day for students and staff. Foods for those with special dietary needs will be prepared with a doctor's note. The cafeteria uses a computerized payment system. Students may pay for meals by the week or month or by the day at the cash register. A running total is maintained on the computer. Students access their account by entering their assigned number. Any student who owes money to the cafeteria will be provided an alternative meal.

Parents are requested to put lunch money in an envelope with the child's first and last name, amount, and name of teacher on the front. This will aid the lunchroom staff in crediting the proper account. Parents may also pay for meals online by visiting Oakview's website.

Parents are invited to have lunch with their children at any time. Parents eating in our cafeteria are expected to purchase a school lunch - regular meal or salad. The Oakview Café, just like any other restaurant, requests that food items from outside (i.e., fast food, etc.) not be brought to our restaurant.

- If a parent plans to eat lunch with his/her child, it is necessary to send a note or call 355-7108 before 9:00 AM so he or she will be included in the lunch count.
- Parents are encouraged to be aware of the exact time their child eats lunch.
- Upon arriving, please SIGN IN at the office and get a VISITOR'S BADGE.
- If parents arrive early, please wait in the lobby area rather than going to your child's room.
- Parents are asked to say good-bye to the child in the cafeteria and the child is to leave with their class at the end of his/her lunchtime.
- Please be mindful that soft drinks are not allowed in the lunchroom. Students may bring fruit drinks in plastic containers.
- The microwaves in the cafeteria are for teacher use only. Students may use a thermos to keep foods warm.

The Free and Reduced Lunch Program is available under the National School Lunch Program. An application form will be given to enrolling students. Parents will be notified in writing of eligibility. Parents will need to pay for a child's meal until their application has been returned to the school and approved.

Weekly breakfast/lunch menus will be posted on the Oakview website on Friday morning for the following week. If you do not have access to a computer, please let your student's teacher know so that a hard copy can be sent home every Friday.

Food and Nutrition Services expects payment either in advance or at the point of service. If parents or guardians find it impossible to pay for student meals, please apply for free and reduced meals by completing an application available from your local school Cafeteria Manager. Students who owe money to the school cafeteria will not be offered a regular school meal but will be provided an alternative meal (i.e., cold cheese sandwich and milk).

## **CAR TRANSPORTATION**

Our objective is to provide safe pick-up and drop-off procedures for the children while maintaining an orderly flow of traffic.

Parents are requested to follow the directions of school personnel as they oversee daily traffic patterns and the safety of students. We urge all parents to drive slowly and carefully, using extreme caution and follow all

directional signs and printed maps! Students that have not been picked up by 2:45 are moved to the front lobby and must be signed out by a parent or guardian.

For the safety of the students, the following traffic rules are to be obeyed during the arrival and dismissal of students:

1. All cars arriving at the kindergarten entrance for K5-2nd grade must ENTER and EXIT from Batesville Road. Cars may NOT enter from Roper Mountain Road and turn left into the kindergarten entrance. Those doing so may be ticketed by the Greenville County Sheriff's Department.
2. During the afternoon pick-up, district policy requires that all authorized adults present the appropriate tag for scanning when driving through the car line.
3. Drive all the way to the crosswalk where the staff member is holding a STOP sign.
4. Stay in a single line. Please do not pass cars during arrival or dismissal.
5. Students should leave and enter cars only from the right side.
6. Obey safety patrols; they are for your child's safety.
7. Remind students to cross only at the crosswalk where there is a school crossing guard or teacher. Please do not drop off in the parking lot at the crosswalk.
8. Students are to sit quietly (by grade levels or with siblings) and look for their car. Students may not go back in the building. All school rules apply.

## **Cell Phone and Personal Electronic Devices**

Cell phones and other personal electronic devices are not needed during the school day. Students have ample access on campus to technology tools and devices for research and reference. Should a student need to contact a parent or family member during the school day, teachers or office staff can assist them. Cell phones or personal electronic devices found in the possession of students will be confiscated and returned to the parent.

## **COMPUTER USAGE**

Greenville County Schools  
Data Security and Use of Technology  
Rule EFE  
Introduction

Each employee, student or non-student user of Greenville County Schools (GCS) information system is expected to be familiar with and follow the expectations and requirements of this administrative rule. The purpose of this rule is to ensure that individuals are aware of their responsibilities regarding the Internet and related technology and equipment. This rule also helps ensure the safety and privacy of current and former employees and students.

### **A. Legal Requirements**

GCS is committed to complying with applicable information security requirements and relevant information security standards and protocols. These requirements include, but are not limited to the following:

The Family Educational Rights and Privacy Act (FERPA)

Children's Internet Protection Act (CIPA)

Individuals with Disabilities Education Act (IDEA)

Children's Online Privacy Protection Act (COPPA)

Health Insurance Portability and Accountability Act (HIPPA)

Users of GCS's network are required to adhere to state and federal law as well as board policy. Any attempt to break those laws or policies through the use of GCS networks may result in discipline or litigation against the offender(s) by the proper authority. GCS will provide any information necessary in order to fully cooperate with the appropriate authorities in the civil and/or criminal process.

(16)



## B. Acceptable Use

GCS provides computer, network, e-mail, and Internet access to individuals as part of the learning environment. The use of these resources is a privilege and not a right. While these systems have the power to deliver a vast number of resources to classrooms and enhance education, their effectiveness depends on the responsible and ethical use by every individual. Violation of this administrative rule will result in the loss of this privilege and may result in discipline or litigation in accordance with board policy and state and federal law.

### Student Acceptable Use

This section is dedicated to provide GCS students with guidance of acceptable use of the district's information technology resources, including but not limited to:

The internet, intranet, e-mail, portal;

District assigned computing devices such as personal electronic devices, laptops, desktops and portable storage; and

The District's network and supporting systems and data transmitted by and stored on these systems.

#### A. Compliance with Copyright Laws

Students are to follow copyright laws at all times. Students should refer all questions regarding copyright concerns to administrators at their school.

#### B. Filtering and Monitoring Computer Resources

The District takes reasonable precautions by using filtering software to keep inappropriate Internet sites and e-mail out of the classroom. The District strongly adheres to the guidelines set forth by COPPA and CIPA when installing filtering/monitoring software devices on District equipment. The District does not supervise individual e-mail accounts.

The District reserves the right to review any e-mail sent or received using District equipment and e-mail accounts.

Students must adhere to the behavior expectations while using technology and e-mail, including but not limited to those expectations contained in board policy. The District's Behavior Code is Board Policy JCDA.

Technology is constantly changing and evolving. Due to the nature of the Internet, online communications, and evolving technology, the District cannot ensure or guarantee the absolute safety of students during the use of technology, including email and the Internet. Parents and students should contact the school immediately with any concerns related to the use of technology.

#### C. Prohibited Uses of GCS Resources

The following uses of GCS computer resources by students are prohibited from:

The use of school computers for commercial purposes.

The use of obscene, bullying, profane, lewd, threatening, disrespectful, or gang related language or symbols.

The bypass or attempt to bypass any of the District's security or content filtering safeguards.

Allowing another person to use the computer under your District login.

Adding, modifying, repairing, reconfiguring or otherwise tampering with any device on the network infrastructure including, but not limited to: wireless network devices, computers, printers, servers, cabling, switches/hubs, routers, etc.

Unauthorized access, overloading, more commonly known as Distributed Denial of Service or Denial of Service, or use, or attempted unauthorized access or use of District information systems.

Destroying or tampering with any computer equipment or software.

The use of any "hacking tools" that can be used for "computer hacking", as defined in the South Carolina Computer Crime Act, may not be possessed on school property, on any District premise, or run or loaded on any District system.

The use of school computers for illegal activities including but not limited to planting viruses, hacking, or attempted unauthorized access to any system.

Violating any state or federal law or regulation, board policy or administrative rule.

#### D. Agreement of Use

Students, parents and guardians agree that GCS computer equipment must be handled with care and respect.

#### E. Consequences

Students who violate this administrative rule may be subject to disciplinary action up to and including expulsion in accordance with board policy and state and federal law. Suspected criminal activity must be immediately reported to law enforcement.

### GCS Internet Safety and Other Terms of Use

#### A. General Access

In compliance with the Children's Internet Protection Act ("CIPA"), U.S.C. §254 (h), the District uses technological devices designed to filter and block the use of any of the District's computers with Internet access to retrieve or transmit any visual depictions that are categorized as obscene, child pornography, or "harmful to minors" as defined in the CIPA.

Though the District makes reasonable efforts to filter such Internet content, the District cannot warrant the effectiveness of its Internet filtering due to the dynamic nature of the Internet.

Users of a District computer with Internet access may request that the "technology protection measures" be temporarily disabled to conduct bona fide research for another lawful purpose. These requests should be made to ETS with the knowledge of that employee's supervisor.

#### B. Education, Supervision, and Monitoring

It shall be the responsibility of all District school staff to make a reasonable effort to educate, supervise, and monitor appropriate usage of online computer network access to the Internet in accordance with this administrative rule, CIPA, COPPA, and the Protecting Children in the 21st Century Act.

#### C. Personal Safety

The following list is considered precautions taken by GCS to ensure the safety of their students, employees, and other individuals.

Students will not post or email personal contact information about themselves or other people unless it is in conjunction with a specific teacher-approved assignment or approved college/career communication.

Students will not agree to meet with someone they have met online without their parent/guardian's approval.

Students will promptly disclose to an administrator, teacher, or other school employee any message they receive that is inappropriate or makes them feel uncomfortable.

Employees will report any concerns related to their use of technology to their immediate supervisor.

#### D. Expectation of Privacy

Individuals should not have an expectation of privacy in the use of the District's email, systems, or equipment. The District may, for a legitimate reason, perform the following:

Obtain emails sent or received on District email.

Monitor an individual's use on the District's systems.

Confiscate and/or search District-owned software or equipment.

The District may confiscate and search personal electronic devices in accordance with New Jersey v. T.L.O. and applicable law.

## **DISCIPLINE**

Oakview Elementary is an orderly, disciplined school where students are responsible and accountable for their behavior.

Students are expected to follow the classroom and school discipline plans. Most discipline problems can be handled between the teacher and the student. If the offense is serious or if the behavior persists, the student's

parents will be informed. There are times when the student's parents are required to come to the school for a conference.

Discipline policies included in this publication are based on information at the time of printing. District discipline policies and behavior codes are outlined in Connected, the Greenville County Schools' parent newsletter, which will be mailed in early August of each year. In addition, the GCS Student Behavior Code is posted on the Oakview's website. Parents are expected to read in full the district's Student Behavior Code. Some of the behaviors noted in the district code may be atypical for elementary aged students. In matters related to student behavior and the application of disciplinary action, the age and development of the child is considered.

## **DRESS CODE**

Students are expected to dress and be groomed in such a way as to not distract or cause disruption in the educational program or orderly operation of the school. Personal appearance of students should promote health and safety, contribute to a climate conducive to teaching and learning and project a positive image of the District to the community.

Below are the requirements for school dress code for students:

- \*Clothing and/or hair should not be so extreme or inappropriate to the school setting as to disrupt the education process.
- \*Therefore, clothing deemed distracting, revealing, overly suggestive or otherwise disruptive will not be permitted.
- Wearing accessories or clothing that could pose a safety threat to oneself or others is not allowed.
- Hats and sunglasses may not be worn in the building.
- Attire must not evidence membership or affiliation with a "gang" in any negative sense of the term.
- Proper shoes (shoes or sandals with straps) must be worn at all times. Flip flops (shower-type shoes) or rainbow thong-type shoes are not permitted.
- Attire must not be immodest, obscene, profane, lewd, vulgar, indecent or offensive.
- Clothing that inappropriately exposes body parts is not permitted, including: low-cut shirts, tank tops, spaghetti strap tops, halter-tops, or see through/mesh garments worn without shirts. Students shall not expose undergarments.
- Skirts and shorts must be properly fitted and in good taste. (Skirts and shorts must fall below the fingertips when arms are hanging at the sides.)
- Pants must be worn at the natural waistline and undergarments are not to be visible. Pants and slacks must not bag, sag, or drag.
- No clothing, jewelry, or tattoos are permitted that display profanity, suggestive phrases, or advertisements for, or messages or pictures depicting or suggesting alcohol, tobacco, drugs, or sex.
- Hair of non-human color is not permitted.

The administration will make the final judgment on the appropriateness of clothing and/or appearance and reserves the right to prohibit students from wearing any articles of clothing or other items which lead to or may foreseeably result in the disruption of or interference with the school environment. In the event the administration determines a student's dress is inappropriate for school in accordance with this policy, the administration will either require the student to change or will inform the student not to wear the garment to school again. Repeated violations of the dress code will be treated as disruptive behavior in violation of the District's Behavior Code.

## EARLY DISMISSALS

Regular early dismissals for weekly piano lessons, outside tutoring, therapy, etc. are not permitted. State regulations require that students regularly attend school for a full day. In order to avoid interruptions in the educational program, we ask your cooperation in not picking up your child or children during school hours. Whenever possible, medical and dental appointments should be made after school hours. If a parent must pick up a child from school early, that parent must send a note to the teacher in the morning stating the reason and time for the early dismissal. All notes must state the student's first and last name, teacher's name, and if the student will be returning the same day. Please report to the office before 2:00 PM to sign out your child. The child will be called to the office to meet you. Identification will be required of any adult attempting to pick up a child that has not filed an early dismissal note or has not picked up the student previously. Only individuals listed on the student information card will be allowed to pick up that child.

## EARLY SCHOOL/ EMERGENCY CLOSING PROCEDURES

The closing of school due to extremely bad weather or other severe emergencies will be announced on all local radio and television stations. Parents may also receive an automated phone message from Greenville County Schools.

Please discuss with your child in advance the procedures you will follow in getting your child home early. If the child's teacher doesn't have a note from the parent, the child will follow the same procedure he or she does on a daily basis. Parents with students in day care must notify their child's day care to pick up early or be prepared themselves to pick up their child.

### Radio Stations

WANS-FM	107.3	WESC-FM	92.5	WSSL-FM	100.5
WFBC-FM	93.7	WESC-AM	660	WHYZ-AM	1070

### TV Stations

WSPA TV7  
WYFF TV4

## EMERGENCY DISMISSAL PROCEDURES

In the event of severe weather during the 2:30 dismissal, the following applies:

### Car Riders

All car-riding students will be held inside the building during severe weather. Staff members will be outside the building with walkie-talkies to radio inside when parents arrive for pickup. Please have car tags visible in the front window of your vehicle. Please be patient, as this process will take longer than normal.

### Walkers/Bike Riders

During severe weather walkers will be held inside the building from 2:30 until 2:45. At 2:45 a decision will be made as to the safety in releasing walkers and bike riders. If the weather does not allow for safe dismissal (lightening or heavy rain) then parents will be called to pick their children up. No vehicles are allowed in the back of the campus (bus entrance and Moore Rd.). Parents wishing to pick up children need to drive around to the front of the school.

### Bus

Buses will pull one at a time to the awning and students will be loaded accordingly.

## **EXCUSES FROM RECESS OR PHYSICAL EDUCATION**

Sometimes, after serious illness, a parent may wish to have his/her child excused from physical education and/or recess.

Please send a note to the teacher stating the reason for the request. If this request is for more than three days, a doctor's statement is needed. Children who are excused from either of these activities will go to another classroom during this time.

## **FORGOTTEN ITEMS**

Every effort is made not to interrupt classes and instruction time. All forgotten items, except eyeglasses will be put in the teacher's box. IE: homework, projects, clothing, snacks, etc. Lunches will be placed in the cafeteria for students to pick up.

## **HEALTH AND SAFETY**

The health room is staffed with a registered nurse. The teacher will send any child who is not feeling well or has been hurt to the health room; however, teachers will be careful to monitor the severity of the child's complaint. Headache, stomachache, or general malaise may not necessarily merit a referral to the healthroom. Students will be sent back to class if they do not have a fever. Parents are always contacted if the child has a fever of 100 degrees or more. Every effort should be made to keep sick children at home. Students should be fever-free for 24 hours without medication before returning to school after an illness.

Temperatures over 100, vomiting, diarrhea, chicken pox, strep throat, pink eye or bronchitis may be contagious. The nurse will administer prescription and over-the-counter medication brought in by the parent if an appropriate written permission is on file in the health room including directions for dosage and time. The nurse does not have any stock medications. Some medications require both a doctor's written authorization and a parent's permission (inhalers, emergency medications or long-term medicines to be administered daily for longer than 10 days by the nurse.) School district policy states that students are not to bring ANY medications to school.

### **HEALTH PROBLEMS**

Please make your child's teacher and the school nurse aware of any **SPECIAL HEALTH PROBLEMS**. A statement of the nature of the special health problems is required in writing. A doctor's statement is required to outline procedures that need to be taken in the event your child requires any special attention.

### **IMMUNIZATION**

All children must have a South Carolina Certificate of Immunization from the doctor or the health department before entering school. Parents are advised to review their children's immunization records to verify their compliance with the new state regulations. Students may not enter school without having their immunizations current. If you have any questions, please call the school nurse at 355-7107.

### **MEDICATIONS**

1. All medications must be administered by the school nurse or school staff as authorized by the principal (field trips).

Students are not allowed to give themselves medication at school. Cough drops are considered medications and as such are required to be kept in health room and have a parental permission form.

2. Medications must be in original containers with student's name on it.

3. Written permission to give medicine must be completed and signed by the parent indicating name of student, name of medicine, dosage, and time to be given. If the medicine is to be given longer than 2 weeks, the doctor who has prescribed or recommended the medication must also complete a physician's authorization form.

4. Students found with medication in his/her possession or belongings at school are subject to disciplinary measures.

A responsible adult must bring the medications into the school building and check them into the health room. At the end of the year, parents are responsible for picking up any remaining medications. Those not picked up will be discarded.

### STUDENT EMERGENCY FORM

A Student Emergency Information Form must be completed for each child. The information on this card helps the school contact parents in the event an emergency. It is most important that you make your child's teacher and the school aware of any SPECIAL HEALTH PROBLEMS. Please inform the school office in writing if there are any changes in your address, phone number at work or home, and/or persons to contact in the event of an emergency. Confidentiality will be maintained. If you have any questions, please contact the school nurse.

## LEGAL CUSTODY / GUARDIANSHIP

Permission to pick up a student

If you have legal custody of your child and you do not want anyone else picking up your child, you must note this on the dismissal card. A copy of the proof of custody from the court must be brought to the office and filed in the student's record. Please inform your children of the persons authorized to pick them up, and instruct them not to go with anyone else. Without proof of custody in the child's permanent record and notation on the dismissal card, the school has no recourse but to dismiss the child to either parent.

Family Court Proceedings and Custody Proceedings

The official school statement about any student is found in the permanent record. Parents who are involved in custody or family court proceedings, may request a copy of the permanent record by contacting the school office. Greenville County Schools employees do not provide written statements or opinions about students or parents outside of the permanent record.

## LOST AND FOUND

To help minimize lost articles, make sure students' names are on all clothing items such as jackets, sweaters, coats, scarves, hats, gloves, and lunchboxes. Unclaimed articles are donated the last Friday of each month to community centers. Children should be reminded to check the lost-and-found containers for missing items. Any money found on school grounds should be turned in to the office.

## MAKE-UP WORK PROCEDURES

Missed homework is given for 2 or more days. If your child is ill and unable to attend school, you may arrange to pick up his/her daily assignments by calling the school office (355-7100) no later than 8:30 AM. This will enable the teacher to make arrangements throughout the day to gather the assignments. You may pick up these assignments in the front office after 2:30 PM.

1. Provisions for make-up of school work missed during excused absences shall be worked out with the teacher(s) concerned at the earliest time possible but should not exceed five (5) school days after the student returns to school. Tests must be made up by the 5th school day after the absence occurs.
2. Make up of schoolwork missed during unexcused absences may be approved only with permission of the principal after consultation with the teacher(s) concerned.
3. Parents may not get assignments for ill children during instructional time. (See Make-up Work Procedures in the Student handbook/Calendar)

## MOMENT OF SILENCE

South Carolina State law mandates that all schools shall provide for a minute of mandatory silence at the beginning of each day. Oakview will have a minute of silence following our Pledge of Allegiance during the morning news.

## **MONEY SENT TO SCHOOL**

Children are discouraged from bringing money to school except for specific purposes. Neither the teacher nor the school can be held responsible when money or personal items are lost or exchanged. Please remind students they are not to exchange money or items with each other. Money should be sent in an envelope or zip-loc bag with the student's name and purpose for the money clearly written on the outside.

## **NOTES REQUIRED FROM PARENT OR GUARDIAN**

The school requires notes from parents or guardians for explanation of the following:

Absence/Tardiness/Early Dismissal

Permission to go home with another student (car or walker)\*If riding the bus, students must already ride the same bus route.

Request to be excused from recess or physical education

Reply to notes from the teacher or principal

Field trips (if a financial situation arises that would impact on your child being able to participate, please inform the teacher or principal.)

Authorization to administer medication

Legal guardianship

Specific medical treatment or special health needs

School Withdrawal

Disciplinary referrals should be signed and returned to the school the following day. Students will incur additional consequences for failure to return discipline notes within 24 hours.

## **PARTICIPATION IN EXTRACURRICULAR ACTIVITIES**

Student participation in extracurricular activities is a privilege (not a right) that a student earns through proper conduct and academic achievement. A student may be denied the privilege of participating in an extracurricular activity and/or an event when the student's conduct is not consistent with District Policy; the District's Behavior Code and/or academic standards; the conduct expectations and/or academic standards of Oakview Elementary School; and/or the conduct expectations and/or academic standards of the particular activity.

Extracurricular activities include, but are not limited to, academic clubs/teams, and attendance at any school function outside of the normal school day.

## **PARTIES AND BIRTHDAY TREATS**

Classroom parties are an exciting time for all children. To ensure that we are following district policy below are some simple guidelines:

Teachers may have three parties in their classrooms during the year: December Holiday Party, Valentine's Day Party and an End of the Year party to be held during the last week of school. Healthy snacks are encouraged but not required.

If a teacher has a special project that coincides with the curriculum and it calls for a food treat to be served in the room, the teacher must get permission beforehand.

Birthday treats (no candles) may be provided at lunchtime in the cafeteria (kindergarten students' treats need to be sent with your child in order to have their birthday treats in the room during afternoon snack). Please send treats pre-cut so children can pass them out to the rest of the class, allowing teachers to eat their lunches.

No balloons/flowers will be delivered to classrooms. Recipients will be called to the office at the end of the day. Please remember that these items may not be carried on the bus.

Private student birthday party invitations may be distributed at school if they are given to every boy in the class or every girl in the class or the entire class. Per GCS policy, school employees are prohibited from assisting students with the distribution of birthday party invitations.

## **PETS/ANIMALS**

Pets or animals are not to be on school grounds. Many students have allergies to animals that can cause medical problems.

Please keep your pets or animals at home.

## **PHOTOGRAPHING AND VIDEOTAPING**

Many students at this school have opportunity of being videotaped and/or photographed at school. Some of these tapings may air on television or appear in newspapers. In addition, some video tapings and photographs are utilized at local, state, or national conferences or workshops. An Internet/Photo/Video release form will be sent home with each child. If you do not wish for your child to be videotaped or photographed, please sign and return this form to your student's teacher. Every student must have an Internet/Photo/Video form on file to be photographed or videotaped.

## **PROFANITY FREE ZONE**

Schools and other school system locations are profanity free zones. Obscene, vulgar, and profane expressions of any kind are prohibited. Any student using profanity while on school system property, attending a school-sponsored event, or representing the school or school system will face appropriate disciplinary action as outlined by the Student Behavior Code of Greenville County Schools.

## **PRIVACY**

Please do not ask teachers for their class rolls, addresses or phone numbers. We are not permitted to release these. Families wishing to release this information can do so as part of the annual Oakview PTA Directory.

## **RELIGIOUS BELIEFS**

Greenville County Schools support the right of individual students to express their religious beliefs as long as the expression does not interfere with the right of others or the operation of the school.

## **RETURN CHECK POLICY**

Our school and/or cafeteria are charged a fee when we receive a check that cannot be processed due to insufficient funds.

The school secretary will notify anyone whose check is returned for this reason and request that the matter be resolved as soon as possible. A service charge will be added to the original amount of the returned check. We do reserve the right to accept cash only in the event that this becomes a frequent problem.

## **RULES**

Students will be recognized in various ways for complying with school and classroom rules. Individual teachers will establish their own consequences and rewards for students' behavior and classroom performance.

Our four basic school-wide rules are:

1. We will keep hands, feet and objects to ourselves.
2. We will walk slowly in the hall, cafeteria and classrooms. (Single file, second tile)
3. We will use quiet voices in the halls, cafeteria and classroom.
4. We will show respect for others and their property.



## **RECESS/PLAYGROUND RULES**

- Do not pick up items (leaves, rocks, sticks, dirt, etc.) from the ground
- Do not play or walk under playground equipment where students are hanging.
- Do not run over the hills or out of teachers' sight
- Do not push, pull, or tug anyone that is climbing on the equipment.
- Do not play on any piece of equipment that is broken or has parts missing. Report the problem to your teacher who will then report it in writing to the plant engineer so repairs/replacements can be made.
- Always keep your teacher within eyesight and hearing distance.
- Students are not to enter the road without teacher permission.

## **SAFETY**

In accordance with district guidelines, Oakview Elementary has developed a comprehensive approach to school safety.

Measures are taken to prevent unsafe situations and to respond to emergencies in order to provide the safest school environment for all students, faculty and visitors. The guidance department presents classroom programs, which address conflict resolution, student leadership, and interpersonal skills. Oakview administrators schedule fire, earthquake, tornado, and other drills on a regular basis to train students in emergency preparedness.

The school's Safety Plan also offers a detailed outline for building and grounds safety, faculty training, and provides specific steps to address emergency scenarios.

## **SCHOOL STORE**

The school store is located at the rear of the cafetorium and is open from 7:30-7:55 on Monday through Thursday (days may vary) of each week. The PTA operates the store. Basic supplies such as notebook paper, pencils, erasers, pens, rulers, and tablets are available. The items are sold close to cost, as this is a service provided for the students and not a money making venture. The school store also sells school spirit wear (hats, t-shirts, and sweatshirts).

## **SMOKING POLICY**

The School Board has established a No Smoking Policy in all schools in the district. This policy prohibits the use of any tobacco products in the school or on the school grounds. Students are not permitted to use or possess any tobacco products while in school buildings, on school grounds, on school buses, or at any time that a student is under the direct administrative jurisdiction of the school or school officials. Disciplinary actions will be handled in accordance with the Behavior Code.

## **Student Speakers at School-Sponsored Activities**

The School District of Greenville County is committed to maintaining an educational environment in which students of all backgrounds, beliefs and religions are welcome and treated with equal dignity and respect. The District will neither advance nor inhibit religion. In accord with the United States Constitution, the District protects private expression, including religious expression, by individual students as long as that expression does not create a disruption to or interfere with the educational environment.

Student speakers at school-sponsored activities, including graduations, may not be selected on a basis that either favors or disfavors religious speech. Where student speakers are selected on the basis of genuinely neutral, evenhanded criteria and retain primary control over the content of their expression, that expression is not attributable to the school and therefore may not be restricted because of its religious or secular content. In contrast, where school officials determine or substantially control the content of what is expressed, such speech is attributable to the school and may not include prayer or religious content. A school, however, may prevent or remove a speaker if the content of their speech is obscene, contrary to the District's behavior code or substantially disruptive to the school environment.

For a comprehensive overview of student's rights, please review the U.S. Department of Education's guidelines on religious expression in public schools at:

<https://ed.gov/policy/gen/guid/religionandschools/index.html>

## **STUDENT RECEIPTS**

All receipting of school funds is done electronically. When a student pays for any activity - field trips, insurance, pictures, and yearbooks - the student will receive a printed receipt. It is important that you keep all receipts to verify payment. If you have questions about a receipt or if you have already paid for an activity, call the school secretary at 355-7106.

## **STUDENT WITHDRAWAL FROM SCHOOL**

If a child's family changes residence, outside the Oakview attendance area, it will be necessary to submit in writing two (2) days prior to the last attendance day, informing the school of this change in status. All textbooks and library books are to be returned to the school. All borrowed lunch money and other fees must be paid before the transfer form can be issued. School records will be sent to the next school upon request from the school.

## **TRANSPORTATION CHANGE**

Please call the school office at 355-7100 before 1:30 should you need to make a change in student transportation. Be sure to call daycares to notify them of any changes. Remember to send your child's teacher a written note about such changes. All notes must state student's first and last name and teacher's name. Please submit all permanent transportation changes or changes in address to the front office in a prompt manner.

## **VISITING CAMPUS**

All visitors in the building, including parents and school volunteers, must sign in at the office. A state issued photo I.D. must be presented. Visitors must wear either a "visitor pass" or "volunteer pass" while on campus. This regulation is for your child's protection. This will keep interruptions to a minimum and allow visitors in the building to be reached if necessary.

Please only go to the areas in the building that you have indicated on the sign-in form. Parents may not visit on our playground during recess time. This is a time that requires a teacher's undivided attention to his/her class. If there is a specific need to observe a child's social activity, it must be arranged with the teacher and principal.

# **ORGANIZATIONS FOR PARENTS AND CITIZENS**

## **PARENT TEACHER ASSOCIATION**

Oakview has established a Parent Teacher Association to provide vital financial and personal support to the total school program. All persons who are interested in the welfare of Oakview Elementary and its students are invited to join the PTA and become actively involved in supporting our PTA activities. Parents, other family members and friends are urged to join. PTA meetings are held four times a year. Programs are presented on topics of interest and concern to parents.

## **PTA VOLUNTEER PROGRAM**

A valuable "special resource" for the school is the volunteer, who supplements and complements the work of the classroom teacher. A volunteer is an extra pair of hands; a measure of personal warmth; a bridge between the school and community. The different areas of volunteer work are library aides, SEEDS, room mothers, office aides, teacher's aides, tutors, etc. Please let our PTA Volunteer Coordinator know the areas in which you would be interested in volunteering.

Please remember that if you have younger children, you will need to make other arrangements for them while you are volunteering in the school. For safety purposes children are not permitted to enter the Teacher's Workroom or Lounge due to the equipment that is contained in these rooms.

Visit the Oakview PTA website at [oakviewpta.com/](http://oakviewpta.com/)

## **School Improvement Council**

The council is composed of parents, business partners, teachers, and school administrators. Four meetings are held each year.

All parents are welcome to volunteer to serve on the council. Elections are held at the first PTA meeting of the year. Names for the ballot are taken from the volunteer form given to students on the first day of school.

The purpose of the SIC will be to:

Assist in the preparation, implementation, and evaluation of the 5-year comprehensive school improvement plan

Develop an annual school report to the parents

Provide advice on the use of school incentive grant awards

Serve as liaison between the school, school organizations, the community and the local school board.

Provide other assistance that the principal may request