

Oakview Elementary

Student/Parent Handbook



2015-2016

Oakview Elementary

A Habitat for Learning

STUDENT/PARENT HANDBOOK

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School Office Hours 7:30-4:00

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.

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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; press #4 for K5-2nd grade and #5 for 3rd-5th grade.

DAILY SCHEDULES

7:15	Main Entrance opens for early drop off. Bus entrance opens.
7:15-7:50	Breakfast is served.
7:30	School building opens to students.
7:45-8:00	All classrooms will be opened and teachers will be at their doors to greet students.
8:00	The school day begins. 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
2:15	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 7:30 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.

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. In essence, grades should be earned. The report card indicates whether your child is working on or below grade level in math and reading. Students will receive a grade of Q, M, P or L in penmanship, music, art or physical education to denote student performance. Students must have all A's and B's and S's in ungraded subjects to make the Honor Roll.

First Grade: E, S, N, U

E	Excellent (93-100)
S	Satisfactory (77-92)
N	Needs improvement (76-70)
U	Unsatisfactory (69 and below)

Penmanship, Art, Music & Physical Education:

Q	Quality achievement of standards
M	Meets standards
P	Progressing towards standards
L	Little to no progression towards standards

Grading Floor:

61 - 69:	F - all elementary and middle schools
50 - 69:	F - all high schools (exception of 9th graders: 1st and 3rd block schedules, 1st semester traditional schedules)
70 - 76:	D
77 - 84:	C
85 - 92:	B
93 - 100:	A

On interim progress reports (each quarter), actual grade will appear. On report card, floor will be calculated.

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.**

IHB - Rule Homework Rule for

Administrators, Teachers, Students, and Parents

Administrators:

- Ensure that homework policies and regulations are shared with staff, students, and parents.
- Promote coordination, consistency, and articulation among teachers within grades, teams, and departments.
- Monitor the implementation of homework policies and regulations.
- Monitor the relationship between curriculum standards and homework assignments.
- Support and/or develop programs and practices that assist students in completing homework.
- Make homework a topic of parent and faculty meetings.
- Limit homework assignments during state-mandated assessments.

Teachers:

- Never give homework as punishment.
- Teach students the skills they need to study independently including organizing, outlining, note-taking, etc.
- Assure that students have concepts and skills necessary to do the assignment; insufficient preparation for homework may result in higher levels of student frustration.
- Make clear the homework expectations for students in completing assignments and turning them in on time.
- Be clear about how homework assignments are tied to grades.
- Review and complete the assignment before giving it to students and anticipate difficulties. Feel confident that students at various levels of achievement have a reasonable chance of successfully completing the assignment, or differentiate it as needed.
- Design and assign homework that is meaningful, engaging, and supportive of the curriculum.
- Vary homework assignments: short-term and long-term; practice of new skills; written or oral reports; preparation for upcoming lessons; enrichment exercises; assignments to spur creativity, etc.
- Make sure students understand the reasons for the assignment and know how to complete it successfully. Provide specific written explanation and rubrics to students and parents for long-term assignments and check progress periodically.
- Make sure students have access to any materials needed to complete an assignment.
- Direct students to write down assignments or hand out rubrics for long-term assignments.
- Daily assignments should not be overly long; research shows that teachers usually underestimate the amount of time necessary for students to complete homework.
- Coordinate homework assignments with other teachers whenever possible so that students do not receive excessive assignments on a single night. Care should also be taken to prevent any one subject from dominating a student's homework time.
- Give consideration to limiting assignments over holidays, vacation time, and weekends.
- Refer to homework content in class and use in classroom assignments to reinforce its value.
- Give prompt feedback on checking homework, correcting errors, and reviewing important concepts.

Students:

- Write down all the day's assignments in a specific place.
- Be sure all assignments are clear; don't be afraid to ask questions before you leave class.
- Organize and take home all materials necessary to complete assignments.
- Set aside a regular time to study each evening.
- Have a quiet, well-lit place to study.
- Complete assignments carefully and thoughtfully with attention to detail and quality of work.
- Complete assignments on your own and to the best of your ability.
- Complete and turn in assignments by the specific due date.
- Talk to your teacher about problems with understanding of assignments, skills, content, volume of homework, or other circumstances that the teacher needs to know.
- Read nightly for pleasure.

Parents:

- Set aside a regular study time that is not interrupted by family plans, school activities, television or computer time, and with a definite beginning and ending time.
- Establish a study area, away from household distractions, with good light and space for studying.
- Make sure your children have the materials they need to do assignments and a safe place to store them.
- Help your children organize school materials and keep their bookbags cleaned out.
- Be supportive when students get frustrated or discouraged with particularly difficult assignments, but do not complete assignments for them. Provide encouragement and reinforce the importance of doing the work.
- Emphasize the importance of reading by encouraging your children to read independently and read aloud to them.
- Be supportive of teachers and contact them whenever necessary to clear up any misunderstandings, troubleshoot problems, and be better informed about the teacher's expectations.
- Impress the importance of turning in assignments by the specific due date.
- Provide educational activities that broaden your child's interests, such as visits to museums, the zoo, the library, and places of historical significance.
- Request assignments for students when short term absences are necessary.

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 report every Monday giving a brief overview of the upcoming curriculum topics of study. Fifth grade students receive a report every two weeks. 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 first 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 or calling the school office for an appointment with the child's teacher.** 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, Spring 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 breakfast and 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. (Kindergarten 30 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/PROGRESS REPORTS/PARENT PORTAL

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 and habits and attitudes. If a report is not received at the end of each nine-week period, please notify the child's teacher or school office. Interim progress reports will be sent the first grading period for all students. During the remaining periods, students showing a drop of two letter grades in any subject will receive an interim progress report. Parents can access student grades via the Parent Portal on the internet. Please see the office clerk for log in information.

SPECIAL EDUCATION

Special education resource classes 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. This is a lengthy process that may extend throughout the school year.

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, 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.

SUGGESTIONS FOR PARENTS HELPING STUDENTS AT HOME

Provide a quiet place and designate a time for students to study without distractions of radio, television or telephone.

Provide necessary materials such as paper, pencils, pens and notebooks as well as materials for special projects such as novels, graph paper, magic markers, poster paper and special notebooks.

Have available for students a dictionary and an abundance of reading materials including magazines, newspapers and books.

Encourage friends and relatives to give educational gifts such as books, magazine subscriptions, educational games and manipulative toys.

Check with students daily about homework assignments to help them plan for study.

Review with students any work returned by teachers to help students learn from their errors.

Have students explain lessons being studied, thereby increasing their understanding of the material.

Help build your child's self-esteem and confidence by providing positive reinforcement. Encourage students to revise work that is not neat and orderly.

Assist students in memorization of addition, subtraction, multiplication and division facts at appropriate grade levels.

Keep in touch with teachers and counselors about student's progress.

Be supportive by showing interest in student's work and willingness to provide help when needed.

Assist students in planning appropriate extracurricular activities to develop social, physical, and academic skills.

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

Students will have textbooks assigned to them by their teacher. Pupils are responsible for keeping their books in good condition. Pupils 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.

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 IN 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

Parents have the legal responsibility of sending their children to 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. For students to be counted present, they must be in attendance for THREE HOURS during the instructional day. Any absence that is not VERIFIED BY A PARENT NOTE or a PHYSICIAN NOTE is considered unexcused and will contribute toward a truancy charge. Family vacations with or without a note from a parent are considered unexcused absences.

The school year consists of 180 school days. To receive credit for the year, students must attend at least 170 days of each 180-day year, as well as meet all the minimum requirements for each course. A student may not be absent more than 10 days during the school year. Any absence over 10 may cause the student to lose credit for the year.

Because 170 days are the minimum required by the state, the first 10 absences may be lawful, unlawful or a combination. However, you must stay within the new truancy guidelines (see below). After 10 absences, a physician's note is required.

LAWFUL ABSENCES

1. Absences caused by a student's own illness and whose attendance in school would endanger his or her health or the health of others. The absence must be verified by a parent note or physician note **within 2-3 days**. Absences for chronic or extended illness will be approved only when verified by a physician's statement.
2. Absences due to an illness or death in the student's immediate family verified by a statement from the parent **within 2-3 days** of the student's return to school.
3. 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.
4. Absences for extreme hardships approved by the principal. Such approval should be prearranged when possible.

UNLAWFUL ABSENCES

Any student absence, with or without the knowledge of the parent, which does not meet the conditions for a lawful absence shall be counted as unlawful and will not be excused.

STATE TRUANCY POLICY

Once a student has accumulated THREE consecutive unexcused absences or a total of FIVE unexcused absences the student will be considered truant. A disciplinary referral form will be completed and an attendance intervention conference will be held with the parents. Excessive unexcused absences may result in a home visit from a district truant officer. A disciplinary referral will be placed in the student's permanent record. As a result of receiving a disciplinary referral for truancy, participation in various co-curricular activities may be forfeited.

PERFECT ATTENDANCE

Students with a full year of attendance at Oakview Elementary School will be considered as having Perfect Attendance. Students with perfect attendance will receive awards on the last day of the school year. If a student is tardy more than three times each nine week period, he/she will not be counted as having perfect attendance for the nine weeks. If a student is tardy more than six times during the school year, he/she will not be counted as having perfect attendance for the year.

TARDIES

School begins promptly at 8:00 am. Students must be **in their classroom by this time**. Students and their parent who come late must stop by the office to be recorded present and to receive a pass to class. The first fifteen minutes of each day are very important. This is the time that the teachers explain much of the work for the morning. This makes it imperative that you make every effort to have your child at school on time. Parents are strongly encouraged to begin arrival on campus at 7:30 to allow for traffic backup. All tardies along with absences are recorded in the student's permanent record. Once you have accumulated SIX tardies you will be called in for an attendance intervention conference with a school administrator and the attendance clerk.

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.**

BULLYING, HARASSMENT, AND INTIMIDATION

Greenville County Schools (The District) is committed to fostering an environment that both promotes learning and prevents disruptions in the educational process. While the District embraces students' legal rights and the principle of freedom of speech, these rights are not absolute. The District will strive to prevent student behavior including, but not limited to, unlawful student assemblage, acts of violence, and vandalism that is disruptive to the school setting. In order to create and maintain an atmosphere that promotes learning and prevents disruption, the District has implemented the following procedures to address student concerns, complaints, and grievances.

I. Harassment, Intimidation or Bullying

As provided in the South Carolina Safe School Climate Act, the District prohibits acts of harassment, intimidation or bullying of a student by another student or students, staff, or third parties that interferes with or disrupts a student's ability to learn and the school's responsibility to educate its students in a safe and orderly environment whether in a classroom, on school premises, on a school bus or other school-related vehicle, at an official school bus stop, at a school-sponsored activity or event, whether or not it is held on school premises, or at another program or function where the school is responsible for the student.

The District expects students to conduct themselves in an orderly, courteous, dignified and respectful manner. Students and employees have a responsibility to know and respect the policies, rules and regulations of the school and District.

A. Definitions

"Harassment, intimidation, or bullying" is defined as a gesture, an electronic communication, or a written, verbal, physical, or sexual act that a reasonable person should know will have the effect of:

- a) harming a student, physically or emotionally, or damaging a student's property, or placing a student in reasonable fear of personal harm or damage to his property; or
- b) insulting or demeaning a student or group of students in such a way as to cause substantial disruption in, or substantial interference with, the orderly operation of the school.

B. Reporting

Any student who believes he/she has been subject to harassment, intimidation, or bullying should file a complaint with the principal or his or her designee. Such a complaint may also be filed by a student's parent. If an allegation of harassment, intimidation, or bullying is against the school's administration, the student or parent should file a complaint with the District's Parent Resource Representative. If an employee receives a complaint of harassment, intimidation, or bullying or observes any behavior which could amount to harassment, intimidation, or bullying, the employee must transmit the complaint to the school's principal or other designated contact person as soon as practicable.

Although reports by students or employees may be made anonymously, formal disciplinary action may not be taken solely on the basis of an anonymous report.

The District will be responsible for ensuring that reasonable efforts are made to prevent public disclosure of the names of all parties involved in harassment, intimidation, or bullying allegations, except to the extent necessary to carry out an investigation and comply with statutory obligations.

C. Investigations

All complaints will be investigated promptly, thoroughly, and confidentially. The investigation shall include appropriate steps to determine what occurred and to take actions reasonably calculated to end the harassment, intimidation, or bullying and prevent such misconduct from occurring again. The student and his/her parent(s) shall be informed that appropriate actions were taken and shall be advised how to report any subsequent problems. A student or his or her parent may request that the District's Parent Resource Representative review the investigation and actions implemented by the principal or his or her designee. The District's Parent Resource Representative will then review the complaint, investigation, and actions taken by the school. The parent will then be notified in writing of the results of the review.

D. Consequences for Engaging in Harassment, Intimidation, or Bullying

If the investigation determines that harassment, intimidation, or bullying 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; special training or other interventions; apologies; dissemination of statements that the school does not tolerate harassment, intimidation, or bullying; independent reassessment of student work; and/or tutoring.

Individuals, including students, employees, parents, and volunteers, may also be referred to law enforcement officials. The District will take all other appropriate steps to correct or rectify the situation.

II. Sexual Harassment, Title VI, and Title IX complaints

A student who believes that he or she has been discriminated or harassed against on the basis of his or her gender, race, color, or national origin should file a complaint in accordance with the administrative rule that accompanies this policy.

The Board expects all students and District employees to conduct themselves in an appropriate manner and to respect other students, employees, volunteers, and third parties at all times. In this regard, the Board prohibits sexual harassment, all forms of sexual discrimination, and other inappropriate conduct of a sexual nature.

All students and employees must avoid any action or conduct which could be viewed as sexual harassment or inappropriate conduct of a sexual nature. This includes any action or conduct communicated or performed in person, in writing, or electronically through such means as a telephone, cell phone, computer, Blackberry, or other telecommunication device, and includes text messaging and instant messaging.

Sexual harassment of students consists of unwelcome (as determined based on the age of the student) sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when: (1) submission to such conduct is made either expressly or impliedly a condition of the student's participation in an educational program or activity; (2) submission to or rejection of such conduct by a student is used as the basis for any educational decisions affecting the student; or (3) such conduct has the purpose or effect of unreasonably interfering with the student's educational performance or creating an intimidating, hostile or offensive educational environment.

Any student who believes he/she has been subjected to sexual harassment by another student or an employee is encouraged to file a complaint in accordance with the administrative rule that accompanies this policy. A parent or guardian may also file a complaint on behalf of the student. All allegations will be investigated promptly and confidentially. Any employee or student who is found to have engaged in sexual harassment with a student will be subject to disciplinary action, up to and including a recommendation of termination or expulsion, and all other appropriate steps will be taken to correct or rectify the situation.

All employees must avoid any action toward or conduct with a student, which could be viewed as sexually inappropriate. Inappropriate conduct of a sexual nature will not be tolerated at any time. Inappropriate conduct of a sexual nature with a student occurs when an employee (1) makes a sexually suggestive advance toward a student, (2) makes a request for a sexual favor from a student, or (3) engages in a relationship of a sexual nature with a student.

Any student who believes an employee has directed inappropriate conduct of a sexual nature toward him/her is encouraged to file a complaint in accordance with the administrative rule that accompanies this policy. A parent may also file a complaint on behalf of his/her child. All allegations will be investigated promptly. Any employee who is found to have directed inappropriate conduct of a sexual nature towards a student will be subject to disciplinary action, up to and including a recommendation of dismissal, and all other appropriate steps will be taken to correct or rectify the situation.

III. Section 504 Appeals and Complaints

All forms of disability discrimination, including disability harassment, are strictly prohibited. The District will not tolerate hostile or abusive treatment, derogatory remarks, acts of violence, or any other form of discrimination based upon an individual's disability. Any student who believes he/she has been subjected to disability discrimination or harassment is encouraged to file a complaint in accordance with the administrative rule that accompanies this policy.

If a parent/legal guardian disagrees with any action of the 504 Committee regarding the evaluation, identification or placement of a student, the parent/legal guardian has the right to appeal that decision in accordance with the administrative rule that accompanies this policy.

IV. Other Violations of Student Legal Rights or District Policy

Students and parents are encouraged to resolve complaints and grievances at the school level. Accordingly, a teacher will provide any student or his or her parent/legal guardian the opportunity to discuss a decision or situation which the student considers unjust or unfair. If the incident remains unresolved, the student, his or her parent/legal guardian or the teacher may bring the matter to the principal's attention for consideration and action. If the matter is still unresolved after the procedure outlined above, the complaining party may bring the matter to the superintendent or his or her designee for consideration.

V. Consequences for Retaliation or False Accusations

The District prohibits retaliation or reprisal in any form against a student or employee who has filed a complaint or report under this policy. The District also prohibits any person from falsely accusing another as a means of harassment, intimidation, or bullying. The consequences and appropriate remedial action for such conduct will be determined by the principal or his/her designee, and may range from positive behavioral interventions to disciplinary actions, up to and including suspension or expulsion for students and termination for employees.

VI. Notification and Distribution of District Expectations

This policy will be disseminated to all staff members, students, and parents/guardians annually. Information on these topics should be shared in an age-appropriate manner and may occur during student assemblies, in the classroom setting, or in group or individual sessions with a guidance counselor or school resource officer.

The superintendent will ensure that information regarding this policy is incorporated into the School District's training program and that volunteers who have frequent contact with students are likewise informed of the policy.

The superintendent may promulgate rules and procedures in furtherance of this policy.

Legal references:

A. S. C. Code, 1976, as amended:

1. Section 16-3-510 - Organizations and entities revised.
2. Section 59-19-90 - General powers and duties of school trustees.
3. Sections 59-63-210 through 270 - Grounds for which trustees may expel, suspend or transfer pupils; petition for readmission; notices and parent conferences; expulsion for remainder of year and hearings; transfer of pupils; corporal punishment; regulation or prohibition of clubs or like activities.
4. Section 59-63-275 - Student hazing prohibited.
5. Section 59-67-240 - Other duties of bus driver; discipline of students for misconduct.
6. Section 59-63-110, et. seq. - Safe School Climate Act.

B. State Board of Education Regulations:

1. R43-279 - Minimum standards of student conduct and disciplinary enforcement procedures to be implemented by local school Districts.

Reporting Bullying, Discrimination, Harassment and Intimidation

The District is committed to fostering an environment that both promotes learning and prevents disruptions in 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 or intimidation 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.

Investigations and Consequences

All reports will be investigated promptly, thoroughly, and confidentially. The investigation shall include appropriate steps to determine what occurred and to take actions reasonably calculated to end the harassment, intimidation or bullying, and prevent such misconduct from occurring again. The student and his/her parent shall be informed of the results of the investigation and shall be advised how to report any subsequent problems. However, 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, 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.

For a complete copy of the District's Policy, Administrative Rule, and report form referenced above. Please see the online link below to the Greenville County Schools Board Policies and Administrative Rules. You may also receive a copy of Policy JCDAG, Administrative Rule JCDAG, or the report form from your school upon request.

<http://www.boarddocs.com/sc/greenville/Board.nsf/Public#>

BUS TRANSPORTATION

According to state law, bus transportation to and from school is provided for all children who live more than 1.5 miles from school. The school district transportation department is in charge of routes and schedules. The driver of the school bus is in full charge of the pupils and the bus. It is a privilege to ride the bus. **Safety demands complete cooperation.**

Due to the large number of students riding the bus daily, we will not allow students to ride home with other students. If it is necessary to change your child's plans for transportation, a written note to the office is required. Students' behavior and observance of rules and regulations will determine whether they continue to have this privilege.

- If misbehavior occurs, a school bus disciplinary report is filled out by the bus driver and submitted to the assistant principal for appropriate action.
- A copy of the disciplinary report is sent to the parent and filed with the bus supervisor in the transportation department.
- After due warning has been given to the student and parents, the principal may suspend the student from bus transportation.

Each bus rider is expected to:

- 1. Follow the driver's directions the first time given,**
- 2. Sit in the assigned seat**
- 3. Keep hands, arms, legs, and objects to him/herself**
- 4. Refrain from cursing, name calling, gestures, or loud talking,**
- 5. Refrain from pushing, shoving, or annoying other students,**
- 6. Refrain from eating, drinking, chewing gum, or littering, and**
- 7. Abide by the school district's discipline code**

If a student violates these bus rules, certain consequences will follow:

1st Step - Contact the parents

2nd Step - Suspend the student for 1-5 days

3rd Step - Suspend the student for 5-10 days

4th Step - Suspend the student for 10-15 days

Step - Suspend the student from riding the bus

If students violate these rules, consequences will follow. If a student damages a school bus, the student responsible for the damage will be suspended from riding the bus until restitution has been made. Prices for damage are subject to change. Fighting, drugs, weapons or any action, which endangers the safety of the driver or other students on the school bus could result in a lengthier bus suspension or permanent suspension from the bus.

Bus Tags for K5 & 1st grade students

Bus tags are mandatory for kindergarten and first grade students who ride the bus.

For each newly enrolled 4K, 5K, and 1st grade student requesting bus transportation after the start of school, a tag with the appropriate information will be made. The new student will receive a numbered ID tag before being placed on the bus in the afternoon at the conclusion of the first day at school. Students will wear their tag all year.

The parent/guardian must be present at the regular bus stop both during the morning pickup and afternoon drop-off of their 4K, 5K for 1st grade child. The parent/guardian will be given four (4) numbered cards to distribute to any designee to be at the stop in their place. The designee may be another adult or student (5th grade or higher). A Bus Stop 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. The person may serve as a 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 may 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).

After two (2) incidents of the parent/guardian/designee, with the numbered card, not being present at the bus stop for PM drop off, all transportation services will be discontinued until a parent conference is held with school administration. Should additional incidents occur after this meeting, it may result in additional loss of bus privileges, up to and including, the remainder of the school year.

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 if the request is made in writing at least one week in advance. 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 breakfast/lunch money in an envelope with the child's 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 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. All cars arriving at the main entrance for 3rd-5th grade must **ENTER and EXIT** from Roper Mountain Road. Cars may **NOT** enter from Batesville Road and turn right into the main entrance. Those doing so may be ticketed by the Greenville County Sheriff's Department.
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. Place the Oakview transportation placard on the windshield of your car with the names and grade levels of the students that you will be picking up in the afternoon.
9. Parents are requested to wait outside the building on the front lawn to pick up students who walk or ride in a car that is parked. Parents must present the Oakview Transportation Placard.
10. 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.

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:

1. The Family Educational Rights and Privacy Act (FERPA)
2. Children's Internet Protection Act (CIPA)
3. Individuals with Disabilities Education Act (IDEA)
4. Children's Online Privacy Protection Act (COPPA)
5. 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.

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:

1. The internet, intranet, e-mail, portal;
2. District assigned computing devices such as personal electronic devices, laptops, desktops and portable storage; and
3. 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.

1. The District reserves the right to review any e-mail sent or received using District equipment and e-mail accounts.
2. 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.
3. 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:

1. The use of school computers for commercial purposes.
2. The use of obscene, bullying, profane, lewd, threatening, disrespectful, or gang related language or symbols.
3. The bypass or attempt to bypass any of the District's security or content filtering safeguards.
4. Allowing another person to use the computer under your District login.
5. 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.
6. 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.
7. Destroying or tampering with any computer equipment or software.
8. 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.
9. The use of school computers for illegal activities including but not limited to planting viruses, hacking, or attempted unauthorized access to any system.
10. 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.

1. 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.
2. 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.

1. 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.
2. Students will not agree to meet with someone they have met online without their parent/guardian's approval.
3. Students will promptly disclose to an administrator, teacher, or other school employee any message they receive that is inappropriate or makes them feel uncomfortable.
4. 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:

1. Obtain emails sent or received on District email.
2. Monitor an individual's use on the District's systems.
3. 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

Greenville County School District 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. Students should dress for the educational setting and not the recreational one. The principal may create further guidelines regarding student dress which are consistent with this policy.

Greenville County School District establishes the following requirements for school dress code policies 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 and not be shorter than mid-thigh. (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, 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.

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

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.**

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 pickup 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.

PAGING DEVICES, TELECOMMUNICATIONS DEVICES, AND CELL PHONES

For purpose of this policy, paging devices are defined as telecommunications devices, to include mobile telephones that emit an audible signal, vibrate, display a message or otherwise summon or deliver a communication to the possessor.

Students who choose to bring paging devices to school must keep them in their vehicles or lockers, or another appropriate location determined by the school principal. During school hours while on school grounds, no student may use, or have turned on, a paging device without the prior permission of the principal, as set forth below. "Turned on" includes a paging device that is activated and set or programmed to ring, vibrate or otherwise send or receive a signal. The principal or his/her designee may authorize a student to otherwise possess a paging device if the student is an active member of an emergency service organization, needs the paging device for a legitimate medical reason or otherwise needs the paging device for a legitimate reason, as determined by the principal. In such cases, the student must have prior written consent from the principal or his/her designee.

A person who finds a student in possession or use of a paging device in violation of this policy, must report the student to the school principal. The principal or his/her designee must confiscate the device. The device will be returned to the student's parent/legal guardian according to the terms set forth below. Confiscated cell phones must be returned to a parent/legal guardian prior to the end of the school year. A student who violates this policy regarding use and possession of paging devices is subject to discipline as follows.

PARKING DURING SCHOOL HOURS

Parking by the front and sidewalk of the school is prohibited. This area must be kept clear for emergency vehicles. For safety purposes no parking is permitted at any time along Moore Road.

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, athletic teams, 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.
- On other holidays (Halloween, Thanksgiving, Spring Break) or birthdays, parents and/or teachers may serve other snacks at lunchtime in the cafeteria. The other holiday treats are limited to lunch treats and must be pre-arranged with the teacher and served at lunch. Please note, on these holidays you may prefer to give a treat bag to be sent home at the end of the day rather than a food treat in the cafeteria. **Please do not send both a treat bag and food treat on these days.**
- 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.
- 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 videotapings 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. For a comprehensive overview of student's rights, please review the US Department of Education's guidelines concerning religious expression in the public schools at <http://www.ed.gov/Speeches/08-1995/religion/html>.

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.

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 at the Simple Track computer workstation. **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 are welcome at school any time. Arrangements must be made in advance with the principal and/or the teacher before visiting or observing in a classroom. **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.

lease 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.

PTA Executive Board Members

President	Celeste Blinston	cblinston@charter.net	420-4981
First Vice President (President Elect)			
Vice President Programs	Jean Scott	dianajeanscott@yahoo.com	864-236-5587
Vice President Volunteers	Jennifer Smith	jennifersmith5@charter.net	864-704-5967
Vice President Volunteers	Betsy Williams	Betsy2w22@yahoo.com	864-420-8660
Vice President Ways/Means	Christi Yenser	yensercm@gmail.com	864-906-5175
Vice President Ways/Means	Jennifer Phillips	scphillips@gmail.com	864-297-4825
Recording Secretary	Jennifer Bloodworth	jenniferb0842@gmail.com	864-313-8996
Corresponding Secretary	Julie Wells	juliewellspta@gmail.com	864-630-7164
Treasurer	Mandi Morin	mandi@morin.ws	864-908-4762

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

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

SEVERE WEATHER 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 name placards 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.