

# OAK POINTE ELEMENTARY SCHOOL

## STUDENT and PARENT HANDBOOK

### 2021-20022

#### DAILY SCHEDULE

##### GRADES 4K-5

- 7:10 Bus riders arrive; breakfast begins  
7:15 Doors open, car rider line drop off begins with adult supervision  
7:40 Breakfast ends  
7:45 Students report to class- First Bell, Car Rider assistance ends  
7:50 Tardy bell rings; class begins (Parents must sign tardy students in at the office)  
2:40 **Dismissal – All students must be picked up by 3:00pm**  
**\*After 3:00pm, students will be placed in After-School Safari Safety Net, \$15.00 fee to be paid upon pick-up.**

#### ABSENCES

State law and district policy set specific rules for lawful and unlawful absences. A note is required (you can submit an online note), see Online Student Attendance Excuse below) for each absence and should be sent to school no later than the student's third day back. After three consecutive unlawful or a total of five unlawful absences, an attendance plan is required. Students who continue to be absent unlawfully may be referred to Family Court. For more information about the S.C. Compulsory Attendance Law please visit <http://www.scstatehouse.gov/code/t59c065.php>.

Student's arrival to school on time is imperative to his or her continued success in school. School tardy procedure is as follows:

10 tardies – Note is sent home

20 tardies – Attendance Improvement Plan is developed, parent conference

A student who has a serious illness or injury which will make him/her absent for a week or more may be eligible for instruction at home by a certified teacher. Contact Mrs. Julanda Starks, Registrar, for assistance with Medical Homebound Instruction. Whenever possible, medical, dental and other appointments should be made during non-school hours. **ONLINE STUDENT ATTENDANCE EXCUSE** - submit an online excuse for your child's absence / tardy through our school website under RESOURCES tab. [www.lexrich5.org/opes](http://www.lexrich5.org/opes)

#### ACADEMICALLY GIFTED PROGRAM – AGP

AGP is designed to maximize the potential of gifted and talented students by providing programs and services that match the unique characteristics of these students. At Oak Pointe, AGP students are served through content classes in grades 3rd through 5th. The criteria for the identification of AGP students can be found on the district website at [www.lexrich5.org](http://www.lexrich5.org). Parent Advocates for Gifted Education is a non-profit parent support group dedicated to promoting education for academically and artistically gifted and talented students in School District 5 of Lexington and Richland Counties.

#### ACCELERATION – Board Policy IKEA and IKEA-R

All acceleration requests must be made to the school principal or assistant principal. In each case, the district policy will be followed.

#### ACCEPTABLE USE AGREEMENT

Oak Pointe Elementary School and District Five of Lexington and Richland Counties are pleased to be able to offer Internet access for student use. Our goal in offering this access is to enhance the educational experience for our students. The Internet offers access to worldwide information in text and media form that, if properly used, will stimulate student learning. It can be a particularly powerful motivational tool for students because of the richness of the format and the depth of information resources.

The Student Behavior Handbook specifies guidelines for what is and is not permissible with technology. An Acceptable Use Agreement must be signed by a parent through Registration Gateway in order for a student to have Internet access. This Agreement specifically addresses the privilege of using the Internet on district network systems.

## **ADMINISTRATIVE PERSONNEL**

The offices of the district superintendent and other administrative personnel are located in the Administration Building, 1020 Dutch Fork Road, Irmo, S.C. 29063. Office hours are 8:00 AM until 5:00 PM., telephone (803) 476-8000.

## **AMERICANS WITH DISABILITIES ACT**

School District Five of Lexington and Richland Counties does not discriminate on the basis of race, color, national origin, creed, religion, sex, age, disability, or handicap in admission to, or access to, or treatment for employment in its programs or activities. Inquiries should be directed to the Human Resource Officer, Title IX and Americans with Disabilities Act (ADA) Coordinator, at 476-8000; and Special Services and 504 Coordinator, at 476-8000; and at 1020 Dutch Fork Road, Irmo SC 29063. Individuals with disabilities who require assistance or special arrangements to participate in a program or activity sponsored by the school district should call 476-8000 at least 48 hours prior to the program or activity. Individuals with disabilities who require assistance or special arrangements to participate in a program or activity sponsored by Oak Pointe Elementary School are asked to contact the principal at least 48 hours prior to the program or activity.

## **ANIMALS AT SCHOOL**

For the safety and protection of our children, we request that family pets such as dogs and cats not be free to follow children to school. Any pets visiting a class or event must have the prior approval of the principal. Also, every attempt will be made to call the owner of animals found on school grounds, but we will be compelled to ask the county to pick up animals, if they continue to stay on the school's campus.

## **ASSIGNMENT PICK-UP FOR ABSENT STUDENT**

Parents may call the school office to request assignments for students who are ill. The assignments may be picked up in the office at dismissal time or before 4:00 p.m. when the office closes. If a student is absent for only one or two days, the parents should expect missed assignments to be sent home as homework on the day the child returns. However, if a student is absent for three or more days, parents need to request missed assignments.

The assignments sent home will be determined by the teacher and do not necessarily represent every assignment or instruction completed in the classroom during the absence. Parents and students should expect to have some make-up work to complete when they return to school, including tests and assignments that need direct teacher instruction before completion. The missed assignments need to be returned completed within one or two days after the child returns.

## **BAKED GOODS**

Policy ADF "School Health Wellness" requires that, during the instructional day, food brought from home to be shared with students must meet the school wellness policies guidelines and be commercially packaged and purchased from a store. This action was recommended by the district Health Advisory Council, composed of local physicians, nurses, and other medical professionals and allows staff members to monitor nutritional information and ingredients, providing the greatest health safety for our students.

## **BAND INSTRUMENTS**

The following instruments are considered too large to be transported on a school bus: French horn, drums, tenor sax, baritone, euphonium, tuba, and cello. Other instruments are deemed appropriate.

## **BOARD OF TRUSTEES**

The School District Five Board of Trustees is responsible for setting policies that govern the operation of the schools. Each school office maintains a Board Policy manual stating official procedures. The board's regular monthly meeting, which is open to the public, is conducted at 7:00 PM, on the second and fourth Monday of each month at selected schools. A copy of the agenda, Board Briefs, minutes of and a podcast of prior meetings are posted on the district website ([www.lexrich5.org](http://www.lexrich5.org)).

## **BUS TRANSPORTATION**

The transportation department operates a service for the students and their parents of the school district. Our priority is to provide safe, timely transportation in a dependable, personalized and consistent manner. Concerns with transportation services should be addressed to the appropriate Area Supervisor (Rhonda Waston, 476-4990) or the Coordinator of Transportation (Mr. Harold Williams, 476-4988). Any questions regarding Special Needs Transportation call 732-8134 or 732-3552. Students who live one and one-half miles or more from the school receive bus transportation to school, according to S.C. Department of Education guidelines. An assertive discipline plan sets forth consequences when students fail to follow bus rules, and all bus riders receive a copy of the rules at the beginning of school. Any student needing bus transportation other than their own regular bus (i.e., riding home with a friend) should have clearance through the Dutch Fork area transportation office before approval can be granted.

## **CELL PHONES**

According to District Five policy for elementary schools, students may possess wireless communication devices in school, on school property, during after school activities (extracurricular activities) and at school-related functions. However, students may not use wireless devices such as cellular phones, electronic pagers or any other communication devices while on school property during school hours (start and end of school will be denoted by the start and end bell).

## **CHILD ABUSE**

Any teacher, nurse, counselor or other school professional acting in an official capacity who thinks a child under age 18 has been subjected to or adversely affected by physical, mental or emotional abuse/neglect must report this to the Department of Social Services or appropriate law enforcement agency in accordance with the S.C. Child Protection Act of 1977. School authorities are required to allow DSS investigators to interview children suspected of being victims of child abuse regardless of the origin of the report. The administration at Oak Pointe will assist and/or comply with DSS investigations when requested.

## **CONFERENCES (Administration & Teachers)**

If at any time during the year you have concerns about your child's progress, please contact his/her classroom teacher first. *Advance appointments should be made for conferences.* Please call the school office or send a **note** to the teacher or administration to make arrangements for a time convenient to both parties so that the daily instructional program will not be interrupted. Administration and teachers are on duty before and/or after school and need to give their full attention to the students to ensure their safety. We therefore ask that you not engage the administration or teacher in conversation about your child during these times.

## **CURRENT INFORMATION**

The school office **must** have a telephone number at which parents can be reached during the school day, even if that number is unlisted. This is particularly important when emergencies occur. If the number is unlisted, the office staff should be told so that only authorized persons use the number. Please notify the office staff when changing address, telephone number, or place of employment.

## **DELIVERY OF ITEMS TO STUDENTS**

Flowers, balloons, and other similar items will not be accepted by the school for delivery to students. Notice of this decision has been given to local florists and other businesses that offer delivery of products to students. Oak Pointe is a latex-free school. More and more children are being identified as having a latex allergy; therefore latex balloons are not permitted.

## **DISCIPLINE**

The faculty and staff of Oak Pointe Elementary are dedicated to aiding the educational and social growth of each student and use Positive Behavior Intervention and Supports (PBIS) to teach students behavioral expectations. All

students are taught the behavior expectations in the seven major areas of the school; cafeteria, theater, arrival and dismissal, bathroom, technology use, recess, and assembly.

Each teacher will have his/her own set of procedures for addressing students who do not follow the expectations. A **Minor Behavior Form** is used by teachers to communicate with parents about a repeated violation of a poor choice. This is used after a student's behavior has been repeatedly addressed and retaught school-wide expectations. **\*\*^More than two and a BET referral?\*\*\***

A **Notice of Concern or Discipline Referral** is given from Administration when a student has previously been addressed by a teacher or the infraction needs administrative assistance. Parents will be notified by the Administrator if one of these forms is issued. In addition to school-wide expectations, students must follow the Elementary Behavior Code developed by District Five. The code provides the basic rules and consequences for all students within the school district.

If a student is referred to the office, the principal or assistant principal will decide if the student's behavior warrants a time out, suspension, expulsion, or a combination of any of these as prescribed in the Behavior Code.

### **DISMISSAL - Early Dismissal**

A student is not allowed to leave the school premises during the day unless called for at the office by a parent or guardian who must sign the student out. If someone else is to take the student out of school, the parent must write a note to the teacher or school office specifying who has been given this responsibility. Telephone, email and fax requests must be verified. **Dismissal after 2:15 p.m. is strongly discouraged** by school administration.

### **DRESS CODE – Board Policy JCDB-R**

The following regulations on student dress shall apply in all elementary schools and shall be administered uniformly throughout the district:

- Clothing and/or hair should not be so extreme or inappropriate to the school setting as to disrupt the educational process. Therefore, clothing deemed distracting, revealing, overly suggestive, or otherwise disruptive shall not be permitted. This includes bare midriffs, halter/tank tops, see through shirts/tops/blouses, bike shorts, and short shorts.
- No vulgar, obscene or otherwise inappropriate symbols, language, or wording will be permitted on clothing or accessories.
- Clothing or accessories, i.e., book bags, jewelry, hats, etc., that display alcohol, tobacco or other drug symbols are not permitted.
- Gang attire, gang colors or gang symbols are also not permitted to be worn or displayed.
- Hats, head stockings or kerchiefs may only be worn during the school day for special occasions when approved by the principal.
- Proper shoes must be worn at all times. Special dress or costume may be worn during the school day for special occasions as approved by the principal.
- Wearing accessories or clothing that could pose a safety threat to one's self or others is not allowed. This includes heavy chains, not made as jewelry, fishhooks, multiple- finger rings, studded bracelets or collars, nose/lip to ear chains, etc. Unusual body piercing that is disruptive to the order of the school or is a distraction to the learning environment will not be allowed.
- Perfumes/colognes should not be worn to school.
- Pants must be worn at the natural waistline and undergarments are not to be visible.

### **DISTRIBUTION OF PROMOTIONAL MATERIALS**

OPES is a "**Green School.**" Postings on our website, emails, and phone calls using our automated system are the most frequent ways we distribute information and promotional materials. Family members are encouraged to visit our website for the latest news concerning our school activities. The Pony Express Newsletter and all other flyers will be distributed via email blast or electronically through **PeachJar**, an eflyer management system used by D5 ([www.peachjar.com](http://www.peachjar.com)). You will receive digitally approved eflyers to the email address that you have on file in ParentPortal.

## EMERGENCY SCHOOL CLOSING

When inclement weather occurs and a school closure is needed, district administrators make every attempt to provide prompt notification to parents, guardians and the public, in accordance with Board Policy EBCE. These announcements are made using the district's automated telephone system, social media, other electronic media, and local news media outlets.

## EMERGENCY SCHOOL PROCEDURES

The staff of Oak Pointe Elementary recognizes that safety must be one of our primary concerns. Through collaboration with local agencies, the school staff has a clearly defined course of action in case of an emergency. School emergency procedure handbooks are located throughout the school. School fire, tornado and lock-down drills are conducted as mandated by state law and district policy. Information for parents concerning emergency dismissal will be announced on radio, TV and by Blackboard Connect.

## ERIN'S LAW

The South Carolina Code of Law, Section 59-32-30(G) has been amended so as to provide that "beginning with the 2015-16 school year, districts annually shall provide age appropriate instruction in sexual abuse and assault awareness and prevention to all students in four-year-old kindergarten, where offered, through twelfth grade. This instruction must be based on the units developed by the board (South Carolina Board of Education), through the department (South Carolina Department of Education), pursuant to Section 59-32-20(B)."

At the elementary level, instruction includes topics such as being unique, understanding feelings, being a friend, bathing suits cover private parts, good touch/bad touch, stranger danger, getting adult help, general safety rules for home and school, technology safety, and understanding peer pressure and media influences. These topics are aligned with the *South Carolina Health and Safety Education Standards* and *Erin's Law Resource Guide* provided by the South Carolina Department of Education. These topics will be covered in many parts of the curriculum, including the developmental guidance program, academic classes, Physical Education classes, and school-wide programs.

## FEES

All District 5 students will be charged a Technology fee per the Board Approved Policy JQ dated 5/21. Fifth grade students who elect to participate in Strings will be charged \$16.00 per year for supplies. These fees along with field trips costs and other optional purchases should all be paid online using District Five Student Quick Pay [www.studentquickpay.com/lexrich5/](http://www.studentquickpay.com/lexrich5/). See **ONLINE PAYMENTS** section for directions on creating an account for payment.

## FIELD TRIPS

Educational field trips are planned to provide experiences correlated with subjects studied in the classroom. Students are required to have written permission from a parent or guardian prior to going on field trips. All trips are chaperoned by school personnel who may be assisted by parent volunteers.

If a bus is used for transportation, a fee will be charged to cover the expense. Specific student behavior expectations are established for the safe and efficient operation of the district school buses. Bus transportation is an extension of the regular school program. Students who violate behavior expectations while riding a bus are subject to disciplinary action as outlined in the district discipline policy.

## FOOD SERVICES

Oak Pointe Elementary offers breakfast prior to the beginning of each school day from 7:15 a.m. and ends at 7:40 a.m. Students or adults may purchase a nutritious breakfast at this time. Students who eat breakfast need to arrive at school no later than 7:30 a.m. Lunch is served daily beginning the first day of school or children may bring a meal from home. One carton of milk is included with a lunch, but students may purchase extra milk. **Food Services will no longer serve peanut butter sandwiches as an option.** Students may purchase snacks and ice cream daily only if he/she has money in their accounts. Credit will be extended for two lunches only. Once the student's account reaches \$15.00 of unpaid meals the student's Principal will send a letter showing charges and explaining that the debt can be turned over

to a collection agency and the State of South Carolina's Department of Revenue for garnishing wages and/or income tax refund at the end of the school year if debt is not settled. The parent/guardian will also be responsible for the meal charges (See Alternative Meal Policy). Parents visiting are always welcome to eat lunch with their children. An office sign-in through LobbyGuard is required before proceeding to the cafeteria to meet your child's class. There is an additional cost for an adult lunch.

**Free/Reduced Lunch Application** - application completed ONLINE only (no paper applications). Access application through Registration Gateway or District Five Student Nutrition website. Applications MUST BE COMPLETED YEARLY.

**Fast food items are not permitted in the cafeteria. Please refrain from sending soft drinks with your child.**

## **GUIDANCE PROGRAM**

Oak Pointe has a guidance counselor to assist all students. Guidance counselors work to prevent problems and help students with any kind of situation. Guidance counselors teach monthly class lessons, conduct small groups, and meet with students individually. Students may request to visit the guidance counselor by asking their teacher and/or writing a short note.

## **HEALTH ROOM**

The health room is operated daily under the supervision of a registered nurse. Minor first aid will be administered for illnesses and injuries occurring at school and a record maintained on each child. Parents should notify the school nurse at (803)476-4109 of any special health needs. The school should also be kept up-to-date on any changes in a child's health status and any changes in phone numbers of those persons to be contacted in an emergency. For more details regarding health room operations and medication administration at school, please go to the School Health Services page on the D5 website at [www.lexrich5.org](http://www.lexrich5.org).

## **HOMEWORK- K/1 not mentioned**

The amount and frequency of homework assigned vary among grade levels and subjects taught. Students in grades two, three, four, and five are provided with an agenda. Weekly homework folders are provided to all students and sent home on Thursdays with important papers for parents to review. The first agenda and folder are provided for each student free of charge. Lost or damaged agendas (\$5.00) and folders (\$1.00) must be replaced. At the beginning of the year, teachers explain their homework policies. If you have questions, please contact the teacher by calling the school office, using email, or by sending a note. Parents are encouraged to monitor grades on Parent Portal, passwords can be picked up at the front office. Grades are entered within 5 school days for minor assignments and 10 school days for major or extended assignments.

## **HOURS OF OPERATION**

Phones at Oak Pointe Elementary School are answered "live" from 7:00 a.m. until 4:00 p.m. each school day when the main office is staffed. Messages may be left on our voicemail system after hours, and those messages will be returned the next school day.

## **LATE AFTERNOON PICK-UP / SAFETY NET**

Students who are not picked up by 3:00 p.m. will be taken to the Irmo Chapin Recreation Commission (ICRC) Afternoon Safari After-school Program at Oak Pointe Elementary under the Safety Net Agreement. There will be a charge of \$15.00 for this service and payment is expected at the time of pick-up. Safety Net is for **emergency use only** and may be used a maximum of three times per family during a school year. Please contact ICRC at (803)772-1228, if you have any questions.

## **LOST AND FOUND**

Students and parents should check the lost and found located in the commons area when items are misplaced. Items not claimed by the end of each semester are donated to local charities.

## **MEDIA CENTER**

All students are allotted library time each week and the media specialist provides instruction in library and study skills. Library books can be checked out and time is provided to participate in other library-related activities. Students may go to the library at other appropriate times in addition to their regularly scheduled class to do research, return books, check out books, and other appropriate activities.

## **ENVISION PAYMENT SOLUTIONS**

Your Check is welcome. School District 5 recognizes that occasionally a parent may inadvertently overdraw a checking account and a check may be returned by your bank. In order to recover these funds in a private and professional manner, District 5 has contracted with ENVISION PAYMENT SOLUTIONS for collection of returned checks. Checks should include name, address and contact telephone number. When a check is written to the school or School District, the writer of the check agrees that, if the check is returned for any reason, it may be represented electronically on the same account, and that the Service Fee for returned checks established by law may be debited from the same account. If the check and fee are not collected electronically, ENVISION will contact the writer by mail and/or by telephone to make payment arrangements. Parents may contact ENVISION directly at 877-290-5460, or 770-709-3100, or <https://www.envisionpayments.com/>

## **NOTES REQUIRED FROM PARENTS TO TEACHERS**

The school requires notes from parents explaining the following:

- Absences (handwritten or submit online through school website)
- Requests for early dismissal (must be before teacher planning or call the front office)
- Requests to miss recess or physical education
- Permission for field trips
- Permission to go home with another student (by car or day care only)
- Prolonged absences from school (trips, hospitalization, etc.)
- Changes in method of transportation home
- Authorization to administer medicine (form required, nurse)
- Allergic reactions (insects, mold, food)
- Food allergy or intolerance (Dr. note required for cafeteria)
- Specific medical treatment or health needs

## **ONLINE PAYMENTS**

Make online payments for K5 snack fee, strings fee (5th only), field trips, t-shirts, 3rd grade recorder, other fees and optional purchases using District Five Student Quick Pay. [www.studentquickpay.com/lexrich5/](http://www.studentquickpay.com/lexrich5/) Create an account using your child's **Student ID#** (same ID# at Registration Gateway). If you have high school /middle school students on this system, use the same login and add your OPES student with their Student ID#. Print your own receipts at home. Call the office if you need assistance, (803)476-4100.

## **PROOF OF RESIDENCE**

Every family in our school for the 221-2022 school year **must** provide:

1. A 2018 property tax receipt. Tax receipts are available on line at <http://www.richlandonline.com/OnlineServices/PropertyValueTaxEstimate.aspx>
2. TWO different and CURRENT utility bills at the physical address (ex. telephone, cable, water, sewer, gas or electricity).

## **PTO MEMBERSHIP**

All families are members of the Oak Pointe Elementary Parent Teacher Organization (PTO), and meetings are

scheduled during the school year for families to attend. The meeting programs vary, but all are welcome to attend. Activities sponsored by the PTO include the Arts' Day, Fall Festival, Field Day, Silent Auction, Mom & Dad Breakfasts, Restaurant Nights, Fifth Grade End-of-the-Year Celebration and Fundraising Programs and teacher scholarships. The PTO, cooperatively with the school, sponsors related arts programs, school-wide and classroom activities.

### **RAPID EMERGENCY CALLING SYSTEM (RECS)**

The District utilizes an automated system that has the capability to communicate directly with every family in the district in a fast, efficient manner. The system will call hundreds of phone numbers in a matter of moments to notify families of school closings or delays due to inclement weather or other unforeseen circumstances. In addition, schools have the capability to use the system to only contact families of students who attend their schools with news such as upcoming teacher/parent conference days, PTO meetings, etc.

### **RELEASE OF STUDENT INFORMATION**

Information on a student may be released through news releases, photographs, slides or videotape. This "directory information" may include a student's name, photograph, grade level, school to which he/she is assigned, years of attendance at that school, awards received, participation in officially recognized activities, sports, weight and height of athletic team members. To ensure we have your permission to release your child's name and/or picture to the media, a Media Release Consent Form must be completed through Registration Gateway. Board Policy JR, describes the school district policy on records.

Under certain situations, student information may be released with or without parental consent. At the official request of law enforcement officers, a student's address, telephone number and date of birth may be released. A special resolution adopted by the U.S. Congress provides that schools will make available student names and addresses to authorized representatives of the U.S. Armed Forces. Also, release of information to emergency workers is permitted if necessary to protect the health or safety of the student or other persons.

### **REPORT CARDS AND GRADES**

Elementary students receive report cards every nine weeks. The evaluation of student achievement is one of the important functions of the teacher. Kindergarten, first, and second graders do not receive letter grades as they have a standards based report card. Grades will be posted into Powerschool and updated weekly. Teachers will have 5 school days to post grades for minor assignments and 10 school days to post grades for major or extended assignments.

### **RESOURCE PROGRAMS**

Autism and Intellectual Disability Programs: Self-contained special education classes are located at Oak Pointe Elementary School. Specialized teaching techniques and strategies as well as modifications, adaptations, and compensations are utilized to help the student succeed.

Response to Intervention (RtI): These services are provided to students who qualify under the RtI guidelines. The students receive individual and/or small group instruction with an emphasis on the development of reading and/or math skills.

Resource Program: Oak Pointe has a combination resource program taught by a special education teacher. This program is designed for students with learning disabilities who spend the majority of their day in special education classes. The student's IEP team recommends the number of hours a student needs to receive special education.

ESOL - English for Speakers of Other Languages A program designed to teach English to speakers of other languages is provided.

Speech and Language Development: Oak Pointe Elementary offers speech-language services for all eligible students. Classroom teachers make referrals to the speech-language pathologist throughout the school year for those students who may benefit from extra help in increasing communications skills.

### **RETENTION – DISTRICT POLICY IHE**

All retention requests must be made to the school principal or assistant principal. In all cases, the district policy

will be followed.

### **SAFETY PATROL**

Members of the School Safety Patrol are selected from fifth grade classes. They will be on duty before and after school to assist in our school safety program. Students and parents are asked to cooperate with the members of the safety patrol while in the car line.

### **SCHOOL IMPROVEMENT COUNCIL**

A School Improvement Council (SIC) meets regularly at the school. Representatives include parents of students in the school elected by the parents of the students enrolled in the school; teachers from the school elected by the faculty; community residents appointed by the principal; ex-officio members to include the principal, assistant principal, the immediate past chairperson of the SIC and the Teacher of the Year.

Duties of the SIC include assisting the school in the preparation of the annual School Improvement Report, serving as a liaison between the school and community, and providing other assistance that the principal or school board may request.

### **SEXUAL HARASSMENT**

School board policy JC and regulation JC-R prohibit inappropriate verbal or physical conduct of a sexual nature at school. Sexual harassment is prohibited against members of the same sex as well as against members of the opposite sex. The policy and regulation define sexual harassment, reporting procedures, and consequences. Any student who experiences a sexually offensive comment or action by another student or adult at school or school sponsored functions is strongly encouraged to tell a parent, teacher, counselor, or principal. Parents who think that their child has been subjected to sexual harassment should report this behavior to the principal.

### **SMOKE FREE FACILITY**

The Oak Pointe Elementary School building and grounds are designated as smoke-free.

### **STUDENT GOVERNMENT**

The Oak Pointe Student Government, composed of fourth and fifth graders, represents the student body and is a service organization which supports school improvement. In the fall, two representatives are elected from each fourth and fifth grade homeroom.

### **STUDENT RECORDS**

Certain information contained in a student's permanent record is treated confidentially, with access limited by federal guidelines and board policy. Parental review of a child's records is allowed by board policy. There is a copy of the District Five Board Policy Manual in the office and at [www.lexrich5.org](http://www.lexrich5.org). According to school board policy JR, student records will be handled in a manner consistent with the **Family Educational Rights and Privacy Act (FERPA) of 1974 (P.L. 94-380)**.

If a child transfers and enrolls in a school other than Oak Pointe Elementary School, his/her records will be transferred to that school or school system upon request. The parent/eligible student has the right to request a copy of the record that was disclosed. Parents/eligible students also have a right to request an amendment of educational records if they believe the record contains information that is inaccurate or in violation of the student's rights of privacy.

### **TELEPHONE MESSAGES**

Students may not receive telephone calls except for emergencies. Teachers may not leave their students for telephone conferences with parents. Parents may leave messages for teachers with the office staff or voicemail.

### **TELEPHONE CONSUMER PROTECTION ACT**

Compliance with the Telephone Consumer Protection Act (TCPA) – Use of Automated Telephone Notifications

Under a federal consumer protection law, schools need parent/guardian permission to receive automated or prerecorded calls to a cell number. At the beginning of the year, you provided contact information, including the number to which these automated calls should be directed, that the District will use to keep you informed. Should you choose to revoke consent to receive automated calls/texts on your cell phone, you may do so by notifying the District of your revocation. Please contact the Registrar at your child's school for that purpose. If you revoke consent for automated and prerecorded calls to your cell number, you may not receive time-sensitive information.

The District requires that you provide notice of any changes in contact information (physical address and telephone numbers) to the District within ten days. This includes any change in the cell number you provided to the District. Correct contact information is needed so that the District may provide you with information regarding school operations and any specific concerns related to your student. Should you fail to provide the District updated contact information, including notification that a cell phone number you have given the District has been disconnected or reassigned, please be aware that the District disclaims liability for any alleged damages resulting from your failure to do so.

## **TITLE VI**

No person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected discrimination under any program or activity receiving Federal financial assistance.

## **TRAFFIC**

**Buses and Daycare Vans:** The driveway on the side of the school is reserved from 7:00-7:30 a.m. and 2:00-2:50 p.m. for school buses and daycare vans. Parents are asked not to park, drop off, or pick up students on the side driveway during these times.

**Automobiles:** Parents who bring children to school by car should drive through the teacher-visitor parking area at the front entrance of the school and let their children out on the walkway leading into the front entrance of the school when adult supervision is present. The same procedure should be used in the afternoon at dismissal time. For reasons of safety and time, please use the carpool line for morning drop off (starting at 7:15a.m.) and afternoon pick up of your child. Students are not to be dropped off in the parking lot. Drop Off is at the curb in front of the school. Parking and walking through the line of cars is hazardous. Arranging to have your child meet you at some alternate location creates a safety concern. Please follow all traffic signs; you are subject to being ticketed by the Richland County Sheriff's Department.

## **VISITORS**

The board encourages authorized parents/legal guardians, grandparents and other citizens of the district to fully participate in the educational process and to visit classrooms or attend other school activities at times authorized by the district or the principal to observe the work of the school. Acceptable reasons for visits include observation of classroom instruction, observation of programs, participation in special events, conferring with staff and counseling, mentoring or providing support to a student. The visit should have legitimate purpose and not interfere with the continuity or delivery of instruction. Visits should not be used for group activities, recruitment or marketing for a specific product or service.

The board and state law require that during school hours, all visitors to the school must report to the school's front office. **(Valid driver's license required)** Visitors must wear their visitors badge until they depart the building. It is important that parents know who is visiting their child(ren) during the school day. Therefore, only parents and/or legal guardians can visit a student during the school day without permission and coordination. All persons other than parents and legal guardians wishing to visit a student must receive written permission from the parent/legal guardian. **VISITORS SHOULD SIGN OUT AT THE END OF EACH VISIT.**

## **WITHDRAWING A STUDENT**

When withdrawing a student from school, please notify the school office 48 hours in advance so that the teachers are able to complete all records prior to the student's last day in school. The school will provide parents with a "withdrawal form" sheet listing materials their child is currently using and this can be hand-carried to the new school so that proper placement can be made. The new school will then request records.

## **Services Available to Students with Special Health Care Needs**

## **Parent Notice (IHPs, 504, IDEA, Homebound): Required By S.C. Code Ann. Section 59-63-90 (Supp. 2005)**

Many health care services can be provided for students to keep them at school where they can learn and participate with other students. Our goal is to provide information to parents and legal guardians about some of the services and programs available for addressing the health care needs of students during the school day to help students succeed in school. It is important that the necessary health care information is shared with the appropriate people—such as teachers on duty during recess, bus drivers, and cafeteria employees—to make sure that the students’ needs are met throughout the school day.

## **Individual Health Care Plans or Individual Health Plans (IHPs)**

Individual health care plans are also called individual health plans or IHPs. School nurses who are registered nurses write IHPs to guide how a student’s health care needs will be met while at school. The nurse works with the student, the student’s parents or legal guardians, the student’s health care provider, and other school staff to write the plan. IHPs are written for students who have special health care needs that must be met by school staff during the school day. IHPs are also written for students who have been approved by the school district to self-medicate or self-monitor. To learn more about IHPs, talk with your child’s school nurse, Linh Truong, RN @ 476-4100 or ltruong@lexrich5.org.

## **Section 504 of the Rehabilitation Act of 1973 (Section 504)**

Section 504 is a federal law that requires public schools to make adjustments so that students with certain disabilities can learn and participate in settings like other students who do not have disabilities. To be eligible for services under Section 504, a student must have a condition that substantially limits one or more major life activities. A team decides if a student is eligible. The team should include the student’s parent or legal guardian, the student (if able), and others who know the student or know about the student’s disability, such as a teacher, a guidance counselor, a school nurse, and other school staff. If the student is eligible, the team develops an individual accommodation plan. The individual accommodation plan explains how the student’s needs will be met while at school and may include health services for the student during the school day if needed. To learn more about Section 504, contact the Assistant Principal, at 476-4113.

## **Individuals with Disabilities Education Act (IDEA)**

Students, ages 3 through 21 years, may receive services under the IDEA if the student needs special education and related services to benefit from his or her educational program. A team decides if a student qualifies for services under the IDEA. The team includes the student’s parent or legal guardian, teachers, and other school staff. The team develops an individualized education program (IEP) if the student meets federal and state requirements. The IEP outlines a plan for helping the student receive a free appropriate public education and meet goals set by the team. The IEP may include health services for the student during the school day if needed. Contact the Assistant Principal, at 476-4100 to learn more about the IDEA.

## **Medical Homebound Instruction**

Medical homebound instruction is a service that is available for students who cannot attend school for a medical reason even with the aid of transportation. A physician must certify that the student has such a medical condition but may benefit from instruction, and must fill out the medical homebound form that the school district provides. The school district then decides whether to approve the student for medical homebound services. The school district will consider the severity of the student’s illness or injury, the length of time that the student will be out of school, the impact that a long period away from school will have on the student’s academic success, and whether the student’s health needs can be met at school. To learn more about medical homebound services, contact the Registrar, Julanda Starks @ 476-4100 or jstarks@lexrich5.org.

*"School District Five of Lexington and Richland Counties does not discriminate on the basis of age, race, creed, color, disability, spousal affiliation, sex, national origin, sexual orientation, religion, pregnancy, service to the armed forces, or status with regard to admission to, treatment in, or employment in its programs and activities as required by Title II of ADA, Title VI, Title IX and Section 504, or any other protected characteristic, as may be required by law. Non-discrimination inquiries regarding students should be addressed to the Director of Special Services/504 & ADA Student Coordinator. Non-discrimination inquiries regarding employees and adults should be directed to the Chief Human Resources Officer/ Title IX & 504/ADA Employee Coordinator. Either can be contacted at 1020 Dutch Fork Road, Irmo, South Carolina 29063,(803) 476-4100*