WELCOME!

Welcome to Oakland Elementary School, home of the All Stars! This handbook is used school-wide to communicate with parents and students the expectations and policies at Oakland Elementary School. It is our hope that this handbook will be used as a tool to inform you as the primary stakeholders of your child's education. Oakland Elementary School follows all policies and procedures outlined by the Spartanburg School District 2 Board Policy Manual (which can be accessed online on the district's web page).

At Oakland Elementary School we strive to build a school community that thrives off of parental, family, and community involvement. We encourage you to support our Parent-Teacher Association (PTA) and to become involved with the school. Positive relations between home and school are keys to every child's success as well as their adjustment to school life. Each week you will receive a newsletter via school messenger in your email to inform you of all important school events. We will also use SeeSaw to send messages to parenst. In addition, you can check the school's website: *https://oes.spart2.org/*

Oakland Elementary School is a place where students, faculty, and families work together as a school community to create a learning environment with energy and care.

Yours in Education,

Lora McKillop
Principal

Arrival and Dismissal

7:00 am – Building opens

7:00 am – 7:35 am Breakfast

7:38 am – Doors locked

7:40 am – Tardy Bell Rings/ Homeroom
Morning News Show

Students are counted tardy if they arrive after 7:40 am. Students must be in their classrooms by this time. If your child comes after 7:40 am you need to come inside and sign in your child. Doors are locked at 7:38 to ensure students have time to make it to class before the tardy bell.

10:30 am – 12:30 pm - Lunch

1:45 pm –Early dismissals are not allowed after this time.

2:10 pm – K4 & K5 dismissal

2:15 pm – 1st – 5th grade dismissal

2:45 pm - All car riders must be picked up by this time. **Students who are not picked up by this time will be sent to our after school care and a $10.00 charge will be issued.**

Address Change

It is important that we have each parent's current address and phone number at all times. This information is especially important in case of emergency. Please notify the school office at 814-3870 immediately upon change of address or phone number. If there is a change in residence, a new proof of residence (power bill, water bill, or landline phone bill) will be required within 30 days.

After-the-Bell All-Stars (ABA)

After-school care is available to all students in grades 4K through 5th grade. To enroll, students must register and comply with all After-the-Bell policies and procedures. The cost for ABA is $60 per week in addition to a $40 registration fee. Please click here for more information.

After-School Activities

We believe our students benefit when time is spent engaged in structured opportunities that encourage positive interactions with adults and peers. Involvement in after-school activities is a privilege. The following can result in dismissal from after-school activities: 1) More than 2 disciplinary notes from an after-school sponsor or 2) Students who are not picked up by the appointed time twice. Students not picked up at the appropriate time will be sent to our after school program and a $10 charge will be issued. A refund will not be issued for any student dismissed from an after-school activity.

Attendance

Regular attendance is critical if students are to be successful in school. An absence can only be considered excused when (1) an excuse from a doctor or medical provider is sent or (2) a parent note is sent to school explaining the reason for the absence within five days of the absence.

The note should include the date(s) of the absence(s), the reason for the absence(s), the telephone number of the parent/guardian, and the parent's signature. Students are limited to 10 parent notes per year. Once parent notes have been received for 10 of your child's absences no additional parent notes can be accepted.

A valid medical excuse must be provided for any additional absences in order for the absence to be excused. All excuses must be submitted within five days of the student's return to school. Legal absences include days when a child is absent due to his/ her personal illness, a doctor or dental appointment, emergency family illness, death in the family, buses not running, and religious holidays.

According to board policy, absences in excess of 3 consecutive days must be approved by the school's principal. This is to ensure a student will not be truant with their absences or miss a state examination or testing window. In the case that a student does miss state examinations, they could potentially be rescheduled on a day when classroom instruction is not occurring (field day, awards day, etc.) to ensure the student does not miss additional instruction. Unlawful absences result when a student returns to school from an absence without a note or misses school due to pleasure trips or activities that could have been tended to after school hours. Our state law defines truancy as "a student who has incurred three (3) or more consecutive unlawful absences and/or five (5) total unlawful absences and/or has excessive tardies in a school year." School administration is required by law to refer all students classified as truant to the Spartanburg County Truancy Court. Prior to a court referral, efforts will be made to work with the parent to develop a plan to improve attendance.

Bus Transportation

Riding the bus is a privilege extended to students and good behavior is required at all times. To ensure a safe environment on each bus, the school fully supports the driver in maintaining safe bus habits. Anyone who violates these safety standards will be subject to disciplinary action by school officials; when necessary, bus transportation will be denied.

The state law makes the school bus driver responsible for the conduct of the passengers while riding the bus under his or her control. The driver will report to the school authorities any offenses committed by the students on the bus. When a student is reported for an infraction of the bus rules, the school administrator will investigate the incident and take necessary

disciplinary action. When a student is suspended from riding a bus, he/she cannot ride another bus during the suspension period. Should a student ride another bus while under suspension, he/she will be subjected to further disciplinary action.

Click here for the Spartanburg District 2 Code of Conduct which includes bus expectations and consequences.

4K & 5K AT-HOME DROP-OFF POLICY – Parents of 4K and 5K students must be present at the bus stop in the afternoon. If a parent is not present, the student will be brought back to the school. If this occurs **more than 3 times** during a school year, the child may no longer have the privilege of riding the afternoon bus.

Please remember that adults other than authorized personnel are not permitted to board the bus. If you have a question concerning bus transportation, you may call the transportation office at 864-599-9564.

Our primary concern is the safety and wellbeing of all students who are transported on our school buses. Thank you for your cooperation.

Cafeteria

A well-balanced lunch meeting USDA guidelines is provided for students each day. Weekly menus are posted in the cafeteria & are sent home at the beginning of each month. If a student is allergic to milk or milk products, juice may be substituted. Any request to substitute juice for milk must be accompanied by a letter from a physician and submitted to the school nurse. The nurse will notify the cafeteria manager. Any other food allergies should be handled in the same manner**. It is the responsibility of the parent to notify the teacher and the nurse each year that the student has allergies to milk or foods or any special dietary restrictions.**

The school menus can be found at https://spartanburg2.nutrislice.com/menu/oakland

Lunches from Home: Please label your child's lunchbox with their name. There can be no sharing of food brought from home. Also, parents should ensure that food brought from home remains at the proper temperature for safety. Foods cannot be microwaved at school.

Students bringing drinks from home should not bring canned sodas, glass bottles or carbonated drinks. Opened drink containers may not be carried from the cafeteria as they easily spill creating sticky messes in the classrooms.

Lunch Guests

We are always delighted to have parents eat with their children. We ask that you and your child enjoy a **school lunch.** **Please send a note if you plan to eat with your child.** There will be a special table reserved for parents who wish to visit with their child. Chartwell's policy prohibits food from outside establishments be brought in to students. **PLEASE DO NOT BRING FOOD IN FROM LOCAL RESTAURANTS.** **Please be sure to sign in at the office before going to the cafeteria.**

Meal Payments

Students may pay for school meals by the day in the lunch line or pay for up to a year in advance. You are encouraged to pay in advance for meals. **No child will be able to charge more than one week of meals on their account.** Payments can be made between 7:00 am and 7:40 am each morning in the cafeteria. You can also set up online payments at www.paypams.com. Cafeteria prices are as follows:

Type of Lunch:	Daily:	Weekly:
Student lunch:	$2.85	$14.25
Reduced lunch:	$.40	$2.00
Breakfast:	$1.50	$7.50
Reduced breakfast:	$.30	$1.50
Milk:	$.50	$2.50

Students who wish to buy only milk for lunch or buy extra milk may purchase milk in line for $0.50. This price is subject to change.
Breakfast will be served from 7:00 am until 7:35 am each morning. **Students are expected to be on time to their homeroom.** Therefore, students who ride in cars, and wish to eat breakfast at school, **need to be at school before 7:30 am to eat.** Only late arriving bus students are given the opportunity to eat breakfast after 7:30 am. Free and reduced price meals are available for students who are determined by local authorities to be unable to pay full price. Application forms for free or reduced meals are available in the office or the cafeteria and **must be renewed each school year** or upon enrollment during the school year.

Cellular Phones

School district policy does not allow students to use cellular phones on school premises during normal school hours. These items will be confiscated if they are used or if they cause a disruption while at school and must be picked up by a parent. If this becomes a persistent problem, the cell phone will be confiscated and returned at the end of the school year.

Change in Transportation Home

Please make sure after school transportation arrangements are made before your child leaves each morning. If there is a change from the normal routine, you must send a note to your child's teacher. Children will not be allowed to verbally change their method of going home. **In the absence of a note, your child will be sent home the normal way that you have indicated with the teacher.** Should an emergency arise during the day, please call the school office. If a call must be made, it must be made **before 11:00 am.** Otherwise, we cannot ensure that the message will get to your child's teacher. Students are expected to ride the bus they are assigned. **If a bus change is necessary, a note must be given to the front office the morning of the change with the bus number, name and address of the new bus drop.** The school will then notify transportation of the change.
Because teachers do not often check their email until the end of the day, **please do not send an email to your child's teacher requesting a change in transportation.**

Discipline

In order for students to have a positive school experience, an atmosphere of good behavior must be maintained; we expect our students to behave properly. While each child is responsible for his or her own behavior, we encourage parental support of the school rules. Our staff is committed to ensuring consistency in school-wide discipline. In the event that a student is sent to the office for a discipline referral, parent contact will be made. Depending upon the nature of the problem, some possible consequences for inappropriate actions include parent conferences, denial of privileges, and in school or out of school suspension. In each incident, the consequences will be appropriate for the infraction. Student actions that materially disrupt class work, involve substantial disorder, or invade the rights of others could be a basis for out of school suspension or expulsion.

Click here for the Spartanburg District 2 Code of Conduct which includes expectations and consequences.

Early Dismissals

In the event a student must leave school before the 2:15 pm dismissal bell, a parent/guardian must sign the student out no later than 1:45 pm. **After 1:45 pm, parents should wait until the dismissal bell.** Whenever possible, medical and dental appointments should be made after school. **Students will not be released to anyone not listed as an emergency contact and ID will be checked. This is for student safety!**

Students who must have early dismissal for medical appointments are required to bring a medical excuse to school the next day.

****Persons picking up students early will be asked to present ID before the student is released.**

****Students will NOT be called to the office from class until the parent/guardian arrives to check the student out of school.**

Early School Closings

The decision to close school during the day is a district decision and parents are urged to listen to their radio or TV for an official announcement. In the case of school closing during the school day, the following procedures will be followed:

1. Students riding buses will be transported home by the buses they normally ride.
2. Parents desiring to pick up their child/children before the early dismissal must come to the office to sign them out.
3. The afterschool program will NOT be held.

Emergency Closing of School

The following plan has been devised when weather conditions require a decision as to whether schools will be open or closed:

1. Listen to your radio or TV for an announcement.
2. If you do not have a radio, arrange to call a friend about the announcement, or have him/her call you.
3. Do not phone the school, district office or radio station.
4. If the children are in school, listen to your radio for the announcement of school closing. **Please do not call the school.** The telephone lines should be kept open for important messages.
5. Delayed openings:
   - If school is delayed one hour, the building will open at 8:00 a.m., and school will begin at 8:30 a.m. Breakfast will be served and morning 4-K Kindergarten will be in session. Afternoon 4-K Kindergarten will follow regular schedule.
   - If school is delayed two hours, the building will open at 9:00 a.m. and school will begin at 9:30 a.m. Breakfast will not be served and there will be no morning 4-K Kindergarten. Afternoon 4-K Kindergarten will follow regular schedule.

Field Trips

Field trips are centered on units of study and feature different activities for different grades. This ensures that students have a wide range of experiences at the ages that they would be most appropriate. Parents are asked to sign permission forms for their child's participation; no child will be allowed to go on a field trip unless this form is signed. Each child is expected to pay a fee to cover expenses. **There are no guarantees that field trip fees will be refunded if a student has been counted in the original number.** Charges for trips are determined by the number of students signed up to go and once individual fees are set the school cannot refund the fees. Volunteers are needed as chaperones on many of these excursions. **Chaperones must complete a volunteer form that will be processed for a criminal background check ($26.00 fee paid by the chaperone each calendar year). Siblings are not allowed to accompany students and chaperones on trips.**

Field Trips & Special Events Requirements

Field trips and special events are a privilege, as well as a learning experience, for students. To ensure student safety and an opportune learning environment for all students, the following are guidelines for participating in these activities:

- No OSS for the semester and no more than 1 for the year
- No more than 2 office referrals within a 9-week period
- No excessive absences/tardies

OAKLAND ELEMENTARY SCHOOL

Fire Drills & Other Emergencies

Fire drills are conducted twice each semester. Exit routes are posted in each classroom. At the beginning of the school year teachers explain procedures for drills. Tornado and other emergency drills are also held during the year.

Gifted and Talented Program

Spartanburg School District Two provides a program for students (grades 3-5) identified as gifted and talented. Students will be selected to participate in this program based on state criteria.

Harassment, Intimidation, & Bullying

The board of trustees of Spartanburg School District Two recognizes that a safe and civil environment in school is necessary for students to learn and achieve high academic standards. Harassment, intimidation, and bullying, like other disruptive or violent behaviors, disrupt both a student's ability to learn and a school's ability to educate its students in a safe environment.

Therefore, harassment, intimidation, and bullying are prohibited on all school premises, on school buses, at official school bus stops, and at all school-sponsored events, whether or not the event is held on school premises.

For the purposes of this policy, harassment, intimidation, or bullying is defined as a gesture, an electronic communication, or a written, verbal, physical, or sexual act that is reasonably perceived to have the effect of:

- harming a student physically or emotionally, damaging a student's property, or placing a student in a reasonable fear of personal harm or property damage; or
- insulting or demeaning a student or group of students causing substantial disruption in or substantial interference with the orderly operation of the school.

Click here for the Spartanburg District 2 Code of Conduct which includes expectations and consequences.

Anyone who has reliable information that a student has been subjected to harassment, intimidation, or bullying shall report the incident to the school administration or other school authorities for investigation.

Health Room

It is comforting to know that someone will be in the Health Room should our children get sick or injured. Please remember we do not give internal medicine to students without the necessary Physician's Statement of Medical Needs.

The health room is for student illnesses and emergencies. Band-Aids, ointment, etc. are available in each classroom. Students must have a note from their teacher to go to the health room. **Criteria for students remaining home or being sent home due to illness:**

1. Fever of 100 degrees or higher within the past 24 hours, with or without symptoms
2. A cold in the contagious stage: severe nasal discharge that is not clear in color
3. Any communicable diseases
4. Undiagnosed rash or skin eruptions
5. Vomiting or diarrhea within 12 hours
6. Untreated head lice or scabies

Homework

The aim of homework is to provide practice in academic skills. Homework is designed to extend and reinforce learning and to develop good study habits. Homework increases mastery of skills and builds a student's knowledge base. With proper management from parents and teachers, homework can help a child develop independence and responsibility. Parents should encourage and support their child's efforts. However, doing homework is the child's responsibility, not the parent's.

Per our District Policy, homework should be approximately ten minutes per grade level in addition to the 30 minutes of independent reading.

OAKLAND ELEMENTARY SCHOOL

Teachers will:

- Review and give feedback
- Provide variety in assignments: review, practice, and enrichment
- Provide expectations for work quality and due dates
- Individualize assignments when necessary

Students will:

- Have the responsibility to complete the assignment and return the completed assignment to school
- Be responsible for discussing any confusion about work with teachers
- Clearly communicate assignments to parents

Parents will:

- Understand the responsibility of homework rests with the child
- Provide support when asked by the child
- Communicate concerns regarding student needs to the teacher
- Provide a quiet study area for the child

Instructional Program

The curriculum at Oakland Elementary follows the South Carolina College and Career Ready Standards adopted by the State Department of Education and the Spartanburg District 2 curriculum and pacing guides. Subject areas that are taught include: Language Arts, Math, Social Studies, Science, Health, Handwriting, Music, Art, Physical Education, and Technology. Enrichment and acceleration are provided in all classrooms and special classes for qualifying students.

Leaving School with Others

If a child is to leave school other than his regular way, or at a different time, please write a note to the teacher. These arrangements should be made prior to your child coming to school. **Please do not call the office to make these changes.**

Legal Custody

If you have legal custody of your child and you do not want anyone else picking up your child, you must inform the office. **A copy of the court order must be brought to the office and filed before we can deny a biological parent from taking his or her child.** Please inform the office at the beginning of the school year if you are the only one to pick up your child.

Lost and Found

All lost and found articles are placed in the gym lobby. For small items such as jewelry and money, contact the secretary in the office. Please write your child's name on all items brought to school. Unclaimed items will be sent to local charitable organizations at the end of each semester.

Make Up Work

If absent, a student has one day for every day absent to complete assignments and turn them in (i.e. a student is out Wednesday and Thursday and returns to school on Friday the work will be due on Tuesday). Tests will be made up at the discretion of the teacher. Note to parents: if a child is absent for one day, you do not need to call to get the work. If a child is absent for 2 or more days, **contact the office by 7:40 am to pick up assignments after 2:15 pm.**

Moment of Silence

SC State law mandates that all schools provide a minute of mandatory silence at the start of each day.

Parent-Teacher Association

Oakland Elementary wants to establish a strong, supportive PTA. At Oakland Elementary we look forward to a close relationship with the parents of our children. We want to have an active and energetic PTA. We would like to encourage all parents to participate in the parent association. OES PTA deals with many issues that concern the betterment of your child's education. Please

lend your support by supporting the fundraisers and activities planned by the PTA. All classroom volunteers will need to complete a SLED Background Check (fee of $26.00 paid by the volunteer).

Physical Education

All students are expected to participate in physical education classes unless excused in writing by a physician. Additionally, students are expected to wear tennis shoes on the days their classes are scheduled to attend P.E.

Policy Governing Suspension and Expulsion of Students

A student may be suspended or expelled for committing any crime, gross immorality, gross misbehavior, persistent disobedience, or for violating the written rules and regulations established by Oakland Elementary School or the Board of Trustees of Spartanburg School District Two. A student may also be suspended or expelled when his/her presence is detrimental to the best interest of the school. Parents of suspended students or expelled students shall have the right to appeal to the school principal and/or the school district office. The expelled student shall have the right to petition for re-admission for the succeeding school year.

Spartanburg County School District Two does not discriminate on the basis of sex, color, religion, national origin, age, handicap, or veteran status in the provision of educational or employment opportunities and benefits in compliance with Title IX of the Educational Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973.

Prescription Medication

Parents/Students are not allowed to bring prescription medications to school except as directed below:

1. The student must bring a Permission Request Form (Permission Request Forms are available in the school office) for each new or different prescription medication, or if the dosage changes. A new form is also needed if the time that the medication is to be administered changes.
2. One Permission Request Form per year will suffice for medications which will be given on a long-term basis or those medications which must be administered in case of exposure to allergens, for example, adrenaline for bee stings.
3. The principal or designee is authorized to give oral medication as outlined above. The principal or designee will keep a record of the administration of all medication.
4. Parents will reclaim any unused medications within one week of the termination of treatment or within one week of the last day of school. The school will destroy any unused medications after this time.
5. The school district personnel will not be responsible for any adverse drug reaction when the medication has been given in the manner prescribed.
6. The school district retains the discretion to reject requests for administration of medicine.
7. Over-the-counter medication will be administered by school personnel provided the parent completes the medication form and provides the medication.
8. Medication must be in the original container.

Over-the-counter medication will no longer be provided by the school. Parents/Guardians must bring any over-the-counter medication in its original bottle if they want their child to have it available for use at school.

Promotion and Retention

Promotion or retention will be determined according to district policy and shall be the cooperative recommendation of the teacher, principal, and the parent. Final decisions will be the responsibility of the principal. A student shall be promoted to the next level of work if his educational, physical, social, and emotional growth is satisfactory. A student will not be

promoted if he/she has not made adequate progress and it is generally agreed that he/she will benefit by retention in the same grade for another year. Parents will be notified after the second nine-week period if their child is not meeting requirements for promotion.

Release of Directory Information

Parents have the right to restrict or prohibit the release of directory information about their child. Spartanburg School District Two Board Policy, JR-R, *Student Records*, states: "Schools will treat each student's education records as confidential and primarily for local school use." The exception to this rule is for directory information, which includes: The student's name, address, telephone number, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, diploma or certificate and awards received, the most recent previous educational agency or institution attended by the student, and other similar information.

The district will not release directory information to any person or agency for commercial use. The district expects its employees to use good judgment in releasing directory information, so that it serves the best interests of the student.

In accordance with FERPA (Family Educational Rights and Privacy Act), should a parent of a student wish to restrict or prohibit the distribution of any part of all of this information, he/she must submit notification in writing to the school principal within 15 days of the receipt of the student handbook. The written notification will become a part of the student's educational record.

Report Cards, Conferences, & Grades

Report cards are issued four times each year at the end of each nine week period. It is very important that report card envelopes are promptly returned with parent signature. Interim reports are issued during the midpoint of each nine weeks.

Parents are encouraged to keep up-to-date with their student's academic progress throughout the year by using PowerSchool: https://spart2.powerschool.com/public/home.html Furthermore, student progress can be determined from the work samples that are regularly sent home with the students. No form of written report can possibly give you as complete information as can be received through a conference with the teacher. Parent/teacher conferences will be held at the end of the first nine weeks with others scheduled during the year at the discretion of the teacher and parent. We hope you will confer with the teacher on the scheduled conference dates and whenever additional information will be helpful. Please contact the teacher to request a conference at times other than those scheduled.

Grading Policy

A = 90 - 100	**D** = 60-69
B = 80 – 89	**F** = 59 and below
C = 70 - 79	

80%= Major 20%= Minor

Safety – Always Our Top Priority

We want to be sure that our students are safe while they are at Oakland Elementary School or on their way to and from school. While we take a number of precautions to assure that safety, your help is needed as well. Here's what you can do:

- Stop for the school bus when you see it has stopped to load or unload students. Don't try to go around the bus or pass it. Never pass a bus from behind if it has stopped to load or unload students.
- If you drive your child to school, make sure that you follow loading and unloading procedures; they are developed to ensure the safety of all children.

- Additionally, for safety reasons, we require that all visitors to the school sign in and out at the school office. Please sign in and receive a visitor's badge to wear while you are in the school. You may be required to provide photo identification to enter the school or sign your child out of school.

School Improvement Council

Oakland Elementary will have a School Improvement Council made up of teachers, parents, and administrators that will help to facilitate communications between the community and the school. Officers of the PTA may be elected to serve on the School Improvement Council. Additional members will be elected later in the fall.

School Parties and Birthday Treats

Two parties will be held each school year, one before the Winter Holidays and the other on Valentine's Day. When planning for party treats, please plan for nutritious treats to be shared with the students. **ALL snacks/treats should be healthy and store bought due to allergy concerns.**

Birthday Celebrations

Per Spartanburg School District 2 board policy, no delivery of balloons and/or flowers will be accepted at the school. Birthday party invitations may be handed out at the end of the school day and may only be handed out if the entire class is invited.

***Special Note Concerning Peanut Allergies:** It may be necessary, for a student's wellbeing to deem a classroom "peanut" or "tree nut" free. If this occurs, we ask that you consult your child's teacher for more information regarding the appropriate snacks/treats to share.

School Pictures

Twice a year we have school pictures made. Printed in color, packages of several sizes are available for purchase. Dates for pictures are announced in advance with individual pictures taken in the fall and spring. Class photos will also be taken.

School Visitation

To ensure our students' safety and to allow for uninterrupted instructional time, all visitors are required to report to the office upon arriving. In the office you will be given a visitor's badge to wear during your visit; all visitors must wear a badge at all times. To visit in a classroom you must call the school office or your child's teacher in advance to arrange a convenient time for your visit. No relative or friend may visit in your child's classroom during instructional time.

Smoking Policy

The Spartanburg School District Two 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 (including in vehicles).

Special Services

Special Education services are available to students who qualify according to SC and federal criteria.

Speech, Hearing, and Vision Testing

Screening programs for vision, speech and hearing are provided at school. Speech and hearing testing and therapy are available to children with special needs. Any child may be screened if requested by the parent or teacher.

Tardies

The school day begins promptly at 7:40 am. The doors will be locked at 7:38 to allow students to make it to class before the tardy bell. Students **should be in class and ready to begin work at this time. When children arrive late they lose valuable time, interrupt the class, and may miss important information.** Five minutes a day means twenty-five minutes a week. You will need to come into the school and sign your child in if your child is tardy.

Spartanburg District Two Tardy Policy

- 5 to 10 Tardies – Warning Letter
- 15 Tardies – School Official Contacts Parents/Guardian
- 20 Tardies – Letter & Intervention Plan Created
- 30 Tardies – Referral to Spartanburg County Truancy Court

Textbooks and Library Books

Textbooks are provided by the state and the school is accountable to the state for them. Students are responsible for all textbooks and library books issued to them during the school year. All lost or damaged books must be paid in full. At the end of the school year students will be charged for damages beyond normal wear. Monies collected for lost books are designated for replacement costs. If a lost book is later found, the money paid would be refunded. If lost or damaged books are not paid for, students' records will not be released.

Library books are school property and students will be charged if books are damaged or lost.

Toys, iPods, etc.

Items that may cause disruptions or prove harmful, (i.e., toys, knives, virtual pets, laser pointers, water guns, skateboards, baseball cards, iPods, MP3 players, cell phones, etc.) should not be brought to school. This eliminates theft, classroom distractions, and arguments. Unauthorized items brought to school will be taken by the teacher and kept until the parent comes for them.
Students are also not allowed to buy, sell, or trade with other students at school. Students should not borrow money or other items from fellow students. **Click here for the Spartanburg District 2 Code of Conduct which includes expectations and consequences.**

Withdrawal Procedures

The office should be advised of a student's withdrawal from our school prior to the withdrawal date, if at all possible. The advisement should state the child's last day in school, new address, and the school to attend. Transfers should be requested prior to 11:00 a.m. to receive records on the same day.
Textbooks, library books, and lunch monies will be accounted for before the child withdraws. School records will not be forwarded to other schools until such accountability has taken place. Students who transfer to other Spartanburg School District Two schools will not have their records sent to the receiving school until they have properly accounted for all textbooks and library materials at the previous school.

Oakland Elementary School iPad Policies, Procedures & Expectations

In our effort to inspire lifelong learners, promote academic skill, and engage students using 21st century technology skills, Spartanburg School District Two supports a 1:1 student/computing device program. To help ensure students develop the skills and knowledge necessary to responsibly navigate this emerging modern word, Spartanburg School District Two is offering access to selected websites, educational social networking sites, and online applications that offer safe, curricular-based environments. We believe that the use of the iPad will provide students with the skills they need to support their learning and to prepare students with the tools they need to be college and career ready in today's workforce.

District owned iPads are intended for use at school each day. Below you will find policies, procedures, and expectations for students using iPads as well as consequences for misuse of district owned iPads.

Student Expectations for District Owned iPads

Students will:

1. Always use 2 hands when carrying the iPad.
2. Make sure to ask an adult to plug in the iPad when the battery is less than 20%.
3. Always wash their hands before using the iPad.
4. Only use apps that their teacher gives permission to use.
5. Never have food or drinks around the iPad.
6. Raise their hand if there is a problem or they have a question about their iPad.
7. Stay in their assigned seat while using the iPad.
8. Follow school rules as outlined in the Student Handbook.
9. Be responsible and make smart learning choices while using the iPad.

Additional Expectations:

10. iPads may never be taken out of their protective cases.
11. The student ID card should be at the top of the back of the case and you should be able to see the District 2 asset tag on the bag of the iPad.
12. Students are not to reset and adjust the dates-many students do this for gaming purposes and it disables their devices.
13. If a student cracks a screen-it should be reported to the teacher immediately.

Consequences and Behavior Policy in Regards to iPad Use

The following are iPad violations that will result in a consequence:

1. iPad not being properly stored or cared for
2. Downloading Blacklisted apps
3. Resetting dates
4. Personal pictures/videos that do not relate to school educational purposes
5. Using the iPad during inappropriate times or using the iPad inappropriately
6. Inappropriate emails or messages sent to others
7. Noninstructional emails or messages sent to other students or teachers

If a student damages or loses a device, the situation will be investigated. If the student has had more than one infraction of damaging or losing an iPad, parents will be charged a fee to help pay for repairs/replacement. The fee will depend on the amount of damage and cost to fix the device.

OAKLAND
ELEMENTARY SCHOOL

Transportation Procedures

Please review the following school policies and procedures concerning transportation. All policies and procedures can be found in the OES Student/Parent Handbook.

Morning Car Rider Drop Off

- ✓ Parents dropping off students in the mornings should use the **Mud Creek Road** entrance in order to access the car drop off line.
- ✓ Parents should not park in the front parking lot to walk or send students across the cross walk. Students must be dropped off in the car line.
- ✓ Kindergarten students should be dropped off at the kindergarten door between 7:00 am and 7:38 am. Assigned staff members will be on duty to supervise students. At 7:38 am, the gate and the door will be locked. **If students arrive after 7:38 am, parents will need to bring them to the front office to sign in.**
- ✓ 1st – 5th grade students should be dropped off at the front entrance via the front drop off lanes between 7:00 am – 7:38 am.
- ✓ **If your student arrives after 7:38 am, a parent is required to come in to the office with the student to sign them in.**

Afternoon Car Rider Pick Up

- ✓ First through fourth grade students will be picked up at the front entrance to the school. For the safety of our OES All Stars, students will wait inside the school building with assigned staff members.
- ✓ Please remain in the car line to pick up your child. **Parents are not allowed to park and walk across to get students. Parents walking across to get a student will be asked to get back in the car line before the student is dismissed.**
- ✓ **Car tags should be displayed EVERY afternoon and should remain visible until the student is loaded into the car**. If someone else is picking up your child, please be sure to give them a tag. If you need more tags, please call the front office or let your child's teacher know. If you do not have a tag, you will be asked to go inside to get your child.
- ✓ It is recommended that children under the age of 12 ride in the back seat of a vehicle. Therefore, **we will load all students in the back seat unless directed otherwise.**

Transportation Changes

Phone calls to the office to make a change in transportation for the day should be made in the case of EMERGENCIES ONLY. Transportation arrangements should be made and communicated to your child before he or she comes to school for the day.

- ✓ If there is an emergency and your child's transportation needs to be changed, a call to the front office must be made **before 11:00 am**. Otherwise, we cannot ensure that the message will get to your child before dismissal.
- ✓ After school bus/car arrangements should be made before your child leaves each morning. If there is a change from the normal routine, you must send a note to your child's teacher. **In the absence of a note, your child will be sent home the normal way.**
- ✓ Because teachers do not often check their email until the end of the day, **do not send an email to your child's teacher requesting a change in transportation.**

Early Dismissals

- ✓ In the event a student must leave school before the 2:15 pm dismissal bell, a parent/guardian must sign the student out **no later than 1:45 pm**. **After 1:45 pm, parents will be asked to wait until the 2:15 pm dismissal bell.** Dismissal procedures begin at 2:00 pm and it is difficult for office staff to locate students & mark them off the bus list as they are moving to their dismissal areas.

Spartanburg School District Two
Office of Special Services
3231 Old Furnace Road
Chesnee, SC 29323
Phone: (864) 578-0128 Fax: (864) 515-5198

Medicaid Notification of Use of Public Benefits or Private Insurance to Pay for Services Under IDEA

This notification is to inform you of the intent of the Spartanburg School District Two and the South Carolina Department of Education (SCDE) to bill Medicaid and/or third-party insurance and receive payment from Medicaid and/or any third-party insurer for services, as permitted under the Individuals with Disabilities Education Act (IDEA), and as set forth in your child's individualized education program (IEP). The District and the SCDE may bill Medicaid for diagnostic and psychological evaluation services, behavioral health services, nursing services, and other health-related screenings and treatment services billable to Medicaid or a third-party insurer with or without the requirement of an IEP. The District must provide this notice to you prior to requesting your consent to bill Medicaid and/or any third party insurer once a year for services that the District will provide in the future.

This document also serves as notice that the District and the SCDE will release and exchange medical, psychological, and other personally-identifiable confidential information, as necessary, to the South Carolina Department of Health and Human Services and any applicable third-party insurer regarding services provided to your child.

Medicaid and third-party insurance reimbursement for billable services provided by the District will not affect any other Medicaid services or insurance benefits for which your child is eligible. The District cannot bill Medicaid or your child's insurance program if it will decrease available lifetime coverage or any other insurance benefit, result in the family paying for services that would otherwise be covered, increase your insurance premiums, or risk loss of eligibility for waivered programs. You are not responsible for paying any outstanding deductibles, co-payments, or co-insurance related to the District billing Medicaid or your child's insurance program for services provided by the District. Your child will receive the services listed in the IEP regardless of whether your child is covered by public or private insurance programs and regardless of whether you provide consent to access those benefits. Your refusal to provide consent to release personally-identifiable information to Medicaid or any third-party insurer does not relieve the District of its responsibility to ensure that all required services are provided at no cost to you.

Any previous, current, or future consent to bill Medicaid or third-party insurance was voluntary and you may revoke your consent at any time. If you choose to revoke consent, that revocation is not retroactive (i.e., it does not negate an action that occurred after the consent was given and before the consent was revoked).

The District and the SCDE will continue to operate under the guidelines of the Family Educational Rights and Privacy Act (FERPA) to ensure confidentiality regarding your child's treatment and provision of services.

OAKLAND
ELEMENTARY SCHOOL

FAMILY EDUCATIONAL RIGHTS/PRIVACY NOTICE

DIRECTORY INFORMATION

Students participate in a variety of school-related events and activities that are subject to some form of publicity—from honor rolls to media coverage of special events. In publicizing student accomplishments or school events, due care is taken to ensure that it serves the best interest of students. A school or district office employee is present whenever a student is photographed or interviewed. Information about students may appear in newspaper articles, on television, in radio broadcasts, on displays, on the World Wide Web, or in district or school promotional pieces (school annuals, brochures, fliers, newsletters, programs for sports or cultural events, television shows, videotape, websites, etc.).

The Family Educational Rights and Privacy Act allows schools to release "directory information." The District considers the following as directory information: age, name, the most recent school attended, participation in officially recognized activities and sports, weight and height of athletic team members, dates of attendance, diploma or certificate and awards received, and photographs.

With the exception of electronic images related to school-sponsored or district-sponsored events, activities, and special recognitions, the District will treat all video recorded of students through surveillance videos on District property or school buses as student records entitled to confidentiality pursuant to the Family Educational Rights and Privacy Act and other applicable federal and State laws.

In addition, federal laws require schools to provide military recruiters, upon request, with three directory information categories—names, addresses, and telephone listings—unless parents have advised the school that they do not want their student's information disclosed. **If for some reason you object to your child's inclusion/identification in publicized school recognitions/events/activities, including a school or District-maintained website/social media page, or wish to opt out of the provision for contact information to the military, you must, within 15 days of registration, advise the principal in writing (annually) of the specific type of directory information to withhold.**

EDUCATION RECORDS

A student's cumulative education record contains directory information, scholastic information, standardized test data, health records, and other similar information. Individual student records are not available for public inspection. However, the Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records:

1. *To inspect and review the student's education records within 45 days of receipt of written request for access*

Parents or eligible students should write to the school principal, identifying the record(s) that they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. *To request the amendment of the student's education records that the parent or eligible student believes to be inaccurate or misleading (FERPA provisions do not apply to grades and educational decisions made by school personnel)*

Parents or eligible students may ask Spartanburg County School District Two to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identifying the part of the record they want changed and specifyingwhy it is inaccurate or misleading.

If the district decides not to amend the record as requested by the parent or eligible student, the district will notify the parent or eligible student of the decision and of the right to a hearing regarding the request for amendment. With this notification, the district will provide additional information regarding hearing procedures.

3. *To consent to disclosures of personally identifiable information contained in the student's records, except to the extent that FERPA authorizes disclosure without consent*

One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement personnel); a person serving on the school board; a person/company with whom the district has contracted to perform a special task (such as an attorney, auditor, medical consultant or therapist); or a parent or student serving on an official committee (such as disciplinary or grievance committee) or assisting a school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request and without consent, the district discloses education records to officials of another school district in which a student seeks or intends to enroll.

4. *To file a complaint with the US Department of Education concerning alleged failures by the district to comply with the requirements of FERPA*

Contact information for the office that administers FERPA is:
Family Policy Compliance Office
US Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

State of South Carolina

Spartanburg County Courthouse
180 Magnolia Street
Spartanburg, S.C. 29306
Phone (864) 596-2575
Fax (864) 596-2386

Cherokee County Courthouse
Floyd Baker Blvd.
Gaffney, S.C. 29340
Phone (864) 487-2576
Fax (864) 487-2753

BARRY J. BARNETTE
Solicitor, Seventh Judicial Circuit

August 1, 2021

Dear Parent or Guardian:

The school districts of Spartanburg County and the 7th Circuit Solicitor's Office are working together to keep our kids in school. The partnership utilized Spartanburg County Truancy Court to examine the problems associated with children who are chronically absent from school and develop a long-term action plan for improvement that involves both the student and the parent or guardian.

The fourteen-year-old deferred prosecution program is a remarkable success with school districts, court officials and parents working together to keep children in school. Fewer children are being referred to Family Court for truancy prosecution. Children who were once considered truants are returning to school.

The momentum must continue. As a former school teacher and a veteran prosecutor, I see the life-changing impact that occurs when someone makes the decision to drop out of school. Our state defines truancy as a student who has incurred three (3) or more consecutive unlawful absences and/or five (5) unlawful absences.

If a child classifies as a truant, the child and their parents will meet with school officials to discuss the truancy issue and an intervention plan developed by the school, parents and the child. If the conditions of the intervention plan are not met and the child continues to incur unlawful absences, the school will refer the child and their parents to Truancy Court. Once Truancy Court becomes involved with the case, the child and the parents will be notified by letter.

The child and their parents will be required to attend a hearing at which time the hearing officer, case manager, school officials, and officers of the court will be present. At the hearing, the hearing officer orders the child and their parents to meet certain conditions in addition to the requirement that the child attend school. Other conditions ordered by the hearing officer may include mental health counseling, good behavior at school, drug and alcohol assessments and testing, and community service. Failure by the child to attend school and/or the parents to cooperate with the program will result in the child and the parents' case being referred to Family Court for prosecution.

Each child deserves a fulfilling education, and Truancy Court will ensure every effort is made to help that happen.

Sincerely,

Barry J. Barnette
Solicitor

Appendix B: Acceptable Use Policy AR IJNDB-R Use of Technology Resources in Instruction (Issued 6/14)

In order to provide for the appropriate use of the Internet in keeping with the district board policy, the following acceptable use policy has been developed. It requires student and parental agreements as well as employee and guest agreements. All computers having Internet access must be used in a responsible, efficient, ethical and legal manner. Failure to adhere to this acceptable use policy will result in revocation of access privileges and for students, could result in disciplinary actions under school discipline codes. Some violations may also constitute a criminal or civil offense and may result in legal actions being taken. Internet access is free and is a privilege. A responsible user of the Internet and district computer resources may keep access as long as the user is a staff member or student in the district.

A responsible user may use the Internet to do the following:

- Research assigned classroom projects.
- Send electronic mail to other users.

Unacceptable uses of the Internet which could lead to disciplinary actions include, but are not limited to, the following:

- using the Internet for any illegal purpose
- Using threatening, impolite or abusive language
- Using and distributing vulgar or obscene material
- Using or distributing material protected by trade secrets
- violating the rules of common sense or etiquette
- changing computer files that do not belong to the user
- sending or receiving copyrighted material without permission (violation of the copyright law)
- sharing his/her password with anyone
- not reporting an inappropriate site to the teacher or supervisor
- violating the statutes, policies and regulations pertaining to privacy; transmitting telephone numbers or addresses for any reason; posting any personal contact information (school numbers and addresses may be transmitted only with approval of a school administrator)
- reposing (forwarding) personal communications without the author's prior consent
- copying commercial software in violation of copyright laws
- using the networks for financial gain, commercial activity, political activity or any illegal activity
- attempting to log on to the Internet using another person's account information
- attempting to meet with anyone who has been contacted over the network
- joining discussion or chat groups that do not have a legitimate educational function In addition, actions directed toward computer equipment that could lead to disciplinary or legal actions and that could be considered vandalism covered under the district's disciplinary codes include, but are not limited to, the following.
- any damage to equipment
- any change in Windows or other software files which require a technical services person to restore the system to its original condition
- removing mouse ball and/or mouse
- deliberate erasing or changing data and/or files
- placing foreign objects such as paper clips in disk or CD-ROM drives
- removing or altering placement of keyboard keys
- introduction of a virus or any program which results in damage to the computer software files
- gaining unauthorized access to the district system or any other computer in the district system or going beyond authorized access
- posting chain letters or engaging in spamming; spamming is defined as sending an annoying or unnecessary message to a large number of people.

Students in grades K5 through 12 will have access to the district Internet connection only as part of instructional activities scheduled by the teachers. Students and parents/legal guardians must sign the acceptable use agreement in order to gain authorized access to the district Internet connection. Also, staff members and any guest users must sign an acceptable use agreement for access as well. Principals at each school will be responsible for obtaining and filing parental consent forms. A student must have an approved form on file prior to being allowed access to the Internet.

OAKLAND ELEMENTARY SCHOOL

Sexual Discrimination and Harassment of Students

Sexual harassment of students includes unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature, which does the following: (1) is made a condition so that submission to such conduct is either expressly or impliedly a condition of the student's participation in an educational program or activity; (2) has an educational consequence, so that submission to or rejection of such conduct is used as a basis for an educational decision affecting a student; or (3) is an offensive educational interference, so that such conduct has the purpose or effect of unreasonably interfering with a student's performance or creating an intimidating, hostile, or offensive educational environment.

Sexual harassment may include, but is not limited to, the following: (1) verbal harassment including epithets, sexually offensive comments or slurs; (2) physical harassment or physical interference with movement or work; or (3) visual harassment such as sexually offensive cartoons, drawings, or posters. Sexual harassment is prohibited against members of the opposite sex as well as against members of the same sex.

Types of Behavior Which Constitute Inappropriate Conduct of a Sexual Nature with Students

Inappropriate conduct of a sexual nature by an employee toward a student includes inappropriate sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature. Inappropriate conduct of a sexual nature may include any behavior by an employee towards a student, which would reasonably cause the student to feel uncomfortable or would reasonably give the appearance of impropriety or unprofessional conduct, regardless of whether the behavior is overtly sexual and regardless of whether such behavior would constitute a crime.

Inappropriate conduct of a sexual nature is prohibited against students of the opposite sex as well as against students of the same sex. Additionally, students are prohibited from directing inappropriate conduct of a sexual nature toward employees, whether of the opposite or same sex.

Behavior Prohibited of All Employees and Students

No employee or student of this District will create a sexually hostile, offensive, or charged educational environment for any student by engaging in any sexual harassment or inappropriate conduct of a sexual nature with a student. No employee or student of this District will assist any individual in doing any act that constitutes sexual harassment or inappropriate conduct of a sexual nature against any student.

Any student who believes that he/she has been the object of, or witness to, sexual harassment or inappropriate conduct of a sexual nature is encouraged to file a complaint with the principal or designated contact persons at his/her school. A parent may also file a complaint on behalf of his/her child. However, under no circumstances will a student or employee be required to first report such allegations to the principal or designated contact persons if that person is the individual who is accused of the harassment or inappropriate conduct. In such cases, the student or employee should file the complaint with the District's Title IX Coordinator. All allegations will be investigated in an appropriate manner.

All employees and students will cooperate with and maintain the confidentiality of any investigation of alleged acts of sexual harassment or inappropriate conduct conducted by the District or by an appropriate governmental agency. No employee or student of this District will take any action to discourage any student from reporting alleged sexual harassment or inappropriate conduct of a sexual nature.

The District's Sexual Harassment Policy can be accessed in its entirety at www.spartanburg2.k12.sc.us

TITLE IX, SECTION 504, AND TITLE II OF THE AMERICANS WITH DISABILITIES ACT OF 1990 GRIEVANCE PROCEDURES

Spartanburg County School District Two recognizes that in accordance with Title IX of the Educational Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973, a procedure is required whereby parents, employees, and students can be assured of a prompt and fair disposition of their grievances.

These complaint procedures will be placed on the bulletin boards of schools, in student handbooks, which will be distributed to students and parents, and certified personnel handbooks. A grievance as defined herein is a written complaint, registered by identifiable individuals, involving an alleged violation of the Federal laws or regulations governing Title IX, Section 504, and Title II by the local educational agency.

The right to file a complaint shall be afforded to any parent, employee, and/or student, and the general public and shall begin with a written statement by said parent, employee, and/or student alleging a violation of the Federal law or include, as a minimum, the following information:

a. The name and address of the party or parties alleging the violation, and
b. A description of the alleged violation of the Federal law or regulation by the local educational agency.

Persons who desire to register complaints relative to Title IX of the Educational Amendments of 1972 should direct these complaints or other inquiries to the Title IX Coordinator at the District Office, Spartanburg County School District Two, Administration Building, 4606 Parris Bridge Road, Boiling Springs, SC 29316. Telephone (864) 578-0128

Persons who desire to register complaints relative to Section 504 of the Rehabilitation Act of 1973 or Title II of the Americans with Disabilities Act of 1990 should direct these inquiries to the Section 504 Coordinator or the ADA Coordinator at the District Office, Spartanburg County School District Two, Administration Building, 4606 Parris Bridge Road, Boiling Springs, SC 29316. Telephone (864) 578-0128

Upon receipt of a complaint, Spartanburg County School District Two shall adhere to the following procedures:

1. The principal shall investigate the alleged violation within fifteen (15) days from the date it is received and shall render a written resolution of the complaint within thirty (30) days.
2. The principal shall provide an opportunity for the complainant or the complainant's representative, or both, to present evidence, including an opportunity to question the parties involved.
3. Upon receipt of the principal's resolution to the complaint, the party or parties alleging the violation have the right to appeal this decision to the Superintendent within (30) days. The superintendent will render a final decision within (30) days from the date the appeal is received.

District Policy on Head Lice (Pediculosis)

If a teacher suspects a child of having head lice, he/she will notify the school nurse or principal's designee. If the studetn has an active infestation, the school nurse or his/her designee will notify the parent/legal guardian by telephone or in writing with the following:

- Recommendation for treatment procedures
- Documentation required for readmission to school
- Availability of vouchers or products through county health departments for eligible families

The district prohibits a student who is sent home with head lice from returning to school until he/she meets the following conditions:

- The student shows evidence of treatment as determined by the school nurse or his/her designee
- The student passes a physical screening by the school nurse of his/her designee which shows the absence of head lice/and or viable nits.

At no time will a student be allowed to return to school without proof of treatment and a screening.

OAKLAND
ELEMENTARY SCHOOL