Oakbrook Elementary School Parent Handbook

****Policies and procedures are subject to change based on health and safety guidelines and current conditions****

Message to our Parents

It is with great enthusiasm that we welcome you to the 2024-2025 school year. We look forward to working with you in partnership as we begin our school year journey. The success of any educational institution depends upon the support and cooperation it receives from parents, teachers, and students. All of us must work together as a team to provide the best educational program for our students. We encourage you to join PTA, communicate with your child's teacher on a regular basis, and do volunteer work during the school year.

The information in this calendar has been prepared as a means of letting you know our school policies. You are encouraged to read it carefully and refer to it throughout the year. Much of the handbook should be read and discussed with your child. Please feel free to contact the school if you have any questions. We look forward to working with you and your child.

Oakbrook Elementary is a PBIS school (Positive Behavior Intervention Supports). This is a process for creating safer and more effective schools.

At Oakbrook Elementary we are the BEARS and we

B elieve you will
E ncourage each other
A ccept the challenges
R emember kindness
S trive for success

School Mission and Beliefs

Oakbrook Elementary School strives to provide every student with the skills necessary to be college and career ready with rigor, relevance, and relationships.

We believe …

- All students and teachers have a right to a safe and nurturing environment which fosters individual responsibility.
- All students have the right to a complete education encompassing academics, the arts, life skills, and physical well being.
- The community, the school, and the parents are a vital partnership in the educational success of the school.
- All students should be provided with a variety of instructional approaches to support their learning and achieve their personal best.
- Each student is a valued individual with unique physical, social, emotional, and intellectual needs.

District Office Staff

Go to ddtwo.org for a full list of District Office Staff

Oakbrook Elementary School Office Staff

Kim Boutin	Principal
Morelisa Sabb-Cordes	Assistant Principal
Penelope Byrd	Assistant Principal
Caroline Lawson	Guidance
Stephanie Strange	Guidance
Shelby Mundy	Nurse
Megan Mitchell	Secretary
Tanya Cook	Secretary
Cheryl O'Neal	Secretary
Jennifer Sears-Fox	Secretary
Diana Smalls	Cafeteria Manager
Criscelina Boo	Extended Day Coordinator

School Board Members

Ashley Wimberly, Chair
Evan Guthrie, Vice Chair
Kellie Bates, Secretary
Gail Hughes
Barbara Crosby
Justin Farnsworth
Cynthia Powell

School Website ddtwo.org/oes
District Website ddtwo.org

Important Numbers

Oakbrook Elementary Phone……	843-821-1165
Oakbrook Elementary Fax…….	843-821-3984
District Office……	843-873-2901
Transportation……	843-873-6196
Extended Day Program at OES…….	843-832-7009

Arrival/Dismissal Times

School Begins **7:15AM**
School Dismisses **2:15PM**
***1:45 dismissal on Wednesdays**
***ERD dismissal – 11:00am**

*Children may unload from their cars when a staff member is present.
*Car rider lines will begin at 6:50AM and 2:15PM. *See instruction sheet for procedures.

Students must be in their classrooms at 7:15AM

Making Connections

Visitors must report to the office, provide driver's license, and get a visitor or volunteer sticker before going anywhere in the building. **Visitors may not interrupt teachers during instructional time.** Parent-Teacher conferences should be scheduled with teachers in advance. If you desire a conference with your child's teacher, or with a principal, an appointment time should be made at least one day in advance.

Buzzer Procedures

For the safety of the children at Oakbrook Elementary School our doors will be locked during school hours.
All visitors enter the building at the **Main Entrance.** Press the button and wait for the office staff to respond and release the lock on the door. Visitors should go to the receptionist for further assistance. Please be sure to always have your photo ID.

Elementary Breakfast Program and Lunch Program

The cafeteria must meet state standards as to quantity and quality of food served. Hot lunches and breakfasts including milk are served daily. Meal prices for the 2024-2025 school year will be as follows:

	Breakfast	Lunch
Elementary	1.45	2.35
Middle & High	1.45	2.45
Reduced	.30	.40

New and Transfer Students

All new and returning students will be required to provide proof of residence during registration. ***Acceptable proof of residence is a current utility bill in the parent/guardian's name showing matching service and mailing address.*** In addition to the proof of residence, new students will also be required to provide the following documents:

- Original Certified State Birth Certificate
- South Carolina Immunization Form
- Online Registration Form
- Information from Previous School (if applicable)
- Custody or Legal Guardianship Papers (if applicable)

To avoid loss of time and problems when you move, we ask that we be given at least one week's notice when transferring. This time is needed to collect and process records. With the proper records, delays and problems at the next school will be eliminated. A parent must come to the office and sign a transfer form so that records may be sent to the new school.

Bus Transportation

In the state of South Carolina, it is a privilege to ride a school bus. Therefore, it is prudent that safety is most important in the operation of school buses in this district. Please refer to the Dorchester District Two Students Rights and Responsibilities Document for details. Visit the DD2 Transportation page for the most up to date bus information and procedures. https://www.ddtwo.org/families/transportation. South Carolina's state law regarding transportation of pupils via buses, Section 59-67-415, states that "Parents or guardians are responsible for the safety, conduct and the timely arrival of their children to, from, and at the designated school bus stop before the arrival of the school bus for pick up and transport to school and the timely departure of the child after the school bus leaves the designated school bus stop after transporting the children from the school." Questions concerning bus routes, drivers, and school bus regulations should be referred to our Transportation Department at 843-873-6196.

Please Note: We will not take a transportation change over the telephone. If your child needs to go home a different way than normal, we must have a written note. A student cannot change his/her transportation such as being a car rider or changing buses without written permission. Changing to a different bus must be an "extreme emergency" and the student must also have a written excuse to do so. An administrator will determine if this change will be allowed. (See last page for example.)

Student Fees

Each year during registration, a fee is required of each student enrolled in Dorchester School District Two Schools. The fees are retained in an account for the school that the student attends, and the principal may authorize expenditures from those funds for the direct benefit of the students. Parents or guardians of children eligible for free or reduced lunch prices may request relief from these fees. Examples of supplies or services purchased:

- Consumable text materials (Workbooks, Enrichment Materials), Science Equipment and Supplies
- Art Materials, Musical Instruments and Music
- Health and Physical Education Supplies/Materials
- Student Incentives, Computer Software, Audio Visual Equipment and Resources
- Supplemental Reading Materials (Newspapers in the Classroom, Classroom Sets of Trade Books)
- Math Manipulatives, Computer Apps
- Technology Fee $20.00

Parent Involvement

Oakbrook Elementary encourages parental involvement. We strongly urge families to join the PTA and attend the meetings. The school also has a strong Parent Volunteer Program and School Improvement Council.

We want and encourage families to be active participants in school-parent activities. The school schedules a wide variety of events for parents to participate in throughout the year with their child.

School Improvement Council

The purpose of the School Improvement Council is to provide advice and counsel related to the school's programs and its

general operation. It also serves as an advisory group to the OES School Improvement Team. SIC membership is voluntary and comprised of OES staff, parents of students attending OES and community groups. Meetings are scheduled monthly during each school year. All meetings are open to the public. Meeting dates and times are listed in our school newsletter and calendar. Please join us!

Weather Monitoring

The safety of students and staff is the primary concern when decisions are made to delay, close, or dismiss school early in response to hazardous weather conditions. The Superintendent and the district leadership team take this responsibility seriously and utilize a comprehensive decision-making process in making an informed decision. This includes monitoring weather forecast and road conditions through coordination with the National Weather Service, Dorchester County Emergency Management Department, local utility companies, SC Highway Patrol and local law enforcement. The Superintendent will also consult with Superintendents of surrounding school districts. If conditions warrant a change to the regular schedule to close early, cancel school or have a delayed opening, the district strives to make those decisions as soon as possible.

Notification of change in school schedules or cancellation

If a decision is made to alter the start or dismissal times or to cancel school, the Dorchester School District Two Public Information Office will notify students, parents and employees through a variety of methods including:

- Parent Square
- Emails and text messages
- School and district website postings
- Facebook messages
- Local media outlets

It is very important that parents keep schools updated on any changes to contact information to ensure they receive the messages.

Emergency Procedures

District Two schools comply with regulations when conducting emergency drills. Please keep in mind if we do have a real occurrence (i.e., tornado, earthquake, fire) we will need the telephone lines to get in touch with the proper officials. Please stay tuned to your local radio and television station, as well as messages that may come through on your phone or e-mails for news of any school closings. Please do not call us. General instructions for all drills are as follows:

Fire Drill

1. Students leave the room and building in a single file line at a normal walking pace.
2. At the assembly area, teachers will take roll.
3. At the "all clear" signal, students and teachers will re-enter the building.

Tornado Drill

1. Students will leave the room when so instructed by the teacher.
2. Upon arrival at designated areas, students sit against interior walls in a kneeling position with hands covering their heads.
3. At the "all clear" signal, students and teachers will evacuate the building.

Earthquake Drill

1. When a rumbling noise occurs, students and teachers will drop and cover themselves.
2. When announced, everyone will proceed outside, as in the fire drill.
3. At the "all clear" signal students and teachers will re-enter the building.

Lockdown Drill

1. When announcement is made teachers and students follow directions.
2. Teachers and students remain in classrooms behind locked doors.
3. When "all clear" signal is given, normal schedule resumes.

We hold emergency drills throughout the school year. Misconduct during these drills will result in disciplinary actions. Student health and safety is our concern, but each student must share in that responsibility. Together, we can make your school a safer place.

SCHOOL HEALTH PROGRAM

The main objective of the Dorchester County School District Two Health Program is to assist each student in achieving and maintaining optimal health so that maximal physical, social, emotional, and academic growth can occur.

*Please refer to the District handbook for the most up to date health information.

School Health Room Operations

The Health Room is operated daily under the supervision of a registered nurse or principal's designee. The school nurse is responsible for maintaining a health record on all students. Parents have the opportunity to update their child's health information during annual online student registration. If changes happen during the year, please notify the School Nurse. Schools should be made aware of any chronic illness or condition that may affect a student while at school.

The Health Room is designed to be an emergency clinic to care for minor illnesses or injuries that occur at school. Injuries or health concerns that occur outside of school should be treated at home or by your child's health care provider. The School Nurse cannot diagnose or prescribe treatment. This is the responsibility of your family physician or other health care provider.

ILLNESS & SCHOOL EXCLUSION

There are times when a student should remain at home for his/her own wellbeing and for the wellbeing of others. Individuals attending and working in schools and childcare facilities in South Carolina must follow the DHEC School and Childcare Exclusion List. This list is updated annually and provides information on student & staff exclusion due to illness and outlines the requirements to return to school/work after being ill.
Exclusion List - https://scdhec.gov/health/child-teen-health/school-exclusion

In the event that a student becomes ill or injured and needs to go home, the parent/guardian or emergency contact listed during registration will be contacted and expected to come for the child. Students determined to need to go home by the school cannot remain in the health room and must be picked up by a parent, guardian, or other contact in a timely manner. Also, there are times when it is necessary to contact a parent/guardian by phone about a student's health. For this reason, please make sure the school has up-to-date phone numbers for those to contact in case of emergency.

STUDENT HEALTH SCREENINGS

Dorchester District Two recognizes that good physical health goes hand in hand with good academic performance. Health problems, including problems seeing and hearing, may prevent a child from achieving his/her fullest potential. Unfortunately, many such difficulties go undetected for years. School Nurses are trained to screen students for vision, hearing, and other concerns. To provide access to health screenings for as many students as possible, DD2 also partners with several outside agencies. If any school-based screening opportunities detect a problem, parents will be notified for further follow-up. Parents/guardians can opt their students out of school-based health screenings by providing this request in writing directly to the School Nurse.

HEAD LICE

If a student is suspected of having lice at school, they will be checked by the Nurse or trained delegate. Per DHEC, if live lice are observed, the student must be excluded from school until evidence of treatment. Depending on the age of the student, the exclusion may be immediate (if head-to-head contact cannot be avoided) or at the end of the school day. Evidence of treatment is then assessed by the Nurse or HRA upon return to school prior to their return to class/normal activities. Assuming no live lice or viable (closer than ¼ inch to the scalp) nits are observed, the student may return to class. If evidence of treatment is not seen, the student must remain excluded. Treatment for lice is defined as any method that is successful in removing a live lice infestation, including viable nits (eggs),

and can include prescription treatment, OTC treatment, professional treatment at a lice facility, or a thorough and complete combing. The student should be re-checked in 7-10 days to ensure re-infestation has not occurred and if necessary, treatment should be repeated.

Dorchester District Two follows evidence-based practices related to lice in schools. If a student is identified as having lice at school, we do not conduct whole class head checks, nor do we send letters home to parents advising them of the presence of a student with lice. The best way to handle lice concerns is through consistent community education and thorough & effective treatment when lice are identified.

MEDICATIONS & TREATMENTS

Dorchester District Two requires that the parents of all students who need medication during school hours, while on school-sponsored trips, or while on campus for District-sponsored activities adhere to the following guidelines:

1. Parent/legal guardian must complete and submit a Dorchester School District Two Medication Request Form for each medication being requested to take or store at school, including medications approved for self-carry or self-administration. This form requires both the signature of the physician and the parent/legal guardian. Annual forms are available on the District website.
2. All requests for medication to be given at school must be submitted via this form and approval is at the discretion of the District after a review of both completeness of documentation and appropriateness of administration within the school setting.
    a. All prescription and over-the-counter medications, including but not limited to acetaminophen/ibuprofen, cough medicine, vitamins, supplements, cough drops, and lotions/ointments will not be given at school without this form completed by a legal prescriber and medication submitted in a properly labeled container by a registered pharmacist as prescribed by law.
    b. Herbals, food supplements, alternative medicinal products, and other items that do not have FDA approval will not be given at school without a medication permission request form completed by a legal prescriber and in a properly labeled prescription container by a registered pharmacist as prescribed by law. Items prescribed for off-label use may require District approval before they can be accepted for administration in school.
    c. Students may never take the first dose of a medication at school to ensure proper home monitoring for side effects.
3. After approval, medications must be submitted to the School Nurse following all District guidelines for medications.
    a. Medication must be brought in by the parent/guardian or other responsible adult, **NOT THE STUDENT**.
    b. Medication must be in the current prescription bottle/package and must be properly labeled by a registered pharmacist as prescribed by law (ask your pharmacist to prepare a separate labeled bottle for school use).
    c. Only a 31-day supply may be delivered to school.
4. All medicine not registered with the School Nurse will be in direct violation of district policy.
5. Students may not share any prescription or over-the-counter medication with another student. Violations may result in disciplinary action including, but not limited to suspension or expulsion.
6. All medicine not registered with the School Nurse will be in direct violation of district policy and dealt with accordingly.
7. Parents/guardians will be contacted at the end of the year to pick up any remaining medication and school personnel will dispose of medication not claimed at the end of the school year.

In addition to prescription or over-the-counter medications, procedures are in place for students who may need other medical assistance at school such as nutritional supplements, respiratory care, tube feedings, and diabetic care, among others. These treatments also require written orders from a healthcare provider and these forms can be accessed on the DDTwo Health & Nursing Services web page.

Please note, students requiring the use of crutches, wheelchairs/scooters, or other assistive mobility devices in school on a short-term basis after injury or surgery are required to submit a note from a healthcare provider outlining appropriate use of this equipment in school. All students must provide and maintain their own equipment.

REQUIRED STANDARDS OF IMMUNIZATION FOR SCHOOL ATTENDANCE

Pursuant to Section 44-29-180, South Carolina Code of Laws, and South Carolina Regulation 61-8, “no superintendent of an institution of learning, no school board or principal of a school…may…enroll or retain a child or person who cannot produce satisfactory evidence of having been vaccinated or immunized so often as directed by the Department of Health and Environmental Control…. Records of vaccinations or immunizations

must be maintained by the institution, school or day care facility to which the child or person has been admitted."
The minimum requirements necessary for childcare and any public, private, or parochial school grades 5K-12, including preschool attendance for 4K programs and younger are set by DHEC annually. These requirements will be effective as of July 1, 2024. A SC Certificate of Immunization with an expiration date is acceptable to allow for age-appropriate completion of vaccination series. No child can attend for more than 30 days past the expiration date of the certificate.

Note: Grade level requirements apply to all students entering or retained in the grades specified.
Immunization Requirements -
https://scdhec.gov/health/vaccinations/childcare-school-vaccine-requirements

Attendance – Tardy – Early Dismissal

All students are expected to be at school and ready to begin work at the beginning of each instructional day and to remain at school until the end of the instructional day.

Requirements to be Counted Present for the School Day

Students must attend school for 50% of the instructional day to be counted present.

Explanation/Clarification: The South Carolina Department of Education (SCDE) states that a school year consists of 180 days of instruction. In Dorchester School District Two a day of instruction is 7 hours long. Students must be present for 3½ hours of instruction for the instructional day to count as one of the 180 days required by the SCDE. This includes "Early Release" days. An "Early Release" day only consists of 3¾ hours of instruction. Therefore, even on the "Early Release" days a student needs to be present for 3½ hours of instruction to be counted present for the instructional day.

Elementary School Steps by Schools to Reduce Tardy to School/Early Dismissal Attendance Issues

Elementary students who are chronically late to school or who are dismissed early from school often suffer academically from lost instructional time. For this reason, a record will be kept of all tardies to school and early dismissals.

Procedures

- The parent/guardian of a student who arrives at school late must bring the student into the school office to sign the student in and list the reason for the student being late to school.
- If a student is dismissed early, the parent/guardian must come into the school office and sign the student out, listing the reason for the early dismissal. Please note that if a student is being signed out early, it must be done 30 minutes prior to the scheduled dismissal time.
- The administration will determine if the tardy to school and/or early dismissal will be lawful/excused or unlawful/unexcused.

Elementary School Tardy to School/Early Dismissal Interventions

The following procedures will be followed for dealing with unlawful/unexcused tardies to school/early dismissals:

If a student accumulates a total of five (5) unlawful/ unexcused tardies to school and/or unlawful/unexcused early dismissals in a nine-week period, a warning letter will be sent to the student's parent/guardian.
If a student accumulates a total of ten (10) unlawful/ unexcused tardies to school and/or unlawful/unexcused early dismissals in a nine-week period, the student's parent/ guardian must attend a conference with an administrator to develop and sign an intervention plan.
If a student accumulates fifteen (15) or more unlawful/ unexcused tardies to school and/or unlawful/unexcused early dismissals in a nine-week period, the school will explore referrals to other agencies to assist in improving the attendance issue including the Department of Social Services.

Attendance

Student attendance in District Two is regulated in accordance with current laws, which address absences in the following manner:

Lawful Absences

1. Absences of extended or chronic illness certified by a physician (i.e. asthma, mononucleosis, accident).
2. Absences due to health-related appointments, approved by the principal, not to exceed 10 days for the school year (i.e., medical, dental, clinic appointments). A medical statement from the physician will be required upon return to school.
3. Absences where attendance in school would endanger the health of the student or the health of others as determined by the principal (i.e. prevention of flu epidemic, chicken pox, mumps).
4. Serious illness or death in the student's immediate family.
5. Absences due to recognized religious holidays.
6. Absences due to special circumstances as determined by the principal, superintendent, or Board of Trustees.
7. Participation in a school-sponsored event: provided the student has been absent less than 10 days. This includes lawful and/or unlawful absences.

Unlawful Absences

Attendance conferences are required for three (3) consecutive unlawful absences and five (5) accumulated unlawful absences. Excessive unlawful absences may result in a referral to the attendance supervisor and the courts, as well as jeopardize the child being promoted to the next grade. To be considered as lawful, written excuses must be received within three days. The excuses will be reviewed for consideration as lawful or unlawful absences. (See example of note on back page.)

1. When a student is willfully absent without his parent or guardian's knowledge.
2. When a student is absent without an acceptable excuse, regardless of parent's or guardians knowledge.
3. When a student's absence is not declared lawful by the Board of Trustees' designee.

Other Absentee Situations:

1. Students who enter school after the first 10 days of school and whose excuse for not attending school is not in agreement with attendance policy will not receive credit for the school year. The law, however, still requires a student to attend school even though he will not be eligible for the credit.
2. Students transferring into district during the first 90 days of school will be eligible for credit if they do not miss more than 10 unlawful days of school for the remainder of the year.
3. Students transferring into the district after the first 90 days of school will be eligible for credit if they do not miss more than five unlawful days of school for the remainder of the year.
4. Students may be excused from class to participate in approved field trips, provided the field trips are directly related to the school curriculum.
5. Students who are late to school because of a bus' mechanical failure will be excused.
6. Students who accompany their parents on extended trips may lose credit if they miss more than 10 days allowed per school year.

Written Excuses

When a student is absent from school for any reason, he/she must bring an excuse explaining the absences. General regulations concerning excuses are as follows:

1. A note from a parent or guardian is required for each absence since they are accountable under state law.
2. Excuses must be written and signed by the parent or guardian stating the following information:
   a. The date the excuse was written
   b. Note addressed to the homeroom teacher
   c. The date the student was absent

d. The nature of the illness
e. Signed by parent or guardian
f. Parent or guardian's telephone number
g. Child's full name (no nicknames)

All excuses will be kept in strict confidence within the staff of the school. (See example on the last page.)

Lost And Found

Students who find lost articles are asked to take them to the main office during the school day. Lost articles, which are not claimed within a reasonable time, will be disposed of in an appropriate manner.

Items from Home

Personal items will be the responsibility of the students. Students are discouraged from bringing unnecessary or distracting items to school. The school is not responsible for lost or stolen items. Students should not bring toys, cards, CD's, iPods, cell phones, video games, etc. to school.

Weapons

Possession or use of a knife, gun, or any other object that might be considered a weapon is prohibited. Violation of this policy may be cause for suspension, recommendation for expulsion from school, and/or possible legal actions. Possession of guns, knives, and any other "look-alike" objects that might be considered a weapon are also prohibited.

Grading Scale

Kindergarten, First and Second Grade

K-2 students are assessed based on their performance on grade level standards. Performance ratings are as follows:

E =Exceeding. Consistently and independently mastering grade level standards
M = Meeting. Meets grade level standards with minimal teacher support
P = Progressing Toward. Making progress toward meeting grade level standard with teacher support
I = Improvement Needed. Lacking adequate progress and not meeting grade level indicator
NA = Not Assessed.

Third, Fourth and Fifth Grade

A = 90 - 100
B = 80 - 89
C = 70 - 79
D = 60 - 69
F = Below 60 (failing)

Handwriting, social skills, study skills, and conduct are graded as follows: E = Excellent; S = Satisfactory; N = Needs Improvement; and U = Unsatisfactory.

Fine Arts Grading Scale

Health & Wellness, Music & Art

Grades in Fine Arts/Health and Wellness will be reported as E (excellent), S (satisfactory), N (needs improvement), or U (unsatisfactory). In grades 3-5, Fine Arts/Health and Wellness grades will be calculated into honor roll status with a grade of E or S qualifying for "A" honor roll. A student receiving N or U cannot receive honor roll status. The Fine Arts/Health and Wellness curriculum in Dorchester School District Two is standards based and sequential with identified content that is to be taught and learned at each grade level. Grades will be determined by utilizing four tier rubrics that correspond to E, S, N, and U.

Guidance

Guidance in the elementary school is concerned with the mental, emotional, social, physical, and educational development needs of students. The following services are provided and available as needed:

1. Counseling individually and in groups
2. Counseling through teacher in-service, teacher conferences, parent study groups, parent conferences

An elementary counselor is a friend and helping person to **ALL** children, a resource person for the teacher, a liaison with outside agencies, a full-time professional staff member, and an ounce of prevention rather than a pound of cure. Our guidance counselors are available for conferences by making an appointment.

Textbooks

All non-consumable textbooks are provided rent-free by the state. Each pupil is responsible for the care of his/her books and will be held accountable for loss, damage, or destruction of a book.

Communication

1. Parent Square – Phone and Email Message System
2. Teacher Newsletters
3. Teacher emails, phone calls, and/or text messages.

If you have a problem

Students, parents, and all staff members have the right to approach the District Two Board of Trustees to seek a solution to a problem or a concern.

The proper and requested method of resolving problems is to begin with the party directly involved. If the problem remains unsolved, persons with the complaint should proceed to the next authority level in the proper manner.

If after meeting with the principal, the supervisor, and the superintendent, in that order, the problem is still unresolved; those persons with a concern should contact the superintendent in writing to request a meeting with the school board.

1. **Conferences**
   Parents are encouraged to schedule conferences with their child's teachers whenever they deem it necessary. To schedule a conference, parents should call their child's teacher at least 24 hours prior to the requested date when possible. It is also helpful to state the reason for the conference request and/or concern(s) to be addressed so that the conference can be productive.
2. **Telephone calls**
   Parents may call the school to get information or to discuss concerns. We ask, however, that parents remember that we cannot call a teacher from the classroom to answer a call, nor can we interrupt classes. (Personal information is not given out over the phone.)
3. **Changes in transportation**
   Changes in transportation MUST be in writing. (See example on last page.
4. **Visitors to the school**
   All visitors and parents are to report first to the school office for a visitor's pass. Parent's must sign in and leave driver's license before being allowed in the school building. When leaving, sign out and pick up your license. Unauthorized visitors may be subject to legal action under applicable prevailing statutes.

Student Dress Code

In order to provide an atmosphere that is conducive to learning, instills discipline, and avoids safety hazards, Dorchester School District Two established the following guidelines for all students:

1. **Shorts**: Shorts are appropriate for school in the elementary grades (K-5). Walking shorts are appropriate for school for students in grades 6-12. Generally, the standard for wearing shorts is that when standing, and arms hanging to the side, the area of the leg where fingers touch should be the hemline of the shorts. Short shorts are not acceptable school attire.
2. **Sunglasses:** May not be worn in the building, with exception of prescription sunglasses.
3. **Hats, head stockings, sweatbands:** May not be worn in the building. If there is a medical reason for a student to wear one of these a letter from a physician will need to be provided to the principal.
4. **Tops and skirts:** Tank, halter, tube, bathing suits, spaghetti straps, midriffs, or see-through tops may not be worn. Fish net shirts or cut off shirts may not be worn. Tennis skirts and mini skirts are not allowed. The length of skirts and dresses is the same standard as shorts.
5. **Shirts and blouses:** Must be appropriately buttoned. Sweaters, vests, jacket shirts and sweater shirts are the exception.
6. **Pants:** "Sagging" is not acceptable. Pants must be worn at the natural waistline and may not be made of any see-through material. Undergarments must be completely covered

7. **Belts:** If belts are worn, they must be worn at an appropriate level, buckled and tucked in loops.
8. **Suspenders:** Must be hooked and on the shoulder in the proper location.
9. **Gloves:** May not be worn in the building.

Students may not wear apparel, attire, colors, or insignia which is obscene, vulgar, libelous, slanderous, incites, expresses or advocates racial, ethnic, sexual, or religious prejudices, that brings attention to a students involvement/membership in gang-related groups or promotes beer, liquor, wine, cigarettes, or drugs of any kind.
*Please see https://boardpolicyonline.com/?b=dorchester for the most up to date district policy.

Honor Rolls

The Dorchester District Two Board of Trustees, realizing both the need for and the desirability of recognizing student achievement in our schools, has established general guidelines which are to be used as the means by which honor roll listings are to be determined in District Two Schools. These guidelines are as follows:

Grades 3-12

1. Honor roll will be based on nine weeks grades, not on semester average.
2. "A" honor roll (grades 3-5) requires "A" or "E or S" in all academic subjects.
3. "B" honor roll (grades 3-5) requires at least a "B" or "E or S" in all academic subjects.

Homework Guidelines

It shall be the policy of Oakbrook Elementary School that meaningful homework assignments are valuable and necessary.

Why?

1. To reinforce and practice skills taught in the classroom.
2. To develop independent study skills.
3. To enhance parent awareness of student's progress.

When?

1. Monday through Thursday only
2. No homework will be given on weekends (except in the case of special projects)

What?

1. Classwork not completed will be done for homework.
2. Long-term research and independent study projects.
3. Assignments designed to encourage creative thought processes and expressions.

How Much?

1st grade – 15-20 minutes daily
2nd grade – 30-40 minutes daily
3rd grade – 30-40 minutes daily
4th grade – 45 minutes
5th grade – 45 minutes – 1 hour

Parent's Responsibilities:

1. That the student accepts the responsibility for homework assignments and brings the necessary materials home.
2. That a suitable place and time are made available for the student to do homework.
3. That someone is available to assist if needed.
4. That the teacher is made aware of any problem the student may have with a homework assignment.
5. That a note is sent to the teacher if the student does not understand the assignment.

Teacher's Responsibilities:

1. Proper class instruction has been given so the student can complete assignments successfully.
2. That homework is appropriate and meaningful.
3. Those homework assignments are checked.
4. That parent is made aware if drill or practice beyond regular homework assignments is needed.
5. That homework given by multiple teachers is coordinated to total no more than specified time.

Student's Responsibilities:

1. That homework is considered as important as any other part of schoolwork.
2. That he/she understands the nature of the homework and asks the teacher for clarification if needed.
3. Those assignments are written down and/or necessary worksheets, books and other materials are taken home.
4. That homework is completed at home and handed in when it is due.
5. That he/she may obtain a note from parents if homework was not understood.

Family Rights and Privacy Act

The Family Rights and Privacy Act is a law that intends to protect the accuracy and privacy of student educational records. In that regard, please note the following:

1. The definition of *educational records* includes all records, files, documents, and other materials containing information directly related to your child.

2. Without your prior consent, only you and authorized individuals have access to your child's educational records. However, unless you make a request in writing, to the contrary, we may release without consent directory information contained in your child's educational records: name, address, telephone listing, date and place of birth, dates of attendance, major fields of study, participation in officially recognized activities and sports, weight and height, athletic team membership, degrees and awards received, and most recent previous education agency or institution attended. The school should receive your written request within ten days of your child's enrollment in this school.
3. You may make an appointment with the school to inspect and review your child's educational records.
4. You may receive a copy of the Dorchester School District Two's policy on *Student Records* from the school office or the District Office
5. You may obtain copies of educational records on the basis of 25 cents per page, other than the first copy of a transcript to another educational institution, which will be sent without charge.
6. You have the right to challenge any information contained in your child's educational records if you think it is inaccurate, misleading, or inappropriate information.
7. Challenges may be addressed to the Principal.
8. The principal has ultimate responsibility for all educational records and will periodically review student educational records for the purpose of correcting and deleting any inaccurate, misleading, or inappropriate information.

The rights described herein are transferred to your child upon the attainment of his/her eighteenth birthday or admission to an institution of post-secondary education.

Student Rights and Responsibilities – Sexual Harassment

"The policy of the District recognizes that in order to maintain an environment in which dignity and worth of all students of the District is respected, sexual harassment must be prohibited." Procedures have been developed and approved by the Board to implement this policy.

Title IX

"Dorchester School District Number Two does not discriminate on the basis of sex in the educational programs or activities which it operates, and it is required by Title IX of the Educational Amendments of 1972 not to discriminate in such a manner. This policy of non-discrimination includes the following areas: recruitment and appointment of employees; employment pay and benefits; counseling services for students; access by students to educational programs, course offerings, and student activities."

Student Insurance

Student Insurance is offered, on an optional basis, at the beginning of each school year. Plans and rates vary and information will be distributed when school begins.

Field Trips

A field trip is defined as any learning activity sponsored, approved and supervised by the school and requires the student(s) to leave the school grounds. Field trips are directly related to our South Carolina Standards.

The following guidelines apply:
Transportation

- Neither parents nor students may transport students on field trips.
- When district transportation is provided, no deviation from the original transportation request is permitted.
- All student field trip participants must be transported by the designated mode of transportation as noted on the field trip application.

No small children other than students in the class are allowed on a field trip.

***Be sure to join Parent Square to be able to provide excuses online.**

EXAMPLE OF A WRITTEN EXCUSE:

9/25/23

Dear Teacher,

Please excuse Johnny Jones from school on 9/24/23. He had a fever and was not feeling well.

Mrs. Kathy Jones
843-555-1234 home or 843-555-5678 cell

EXAMPLE OF CHANGE OF TRANSPORTATION NOTE:

9/25/23

Dear Teacher,

Please allow Johnny Jones to ride bus #56 home today, 9/25/23, instead of going to his after-school program. This change is for today only.

Mrs. Kathy Jones
843-555-1234 home or 843-555-5678 cell

IMPORTANT E-MAIL ADDRESSES:

Kimberly Boutin, Principal	kboutin@dorchester2.k12.sc.us
Morelisa Sabb-Cordes, Asst.Principal	msabbcordes@dorchester2.k12.sc.us
Penelope Byrd, Asst. Principal	pembyrd@dorchester2.k12.sc.us
Caroline Lawson, Guidance	cmoore@dorchester2.k12.sc.us
Stephanie Strange, Guidance	sstrange@dorchester2.k12.sc.us
Shelby Mundy, Nurse	smundy@dorchester2.k12.sc.us

Megan Mitchell,Secretary	mmitchell@dorchester2.k12.sc.us
Tanya Cook, Secretary	tancook@dorchester2.k12.sc.us
Cheryl O'Neal, Secretary	choneal@dorchester2.k12.sc.us
Jennifer Sears-Fox, Secretary	jsears@dorchester2.k12.sc.us
Brittany Judy, Cafeteria Mgr.	brjudy@dorchester2.k12.sc.us
Criscelina Boo, Extended Day	cboo@dorchester2.k12.sc.us

Glossary of Terms

IEP – ***I****ndividualized* ***E****ducational* ***P****lan ~ An IEP is written for children that have qualified to receive special education services. (such as speech, resource and/or self-contained) This plan is an agreement between the parents and the school as to the services the school will provide to address the child's needs.*

504 Plan – *This act prohibits discrimination against persons with a disability in any program receiving financial assistance. The Act defines a person with a disability as any whom: has a mental or physical impairment, which substantially limits one or more major life activities; has a record of such impairment; and is regarded as having such impairment.*

DRA – ***D****iagnostic* ***R****eading* ***A****ssessment ~ this reading assessment is given primarily to students in grades K – 1 to determine strengths and weaknesses in the usage of reading strategies and their level of reading comprehension. In Dorchester District Two, our goal is to have all kindergarteners at a minimum level of 3, all first graders at a minimum level of 18, and all second graders at a minimum level of 28. What can you do to help your child? Read, read, and read!*

BIR – ***B****ehavior* ***I****mprovement* ***R****oom ~ Occasionally a child needs to be removed from a classroom to calm down or as a consequence for an action. BIR provides us with a safe, monitored environment that allows students to collect themselves and eventually return to class.*

PTA – *The* ***P****arent* ***T****eacher* ***A****ssociation is the backbone of any school. Anyone can join OES PTA to support the learning of every child that attends our school. If you are interested in becoming an active member of this association, please contact the school.*

SIC – *The* ***S****chool* ***I****mprovement* ***C****ouncil consists of dedicated parents working together on selected efforts for improvement to Oakbrook Elementary. Anyone can join this council to listen, plan, implement, and enjoy the improvements made for our children.*

SC READY – *State standards-based test given to our 3rd through 5th grade students in language arts and math. 4th graders also take the Science assessment.*

Sponsored by School Improvement Council and PTA

Oakbrook Elementary School

Child's Name_____
Grade/HR_____

Subdivision_____
Address_____
Phone _____

TRANSPORTATION INFORMATION:
*******AFTERNOON ONLY*******

Bus#_____ Bus Tag#_____ Car Rider_____

Name of Day Care_____Extended Day_____

Walker_____ (Must reside in *Eagle Run* or *Heatherwoods*)

Oakbrook Elementary School

Child's Name_____
Grade/HR_____

Subdivision_____
Address_____
Phone _____

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