

ORCHARD PARK ELEMENTARY

STUDENT AND PARENT HANDBOOK

2016-2017



SOAR HIGH WITH PRIDE

P=PERSONAL BEST

R=RESPECT

I = INTEGRITY

D=DEPENDABILITY

E- ENCOURAGEMENT

Orchard Park Elementary School

474 Third Baxter Crossing

Fort Mill, SC 29708

P: 803-548-8170 | F: 803-548-8174

www.opes.fortmillschools.org

All district programs are operated without discrimination on the basis of race, sex, religion, national origin or handicap in compliance with Title VI, Title VII, Title IX, Section 504, and all other applicable Civil Rights Laws.

Welcome

Thank you for entrusting your child to our care here at Orchard Park Elementary School. We care for each child and do our best to provide challenging and enriching instruction to every student. You can expect this school year to be filled with wonderful, challenging, and rich learning experiences for your son or daughter. We plan to work closely with our Orchard Park families in order to maintain a positive learning environment where children are safe, nurtured, and valued. All children at Orchard Park will be treated with dignity and respect, and all children will be given great opportunities to excel both academically and socially.

Education is the primary focus of Orchard Park Elementary. Every student and teacher has the right, ability, and desire to learn and teach. By keeping a simple focus on education, Orchard Park Elementary School will continue to grow to become one of the strongest schools in the region. Our school has solid academic offerings and a nurturing school climate. Our school motto, ***Soar High with PRIDE***, was created to express the idea that all children can achieve success and a quality education.

This handbook represents a school-wide effort to bring consistency and fairness to each member of the Orchard Park family. It presents guidelines for student academics, opportunities, attendance, and academics, as well as general information and behavioral expectations based on the policies of the Fort Mill School District Board of School Trustees. Thank you for sharing your children with us and we look forward to working as a partner with you to help every OPES student to Soar High with PRIDE!

Matthew Johnson, Principal
Kristin Rhodes, Assistant Principal

OUR COMMITMENTS

- We are committed to the belief that all children can learn.
- We are committed to the belief that collaboration and positive **RELATIONSHIPS** are needed for continuous growth.
- We are committed to the belief that we are a strong **COMMUNITY** who is **PASSIONATE** about putting children first.
- We are committed to the belief that we serve others with **PRIDE**.

OUR MISSION

To ensure high levels of learning for all students.

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ATTENDANCE

Good attendance is essential to the academic success of students **and** all students are expected to be in attendance each day school is in session. Attendance at Orchard Park Elementary is traditionally outstanding. Each year, we have excellent attendance by our students. This is a tribute to each family's efforts to have their child at school daily. We appreciate this effort! See the [FMSD Attendance Policy](#) for more details.

LAWFUL ABSENCES

According to SC Code of Laws 59-65-10, the following types of absences are the only ones considered lawful:

1. Serious, chronic, or extended illness of the student. (If your child has a chronic illness or is hospitalized for an extended period of time, please submit medical verification to the principal.)
2. Serious illness or death in the immediate family.
3. Recognized religious holiday for the students of the particular religious faith when pre-arranged.
4. Pre-arranged absences for other reasons and/or extreme hardships at the discretion of the principal.

Parents must provide the school with a note identifying the reason for the absence within three (3) days of their child returning to school. The note should be dated and specify the reason for the absence.

Following any absence, a student is required to present a written note from the parent or guardian stating the date(s) of the absence(s), the reason for the absence(s), and the parent's signature. The note should be presented within two days of the child's absence(s). If we do not receive a note explaining the child's absence then it will be coded as unlawful. Notes are kept on file by the attendance clerk.

UNLAWFUL ABSENCES

Any absence by a student with or without the knowledge of the parent not meeting one of the conditions for a lawful absence as defined above will count toward the cumulative limit of absences. Written notification will be sent by the school for accumulated absences. A call will be made by the attendance clerk after 3 consecutive absences. When a child accumulates 5 absences that are unlawful or not excused by a medical note, the parents will be required to attend an attendance intervention (truancy) conference and assist the principal or his/her designee in the development of an attendance intervention plan which will be valid in any SC school district. Excessive absences and failure to adhere to guidelines of an intervention plan could result in a family court referral. The school will only accept a **parent-written note for five days of absence.** Following those days, doctor's excuses are required.

TARDIES

Students arriving after **7:45 a.m.** are tardy and must report to the office and be signed in by their parent for admittance to class. Tardies cost your child valuable educational instruction. Tardies also interrupt the learning process for other students. Be considerate of other students'

education. Excessive tardies may result in an intervention meeting for development of an attendance plan which will remain in the child’s record and transfer to any receiving school.

EARLY DISMISSAL

Parents are requested not to pick up a child before the regular dismissal time. This is an interruption of the educational process, not only for your child, but other children as well. If a child leaves before 11:00 am and does not return, he/she is marked absent for the entire day. However, any portion of the day a child can attend is to their benefit. Please provide verification for medical appointments. Please schedule these as near the beginning or end of the day as possible so your child can be in school.

If parents plan to take a child from school before the close of the day, they should send a note in the morning stating the reason for the early dismissal and the time their child will be picked up. Parents are requested to enter by the front door, come to the school office, and sign out their child. **Students leaving early must be signed out in the office and be dismissed only to a parent or approved family member. This procedure is for your child’s protection – please keep information updated to facilitate this function, especially in emergency situations or early weather related school closings.** In an effort to minimize disruption at dismissal time, all early checkouts must occur before 2pm.

ARRIVAL AND DIMISSAL

7:10 AM	Breakfast/Car Rider Drop-Off Adult supervision begins
7:25 AM	Teacher arrival time
7:30 AM	Students admitted to classrooms
7:40 AM	Instructional Day begins
2:25 PM	Bus students dismissed, Car riders dismissed, Walking students dismissed
3:00 PM	End of workday for teachers

OFFICE HOURS

7:10 AM to 3:15 PM

Main office548-8170

www.opes.fortmillschools.org

SAFETY

Safety is our top priority. We need your help to ensure that students are not in dangerous situations. By following the guidelines below, we can work together to make sure our children get to school and leave safely.

BUS PARKING LOT

(Back of the School)

State law requires separation of car and bus pick up areas. **Only school district buses are allowed to park in the back parking lot.** Employees have parking spaces in the bus lot. It is dangerous for our students to be allowed to walk around buses to get to or from cars. The buses must not be blocked as they have many routes to run.

TRAFFIC ON HUGH STREET

Hugh Street is closed to through traffic from 7:15 am until 7:45 am and from 2:15 pm until 2:45 pm daily. At no time should students be dropped off or picked up on Hugh Street.

ARRIVAL

To maximize safe and efficient arrival of our students, drivers should approach the school using 3rd Baxter Street. When dropping off your child(ren) please pull forward as far as you can in the drop off line (this will help keep the line moving quickly and we can unload more cars). **ALL STUDENTS SHOULD EXIT FROM THE CURB-SIDE (RIGHT SIDE) OF THE VEHICLE.** Since the instructional day begins at 7:40 AM, no students should arrive before 7:10 (when adult supervision begins) or after 7:40 AM. Students arriving after 7:40 A.M. should go directly to the office with a parent to sign them in and get a pass to the classroom.

DISMISSAL

Parents should use the front entrance on 3rd Baxter Street for afternoon departure. We ask that the first car start a wait line on the right hand lane of the parking lot in front of the kindergarten playground. Cars must not be left unattended in traffic lanes. When picking up children, parents need to stay in their cars and in the car rider line until it is their turn to have the child walk to the vehicle. This is to ensure a fluid transition for everyone, and if followed, will allow for a shorter time spent in line.

Parents will be given a card to be placed on the right front dash or the rear view mirror. The student's name should be printed in LARGE, **DARK** letters so the duty personnel can call for the student. For safety reasons, anyone without a card will be required to park in the parking lot and come into the building office to sign the student out. Without your card, you may be asked to present a driver's license and wait while student records are checked to see who has permission to pick up the student. Additional cards may be acquired from the office for those authorized to pick up the student.

Students should be picked up no later than 2:45 PM. If you are unable to pick up your child by this time, please make arrangements for your child to be picked up by someone else and **notify the office of the arrangements in writing** by note, FAX or e-mail. This is extremely important. For the safety of all, we ask that drivers **not talk on cell phones** during pick-up and delivery. We ask that you not smoke in your vehicles or when on school premises during drop-off, pick-up, or visits to the school. Everyone is reminded of the district policy prohibiting smoking on any school property, including buildings, grounds, and parking lots at any time. Please be sure younger children accompanying you are supervised.

WALKERS

It is our goal to make sure all of our students arrive to and from school safely. Therefore, parents must complete a [biker/walker waiver form](#) giving permission for their child to obtain a walker/biker pass. Parents giving written permission for their child to walk home recognize the school's responsibility for the safety of the child does not extend beyond school supervised areas. Students who have been issued a walker tag will be dismissed at 2:25pm through the stage doors adjacent to Hugh Street.

In the event of inclement weather we communicate with families of walkers/bike riders by sending a text message through the app Remind. Please register for our communication group for the 2016-2017 school year by texting **@opeswalk to 81010**. Once the text message has been sent, your child must use the alternate mode of transportation chosen on their walker/biker waiver form and noted on the back of their walker tag.

DAY CARE RIDERS

Since daycare vans take many children at one time and pick up at other schools, they are allowed to pick up students at the back parking lot.

LATE BUSES AND DAY CARE

OPES may have some late bus students and day care riders who are not picked up when school is let out. These students will be escorted to the gym area to wait on their transportation. While waiting in the gym, students are expected to have some type of material to read and to abide by school rules and expectations.

PARENT VOLUNTEERS AND DISMISSAL

Many parents graciously volunteer their time to the school. If you have been volunteering in the building, please follow standard dismissal procedures.

TRANSPORTATION CHANGES

Parents are to notify teachers of any transportation changes. Teachers are to receive a **written** note stating: the way of transportation, the date, and a parent signature. **Please do not call the school about a transportation change.** We need **written documentation** (note or fax with your signature, or e-mail from your e-mail address) that a change will occur so participating parties can be accurately informed. It is the parent's responsibility to notify daycares of changes.

Important Phone Numbers

Orchard Park Elementary – 548-8170
Fort Mill School District – 548-2527
Bus Transportation Office – 548-1108
Special Services – 548-8218

POLICIES AND REGULATIONS

MAKE-UP WORK FOR ABSENCES

Assignments and class work missed may be made up if a student is absent from school. **This is the responsibility of the student.** Should assignment sheets not be available for the entire period of the absence, the student is responsible for getting them upon his/her return in order to cover the material missed. Remember that experiments, discussions, group activities, etc. may be difficult to replicate. No graded work done or tests taken by the class while the student is absent will be made up; therefore, the student will have fewer grades at the end of the grading period. Additionally, for any tests given after the student returns, the student will be responsible for the material covered in class while he/she was absent. If any work is not made up, it may affect the student's grade. The work needs to be made up within two days of the absence or at the teacher's discretion. If the student is absent, the parent may call and

request to pick up assignments **after school** in the office. Please do not expect the teacher to provide assignments during the school day.

RETURNING TO CLASS AFTER SCHOOL

Students are responsible for bringing home materials needed for assignments. Should a student need to return to class after school hours, we ask for that student to report to the front office to be escorted back to the classroom. At no point should a student or adult enter a classroom after hours without an escort from the school.

CHANGE OF ADDRESS

It is necessary that the school office have your current address and phone number at all times. This information is especially crucial in cases of emergency. This information is used by the SCHOOL MESSENGER® system for calls and e-mails such as weather related early dismissal, and also used by school personnel to contact you about your child's health. **Please notify the school attendance clerk immediately upon changing your address or telephone number.** It is necessary to have a responsible person identified on the emergency card just in case the parent cannot be reached. You must provide new proof of residency when you move within the attendance zone.

STUDENT WITHDRAWAL

When a child is moving to another school, our school should be notified at least a week in advance if possible. School records will be forwarded to the new school upon request from the receiving school. All library books/fines, lunch money, and school issued materials are to be returned before leaving.

FERPA INFORMATION

The Family Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the US Department of Education.

The law requires that student records be managed in a confidential manner. Regulations and procedures for compliance of this act are provided through board policy. For more information about your rights under FERPA, please refer to the "For Parents" tab of the school district's webpage at www.fortmillschools.org

VISITORS TO SCHOOL

Visitors and volunteers must enter by the front door and stop by the office. Security doors to other parts of the building will be opened by an office person after the visitors log in at the computer and scan their driver's license or official government issued identification. Security procedures require that badges of visitors/volunteers must be visible at all times. Visitors must always sign in at the office and obtain this visitor badge before going to a classroom, lunchroom or school grounds. This ensures all students' safety by letting office and classroom personnel know who is in the building. Please remember that routines and instruction cannot be interrupted for unscheduled conferences during time when a parent is volunteering or having lunch with a child.

EMERGENCY DRILLS

Safety of our students and staff is an extremely important priority for us here at Orchard Park Elementary. We work closely with local law enforcement and first responders to create a safe learning environment for each individual.

1. Fire drills are held at least once a month.
2. Tornado drills are held periodically.
3. Lock down and emergency procedure drills also will take place periodically.

GENERAL INFORMATION ABOUT ORCHARD PARK

VISITING FOR LUNCH

In order to ensure that enough food is prepared, please send a note to the teacher if you plan to have lunch with your child. This information is needed in the cafeteria before 9AM. Parents planning to have lunch with their child should sign in and meet their child in the foyer as they go to the cafeteria. Because the tables are designed for students, it is difficult for adults to sit on the benches with the class. We ask that all lunch guests sit with your child on the stage, as we must maintain open aisles (no strollers or legs blocking aisles) due to fire codes. Please do not bring in food from restaurants.

STUDENT MEALS

“FOOD FOR THOUGHT!”

Mrs. Kallal and her staff serve breakfast and lunch at school every school day. Students should either have breakfast at home or purchase breakfast in the cafeteria (they should not bring food from home or other eating establishments to the cafeteria for meals.) Students are required to eat lunch in the cafeteria, either purchasing lunch or bringing lunch from home. Extra milk is available to purchase. ***Students may not bring carbonated drinks to the lunchroom.*** Menus are posted in homerooms and are on the [district website](#). Students may pay for breakfast and lunch daily in the cafeteria as they go through the line. Students are encouraged to pay ahead on Mondays for up to a month at a time. Parents may also add money to a child’s account using the internet. The site is www.k12paymentcenter.com. This payment can be used for meals and extra milk or snacks. For the child to get snacks, the parent must fill out a form giving permission for extras such as ice cream, Fruit Roll-ups, Sunny D’s, water, etc. The meal costs for students are: breakfast=\$1.30 lunch=\$2.20 Reduced Breakfast Price \$ 0.30 Reduced Lunch Price: \$ 0.40 The price for adult breakfast is \$2.10; adult lunch is \$3.50.

All foods served in the cafeteria meet state and federal guidelines. Applications for free and reduced-price meals are available at all times in the school office, in the cafeteria and on the district website. Students must ***re-apply each year.*** Due to the number of food allergies, homemade or home baked foods are not allowed to be distributed to students within the classroom or applicable classroom setting. Acceptable foods for distribution are those items that were prepared in a commercial and/or licensed kitchen, and most importantly, are packaged with a label clearly listing the contents and ingredients of the food item. This policy is designed to provide consistency and minimize allergy risks in all classrooms, while maintaining a safe and positive learning environment for all students. It is important to note that the policy does not apply to a student’s personal lunch. However, please join us in encouraging the children not to share food.

PARENT-TEACHER ORGANIZATION (PTO) AND CLASSROOM VOLUNTEERS

Orchard Park Elementary School encourages your participation in PTO sponsored activities during this year. Our PTO is an extension of the school family, and is dedicated to the support of instructional programs, teaching/learning, and safety. This important group has one major fund-raiser each year ([Booster-Thon](#)). In addition, the PTO needs volunteers to help with special programs and serve on committees. Please consider volunteering your time to assist this organization in helping all classrooms, teachers, and students through their many beneficial projects. See the [OPES PTO website](#) for more details and information about on-going events.

Many parents and grandparents like to help in the classroom, and we value your assistance. In order to provide a learning environment free from distractions, we ask that volunteers dress in a manner appropriate for the classroom, make other arrangements for younger siblings, check in at the office, turn off cell phones, and avoid unscheduled conferences. Volunteers should plan to attend the volunteer orientation. Because the maintenance of copying machines can be expensive, we require that volunteers be trained by an Orchard Park staff member before using any school machines. If you have not used equipment, ask a staff member to show you what to do.

COMMUNITY RESOURCE PEOPLE

We are constantly searching for resource people in the community who would be willing to share their talents with our students. Examples include discussing job-related skills, demonstrating hobbies, storytelling, etc. If you are interested in volunteering your time and talents, please inform the classroom teacher or school office of your area of interest or expertise. Your name will be added to a list of community resources for instructional and non-instructional purposes. You may be called upon to share information at the school's Career/Cultural Arts Day.

SCHOOL TELEPHONE

The school telephone number is **803-548-8170**. Messages can be taken for students and teachers, but it is not always possible to deliver them immediately. Parents wishing to confer with teachers on the phone are requested to limit their calls to before or after school hours, as teachers cannot leave their classes for telephone conferences between 7:30am and 2:30pm. Students wishing to call home may use the school phone for health and transportation **EMERGENCIES ONLY**. Forgotten snacks, improper shoes for physical education and assignments left at home do not constitute an emergency. Due to excessive costs, we must limit long distance calls.

EMAILS

The main job for our teachers is to provide quality instruction in a safe environment. In addition, all Fort Mill Elementary Schools have a schedule of duties for teachers. Each teacher has a short planning time on most days. Because teachers are busy teaching and planning, please do not expect an immediate response to an e-mail that you send. A teacher may not check e-mail until school is out, so you should send any change in afternoon transportation plans (for example, ride the bus instead of car rider) in writing via FAX or e-mail to Carrie Blackwell. Her e-mail address is blackwellc@fortmillschools.org

STUDENT CELL PHONES/ELECTRONIC DEVICES

Student cell phones should be kept in a book bag. Cell phones must be turned off during the school day and while on the school grounds. A cell phone may not be used during the day to play games or to text message. The student may not use a cell phone to call a parent during the school day without a teacher's permission.

A student will be permitted (at the discretion of their teacher) to bring his/her personal electronic devices to school for instructional purposes as a part of 21st century learning with technology. The use of e-readers, tablets, iPads or chrome books is limited to instructional purposes under the supervision of the teacher. It is a privilege for students to use their personal electronic device at school and this privilege can be taken away if students act irresponsibly or violate school policy (see Failure to Follow Guidelines section below). Bring Your Own Technology devices that are acceptable for class include the following: iPads, tablets, and e-readers such as chromebooks or kindles. Teachers choosing to take advantage of this will send home a "BYOT Classroom Policy at OPES" permission form for you to sign if you wish for your child to participate. No student will be permitted to use personal technology devices unless the agreement is signed and returned. Each student will need to be responsible for the care and safety of their personal technology device.

FAILURE TO FOLLOW ELEMENTARY SCHOOL CELL PHONE/ELECTRONIC DEVICE GUIDELINES

First Offense: Verbal warning and parent notified

Second Offense: Device confiscated for remainder of day, parent notified to come to pick up the electronic device

Third Offense: Device confiscated, a parent conference will be scheduled and the parent will be given the device. The student will not be allowed to bring their personal electronic devices to school for the remainder of the year.

Any cell phone, picture or text messaging that results in 1) students cheating, 2) causes arguments or major disruptions, 3) is cyber bullying, or 4) shows inappropriate pictures or language will result in the phone being confiscated and NOT returned until the end of the school year and may also result in suspension or expulsion.

INCLEMENT WEATHER

The decision to close or delay schools will be made by 6:00am. Announcements will be made via **SCHOOL MESSENGER**[®], and on WRHI AM radio, CN2, and Charlotte TV stations (WSOC, WBTB, WSOC). Delays and closings will be posted on the district website www.fortmillschools.org and available at the district office phone number 548-2527. Information will be listed for FORT MILL SCHOOL DISTRICT #4, not York County Schools. No breakfast will be served if school is delayed. When weather is threatening, please be sure your child and the teacher know how he/she is to get home if school is dismissed early. The **SCHOOL MESSENGER**[®] phone system (803-548-8379) will leave messages about changes of schedules. In order for you to receive these messages, we must have your up-to-date phone number and e-mail address in our data base. It is the parent's responsibility to contact after-school care to learn about their procedures.

ASSEMBLIES AND PERFORMANCES

Our first commitment is to classroom instruction. Assembly programs and performances are sometimes an important part of the educational program. It is expected that an atmosphere of respect will be maintained throughout all assemblies by presenters, participants, and members of the audience. When visitors come to OPES, it is expected that they will demonstrate polite behavior and be role models for students by staying for the entire program to avoid disruption. For example, if attending a performance, please do not get up and leave as soon as your child's part is over.

BOOK BAGS

Book bags are required at OPES. However, rolling book bags are not permitted without a written recommendation of a physician.

FEES OWED TO THE SCHOOL

Students must settle all fees owed to the school prior to the end of the school year. No student records will be released until all fees, fines, charges, lunch money, library books and textbooks have been received.

DELIVERIES

Orchard Park Elementary will not accept nor deliver to students any items before, during, or after school unless they are of an educational nature/value or medically necessary. When sending balloons or flowers to a child, please use their home address. Do not send these items to the school. District procedures do not allow these items on a bus.

MEDICAL INFORMATION

IMMUNIZATION REQUIREMENTS

All students in grades Pre-kindergarten through 12 are required to furnish a valid South Carolina Certificate of Immunization prior to enrollment. School officials shall record the immunization data on the student's health record and/or attach a copy of the certificate to the health record.

SAFETY AND HEALTH SERVICES

Parents will be notified if a student becomes ill or is injured during school. When it is necessary for the student to leave school, a parent, guardian, or designated alternate must sign the student out in the office.

If a student brings medication to school, the following requirements must be met:

PRESCRIPTION MEDICATION

1. The Medication Consent Form must be completed and turned in with the medication. The form must be signed by the doctor and the parent.
2. Prescription medicines must be in the pharmacy container with your child's name on it. (Ask your pharmacist for an extra bottle in order to divide the prescription between home and school.)
3. Parents must deliver all medications to school.

4. The medication must carry a prescription label with the following information:
 - a. Child's name
 - b. Name of drug
 - c. dosage instructions
 - d. doctor name
 - e. CURRENT prescription date
5. Medication will be kept in a locked cabinet in the office at all times.
6. School personnel will give medication only with a completed form signed by the parent and the doctor.
7. Medication must not be sent with a child on the bus or with a child walking to school.

OVER-THE-COUNTER MEDICATION

1. The Medication Consent Form must be completed, signed by the parent and turned in with the medication when the parent brings it to the office.
2. The over-the-counter medication must be in the original container or box (not in a plastic bag).
3. The following items will be available in the health room for first aid treatment of your child during the school day: Saline eye wash, Vaseline, Hydrocortisone 1% cream, and Aloe Vera. If you do not wish for your child to be treated with these items, please send a written note to the nurse including your child's name, the teacher's name, the date, and your signature.
4. NO other medications are supplied by the school.

NOTE: ASPIRIN OR PRODUCTS CONTAINING ASPIRIN CANNOT BE GIVEN OUT WITHOUT A DOCTOR'S PRESCRIPTION.

CONTAGIOUS DISEASES

Students with contagious diseases are not allowed to attend school. Children should be kept at home if they have experienced vomiting or fever during the night. Students should be fever free for 24 hours without using medicine to bring the temperature down before returning to school.

HEAD LICE

Occasionally children get head lice. Head lice are small (3 mm) brown, grey, or black bugs. The eggs are called nits. The nits look somewhat like dandruff, but are stuck to the hair shaft generally ¼ to ½ inch from the scalp. Lice are spread by direct contact or by sharing brushes, combs, hats, etc. Head lice usually make the scalp itch; this is often most noticeable at the back of the neck. One louse can lay up to 100 eggs, so it is important to treat all cases for elimination of the lice and removal of the nits. To check your child's head, part the hair in several places above the ears, at the neckline, on top of the head, and in the front. If you find lice or nits, treat your child with lice shampoo before sending him or her back to school. Your pharmacist can tell you which products are available. Remove all nits using a special fine toothed comb or use your fingers to pull the eggs off of the hair shaft. Some families find it beneficial to treat all family members at the same time. It is advisable to disinfect personal articles by washing in hot water or dry-cleaning. All bed linens, pajamas, coats, sweaters, toboggans, hoodies, etc. should be washed. Stuffed animals and other non-washable items can be sealed in plastic bags for 10 days. Combs, brushes, headbands, elastic bands and other hair products should be washed in hot soapy water or a lice product. Vacuum carpet and upholstered furniture, as well as car seats and floor mats. Encourage your child to put his/her coat in a book bag, and remind him/her not to place it in a pile on the playground, the gym, or the daycare. For more information, visit <http://children.webmd.com/tc/lice-cause>

RISK ASSESSMENTS

The safety and security of all students is of the utmost importance to our faculty and staff. Should a concern arise about a student being a danger to him/herself or others, District protocols for conducting a risk assessment (suicide and/or threat) will be followed to the extent appropriate. These assessments may include interviews with students and staff, a review of student records, and consultation with district mental health staff, local law enforcement, or other community agencies that help support our schools and students. If, as part of its assessment and response, the District determines there is an articulated and significant threat to the health or safety of a student or other individuals, it may disclose personally identifiable information from education records to any person whose knowledge of the information is necessary to protect the health or safety of the student or other individuals.

REHABILITATIVE BEHAVIORAL HEALTH SERVICES

A mental health worker from Rehabilitative Behavioral Health Services sees children on-site that qualify for the services of that agency. Teachers or parents may refer children. Parent permission is required for service.

CONDUCT AND DISCIPLINE

STUDENT CONDUCT

Orchard Park Elementary is recognized by the Anti-Defamation League as a **NO PLACE FOR HATE** school. Everyone in our building has the right to be treated with dignity, courtesy, and respect. Every child has the right to learn in a positive classroom environment. Every teacher has the right to teach all students without disruptions. The secret to discipline – we will develop relationships with our students so they know we truly care about them as an individual. As we invest in student relationships, discipline will be more effective.

We have high behavior expectations for all. Orchard Park is a PBIS school where we follow the Positive Behavior Interventions and Supports model. This model helps all students to be recognized for the positive things that they do each and every day. This program consists of clearly defined expectations which are consistently and fairly enforced throughout the building. Individual and class incentives are used to reward students who exhibit good behavior. Interventions such as verbal warnings, checklists, buddy room, mediation, taking away privileges, parent contact and/or conference, out of school suspensions may be used with students who do not follow the expectations.

The following school PBIS expectations will be supplemented by each teacher's set of classroom rules and expectations. A specific focus on PRIDE behaviors and expectations will be followed:

- P = PERSONAL BEST**
- R=RESPECT**
- I=INTEGRITY**
- D=DEPENDABILITY**
- E=ENCOURAGEMENT**

Students are to report problems with other students immediately and are expected not to retaliate. Any student participating in a disruption - regardless of who started the argument, fight, etc. - will be subject to consequences. Parents will be contacted regarding repeated or major problems.

As always, students will be expected to make good choices. See the [OPES Student Code of Conduct](#) for more information.

STUDENT OPPORTUNITIES

Orchard Park Elementary recognizes the importance of being a well-rounded individual. In order to help students reach their potential, several opportunities await every child as he/she enters the doors of OPES. Whether just beginning his/her educational journey or nearing completion, Orchard Park Elementary has something to offer all students.

Throughout our school, one will find many activities, clubs, and service organizations. Many groups have membership based on performance criteria, and others have open membership based on common interest or enjoyment. Whatever your choice, OPES can help meet your needs. *Activities vary from year to year based on student interest and the availability of teacher supervision.* In the past, extracurricular activities have included Girls on the Run, Let Me Run, Art Club, Environmental Club, Soarin' Sounds (Chorus), Recorder Club, Book Buddies, Breakfast Club, School Safety Patrol, Wee Deliver, Letter Writing to Armed Forces, STOP (Students Thinking of Other People), Chess Club, Lego Robotics, Archery, Library Assistants, Marathon Club and O.P.E.N News Crew. Leroy Springs offers after-school activities at OPES.

JUNIOR ACHIEVEMENT

Community volunteers teach Junior Achievement classes to selected grades. The curriculum is provided through Junior Achievement, Inc. Each Junior Achievement unit lasts six weeks. The purpose of Junior Achievement is to educate and inspire young people to value free enterprise, business, and economics in order to improve the quality of their lives. Fifth graders also participate in the "Biztown" program.

PERFECT ATTENDANCE

The school recognizes students who have perfect attendance. Recognition for perfect attendance for the year will be accompany the final report card.

FASTTMATH

FASTTMATH is a computer program designed to improved knowledge of basic facts. Students of all ability levels can participate in FASTTMATH at home. Our math specialist, Mrs. Hunt, is also available to recommend math websites for you. Contact her at huntm@fortmillschools.org or visit her website.

PARTIES

Classrooms should have no more than 2 parties a year at school. The guidelines for food brought into the school also apply to these events. Parents/students cannot hand out invitations to out- of-school birthday parties or get-togethers unless every child in the class receives an invitation.

DRESS CODE

At Orchard Park Elementary School, students are expected to dress in a manner appropriate for the learning environment. Clothing or accessories should not distract or interfere with learning, and parents may be called to bring a change of clothing if guidelines are disregarded. Tank tops, spaghetti strap tops, and other tops that expose a student's shoulders are not acceptable. A shirt should cover the student's belly or midriff when the student raises his/her arms. The length of shorts, skirts, and dresses should come at least to the end of the students' finger tips when their arms are held by their sides. Slacks, shorts, skirts, and jeans should fit around the waist and should not show the student's underwear. Students may not wear clothing, hats, or jewelry that picture or promote alcohol, bullying, drugs or suggestive/obscene/vulgar language. Sunglasses, hats, bandanas, and other headgear should not be worn in the building. Cleats, roller shoes, dressy shoes with higher heels, and other unsafe footwear are not allowed in school. Students must wear athletic footwear (tennis shoes/sneakers) on Physical Education days.

CLASSROOM PERFORMANCE AND ACADEMIC EXCELLENCE

HIGH EXPECTATIONS FOR STUDENT ACHIEVEMENT

As part of each student's intellectual development, the administration and staff of Orchard Park Elementary School set high standards each year for its students in the areas of academic achievement. We encourage our students to do their best in their schoolwork so that each child can achieve his/her personal best. We also support homework as part of the learning experience. Good citizenship and leadership are also recognized.

HOMEWORK POLICY

1. Homework will be reinforcement activities; no new skills or material will be introduced as part of homework.
2. Written homework will be such that it can be completed with a minimum of parental help.
3. Teachers will send home completed classwork/homework on Tuesdays for parental review and support.
4. The teacher will check written homework assignments with pre-established consequences for noncompliance.
5. Homework assignments should be such that they can be completed within a reasonable length of time taking into consideration the age and ability level of the children
6. In addition, children are expected to read **daily** as part of their homework assignments.

PROMOTION AND RETENTION OF STUDENTS

Every parent and teacher would like for students to move along successfully through each grade. Our goal is to take each child, evaluate their skills at the beginning of the year, and provide instruction to ensure academic growth throughout the year. Please examine student work that is returned for your review because it will help you to see how your child is progressing. Parent conferences in October will provide you with another opportunity to discuss your child's progress.

State law requires that the school send a letter at the end of the second quarter (usually January) and at the end of the 3rd quarter (usually in March or early April) to alert parents of the possibility of retention for a student. The final decision will be made in May, but the letters give parents a chance to work together with the teacher to make the progress needed to meet state standards for their grade. If you receive a retention letter, it does not mean that your child will be held back because we continue to hope that she/he will improve and be ready for the next grade. Retention can often be prevented by making sure the child completes and turns in all assignments, examining the possibility of health issues which may affect classroom performance, providing a routine time and place for the child to study daily, reading daily with the student, and making sure children have enough sleep. If you are unsure of what your child needs to know to pass, you can visit the district website at www.fortmillschools.org and click on the tab for parents, and select FM21-Fort Mill Schools for the 21st Century or go to the state website at <http://www.ed.sc.gov> and search for curriculum standards, or ask your child's teacher or administrator for the information. Many things are taken into account in determining if a child is ready for the next grade: attendance, mastery of state standards, knowledge of the English language, age, physical size, intellectual ability, previous grade placement, behavior, maturity, level of achievement, motivation and disabilities are all considered. A Light's Retention Scale is a normed assessment used by elementary schools in Fort Mill to assist with making this important decision.

PROGRESS REPORTS AND CONFERENCES

Progress reports will ONLY be printed and issued to parents of 2nd-5th grade students IF the parents/guardians request a paper copy. Otherwise, please access your child's grades using Parent Portal. Kindergarten and first grade will be using a Standards Based Report Card, which will be similar to the handwritten reports that have been given in the past. All K-5 grades will be issued report cards on a 9 weeks grading period as an indication of their progress and confirmation of their achievement and are expected to take them home to share with their parents. Schools in Fort Mill use a computer program called [PARENT PORTAL](#) to post grades. By logging on to this secure program, parents will be able to check the grades of their students in grades 2-5. Teachers will post grades within 2 weeks of the due date of the task.

Academic achievement will be graded using a numerical grading scale to denote respectively, excellent, good, average, poor, and failing. The numerical ranges for grades will be as follows:

90-100 =	80-89 =	70-79 =	60-69 =	59 or below =
A = Excellent	B = Good	C = Average	D = Poor	F = Failing

The letter E-excellent, S-satisfactory, N-needs improvement, U-unsatisfactory will be used to denote participation in certain related arts classes.

A parent-teacher conference day will be scheduled in October. These conferences are an opportunity to learn about your child's strengths and areas needing improvement. You need to make an appointment with the teacher to discuss your child's progress. Teachers are also available to meet with you before or after school if you make an appointment.

PHYSICAL EDUCATION

Physical education is required by the state for all students unless the student has an excuse from a physician due to a physical disability. If a child must be excused for a temporary illness,

a note from a parent or doctor must be sent with the child. Any illness extending more than a week must be excused by a doctor. Children must wear athletic shoes to participate in Physical Education.

HOMEBOUND

Students who experience extended illness or injuries that result in long term absence from school may apply for homebound instruction. Information concerning homebound may be obtained from Ms. Kennedy or Ms. Dusek, school counselors.

TEXTBOOKS/LIBRARY

Students are issued textbooks from the state and are requested to keep book covers on the books for the entire year. At the end of the year, students will be charged for damages beyond normal wear, for lost books or for the removal of the state inventory label (a Text Book Charge sheet can be obtained from Ms. Rhodes). Books lost during the school year must be paid for in order for another to be issued. Library books, leveled readers, and novel sets are school property, and students will be charged if books are damaged or lost.

STANDARDIZED TESTS

Standardized tests are administered in grades K through 5 as indicated below:

	k	1 st	2 nd	3 rd	4 th	5 th
*DRA+	X					
**COGAT Ability Test			X			
State Achievement Test				X	X	X
MAP (Fall and Spring)	X	X	X	X	X	X
Fountas and Pinnell Reading Assessments		X	X	X	X	X

***DRA+ -A readiness test given individually to kindergarten students within the first 45 days of school.**

****COGAT-** An ability test usually administered in 2nd grade to select participants in the Gifted and Talented Math and English Language Arts for grades 3-5.

State achievement tests in core subject areas in May

MAP- Measures of Academic Progress used to assess achievement in reading, math, and language arts given in fall and spring each year in grades K-5

SCHOOL COUNSELING

The Guidance Program of Orchard Park Elementary School is a developmental program that includes classroom, group and individual counseling activities.

The counselor goes to each classroom and teaches thirty-minute lessons on an established schedule. Each child will have the opportunity to develop academic understanding, character

education, career, and personal/social skills. Some topics covered are Eagle PRIDE (personal best, respect, integrity, dependability, encouragement) , character traits, study skills, getting along with others, conflict resolution, career exploration, bullying, substance abuse education, taking responsibility, and violence prevention.

Small group guidance involves the counselor working with 3-8 students for thirty minutes weekly for a period of four to six weeks. Some topics addressed include: getting along with others, divorce, death, anger control, bullying, study skills, and self-concept. Parents will be informed of the availability of groups whenever possible and will have an opportunity to recommend their children for participation.

During individual counseling the counselor creates an accepting, non-judgmental atmosphere and assists the student with developmental concerns which would be uncomfortable or difficult for them to deal with in a group setting. This includes emotional support and the use of problem solving skills to help students cope with any problem that diverts them from the ability to learn successfully. Request for individual counseling may come from the parent, teacher, or the student.

PARENT RESOURCES

The school counselors are available as a parent resource. You may want to consult the counselor when you have concerns about your child's academic achievement or you are worried about behavioral changes. Please call when you have information about your child you that would like the school to know or if you have concerns or would like more information about the guidance program. Orchard Park has a guidance resource center available to students and parents with materials pertaining to: alcoholism, behavior at home and school, bullying, careers, communication, death, decision-making, developmental stages, discipline, divorce, drugs, family relationships, fears, feelings, hyperactivity, learning disabilities, motivation, parenting skills, peer relationships, responsibility, self-concept, sexual abuse, stress, and study skills. Materials include books, dvd's, pamphlets and brochures. These may be checked out before, during and after school each day, as well as during open house and PTO meetings. These materials are an aid in helping you understand your children at home and school. Please utilize the guidance resource center; it was created especially for you with support from the PTO.

BULLYING

While every effort will be made to shape behavior through positive reinforcement, we must all keep in mind that every child should have the right to study, participate in class, and work in a safe environment. Name calling, intimidation, threats, and disrespectful attitudes toward classmates, volunteers, school staff members, or visitors cannot be tolerated. Threats are taken seriously in the Fort Mill Schools, and can result in suspension or expulsion. It is not acceptable for a child to draw, write, or make threatening statements. By the time children reach school age, they should be developing responsibility for their actions. We remind the children that they make a choice about what they say, what they write, and how they control their bodies. Making poor choices is not automatically excused when a child says "I'm sorry" or "I didn't mean it." Please join us in our effort to encourage children to not do or say things that are or could be hurtful or harmful to others. Resources for addressing bullying behaviors are

available from the guidance counselors or for checkout from the bookcase in the guidance office.

Orchard Park Elementary is committed to providing a school environment that is safe, orderly, conducive to teaching and learning, and free from unnecessary disruption. The PRIDE matrix is based on limits established by School Board policies, laws, and school regulations related to student discipline. The Discipline Guidelines provide school administrators with comprehensive descriptions and definitions of discipline offenses, specific levels of disciplinary action, and a range of disciplinary actions for specific offenses.

Please be aware that School Board policy and South Carolina Code 59-24-60 require school officials to contact law enforcement officers when a student engages in any activity that *may or does result in injury or serious threat of injury to a person or property*.

Parents are asked to support the schools in their effort to maintain discipline and high standards of conduct. At the beginning of each school year teachers and administrators discuss with students behavior expectations, but parents are requested to discuss with children the importance and the need for good behavior and a positive attitude at school, too. Children must learn self-discipline in order to become effective learners and good citizens. With home-school cooperation, an environment in which all students are safe, secure, and able to learn can be created and maintained.

Bus Transportation

(ALSO REFER TO INFORMATION FROM THE [TRANSPORTATION DEPARTMENT](#))

Administrators, parents, bus drivers, and students share the responsibility for safe transportation of students. **Riding a bus is a privilege and must not be abused.** Action will be taken by district and school officials to ensure that all students conduct themselves properly. Where there is evidence of misconduct by any student, action will be taken to correct the situation.

It is important to review the bus rules and expectations set forth by our district transportation department prior to riding on a school bus. A complete list of bus rules can be found through the [Fort Mill School District Transportation website](#).

It is the desire of the Fort Mill School District that all students arrive at school and home safely. We appreciate your help ensuring student safety.



OPES Eagles Soar High with:	Hallway	Restroom	Café	Playground	Bus	Related Arts
P Personal Best	* Stay in a line facing forward.	* Use properly and promptly.	* Sit properly. * Talk with those sitting around you.	* Be active. * Make safe and wise choices.	* Face forward. * Listen and follow your driver's directions.	* Give your best effort in all activities.
R Respect	* Keep hands and feet to yourself. * Be noise free.	* Be noise free.	* Use polite manners. * No sharing food.	* Use equipment properly. * Keep hands and feet to yourself.	* Keep hands, feet, and objects to yourself.	* Listen and follow your teacher's directions. * Use equipment and/or materials properly.
I Integrity	* Walk on the second tile on the right side.	* Keep clean.	* Music on means noise free. * Music off means inside voice.	* Play fair and follow rules of the game.	* Show self-control.	* Show self-control.
D Dependability	* Know where you are going and go directly there.	* Be quick.	* Get everything you need the first time. * Clean your area.	* Line up promptly when called with all personal belongings.	* Enter and exit safely with all personal belongings.	* Enter and exit safely with all personal belongings. * Be prepared for class.
E Encouragement	* Smile. * Let others pass.	* Honor others' privacy. * Be patient.	* Show kindness in words and actions. * Be a friend.	* Show kindness in words and actions. * Be a friend.	* Show kindness in words and actions. * Greet your driver.	* Be positive. * Show kindness. * Help others.