

Orange Grove Elementary Charter School

2011-2012 School Calendar and Handbook



1225 Orange Branch Road
Charleston, SC 29407
(843) 763-1520 phone
(843) 769-2245 fax

<http://www.ogecs.com>

ADMINISTRATION

Dear Parents:

Welcome back from summer break. We have been working very hard to ensure a smooth opening and a successful 2011-12 school year.

Orange Grove Elementary Charter School is a Palmetto's Finest, National Blue Ribbon, and Palmetto Gold and Silver Award winning school. We are excited to have your child with us. Please be sure to read this handbook carefully as it contains changes from last year and has been prepared to help you with your questions.

We are in our sixth year as an operational Charter School. Our commitment to you continues to be providing the best possible education for your child. Our Charter with the district was renewed for ten years! This was a very important step in ensuring our success for the next ten years.

As always we invite you to take an active, positive role in your child's education. You are encouraged to stay in communication with your child's teacher, volunteer to help in any way that you can, and attend our PTO meetings. Parents who are involved and keep education as a priority have children who are successful in school. We want you to be a strong partner in your child's education.

Be sure to have your child to school on time and remember that attendance is monitored by the State Department of Education.

Your child's safety remains our number one priority. If you drive or pick up your child from school **you must use the car pool lane**. Do not drop off or pick up on the street. Do not park where it is prohibited. **Be a good citizen and a good example for your child.**

Our theme this year is – ***“Wild about Learning”***. Mr. Clendaniel and I are pleased to be of service to you and thank you for your continued support.

Sincerely,

Larry DiCenzo
Principal

John Clendaniel
Assistant Principal

SCHOOL GOALS

Orange Grove Elementary School is committed to excellence in education. To achieve this end, we are committed to the following goals:

1. To provide each child an opportunity to develop his fullest potential: socially, emotionally, and intellectually.
2. To provide a curriculum which is meaningful, integrated and diverse enough to meet the needs of all students.
3. To provide a safe and orderly environment in which students may thrive.
4. To encourage parental and community involvement in our educational program.
5. To challenge students to think critically and creatively.
6. To nurture the development of democratic ideals and high moral values.
7. To help students to become responsible, knowledgeable, independent citizens.
8. To help each child develop self-esteem, self-direction, and sensitivity to others
9. To make learning an enjoyable and rewarding activity.

MISSION OF ORANGE GROVE SCHOOL

The mission of Orange Grove is to develop students with the intellectual power to become confident, caring, and responsible life-long learners by providing an innovative, supportive learning environment which emphasizes creative and critical thinking skills while respecting individual differences.

PTO PRESIDENT

Welcome back from a long and hot summer. It gives me great pleasure to welcome you to another year of learning, and teaching at Orange Grove Elementary Charter School. It's like a zoo at the "The Grove" because we are "Wild about Learning". We are now ready to start our new school year and we are ready to continue our successful journey academically. We look forward to having another great year with many new adventures as we get "Wild about Learning".

While our children navigate the jungle this year, meeting new teachers, new books to read, new friends to meet and new skills to master, let's remember to continue their learning of new concepts that will allow them to be successful in their education. As always, Orange Grove's administrators, teachers and staff members are committed to constantly stimulating our children's learning environment so that they are challenged to push themselves to use their critical thinking skills.

Our PTO is committed to provide all the support needed to help our administrators and teachers give our children their very best in skills and work. This not only means that we will work with our school's staff, but we will also work with parents, teachers and the leaders in the community.

The PTO is dedicated to the thorough and efficient education of all our students in school, at home and in the community. Our organization is made up of parents, just like you, who volunteer their time and energies for the welfare of our children. The key to success is volunteerism and we need your help! Family members such as grandparents, aunts and uncles are also encouraged to become involved.

The PTO is supported wholeheartedly by our principal, Mr. DiCenzo, our Assistant Principal, Mr. Clendaniel, and all the faculty and staff of OGECS. There exists a mutual appreciation between the staff and parents of this school, which translates into an excellent atmosphere for learning. We hope you will find some time to get involved.

As the whole family starts on the right path through the thick jungle, let's continue to do what we do to have the best year ever at Orange Grove. We can cut through the jungle easier when we work together to develop new ways to support our educators by giving our children the necessary skills to guide them toward their dreams.

We look forward to seeing you at "The Grove" as we all get "Wild about Learning". If you have any questions or concerns, please feel free to contact me.

Best Regards,

PTO President, 2011-2012
Michelle Dunmeyer (mdunmeyer@charlestoncounty.org)

PTO OBJECTIVES

To promote the welfare of children and youth in home, school, community and place of worship.

To raise the standards of home life.

To secure adequate laws for the care and protection of children and youth.

To bring into closer relation the home and the school, that parents and teachers may cooperate intelligently in the education of children and youth.

To develop between educators and the general public such united efforts as will secure for all children and youth the highest advantages in physical, mental, social and spiritual education.

The mission of PTO is to support and speak on behalf of children and youth in the schools and before governmental agencies and other organizations that make decisions affecting children.

The mission of the PTO is to assist parents in developing the skills they need to raise and protect their children and to encourage parent and public involvement in the schools of this nation.

PTO GENERAL MEETINGS

6:30 PM

September 13, 2011
October 4, 2011
November 8, 2011
January 10, 2012
February 7, 2012
March 13, 2012
April 3, 2012
May 1, 2012

PTO BOARD MEETINGS

6:30 PM

August 23, 2011
September 20, 2011
October 18, 2011
November 15, 2011
January 24, 2012
February 21, 2012
March 27, 2012
April 17, 2012
May 15, 2012

**Orange Grove Elementary Charter Board meets every third Thursday of the month.
2011-2012 OGECS Charter Board Members**

Patty Kay	Michelle Dunmeyer	Laney White	Brian Alexander	Bill Nixon
DeAnn Grayson	Ann Robinson	LoElla Smalls	Catherine Hines-McCormick	Joseph Beasley

2011-2012 PTO BOARD

OFFICERS

President	Michelle Dunmeyer	763-4069	Volunteer Coordinator	Pam Tilman	557-7710
Vice President	Cynthia Westcott	559-2585		Betty B Green	571-2553
Secretary	Susan Murrell	556-7735		Rochelle McLawhorn	810-0488
Treasurer	Tressy McNamara	327-5006		Myoshi Middleton	259-1835
Parliamentarian	Sharon Dillon	906-1074		Karen Mitchell Oliver	297-2002
Ways and Means	Felisha Floyd	345-1937	Cultural & Spiritual	Claire Smith	763-5263
Silent Auction	Jane Fralix	556-6408		Tanya Ancrum	442-2294
	Susan McGuckin	769-2068	Calendar Handbook	Pam Tilman	577-7710
	Tanya Ancrum	442-2294	Teacher Appreciation	Susan McGuckin	769-2068
Holiday Market	Melinda DelMastro	571-1226		Karen Oliver	297-2002
	April Smith	412-2214		Alison Johnson	852-0477
	Shanstacy Pugh	793-4283		Linda Kern	408-7472
	Patty Stokes	556-2650		Tonya Ancrum	442-2294
	Ida Painter	224-5569	Teacher Rep	Kelli Shively	763-1520
	Linda Kern	408-7472	Red Ribbon Week	Lisa Lamb	814-3101
Spring Fling	Steve Schonveld	763-1520		Susan Chase	766-9250
	Catina Murray	766-0180		Claire Smith	763-5263
	Dawn Doyle Doyle.dawn@yahoo.com		Career Day	Lisa Lamb	814-3101
	Cindy Peppler	670-5706		Susan Chase	766-9250
Ladies Nite Out	Pam Tilman	557-7710	School Store	Angela Hlavac/Student	763-1520
	April Smith	412-2214		Dianne Probst/Council	763-1520
	Anna Coe	442-3840	5 th Grade Fun Day	Patty Stokes	556-2650
Pancake Breakfast	Becky Kizer	532-2130		Robert O'Dell	556-7333
	Jandi Withrow	402-9029	5 th Grade AR Auction	Patty Stokes	556-2650
	Sara Foreman charlestownechil@bellsouth.net			Melinda DelMastro	571-1226
	Lynn Smith e.lynnsmith31@gmail.com			Susan Murrell	556-7735
PTO Membership	Jane Fralix	556-6408	Field Day	Herbie Fralix	556-6408
Oversight Committee	Caryn Vedane	763-2033		Ben McGuckin	769-2068
	Catherine Hoffman	345-2823	Yearbook Rep	Mary Morris	991-5908
	Peggie Nielson	737-1881		Lauren Stanley	709-3828
Business Liaison	Terri Neal	763-1520	PTO Handbook	Peggy Nielson	737-1881

ORANGE GROVE ELEMENTARY CHARTER SCHOOL CALENDAR

August 10-12 (Wed-Fri)	Teacher Work Days
August 16 (Tuesday)	First Day for Students
September 5 (Monday)	Holiday – Labor Day (School and Office Closed)
September 16 (Friday)	Progress Reports
October 18 (Tuesday)	45th School Day
October 21 (Friday)	Teacher Workday – No Students
October 25 (Tuesday)	Report Cards
October 26 (Wednesday)	Early Dismissal–Parent Conferences
November 11* (Friday)	Holiday –Veterans Day – (School and Office Closed)
November 18 (Friday)	Progress Reports
November 23-25 (Wed-Fri)	Thanksgiving Holiday – School and Office Closed
December 19-30 (Mon-Fri)	Holiday – Winter Break – School Closed
December 22-26 (Thur-Mon)	Holiday – Winter Break – Office Closed
January 2 (Monday)	No Students – Holiday – New Year’s Day (School and Office Closed)
January 3 (Tuesday)	Students Return from Winter Break
January 11 (Wednesday)	90th School Day
January 12-13 (Thurs-Fri)	No Students – Teacher Workdays
January 16 (Monday)	Holiday – Martin Luther King, Jr. Day) School and Office Closed
January 18 (Wednesday)	Report Cards
February 16 (Thursday)	Progress Reports
February 17 (Friday)	No Students – Professional Development
February 20 (Monday)	Holiday (President’s Day) – School and Office Closed
March 20-21 (Tues-Wed)	PASS Writing (make-ups through March 30)
March 21 (Wednesday)	135th School Day
March 23 (Friday)	No Students – Teacher Workday
March 27 (Tuesday)	Report Cards
March 29 (Thursday)	Early Dismissal – Parent Conferences
April 9-13 (Mon-Fri)	Holiday – Spring Break (School Closed)
April 9-10 (Mon-Tues)	Holiday – Spring Break (Office Closed)
April 16 (Monday)	Students Return form Spring Break
April 27 (Friday)	Progress Reports
May 8-11 (Tues-Fri)	PASS Testing (Make-ups through May 18)
May 28 (Monday)	Holiday – Memorial Day (School and Office Closed)
May 31 (Thursday)	Half Day for Students
June 1 (Friday)	180 th Day of School – End of 2 nd Semester Half Day for Students/Last Day of School
June 4* (Monday)	No Students - Teacher Workday

**Make up days if needed*

ORANGE GROVE ELEMENTARY CHARTER SCHOOL POLICIES AND PROCEDURES

ABSENCES:

State law and district policy set specific rules for school attendance and lawful and unlawful absences.

When a student is absent from school, a note must be brought to the teacher upon his/her return to school. The note should include a **date**, a **reason** for the absence, and a parent/guardian **signature**. The excuse must be received within **three (3) days** after the student returns to school. **Faxed or emailed notes are not accepted.** If additional documentation is required, the two-day limitation will be extended to five (5) days.

Students' absences will be excused for the following reasons: illness, emergency medical appointments, serious illness or death in the immediate family, and recognized religious holidays. More than **10 unexcused absences** may jeopardize promotion to the next grade or continued enrollment at Orange Grove. Your child will need a doctor's note for every absence after ten days total. All work needs to be made up regardless of the reason for the absence.

ACCIDENT INSURANCE:

The school makes every effort to ensure the safety of your child. Accidents do occur, however, and all parents are strongly encouraged to purchase the inexpensive school accident insurance at the beginning of the school year.

ARRIVAL AND DISMISSAL:

Students **may not arrive earlier** than 7:10 AM. Supervision is not provided until 7:10. Upon arrival, students should report to their designated area. First bell rings at 7:35 AM, late bell rings at 7:40 AM. All students must be in the classroom by 7:40 AM.

Students who need to arrive earlier than 7:10 AM must enroll in our **EXTENDED DAY PROGRAM**. Contact Mrs. Jennifer Fox at 852-7922 for program information. Students must be registered in this program to attend and there is a small fee charged.

Walkers are dismissed at 2:35. Bus and car students are dismissed at 2:40. Students not picked up by 3:00 will be sent to the **EXTENDED DAY PROGRAM** and a child care fee of **\$15.00** will be charged.

BIRTHDAY BOOK PROGRAM:

Parents may honor their child or teacher's birthdays by purchasing library books from our Birthday Book Program. Contact our Librarian, Mrs. Karen Owens, for details.

BREAKFAST PROGRAM:

Breakfast will be served from 7:10 – 7:30 AM. Full price is \$1.25, reduced price is \$.30. Breakfast will not be served to students arriving late (after 7:50). Breakfast may **not** be charged.

BUSES AND BUS CONDUCT:

Specific laws and regulations govern the operation of school buses. According to the School Laws of South Carolina, (paragraph 22-186, page 131), a student may be suspended from riding the bus for one week for the first offense, and up to two weeks for the second offense. If, after a third offense a pupil persists in uncontrollable conduct on the bus, he may be then suspended from riding any school bus for the remainder of the school year. Safety on the buses is a critical concern. Students must maintain proper behavior and obey the driver. The driver is required to report disorderly bus conduct.

If a student wishes to ride a different bus, he must bring a note from his parent and have it approved by the principal. Problems with buses should be directed to the **Transportation Office at 745-7084.**

Minor Infractions

- Eating or drinking on the school bus.
- Excessive noise (talking, screaming, yelling at someone outside of the bus, etc.).
- Horseplay (wrestling, tag, or other physical contact, etc.).
- Spitting.
- Leaving your seat/standing at any time other than when directed by the driver.
- Providing false information/identification.
- Possessing electronic games, radios, tape recorders, or other audio devices.
- Verbal abuse of another student, obscene gestures or possession of unacceptable material.
- Other behaviors as reported by the driver or school official.

Consequences for Minor Infractions will be:

- 1st offense – Warning or 1-2 day suspension from the bus. Parent Notification.
- 2nd offense – 1-2 day suspension from the bus. Parent Notification.
- 3rd offense – 3-5 day suspension from the bus. Parent Notification.
- 4th offense – 5-10 day (1-2 week) suspension from the bus. Parent Notification.
- 5th offense – 10-15 day (2-3 weeks) suspension from the bus. Parent Notification.

- 6th offense – 20-day (4 weeks) suspension from the bus. Parent Notification.
- 7th offense – Loss of bus service for the remainder of the school year. Parent Notification.

Major Infractions

- Disrespect to the Driver
- Cursing
- Verbal/physical harassment
- Any part of a students' body or belongings hanging out the window
- Throwing/shooting any object
- Use of tobacco or any controlled substance
- Fighting or physical aggression
- Possession and/or use of matches, firecrackers or any flammable/combustible object or substance
- Vandalism to the bus (restitution will be required)
- Holding onto/or attempting to hold onto any portion of the exterior of the bus
- Unauthorized entering or leaving the bus through the “EMERGENCY” door, or tampering with bus equipment
- Unauthorized boarding of the bus
- Other offenses as reported by the bus driver or principal
- Any offenses committed on any bus outside of the regular transportation to and from school (activity, field trip, shuttles, etc.)

Consequences for Major Infractions:

- 1st offense - 5-day (one week) suspension from the bus. Parent Notification.
- 2nd offense – 10-day (two weeks) suspension from the bus. Parent Notification.
- 3rd offense – 15-day (three weeks) suspension from the bus, possible loss of all bus service. Parent Notification.
- 4th offense – Loss of bus service for the remainder of the school year. Parent Notification.

IMPORTANT NOTES:

The bus is an extension of the school. This list of behavior and consequences is not intended to be all-inclusive nor is it to be limiting to the administration as they apply consequences. Depending on the severity of the student's behavior, the administrators have the authority to begin consequences at any point they feel appropriate.

For any infraction of additional items listed in the School Bus Code of Conduct, appropriate disciplinary actions will be taken. Disciplinary actions may deviate from the School Bus Code of Conduct.

BUSINESS EDUCATION PARTNERS:

Orange Grove is fortunate to have many business partners who are committed to supporting our educational program. They are: Andolini's Pizza, Bi-Lo Northbridge, Captain D's Sailing and Fishing Charters, Chick-Fil-A, CiCi's Pizza, Dog and Duck Restaurant, Dunkin' Donuts, ERA Tides Realty, Fatz Café, First Citizens Bank, Gilligans' Restaurants, Heritage Trust Federal Credit Union, Hinchey, Murray & Pagliarini, LLC, Ida's Styling Salon, Japan Karate Institute, Manny's, Mattresses and More, Outback Restaurant, Piggly Wiggly Northbridge, Pepperidge Farm, Dr. Dale Probst, Publix, Ross Family Chiropractic Care, Senior Tequila, Southern Glass & Plastics, SweetSmith Bakery, T-Bonz, teach!, TD Bank, Water Music Charters, and West Ashley Wal-Mart. Thank you for all that you do to support our Orange Grove Elementary Charter School students and staff!

Your child's safety remains our number one concern. If you drive or pick up your child from school **you must use the car pool lane.** Do not drop off or pick up on the street. Do not park where it is posted. **Be a good citizen and a good example for your child.**

CAR PROCEDURES: MORNING

- Be on time and be sure your child is ready to exit the car when you arrive at the school.
- Pull all the way up as directed.
- Students should unload from the right side of the vehicle onto the sidewalk.

CAR PROCEDURES: AFTERNOON

- Wait for your child in your car. Please do not call your child to the car. Staff members will direct the children and/or walk them to your car.
- Each grade level has a color coded piece of construction paper with the car riders name written on it. Please put the paper in your front or passenger side window when you enter the car loop (K=green, 1st=yellow, 2nd= red, 3rd= orange, 4th=light blue, 5th= white).
- Students will sit by grade level when out at the car loop. Kindergarten through second grades will sit to the left of the main walkway and third, fourth and fifth grades will be to the right of the walkway; Younger siblings will sit with older siblings.
- There will be a **single** lane loading zone that will accommodate several cars. Please watch the traffic and pull all the way up - **even if you see your child.**
- Be on time!

CHANGE OF ADDRESS:

The school office **must** have a current address and **telephone number** for each child at all times. We also require the names of 2 neighbors or relatives we may contact if we are unable to reach parents in case of an emergency. Please notify the school of your new address in writing. This can be done by a note through your child's teacher or in person in the school office.

CLASSROOM NEWSLETTER:

In an attempt to be more "green" and environmentally friendly, we will be offering electronic newsletters via email and on our school web site (<http://www.ogecs.com>)

CLASS PREPARATION:

In order for significant education progress to occur, each individual student must share the responsibility of learning. It is expected that students come prepared for class with: pencils, paper, crayons, glue, scissors, homework assignments, and to be on time.

COMMUNICATION OF STUDENT PROGRESS:

Teachers will send home graded papers at least every other week. Interim progress reports are sent home every 4-5 weeks, and report cards every 9 weeks. Please contact your child's teacher if you do not receive these reports.

CONFERENCES:

A written note or report, no matter how excellent, cannot replace a face-to-face parent-teacher conference. Teachers are delighted to talk with parents, but are not able to do so during class periods. Parents should schedule a conference by calling the school office (763-1520) in advance. Conferences are generally scheduled at 3:00 on Monday, Tuesday, and Thursday.

DAILY SCHEDULE: K-5TH GRADES

- 7:35 School Day Begins
- 7:40 Late Bell Rings
- 2:35 Dismissal for Car Riders and Walkers
- 2:40 Dismissal for Bus Students

DISCIPLINE AND STUDENT CONDUCT:

Positive student conduct occurs when students demonstrate respect for others and take responsibility for their actions. These traits, respect and responsibility, are stressed throughout the school year. Parental reinforcement in these areas will further insure that a positive learning atmosphere is maintained at school. Students are expected to follow Orange Grove Elementary Charter School's Student Code of Conduct.

Each teacher develops a classroom management plan for his/her class. Specific rules and consequences are communicated to the students and parents. When serious misbehavior occurs, a student may be sent to the administration for disciplinary actions. Chronic disciplinary problems may result in in-school detentions, after-school detentions, suspensions, or referral to the board for expulsion.

Certain offenses require **automatic referral** to the Charter School Board for an expulsion hearing: weapons, drugs, or assault on a school employee.

South Carolina law requires that police be notified when a student engages in activities which result or may result in injury or serious threat of injury to another person. According to the SC School Safety Act of 1997, assault and battery against a school official by a student shall be considered a serious misdemeanor.

EARLY RELEASE FROM SCHOOL:

Early dismissal of students is discouraged. If it is necessary for a child to leave school early, the parent should send a note giving details to the teacher. Those students going to the doctor must bring a note from the doctor the next school day.

Parents must check out students through the office and may not go directly to the classroom to get the child. Picture identification is required to check out a student. Students will only be released to parents or persons listed on the emergency card. If you want someone else to pick up your child, you must notify the school office and send in a note. Please be sure your child's emergency card is kept current.

EXTENDED DAY PROGRAM:

This program will offer supervised childcare for children enrolled in kindergarten through fifth grade at Orange Grove. Children will have a daily schedule of outdoor activities, homework period, refreshments, stories, movies, and enrichment classes.

This program will begin on August 18, 2010. Early Morning Drop-off Program: 6:30 AM – 7:10 AM. After School Program: 2:35 PM – 6:00 PM. For more information on registering your child, call Mrs. Jennifer Fox at 852-7922 at 2:00 PM. Registration forms are available in the school office.

EXTRA-CURRICULAR ACTIVITIES:

Many extra-curricular opportunities are available to our students. Some of these are: Student Council, Live Morning T.V. News Program (WTMN), Chorus and Drama (grades 3-5), SWAT Patrol, Recycle Club, and Studio Art. Many enrichment classes are also offered through the Extended Day Program.

FEEES FOR INSTRUCTIONAL MATERIALS:

Child Development:	\$ 25.00	3rd Grade:	\$ 25.00
Kindergarten:	\$ 25.00	4th Grade:	\$ 25.00
1st Grade:	\$ 25.00	5th Grade:	\$ 25.00
2nd Grade:	\$ 25.00		

****All fees should be paid, or arrangements for payment made before the “extras” are purchased (i.e.: school pictures, ice cream, field trips, style day, etc.).** Checks should be made payable to Orange Grove Elementary. Please send a **SEPARATE** check for each child in your family.

GUIDANCE:

The counselors, Mrs. Lisa Lamb and Mrs. Susan Chase, seek to further the same goals of academic, personal, and social development that teachers and administrators advocate. They work closely with students, teachers, and parents. They offer individual counseling, group counseling, group guidance with entire classes (emphasis on self-esteem, responsibility, respect, courage, etc.), and crisis intervention. Feel free to contact them at 763-1520.

HOMEBOUND INSTRUCTION:

When a physician determines your child will be absent due to illness or injury for 5 or more consecutive days, notify the attendance office immediately so that homebound instruction can be arranged. There is no cost to the parents for this service.

IMMUNIZATIONS:

Any new or transfer student must present a S.C. Certificate of Immunization at the time of enrollment. Two measles immunizations are required for all students entering Pre-Kindergarten through fifth grade. Mumps immunizations are now also required for Pre-Kindergarten through fifth grades. A Chicken Pox shot is required for Pre-Kindergarten through fifth grades. Three Hepatitis B immunizations are required for Pre-Kindergarten through fifth grades.

LOST AND FOUND:

Clothing, bookbags, lunch boxes, etc. that are found will be kept in the Lost and Found in the cafeteria. Please have your child check this if he/she loses an item. Please write your child's full name in coats, jackets and sweaters.

LUNCHES AND BREAKFAST:

Parents are encouraged to pay for lunch for the week (\$10.25). However, lunches may be purchased on a daily basis, \$2.05. Lunches may **not** be charged. Extra milk costs \$.50.

Students may eat breakfast in the school cafeteria from 7:10 – 7:30 AM for \$1.25. Payment must be made that morning, and may not be charged. The price for reduced cost breakfast will be \$.30 for breakfast and \$.40 for lunch.

You may add money to your child's account by going to www.LunchPrepay.com. You will find instructions for setting up your account and adding your child/children on the web site. The telephone number for the OGECS cafeteria is 852-7920.

MEDIA CENTER:

The mission of the Orange Grove Elementary Library Media Program is to ensure that the students and staff are effective users of ideas and information, to promote reading for pleasure as well as information, and to produce students who are lifelong learners. This mission is accomplished by:

- * providing intellectual and physical access to materials in all formats.
- * providing instruction to foster competence and stimulate interest in reading, viewing, and using information and ideas.
- * working with other educators to design learning strategies to meet the needs of individual students.

MEDICINE:

The school nurse will administer only medicine that has been prescribed by a physician. All medication must be in the original prescribed container labeled with the child's name and dosage. Long-term medication that is necessary for chronic illnesses should be accompanied with a physician's statement giving name, type of drug, and predicted period of consumption. All medication must also be accompanied with a note from the parent/guardian. Medication that is to be taken 3 times a day should be given at home in the morning before school, immediately after school, and at bedtime, and **not** sent to school.

MESSAGES:

Please be sure to make arrangements concerning how your child is to get home before he/she leaves in the morning. Only **EMERGENCY MESSAGES** can be delivered to the student. Messages are not delivered after **1:45**.

MOMENT OF SILENCE:

According to South Carolina law, all schools shall provide a minute of mandatory silence at the beginning of each school day.

NAME TAGS:

Parents of kindergarten and first graders are asked to place nametags on their children the first two weeks of school. The child's name, bus number, address, telephone number and teacher name should be written clearly on the tag. Kindergarten teachers will provide nametags for their students.

PARENT-TEACHER ORGANIZATION:

The main purpose of PTO is to promote communication between parents and teachers and support the educational program. Please show your support by participating in PTO events, attending PTO meetings, and volunteering your time at the school.

PHYSICAL EDUCATION CLASSES:

Children will attend P.E. classes twice each week. Tennis shoes are needed for these classes. Please notify the classroom teacher and P.E. teacher if your child has any health problems.

PRESCHOOL CENTER:

INFANT/TODDLER PROGRAM - In our infant/toddler room our emphasis is on the individual needs of the child. We provide the utmost security, love and nurturance for the little ones in our care. Planned activities provide ample opportunities for exploration of a stimulating and safe environment. All materials are selected to provide a variety of natural learning experiences for your infant/toddlers through manipulation and sensory awareness. Language development is emphasized through planned and spontaneous opportunities for communication between the staff and children.

The center keeps written records of each child's activities during the day in each of the following areas:

- The amount of time the infant has slept.

- The diaper changing and any irregularities in the child's bowel movements.
- The achievement towards any developmental milestones.

PRESCHOOL PROGRAM - The Preschool Learning Center's preschool program for 3 & 4 year olds gives us the opportunity to allow our children to build confidence and develop skills for success in school and the future. A critical learning period for all children is the time from birth until they enter Child Development and Kindergarten.

The Preschool Learning Center's 3 and 4 year old program is focused on providing young children an early opportunity to develop their social, emotional, cognitive and physical skills. These skills will enhance their self-esteem, set the foundation for successful learning in any environment and will ease the transition into Child Development routines.

PROMOTION STANDARDS:

Grades 1 and 2

To be promoted, the student must:

1. demonstrate satisfactory performance on the SC Curriculum Standards as measured by formal and informal assessments;
2. earn a minimum passing grade for the year in Reading/Language Arts and Mathematics;
3. meet SC attendance requirements.

Grades 3, 4, and 5

To be promoted, the student must:

1. demonstrate satisfactory performance on the SC Curriculum Standards as measured by formal and informal assessments;
2. earn a minimum passing grade for the year in Reading/Language Arts, Math, Science, and Social Studies;
3. meet SC attendance requirements.

PROOF OF RESIDENCE:

Upon registering, all students must provide proof of residence. Two mandatory documents that will be accepted of proof of residency are as follows: Electric Bill and Car Registration; or one mandatory document as listed and the following documents might also be accepted: Water Bill, Tax Bill, Bank Statement, or lease agreement.

REPORT CARDS:

REPORT CARDS

October 25, 2011

January 18, 2012

March 27, 2012

June 1, 2012

Please sign and return the following day.

INTERIM PROGRESS REPORTS

September 16, 2011

November 18, 2011

February 16, 2012

April 27, 2012

SAIL PROGRAM:

SAIL (Students Actively Involved in Learning) is a pull-out program for identified gifted and talented students in grades 3-5. Students who score 96% or above on an intelligence test may be eligible for the SAIL program. Creative and critical thinking skills are stressed through various topics of study. Charleston County tests students for SAIL in the Spring.

SCHOOL RULES

1. Talk and act respectfully toward others.
2. Solve problems without fighting.
3. Allow other students the opportunity to learn.
4. Respect school and personal property.
5. Leave non-instructional items at home.

HALL RULES

1. Walk on the right side of the hall.
2. Observe silence at all times in the hall
3. Carry a pass when not with your class.

SCHOOL STORE:

The school store is available to students Monday through Thursday from 7:10 – 7:35. The following items will be sold:

Marble Composition Notebooks	\$1.00	Glue Sticks	4/\$1.00
Mechanical Pencil	\$1.00	Cell Phone Calculators	\$1.25
Mechanical Pencil Lead	\$.50	Pom-Poms	2/1.00
Spiral Notebook	\$1.00	Pencil Sharpener	\$.25-1.00
Carry All Case (zippered)	\$1.00	Loose Leaf Filler Paper	\$ 1.00
Homework notebook	\$5.00	Ruler (plastic)	\$.50
Eraser (tip)	\$.25-.50	Change Wrist Pak	\$.75
Notebook (small spiral)	\$.75		
Pocket Folder	\$1.00		
Plastic Folders	\$1.00		
Crayons (16)	\$1.00		
Crayons (8)	\$.50		
Key Rings	\$.50		
Designer Pencil	\$.25		
Red Pencil	\$.25		

SCHOOL SUPPLIES: (Supplies need to be replenished throughout the year)

Kindergarten: 1 Book Bag – NO wheels please, 1 pack #2 pencils, 12 Elmer glue sticks, 5 boxes – 24 count **Crayola** crayons, 1 – 5” blunt Fiskars Scissors, 1 box **Crayola** broad tipped markers, 1 box **Crayola** thin tipped markers, 1 – 4 count dry erase markers, 2 “pink pearl” style erasers, 1 package Playdoh Brand (4 count), 2 rolls paper towels, 3 boxes tissues, 1 bottle hand sanitizer, 1 tub baby wipes, 1 bottle hand soap, 1 box gallon size Ziploc bags (boys), and 1 box quart size Ziploc bags (girls). Please do not purchased ROSEART brand. Your child will also need pencils, crayons, glue and scissors for homework and projects. There is no need to put any names on these items. They will be used as a community supply through the year. In addition to these supplies - **Parents will pay teacher \$24.00 for Activity Fee.**

1st Grade: 1 Standard size Book Bag. **Parents will pay teacher \$40.00 for supplies.**

2nd Grade: 1 Standard size Book Bag, 1 small pencil box, 2 packs #2 pencils, 1 – 12 count package pencil eraser caps, 2 bottles Elmer’s school glue, 2 large Elmer glue sticks, 1 pack wide ruled loose leaf paper, 1 -24 count **Crayola** crayons, 1 – 5” blunt Fiskars scissors, 3 marble composition notebooks, 1- 8 count broad tipped **Crayola** markers, 1 roll paper towels, 2 boxes tissues, 2 containers Clorox wipes, 2 bottles hand sanitizer, 1 bottle antibacterial soap, 1 box quart size Ziploc bags (girls), and 1 box gallon size Ziploc bags (boys).

3rd Grade: 1 Standard size Book Bag, 4 packs #2 pencils, 1 bottle Elmer’s school glue, 4 Elmer’s glue sticks, 1 – 24 count **Crayola** crayons, 1 - 5” blunt Fiskars scissors, 5 marble composition notebooks, 1 pack wide rule loose leaf paper, 6 plastic pocket/prong folders (red, blue, yellow, green, purple & orange), 1 broad tipped highlighter, 1 – 8 count broad tipped **Crayola** markers, 1 roll paper towels, 1 bottle antibacterial soap (girls), 1 bottle hand sanitizer (girls), 2 boxes tissues (boys), 1 box quart size Ziploc bags (girls), and 1 box gallon size Ziploc bags (boys).

4th Grade: 1 Standard size Book Bag, 5 packs #2 pencils, 1 – 24 count **Crayola** crayons, 1 pack 4 count dry erase markers, 2 large Elmer’s glue sticks, 1 small pencil box, 1- 5” blunt Fiskars scissors, 1 broad tipped highlighter, 4 marble composition notebooks, 1 plastic pocket/prong folder, 3 packs wide ruled loose leaf paper, 1 flexible ruler (inches/centimeters), 1 bottle hand sanitizer (girls), 2 rolls paper towels, 1 gallon Ziploc bags (boys), 1 quart Ziploc bags (girls), and 2 boxes tissues

5th Grade: 1 Standard Book Bag, 1 – 1” three ring binder, 1- 5 pack dividers, 4 marble composition notebooks, 2 packs wide ruled loose leaf paper, 2 plastic pocket/prong folders, 10 Elmer’s glue sticks, 1 – 4 count **EXPO** dry erase markers, 3 – 12 packs #2 pencils, 1 bottle hand sanitizer, 2 boxes tissues, 2 rolls paper towels, and 1 gallon Ziploc bags.

CLASS A (Mr. Arato): 1 Standard size Book Bag, 3 packs #2 pencils, 1 small pencil box, 2 packs wide ruled loose leaf paper, 1 – 24 count **Crayola** crayons, 1 - 4 oz. Elmer’s glue, 1 – 5” blunt Fiskars scissors, 4 marble composition notebooks, 1 pack **EXPO** dry erase markers (bullet), 1 – 8 count broad **Crayola** markers, 4 plastic pocket/prong folders, and 1 large bottle **GermX** hand sanitizer, 2 boxes tissues, 1 pack assorted plastic utensils, 1 pack paper plates, 1 gallon Ziploc bags, and 2 rolls paper towels.

CLASS EMD (Mrs. Sturm): 2 packs #2 pencils, 1 – 4 count dry erase markers, 1 – 2 pack Elmer’s glue sticks, 2 pump or refill bottles hand soap, 4 boxes tissues, and 1 – 4 oz. Elmer’s glue.

RESOURCE – GRADES 1, 2, and 3: 2 packs #2 pencils, 1 pack wide rule loose leaf paper, 1 marble composition notebook, 1 – 4 count dry erase markers (bullet), and 1 box tissues.

RESOURCE – GRADES 4 and 5: 2 packs #2 pencils, 1 pack college rule loose leaf paper, 1 marble composition notebook, 1 – 4 count dry erase markers (bullet), and 1 box tissue.

SAIL (Mrs. Hlavac): 1 plastic pocket/prong folder, 1 pack wide ruled loose leaf paper and 1 box tissues.

SPANISH GRADE K-2 (Senora Pilgram): 1 blue plastic folder with prongs and pockets, 2 Elmer’s glue sticks.

SPANISH GRADES 3,4 and 5 (Senorita Hinestroza): 1 yellow plastic folder with prongs, 1 Elmer’s glue stick, 1- 8 pack Crayola crayons, and 1 pack wide rule loose leaf paper.

Some items may be bought from school supply cart.

SEARCHES:

As outlined in South Carolina law, “Any person entering the premises of any school in this State shall be deemed to have consented to a reasonable search of his person and effects.” The administration or teacher may search book bags, possessions, purses, or any student or person on school campus if there is a reasonable suspicion that a student or visitor is in possession of a forbidden item.

SECTION 504 INFORMATION:

Section 504 is an act which prohibits discrimination against persons with a handicap in any program receiving Federal financial assistance. The Act defines a person with a handicap as anyone who: (1) has a mental or physical impairment which substantially limits one or more major life activities (major life activities include activities such as caring for one’s self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning and working); (2) has a record of such an impairment; or (3) is regarded as having such an impairment.

In order to fulfill its obligation under Section 504, the Charleston County School District recognizes a responsibility to avoid discrimination in policies and practices regarding its personnel and students. No discrimination against any person with a handicap will knowingly be permitted in any of the programs and practices in the school system.

The school district has specific responsibilities under the Act, which include the responsibility to identify, evaluate, and if the child is determined to be eligible under Section 504, to afford access to appropriate educational services.

If the parent or guardian disagrees with the determination made by the professional staff of the school district, he/she has a right to a hearing with an impartial hearing officer.

The Family Educational Rights and Privacy Act (FERPA) also specify rights related to educational records.

If there are questions, please call Mr. Tom Harrison at 763-1520.

SECURITY:

Your child's safety is of the utmost importance to us. Students will be constantly supervised. Students must be checked out **only** through the office. **Students may not be checked out by any person unless they are listed on the child's emergency card.** Picture identification will be required from all persons checking out students.

Emergency drills (fire, tornado, and earthquake) are conducted regularly throughout the year.

SHARED RESPONSIBILITY:

"Shared Responsibility" requires a parent to attend school with his/her child in lieu of an out-of-school suspension when the child has become a "consistent behavior problem." If the parent refuses "Shared Responsibility," the child will receive another out-of-school suspension.

STUDENT RECOGNITION:

A. Grading Scale Second Through Fifth Grades:

A = 100 – 93 D = 76 – 70
B = 92 – 85 F = 69 or below
C = 84 – 77

Grading System Kindergarten and First Grades:

C-Consistently Demonstrates
S-Seldom Demonstrates
R-Rarely Demonstrates

- B. Principal's List – 93 or above in ALL academic subjects (handwriting and special areas excluded) and 2's or 3's in conduct.
- C. Honor Roll – Academic average of 93 or above (excluding handwriting and special areas) with nothing lower than a B and 2's or 3's in conduct.
- D. Merit Award – Any combination of A's and B's (excluding handwriting and special areas) and 2's, or 3's in conduct.
- E. Good Citizen
- F. Outstanding Effort

STYLE DAY / SPIRIT DAY:

Days that are designated as “Style Day” (cost \$1.00 to participate) or “Spirit Day” are listed on the calendar. Please be sure your child dresses appropriately for Style Day (shorts, skirts, etc. in an appropriate length, appropriate tops for a school environment, etc.) Spirit Day (free) usually falls on the last Friday of each month. Students may wear blue jeans (or blue jean shorts) with a school spirit shirt or a regular uniform shirt. School Spirit Shirts may be purchased in the school office.

SURVEILLANCE: NOTICE – you are under surveillance once you come on to school property and into the building.

SUPPORT SERVICES:

Students with special needs may be served in special classes or programs. Currently we have the following support classes: Resource, Learning Disabilities, Emotionally Handicapped, Developmental Therapy, and Speech.

SUSPENSIONS-EXPULSIONS:

According to Orange Grove Elementary Charter Board Policy, students who bring drugs or weapons to school (guns, knives, two or three finger rings, etc.) must be referred to the Charter Board for an expulsion hearing.

Students who assault or hit a teacher must also be referred for an expulsion hearing.

Other grounds for suspension are listed in the “Student Code of Conduct.” Please review these rules with your child.

TARDIES:

The school day begins with the 7:35 AM bell. Students arriving in the classroom after the 7:40 bell are tardy. Students who come to school late must bring a note from a parent/guardian stating the reason for being late and report to the office **before** going to class. Students whose buses are late will not be considered tardy if they rode the bus or if they arrive before the late bus. The attendance clerk will contact parents if students persistently report to school late. **Parents should not take late students to the classroom, but should go to the office to sign the student in.**

ATTENDANCE POLICY

The Orange Grove Tardy Policy addresses tardies on a quarterly basis. The policy is as follows:

When a child has accumulated 3 unexcused absences, tardies, or **early outs**, a letter will be sent from the attendance clerk. This letter is to be signed and returned to school the next day.

When a child accumulates 5 unexcused absences, tardies, or **early outs**, a letter will be sent from the Teacher Coach, Mrs. Dillon, requesting a conference. A truancy intervention plan will be completed and signed.

Finally, if a child reaches ten unexcused absences, tardies, or **early outs**, one of two things will occur:

- They may lose their seat immediately or for the next school year.

Please make every effort to have your child at school on time every day.

TELEPHONE:

The school requests that your child be given all necessary instructions at home. **ONLY EMERGENCY MESSAGES WILL BE DELIVERED TO STUDENTS.** The school phone is available to students for outgoing calls only in case of extreme emergency.

TESTING PROGRAM:

Standardized Testing – A summative assessment will be administered of State standards in the areas of ELA, Math, Science and Social Studies this will be given in the Spring to grades three through five.

PASS – A State criterion referenced test given in the spring for grades 3-5.

MAP – A computerized norm-referenced assessment given 3 times each year to students in grades 2-5.

TRANSFERS:

Please notify the school secretary a minimum of two (2) days before the child is to be withdrawn. Please call 763-1520 or send a note to the teacher.

UNAUTHORIZED ARTICLES:

Any item not related to, or contributing to, the educational program of a child's classroom or that is a distracting influence is prohibited. Some examples are: matches, firecrackers, sparklers, caps, knives, baseballs, play guns, chewing gum, radios, electronic entertainment devices (video games, music, etc.), skateboards or toys.

UNIFORMS/DRESS CODE:

Students may wear navy or khaki pants, shorts, skirts or jumpers (no shorter than 2" above the knee). Short/skirts/skorts/jumpers may be no shorter than "fingertip length" when standing in a normal manner. Students may wear collared shirts (button down, polo, or turtle neck) in solid colors of white, light blue, red, or navy with no designs except the Orange Grove logo. Also, cardigans or sweatshirts (solid) in the same four colors may be worn. Belts must be worn if there are belt loops and are to be worn **at the waist**. All shirt-tails are to be tucked in the pants. Jackets may **not** be worn in the classrooms or the building. Students may wear sweatshirts that are in the school colors **without hoods**.

Again, students are **not** permitted to wear jackets or coats inside the building.

VISITORS:

Visitors are always welcome at Orange Grove. All parents and visitors must sign-in at the office at which time they will get a visitor sticker which is to be worn while in our school. Please sign-out when you've completed your visit. Parents should **not** go directly to classrooms; **everyone must register at the main office**.

VOLUNTEERS:

Volunteers are always welcome at Orange Grove and are needed. Please contact the PTO volunteer chairman who is noted in this handbook if you have some time to volunteer your time. Your assistance can help us improve the overall quality of our program.

SPECIAL OBSERVANCES

Earthquake Awareness Week

Teacher Appreciation Week

National Educational Bosses' Week

National School Bus Safety Week

American Education Week

African American History Month – February

National School Counseling Week

National Volunteer Week

Administrative Professionals Week

Food Service Appreciation Week

National School Lunch Week

Red Ribbon Week

Kwanzaa

Book Fair

National Nutrition Month – March

ORANGE GROVE HONORS AND AWARDS

S.C. Palmetto Gold Award

S.C. Palmetto Silver Award

U.S. Blue Ribbon School

S.C. Palmetto's Finest School

Exemplary Writing School

S.C. Environmental School of the Year

Recipient of Thirteen Incentive Rewards from S.C. Department of Education Totaling \$265,083

Twenty-One Community Business Partners

100% PTO Membership for the past 44 years

Distinguished Volunteer Award presented to Orange Grove PTO

Gold Award for the "Best Total School Volunteer Program"

Recipient of S.C. Association of Education Technology

"Distinguished Achievement Award"

NOTES

2011 - 2012