

Denmark-Olar Elementary School
Dr. Rhonda D. Ray, Principal
Ms. Lindsey Toomer, Assistant Principal



STUDENT/PARENT HANDBOOK 2021-2022

Telephone: (803) 793-3112
Fax: (803) 793-2020

THIS HANDBOOK BELONGS TO:

Name _____

Parents' Names _____

Address _____

City/State/Zip _____

CONTACT NUMBERS

Home Phone _____ Cell Phone _____

In Case of Emergency _____ Phone _____

In Case of Emergency _____ Phone _____

Homeroom Teacher _____ Grade _____

MISSION STATEMENT

Denmark-Olar Elementary School, with the belief and support of its parents and community, partners together to provide quality instruction and a rigorous curriculum, in a safe nurturing environment, that will prepare students to be productive citizens in a global society.

This handbook will be placed in your child's Google Classroom. Teachers will utilize Google Classroom as a means of **communication**.

SCHOOL YEAR 2021-2022

This student/parent handbook has the information necessary for students to have a successful and pleasant year here at Denmark-Olar Elementary School. Please note that we may make some changes to information in this handbook due to the recent COVID 19 pandemic.

Denmark-Olar Elementary:

- Provides opportunities for students to acquire skills necessary to grow into constructive, productive, and outstanding citizens.
- Has high expectations that every child will take advantage of all the exciting opportunities available and learn to accept his/her responsibilities for achieving academic success and maintaining good behavior.

EARLY RELEASE DAYS

September 28th

December 17th

February 22nd

** During Early Release days students will dismiss early. Parents will be notified of the time of release in advance. These days are scheduled for faculty/staff to participate in professional development meetings. **

VOLUNTEERS

All parents are invited and encouraged to volunteer here at DOES. Please be sure a completed application is on file. This includes:

- Volunteer Application
- Sled Background Check (**\$25.00**)
- Orientation Session
- Tuberculin Test (TB test)
- Three References (not related to you)

Applications can be obtained from Bamberg Schools District Office.

IMMUNIZATION REQUIREMENTS

Before a child can be admitted to school in Grades K-12, he or she must have had the following:

- **Two doses of Rubeola (measles) vaccine**
- **One dose of Rubella (German measles) vaccine**
- **One dose of mumps vaccine**
- **Three doses of Hepatitis B vaccine (required for all, except rising fourth, fifth and sixth graders)**
- **Three doses of polio vaccine**
- **Three doses of any combination of DTP, DT, DTB-Hib or DtaP vaccine**

Students in grades 3 and 9 must have received immunization requirements to grades K, 1, 2, 3, 7, 8 and 9. Hepatitis B is a series of three shots that must be given over at least four months.

Students in grades 11 and 12 must have received a second Rubeola (measles) vaccination. These students can get the series of Hepatitis B shots for free at the Health Department or at reduced costs while they are still in school.

***Immunization records must be printed on a South Carolina DHEC Form. The form must have the DHEC logo on the top of the page.**

GUIDANCE DEPARTMENT

The guidance counselor is Ms. Bridgett Pough. The guidance program consists of the four components: Guidance Curriculum, Individual Planning, Responsive Services, and Services of System Support.

Guidance Curriculum includes structured developmental experiences presented systematically through classroom and large group activities, pre-kindergarten through grade five. The curriculum emphasizes decision making, self-understanding, career exploration and preparation, and the improvement of study skills.

Individual Planning includes counseling activities to assist all students to plan, monitor and manage their own learning as well as their personal and career development. Individual student education/career plans are vital in a child's life. Individual planning emphasizes test interpretation, advisement, and the discussion of career goals.

Responsive Services include counseling, consultation, and referral activities to meet the immediate needs and concerns of students. Responsible services also include personal counseling, crisis counseling, agency referral, consultation for parents, teachers and other professionals, support groups and problem solving.

System Support includes guidance management activities that maintain and enhance the total guidance program. Responsibilities in this component include staff and community persons.

CONFERENCES

- Scheduled only during the teacher's planning period.
- Call the school to schedule a conference.
- Conference participants will include: Parent/Guardian, Teacher and/or Administrator or Designee.

Confidentiality of Information

The guidance counselor is responsible for protecting the confidentiality of all student records. Consent must be given by the parent/guardian before using student records for any purposes other than those related to providing special education and related service.

GRADING SCALE

Student progress (Pre-K through Fifth) will be noted on his/her report card. It is very important that all students do their level best each nine weeks. Students will be assessed weekly. Teachers will be working to keep contact with parents on student progress. Parents are also encouraged to contact the D.O.E.S. main office to obtain necessary forms to access the Parent Portal. The grading scale is as follows:

Pre-Kindergarten

Checklist

- Mastered
- Not Mastered

Kindergarten

- Achieved
- IP- In Progress
- NI- Needs Improvement
- NYT- Not Yet Taught

First-Fifth Grades

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

Progress Reports and Report Cards will be issued four times a year. Deserving students will be honored during an Awards Day Program.
Principal List- All A's
Honor Roll- A's and B's only

ATTENDANCE/TARDIES

ARRIVAL AND DISMISSAL

The school day begins with breakfast from 7:15 a.m. to 7:45 a.m. Students will go to breakfast as soon as they arrive at school. After breakfast, students go directly to their respective hallway. Homeroom begins at 7:50. **All students arriving after 8:00 a.m. are considered tardy and a parent/guardian must sign them in at the front office.** Morning announcements are made each morning at 8:05.

School dismisses at 3:00 p.m. for car riders and walkers. All car riders should be picked up from the gym area. Buses usually arrive between 3:00 p.m. and 3:20 p.m.

WALKERS AND CAR RIDERS

Car riders are to enter the building each morning through the door at the main entrance on the Elementary/Middle side of the building. Walkers are asked to walk along the sidewalk and enter the building through the doors at the bus ramp.

During dismissal, walkers should leave through the doors at the bus ramp and walk along the sidewalk.

Car riders should be picked up from the main entrance on the Elementary/Middle side of the building. Vehicle traffic should enter and exit at the main entrance to this side.

Persons dropping off and picking up car riders are asked to remain in their cars and follow the loop to the main entrance. Staff will assist with helping students exit cars in the morning as well as enter cars during dismissal.

Car riders will report to the Media Center for dismissal. Staff will call students as cars arrive through the car rider line for dismissal.

Students are expected to come to school every day. The state law requires children to come to school at least 170 days a year to be considered for promotion to the next grade. Any child missing more than **ten days** of school without lawful excuses for absence may be retained. The written excuse for absences must be sent to the office within five days after the student returns to school. **After three consecutive tardies, parents will be contacted by the school.**

ABSENCES

A. Lawful Absences:

1. Illness of Student
2. Serious illness or death in the student's immediate family.
3. Emergency medical or dental attention.
4. Absences approved in advance by the principal.
5. Authorized religious holiday.

B. Unlawful Absences:

1. Truancy
2. Students absent from school without acceptable cause with knowledge of their parents.
3. **Missing the school bus.**
4. Trips not approved by principal in advance.

Unlawful absences will be referred to the School Attendance Officer. Excuses should include the student's name, the date, days of absence, and reason for absence.

DRESS CODE FOR STUDENTS

It is the responsibility of the Denmark-Olar School District Two Board of Trustees to provide an educational atmosphere conducive to learning. The basic responsibility for the appearance of the students of Denmark-Olar School District Two schools rests with the

parents and students themselves. Parents have the obligation and, within certain prescribed bounds, the right to determine their child's dress; however, the following guidelines must be followed:

1. Attire must not be disruptive to school programs.
2. Dress must comply with the health and safety codes of the State of South Carolina. **(No clothing that is revealing)**
3. Skirts or shorts should be knee length.
4. For health reasons, shoes must be worn. **(NO FLIP FLOPS OR CROCKS)**
5. Students should not wear tank tops or halter tops.
6. Obscene, profane language, or provocative pictures on clothing are prohibited.

BREAKFAST/LUNCH PROGRAM

The cafeteria manager is Mrs. Roberta Rice. Breakfast is served from 7:15 a.m. – 7:45 a.m. Late bus students are allowed to eat if their bus arrives at a reasonable time. All students are participants in the free breakfast and lunch program this academic school year. Any questions about school meals should be addressed to the cafeteria clerk at 793-3112.

Candy and sodas should not be brought to school for lunch. If a child can not drink milk or juice, a note should be sent from home indicating why. No gum please! Minimal snacks are allowed for students who eat lunch late in the day.

STUDENT LOCATOR CARDS

It is essential that all parents and guardians complete a Student Locator Card. Important information on the card is needed in case the student needs to leave the school because of illness, an emergency or some other reason. Please name the people who are eligible to get the child from school. Students will be released only to those individuals. **If there is a change in your address or contact numbers, please give the changes to your child's teacher and the main office.**

OTHER THAN NORMAL TRANSPORTATION HOME

When a student is to go home in a different manner other than usual, or with someone not listed on the **Student's Contact List** a written note signed by the parent or guardian is required. Please make arrangements for changes by sending a note in the morning by the student or someone who will get it to the teacher. **DO NOT** tell the child to tell the teacher; a signed note must be sent. **In order for students to ride a different bus, a note must be sent with the address where the child is going and signed by the parent. The office will no longer accept bus changes by phone.**

TELEPHONE CALLS

The office telephones are for school business; therefore, students are not allowed to use the school phones. **Remember students should not bring cell phones to school to make calls.** The cell phone will be kept until an adult comes to get it.

VISITORS

Parents are always welcome at school. **ALL visitors (including parents and relatives) must sign-in at the school office and get a visitor's pass before going into a class. Please call or ask the teacher to arrange a conference or visit time. ALL visitors are asked to enter the school building through the main entrance near the office. Please do not interrupt instruction. When visiting, you may only assist your child if he/she is not taking an assessment. Make sure that your conversation does not interfere with instruction and that your child is completing his or her assignment.**

ACCIDENTS AND EMERGENCIES

No treatment other than first aid will be given by school personnel. For this reason, it is important that the following information is current:

1. Changes in your name, address, telephone number and doctor's name.
2. Names of persons to contact in case neither parent cannot be reached.
3. Your absence from home if called out of town.
4. If emergency care is needed, the EMS is called.

**SCHOOL NURSE TELEPHONE NUMBER:
793-3112 or 793-2018**

MEDICATION

The school nurse is Ms. DeEboney Chisolm. Students requiring medication while at school must have a statement of permission signed by the parent/guardian or doctor. A labeled bottle with the student's name and dosage is required and must be brought to the elementary school nurse. The school nurse will dispense all medication.

(STUDENTS MUST HAVE A PASS FROM THE TEACHER TO VISIT THE NURSE)

TEXTBOOKS AND LIBRARY BOOKS

Students are responsible for the care of all textbooks, library books, and instructional materials issued to them. All lost or damaged books must be paid for or replaced. If a lost book is found, money paid will be refunded. Please encourage your child to take care of textbooks and return them at the end of the school year.

LIBRARY

The library will be open from 7:45 a.m. to 3:00 p.m. Reading is a practice we encourage and actively promote. Research states that when parents read to their children, it increases the child's love of reading and their ability to read.

INSURANCE

Students may participate in the school insurance plan. Information will be provided at the first of the year by your child's teacher.

FIELD TRIPS

Field trips are planned by the teacher with specific instructional goals in mind. **Under no circumstances will a child be permitted to go on a field trip without a signed permission form.** Please help your child remember that this signed form must be returned to the teacher. Students are expected to behave and follow school and bus expectations. **Parents will not be able to ride on the school bus for field trips. Once parents are cleared by the district, they will be able to volunteer as chaperones.**

STUDENT VALUABLES

Students should not bring large sums of money, radios, toys, etc., to school. **Students are responsible for their personal property.**

CARE OF SCHOOL PROPERTY

Any damage done to school property must be repaired at the expense of the offender or his parent/guardian. Your cooperation is needed in helping us teach children to respect school property, materials, furnishings, equipment and the building itself.

WITHDRAWAL AND TRANSFER

If a child is to be withdrawn and/or transferred to another school, the following procedure is to be followed:

1. The parent/guardian must contact the power school coordinator or the school counselor.
2. A release of records form must be completed by the parent/guardian.

- 3. Return all school books and materials, and pay all fees. School records may be delayed until all school books are returned and all fees are paid.**

HOMEWORK IS IMPORTANT

Homework is important as a supplement to instruction to strengthen or increase skills. All assignments are to be done at home and are to be turned in to the teacher. Your child needs your encouragement and support in the area of homework.

CLASS PREPARATIONS

Students are expected to come to school prepared with the necessary tools for success EVERYDAY. These tools include pencils, paper, homework assignments, textbooks, chromebooks, and the expectation that he/she must do his/her best.

SCHOOL BUS RULES

The driver of the school bus is in full charge of the students and the bus. His/her authority with students is the same as that of a teacher. Misbehavior on the bus is a serious matter and may result in suspension for a matter of days or the remainder of the year. Students are expected to walk directly to their buses, remain in the same seat once they're on the bus, refrain from throwing objects, obey the driver in charge, be respectful (no fighting or cursing), and cooperate with the adult in charge. If you have a question about bus services please call the bus supervisor at 793-2034 at the middle school.

When students are suspended from riding the bus, they cannot ride any school bus in the district. **Parent(s) must bring the student to school on time by 7:45 and pick him/her up by 3:15 p.m.**

DRILLS

Fire, tornado, intruder, and earthquake drills are held regularly to insure the safety of your child. During these drills, students practice procedures that will keep them safe during emergencies.

Denmark-Olar Elementary Teaching Matrix

	ASSEMBLY	CAFETERIA	SCHOOL ARRIVAL/ DEPARTURE	HALLWA Y	MEDIA CENTER	PLAYGROUND	RESTROO
BE RESPECTFUL	<ol style="list-style-type: none"> 1. Enter and exit quietly. 2. Remain seated. 3. Refrain from excessive talking. 	<ol style="list-style-type: none"> 1. Keep your voices to a whisper. 2. Move in a safe manner and avoid inappropriate body contact. 3. Eat your own food. 4. Keep your hands, feet and objects to yourself. 	<ol style="list-style-type: none"> 1. Choose not to hurt another person with your actions or your words by saving places, using put-downs, spitting on another person, or throwing food or objects. 2. Handle only your belongings. 3. Keep your hands, feet and objects to yourself when arriving at, or departing from school. 4. Respect other persons and their property. 	<ol style="list-style-type: none"> 1. Quiet Zone 2. Treat another person's property or clothing respectfully. 3. Move in a safe manner. 4. Keep hands, feet and objects to yourself. 	<ol style="list-style-type: none"> 1. Use appropriate language and voice level (Library volume) to speak with others in the media center. Avoid shouting or laughing loudly while in the media center. 2. Treat all media center books and other material with respect. Be careful not to damage books or other materials. 3. Respect other students' work in the media center. 	<ol style="list-style-type: none"> 1. Respect each other during playtime. 2. Listen to all adults. 3. Respect all school property. 	<ol style="list-style-type: none"> 1. Use restroom without talking. 2. Stay in your stall. 3. Flush after use.
LEARN RESPONSIBILITY	<ol style="list-style-type: none"> 1. Go directly to assigned area. 2. Listen to what the speaker is saying. 	<ol style="list-style-type: none"> 1. Walk at all times in the cafeteria, as well as coming and leaving the cafeteria. 2. Sit facing the table, with feet under the table. 3. Clean up after yourself, including wiping up crumbs and spills, and throwing waste into appropriate containers. 4. Stay seated in the cafeteria until my class is ready to leave. 5. Eat only the food provided. 6. Eat quietly and use good manners 7. Request permission to use the restroom. 8. Eat only in the cafeteria. 	<ol style="list-style-type: none"> 1. Arrive and leave from school on time. School opens at 7:15 a.m. Classes begins at 7:50 a.m. School is dismissed at 3:00 p.m. 2. Walk to your assigned carpool or bus area when dismissed from the intercom. 3. Line up to get on your bus. 4. Walk on and off your bus. 5. Always walk on school ground and in the school building. 6. Leave bus and carpool areas clean and free of trash. 7. Ride only your assigned bus and follow all rules. 	<ol style="list-style-type: none"> 1. Quiet Zone 2. Move through the hallways in a safe and orderly manner. Keep your hands and feet to yourself. 3. Walk to the right side of the hallways. 4. Keep food and drinks out of the hallways. 5. Leave the building directly after being dismissed from class at the end of the school day and walk to your designated area. 6. Always carry a pass. 	<ol style="list-style-type: none"> 1. Walk at all times in the media center, as well when entering and leaving the media center. 2. Check out all books with the media center staff before removing them from the media center. 3. Follow the due dates on all books borrowed from the media center, returning them on or before the due dates. 4. Take good care of all books borrowed from the media center. 	<ol style="list-style-type: none"> 1. Play in designated areas. 2. Make sure you have personal and classroom items before leaving the play area. 3. Report any problems to an adult. 	<ol style="list-style-type: none"> 1. Use all equipment in a responsible manner. 2. Be careful not to damage or deface equipment in the restrooms. 3. Keep the walls and stalls clean. All writings and marks. 4. Move in a safe and orderly manner on your way to and from the restroom. 5. Choose not to urinate or drink in the restrooms. 6. Put toilet paper in the toilet and other paper in the trash can. 7. Flush the toilet after use and then wash your hands with soap, before leaving the restroom.
UNDERSTAND SAFETY	<ol style="list-style-type: none"> 1. Tell an adult if there is a problem with another student. 2. Keep hands and feet to yourself. 	<ol style="list-style-type: none"> 1. Hold your trays with both hands. 2. Walk in the cafeteria. 3. Exit the cafeteria in an orderly manner and discard your trays appropriately. 4. Refrain from pushing or playing in line. 5. Stop and listen for instructions. 	<ol style="list-style-type: none"> 1. Keep hands and feet to yourself. 2. Speak in a soft voice in the bus lines. 	<ol style="list-style-type: none"> 1. Quiet Zone 2. Walk on the right side of the hallways. 	<ol style="list-style-type: none"> 1. Follow the rules of the media center. 2. Follow the instructions of the staff in the media center. 3. Set an example of being safe with other students, media center staff and teachers. 	<ol style="list-style-type: none"> 1. Use playground equipment in a safe manner. 2. Stay in the play area zone. 3. Keep shoes on. 4. Only balls can be thrown on playground. 	<ol style="list-style-type: none"> 1. Have a pass a teacher if I need to be in the restrooms before during, or after school. 2. Be quiet so that I do not disturb others. 3. Leave the toilet unlocked after using it. 4. Politely wait your turn.
EXPECT YOUR BEST	<ol style="list-style-type: none"> 1. Obey the faculty/staff that are in charge. 	<ol style="list-style-type: none"> 1. Work hard to be courteous and respectful to others in the cafeteria. 2. Help fellow students if an accident occurs. 3. Pitch in and pick up litter when you see it. 4. Remain seated and raise your hand, and politely request your teachers help when you need assistance. 	<ol style="list-style-type: none"> 1. Be courteous 2. Listen and follow directions. 3. Ask questions when you are not sure what to do. 	<ol style="list-style-type: none"> 1. Quiet Zone 2. Walk on the right side of the hallway. 	<ol style="list-style-type: none"> 1. Plan to do your best at being respectful of the study environment before entering the media center. 2. Prepare to leave the media center when your class time has ended. 3. Return all books to the media center staff when it is time to leave. 	<ol style="list-style-type: none"> 1. Everyone should be able to have their own personal space 2. Be a team player. 	<ol style="list-style-type: none"> 1. Use the restrooms appropriately and leave them clean. 2. Pitch in and pick up litter when I see it. 3. Politely ask for help if I need assistance.