



**Oglethorpe Point  
Elementary School**

**Student Handbook  
2007-2008**

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**This agenda belongs to:**

**Name** \_\_\_\_\_

**Teacher** \_\_\_\_\_ **Grade** \_\_\_\_\_

**Homeroom Number** \_\_\_\_\_ **Pin #** \_\_\_\_\_

# OUTSTANDING OSPREYS

A Georgia School of Excellence 2001  
Bronze Award for Highest Percentage of Students Meeting and Exceeding Standards  
2004-2005 and 2005-2006

## Vision Statement

Soaring for excellence in teaching and learning

### We believe:

- All students can learn and achieve success.
- Student learning is our primary responsibility and priority.
- Students learn best when they are actively involved in the learning process.
- Each student is honored as a valued individual with diverse and unique physical, social, emotional, and intellectual needs.
- A safe and comfortable environment promotes student learning.
- As a team, teachers, staff, administration, parents, students, and community members share the responsibility for providing a supportive learning environment and for advancing the school's mission.
- Commitment to continuous improvement is imperative to enable students to become confident and self-directed lifelong learners.

Dear Students, Parents, Guardians, and Friends,

Welcome to Oglethorpe Point Elementary school, home of Outstanding Ospreys. We are proud of our school and look forward to working with all our students, their families, and friends.

We believe our teachers, parents, and community members all play an important role in a student's successful educational and learning experience. Working together as a team, we can provide our students with support and a meaningful academic environment. Excellence in education is the goal for Oglethorpe Point. Our teachers provide challenging and high expectations for all students. Our parents and community play a vital part in the overall success of our school through their involvement, volunteering, and their tireless work in many facets of our school. Our students reflect respect for learning by taking pride in their achievements and the efforts of all those who are members of the Oglethorpe Point family.

If you have any questions or concerns, please call the school or come by for a visit. We welcome you as members of our school family and look forward to this being the best school year for all of our students.

The Staff of Oglethorpe Point Elementary

## **REGISTRATION**

The state of Georgia requires that all students entering public schools must have a certified copy of their birth certificate, a certificate of immunization on the Ga. Form 3231, proof of vision, hearing and dental screening, and a copy of their Social Security card or a signed waiver. Students entering a public school kindergarten in Georgia must be five before or by September 1st.

## **ATTENDANCE**

It is important that students are in school everyday so learning may be maximized. It is difficult for students to effectively make up work that has been introduced through classroom discussions and interactive learning. Attendance also plays a major role in determining whether a school will achieve Adequate Yearly Progress (AYP) following the criteria for the *No Child Left Behind* Act and the Georgia Department of Education policy. Please fulfill your part in helping our school maintain its excellent standing and in helping your child succeed in school by having him/her here at school everyday!

Georgia law requires that children be in school unless (1) student is personally ill or attendance would endanger his health, or the health of others, (2) student has a serious illness or death in his/her immediate family, (3) student has special and recognized religious holidays observed by his faith, and (4) student's absence is ordered by the court or other governmental agency.

In compliance with Glynn County Board Policy, student attendance is carefully monitored by each school. A student who is absent for any portion of a school day must bring to the homeroom teacher a signed note from a parent or guardian explaining the reason for the absence. The note should be sent to school on the first day and no later than the second day that the student is back in class even if the parent has had contact with the school. If the note is not turned in to the homeroom teacher, the student's absence is recorded as unexcused.

A referral will be made to the School Resource Officer after the third unexcused absence per semester.

When an elementary student is absent for more than six unexcused days, the parent or guardian must appear before an Attendance Review Panel. Failure to attend the Review Panel hearing will result in a citation for a court appearance in the State Court of Glynn County.

Students who are tardy must report to the office to receive an admission slip/pass to class. For the safety of our students, parents must accompany their children into the school to sign in. Tardies will be documented, and a referral will be made to the school social worker after the twelfth tardy.

### **Long Term Absences**

Students who are absent for several days or more are encouraged to contact the school so work can be sent home. Extended absences may warrant the services of a hospital/homebound teacher for the student. Please contact the school for more information regarding guidelines for this special program.

### **Short Term Absences and Make Up Work**

Determining if a student should be allowed to make up work due to an absence from school is a complex issue. In grades K-5, students who are absent from school will be given the opportunity to make up work missed for any absence. If a student is absent, he/she will be given the number of days missed plus one to make up the work. All missed work should be made up when the students return to school.

Assignments are not given prior to absences.

### **Checking Out Students**

For the safety of all our students, we have school system guidelines in place for checking out students. Names of individuals allowed to check out students **MUST** be listed on the student's information sheet. Only those listed on the sheet will be allowed to check out or pick up a student. **(NO EXCEPTIONS)** When checking out a student, identification may be required.

## **DAILY SCHEDULE**

7:30	Students enter classrooms
7:50	First bell rings
8:00	Tardy bell rings (School Begins)
2:15	Kindergarten & First graders to bus
2:20	Bus student dismissal 2nd – 5th grade
2:30	Car riders/bicycle riders/walkers dismissed

### **Tardy/Early Dismissal**

Students who arrive after 8:00 AM or leave before 2:30 PM must be signed in (or) out through the office. Students who are tardy or leave early are NOT eligible for Perfect attendance. Students who are tardy or leave early more than three times are NOT eligible for Exemplary Attendance. Persons who are picking up students may be asked for identification proof as part of the school's security procedures. Remember, this is for the protection of YOUR child.

### **Late Pick-Ups**

Students who have not been picked up by 2:40 PM will wait in the school lobby for parents to arrive. The student must be signed out by the parent in the office and documentation will be kept in the "Late Pick-Up" notebook. Persons who are picking up students may be asked for identification as part of the school's security procedures. Chronic late pick-ups will be addressed and referred to the school social worker.

### **Arrival Before 7:30 AM**

Please assist us by NOT having children arrive at school until 7:30 AM. We have asked one staff member to provide service for any bus students that arrive early. We understand that occasionally your student may need to be at school prior to 7:30, however, we hope that you will not abuse this. All students who are at school prior to 7:30 am MUST GO DIRECTLY TO THE CAFETERIA.

### **Withdrawal**

Parents should notify the office and the child's teacher as early as possible when moving so that grades and other records will be ready.

### **Address/Phone Change**

Parents should notify the Principal's office and the teacher of any change of address or phone number immediately. Also remember to notify the school of any changes in business numbers or emergency numbers. PLEASE HAVE SEVERAL EMERGENCY NUMBERS ON FILE in case your child is sick or gets hurt. Having current phone numbers on file helps the school keep in close contact with parents.

### **Visitor's Pass**

You are invited to visit our school at any time. However, appointments should be made with the teacher so that instructional time is not interrupted. Unnecessary interruptions consume time and hinder the learning process. For the protection of the students and security in the school, it is REQUIRED that any person entering the building after 8:00 AM obtain a visitor's pass and sign-in at the front office. If you are not wearing a visitor's pass, you will be asked to return to the office to obtain one. No student will be permitted to leave the building with a visitor unless that has been cleared with the office. Please return the visitor's pass to the office upon leaving.

### **Bus Students**

We have some outstanding bus drivers serving our school and we trust them with driving our students to and from school. Bus riders are assigned to buses and should ride only the assigned bus unless a note has been written by the parent and approved by the principal to ride a different bus. Bus riders are expected

to obey the bus driver and follow bus rules at all times. The bus is an extension of the school. Any offense occurring on the bus will be handled according to the Glynn County discipline code. Bus misconduct will not be tolerated.

Consequences for bus misbehavior:

- A written report is required from the bus driver to a school administrator
- Contact with student and parent
- Removal from bus for one to ten days
- Removal from bus for the remainder of the year

### **Change In Transportation**

For the safety of our students, ALL changes in transportation must be made in writing—no phone calls and faxes will be accepted. (A note must be sent to the teacher, and this note is required by the Glynn County Schools transportation office to be signed by the office staff.) In cases of extreme emergency, various means of verification will be requested including students' PIN number, date of birth, and a contact phone number. These emergency calls will be documented in the office and maintained for reference. The office is not responsible for the dependability of a FAX message to make changes. This policy will ensure that students don't ride the wrong bus, miss the bus, and/or be left at school. If a note is not provided, a student will be sent home by his/her typical mode of afternoon dismissal. If a permanent change is going to be made for your child, please write a note to the teacher clarifying the change.

### **Bicycle Riders/Walkers/Pets on Campus**

Students and their families who walk or ride bicycles to school must use sidewalks on school property and cross only at designated crosswalks. Bicycle riders must walk bicycles off and on campus and park in the bike racks located at the rear of the building. It is strongly encouraged that bicycles be secured in the bicycle rack. Students and their families riding bikes can not use the front driveway—for safety reasons. Because many of our students are fearful of animals, no pets are allowed on our campus with bicycle riders or walkers.

### **Car Riders In The Morning**

Unless you have a Pre-K student or have a particular reason for accompanying your child into the building, please remain in the car line designated for drop off at the FRONT OF THE SCHOOL. Stay to the right of the driveway approaching the school. Pull to the mailbox and wait for directions by the staff member who is directing the traffic. When you are motioned to proceed, pull as far down as possible until the cars come to a stop. Then, and only then, can students exit the cars. STUDENTS WILL NOT BE ALLOWED TO EXIT FROM A CAR STOPPED BEFORE THE MAILBOX.

### **Car Riders In The Afternoon**

Unless you have a Pre-K student, have an emergency or a limiting health issue, stay in your car and proceed through the line in front of the school. Parking and picking up students should be saved for special circumstance ONLY.

### **BREAKFAST/LUNCH PROCEDURES**

Free breakfast is available to students **ONLY** from 7:30 until 7:50 each morning. Those students who will be eating breakfast should go directly to the cafeteria. Students must be on time to participate in the breakfast program. Any students arriving on campus later than 7:50 a.m. are encouraged to have breakfast at home. The breakfast program ends promptly at 7:55 a.m. Nutritionally balanced meals are available to our students each day and students usually have three menu choices (salad bar, self-service food bar, or hot lunch service line). The menu for each week is published in The Brunswick News weekly (newspaper) as well as announced over WMOG daily (local radio station) as well as announced daily on OPE-Channel 3 Morning News television program at 8:00 a.m. at school. Additionally, a monthly menu is sent home the first Monday of each month with the students and it is posted on our website.

Parents are welcome to join their child for lunch. Please notify the student and teacher if you plan to attend as this will facilitate the preparation of appropriate amounts of food by our food service. Please come by the front office to obtain a visitor's pass before entering the lunchroom.

### **PIN NUMBERS**

Students are assigned Personal Identification Numbers (PIN) for their lunch accounts. Deposits may be made into this account daily, weekly, or monthly by placing checks made out to Oglethorpe Point Elementary School or cash in a sealed envelope with the student's name, PIN number, and teacher's name written on it. The envelope should be placed in the appropriate box in the cafeteria before 10:00 a.m. Lunches may be brought from home, however, bottled or canned soft drinks and meals from fast food restaurants are prohibited.

### **Behavior Code (School-Wide Rules)**

A complete copy of the behavior code is provided to the parents in the system calendar. Please refer to this behavior code for specific information about how discipline is handled. NO STUDENT will be permitted to interfere with the learning of others without the teacher or principal intervening. A specific discipline protocol is in place at OPE. Staff members handle routine misconduct in the following order: (1) warning by staff member (2) prompt and private staff/student conference (3) time out (time appropriate for grade level of student) and private staff/student conference (4)time out in another classroom, call parent, private conference with student (5)office referral.

#### **Behavior Expectations**

**Respect yourself, others, and property**

**Use appropriate voice level**

**Listen and follow directions**

**Use time wisely**

**Be prepared and responsible**

Students are referred to the office for discipline as well as for positive recognition and support of student achievement. Students who visit the administrators as a referral for discipline will be given a written notice to take home to the parent for their signature. In all cases, the administrator(s) will make every effort to telephone the parents as well.

### **Guidance and Counseling**

Oglethorpe Point Elementary School has a full-time guidance counselor to serve the needs of our students and parents. The guidance program includes individual and small group counseling, classroom group guidance where the Mendez Program is used, and testing and screening procedures for special needs programs. Conferences with the counselor may be arranged by calling the Guidance Department.

### **School Psychologist and Social Worker**

A school psychologist and social worker have been assigned to OPES to assist with special problems. If you have any questions concerning services available, please call the guidance office at 638-6200. NOTE: Please notify the teacher or guidance counselor about any major changes in behavior or problems at home which may affect school progress.

### **Agenda Notebooks/Homework**

Homework is an important part of school. It is a great way to practice what students are learning and lets parents know what students are doing at school. It is important that students take responsibility for their assignments, and that they bring finished homework back to school. Agenda notebooks, which also contain the Student Handbook, are provided for every student in grades 1<sup>st</sup> through 5<sup>th</sup> at OPE. Parents should get into the habit of checking assignment notebooks nightly with their student.

## **Newsletters/Communication**

It is vital for parents to get into the routine of checking their child's book bag and agenda notebooks each day. Newsletters are sent home the first Monday of each month by Pre-K through 5th grade and Specials' teachers. Newsletters are also posted each month on our school's website and copies are available in the front hallway. Stickers are affixed to agenda notebooks when important information or communication with parents is necessary. Please read the Osprey Opinion each month for important information about PTA, events calendar, photos, and Principal's Page. This is an outstanding communication service provided to our parents from PTA.

## **After-School Care**

Although OPES does not offer after-school care through the school, there are many care options available to parents of OPES students. We cannot make a recommendation to you. However, we will be glad to provide you with a list of after-school agencies that currently serve OPE students.

## **Harassment Policy**

The Glynn County School System has a policy and procedures which prohibit harassment against employees and students based on race, sex, or disability. These policies and procedures encourage the reporting of such harassment whether it is committed by an employee or a student. A copy of the policy and procedures are available for any employee, parent, or student in the Principal's Office of the school.

## **Family Educational Rights and Privacy Act**

A copy of the policy is available for any employee, parent, or student in the Principal's Office of the school.

## **Insurance**

Students and parents are provided the opportunity to purchase school insurance. This insurance is available via a packet which is given to each student at registration or on the first day of school. Please check your student's book bag for this important information. Coverage is available for school hours only or you may choose full-time 24-hour coverage.

## **Media Center**

Oglethorpe Point Elementary School has a full-time media specialist to serve the needs of our students, parents, and staff. Students use their PIN numbers to check out books and materials from the media center. Students may visit the media center with a pass from their teacher between 7:30 a.m. and 7:55 a.m. The media center is also available to students all day. Students may visit the media center individually or as a group with their teacher. The media center is available for parents as well. Parents may check out materials using their child's PIN number.

## **Medication**

All medication will be administered by designated school personnel, however, before any medication can be administered, written parental permission must be obtained. Students under a doctor's care taking prescription drugs should bring the medication and a statement from the doctor instructing school personnel as to the amount to be taken and the frequency it should be given. School personnel will strictly follow doctor's orders. All medication should be taken to the principal's office in the original prescription container with the most recent date and latest instructions. The medication will be kept in a locked cabinet in the office/clinic. Parents will need to fill out a "MEDICATION TO BE GIVEN AT SCHOOL FORM" completely before any medication will be administered. If the dosage or medication is changed any time during the school year THIS FORM MUST BE UPDATED COMPLETELY BY THE PARENT AND PHYSICIAN. NO MEDICATION WILL BE ADMINISTERED IF IT IS NOT IN THE ORIGINAL CONTAINER.

## **Telephone**

Parents may call the Principal's office (638-6200) for information and assistance. Students are permitted to use the phone only in case of emergencies.

## **Student Support Team (SST)**

The Student Support Team, with an on-site coordinator, is a group of OPE educators who meet to provide strategies and techniques for our teachers to use in their classrooms. This group meets as needed and parents of students who are a part of the SST process will be notified and invited to attend the meetings. A link for more information on the SST process is provided on our website.

## **Special Education Programs**

OPES offers numerous programs for students with special needs and who meet the eligibility requirements. Please contact our guidance counselor if you have any questions about the Special Education programs for Glynn County.

## **Testing/Assessments**

**Test Data Interpretation**—Parents who desire more information than what is provided in the parent report about how to interpret the test results should make an appointment with the principal, assistant principal, instructional coach, or counselor. All assessments will be used to assist teachers in planning for instruction based on individual areas of strengths and weaknesses.

**ITBS**—All students in grades 1st, 3rd, and 5th will be administered a norm reference test in October of 2007.

**CogAT**—All students in grades 1st, 3rd, and 5th will be administered a mental abilities test in October 2007. The results from this test will be compared with the ITBS.

**Writing Assessment**—Students in grades 3rd and 5th will take the state writing test during the 2<sup>nd</sup> semester. All students in Kdg. - 5th grades will complete writing samples throughout the year.

**GKAP-R**—Georgia Kindergarten Assessment Program

**CRCT**—The Criterion Reference Competency Test is based on the Georgia Performance Standards (GPS). All students in grades 1<sup>st</sup>-5<sup>th</sup> will be administered the Reading, Language Arts, and Math tests. In addition, students in grades 3<sup>rd</sup>-5<sup>th</sup> will be administered the Science and Social Studies portion of the test. These tests occur in April.

## **M.A.G.I.C. (Making Achievement Gains In Classrooms)**

Every nine weeks, students are administered assessments in Math, English Language Arts, and Basic Math Facts (Bull's Basics). Results of these assessments appear on the MAGIC link found on our website. Contact our Instructional Coach if you have any questions.

## **Curriculum**

Oglethorpe Point follows the Glynn County School System Curriculum Guides which are based on the Georgia Performance Standards. We also focus on skills that are essential for living and higher level cognitive skills. We use flexible as well as cluster achievement groups in all areas of the curriculum to better meet the needs of our students and to provide quality instruction and intervention when needed. The Pacing Guides for all areas of instruction are posted on our county website

## **Language Arts**

We use an integrated program of reading, writing, speaking, and listening based on quality children's literature, with special emphasis given to Literature Circles, independent reading, and composition writing. We utilize the Harcourt Trophies as our adopted basal and selected novels taught through Literature Circles.

## **Mathematics**

Math concepts, computation, and problem solving are presented using math manipulatives with real life applications to help students better understand math processes. Everyday Mathematics is the county's adopted series.

## **Science/Health**

Knowledge of the scientific process is learned through textbooks, experimentation, and hands-on activities using manipulatives and science kits. Teachers and students will utilize the Wetlands Discovery Trail for special science activities. Harcourt is used for our science program and students in all grades may participate in our school science fair in January (information will be sent home). A science lab is used by our students for discovery and exploration.

## **Social Studies**

The study of cultural heritage and qualities needed for effective human relationships will be integrated with language arts activities as part of our social studies program. Special emphasis is placed on the archaeology program to implement the many social studies standards in 4th grade. Additionally, the outdoor classroom includes a gigantic United States map which is incorporated by our staff into the social studies curriculum.

## **Gifted**

Students who qualify for gifted services are served in an innovative gifted program at Oglethorpe Point Elementary. Our students are served using several different models. The traditional resource model is provided one day a week in 3<sup>rd</sup>-5<sup>th</sup>, the cluster model is provided each day in our 1<sup>st</sup> through 5<sup>th</sup> grades language arts classrooms, the collaborative model is used in 1<sup>st</sup> and 2<sup>nd</sup> and some independent student contract models are in place throughout the school. The gifted program also provides students at OPE with an expanded enrichment program that supports the grade level curriculums in all content areas.

## **Art**

Oglethorpe Point Elementary has an outstanding art program. Students in kindergarten through 5<sup>th</sup> grade work weekly with a certified art teacher. The lessons are based on Fine Art objectives set by the state of Georgia Department of Education. Students are instructed in various media and are provided opportunities to emulate famous artist's styles as they learn about the history and appreciation of art.

## **Computer Lab**

Students are provided weekly instruction in the computer lab and have access to three mobile wireless labs. Benchmarks for computer literacy have been developed by the county technology committee at each grade level. These benchmarks (computer skills) will be taught in the lab to reinforce or enrich skills already taught at each grade level. Each of our classrooms has at least two computers for the student's use.

## **Music**

Students are provided weekly music instruction. Music is an integral part of the instructional program. The music specialist provides activities for development in listening, moving, singing, playing and music reading skills. All students are expected to participate in music class, as well as any performances which are scheduled for their grade level.

## **Physical Education/Health**

Students are provided weekly P.E. instruction. All students are expected to participate unless a written note (exempting for one or two days) from home is given to the teacher. A doctor's note is required for an extended time of absence from P.E.

## Archaeology Program

All fourth grade students in the Glynn County School System participate in the archaeology program. This program is the result of our Partners in Education program partnership with Ft. Frederica National Monument and Park Service. Students are provided lessons in history using equipment, artifacts, and measurement, etc. prior to going on an archaeological dig at Ft. Frederica. Students work in an archaeological trench which contains real artifacts from the Frederica period of the 1800's. After artifacts are sifted and bagged, they are brought back to the school for cleaning, weighting, measuring, and classification.

## Accelerated Reader

Current research shows that students who read independently score better on most standardized tests. The Accelerated Reader program encourages independent reading. AR books for all students are marked in the media center. Students take AR tests independently on computers in their classroom or in the media center during specific hours of the instructional day.

## Outdoor Classroom

OPES is fortunate to have a wonderful instructional resource in our outdoor classrooms. Our outdoor classrooms include: the butterfly garden, compass circle, deci-squares, geometry gardens, living number line, United States Map, feeding ploy/tracking box, weather station, discovery trail, and the wetlands.

## REPORT CARDS/ GRADES

Kindergarten:	First nine weeks (letters to parents and a required conference)		
	Rest of the year – Check marks to show mastery		
Grade 1:	First nine weeks (required parent/teacher conference)		
	Rest of the year: S = Satisfactory		U=Unsatisfactory
		N = Needs Improvement	*=Working below grade level
Grades 2-5:	All nine week grading periods:		
	A = 90-100	C=75-79	F=Below 70
	B = 80-89	D=70-74	

## Field Trips

Written permission is required for all field trips.

Due to safety concerns during field trips, children are expected to leave and return with their class unless prior arrangements have been made with the office.

## PTA

A wonderful way to get involved in your child's education is to join and serve in the OPE PTA. Parents are very active in our school's program. We view our PTA as a partnership between school and home and encourage anyone who is interested in supporting the school to join.

### New officers for 2007-2008

Co-Presidents-Susan Kaufman and Joanie Nicholas	Vice President-Freida Warner
Secretary- Judy Scarlett	Treasurer- Sharon Toscano

## Partners in Education

Our Partners in Education provide our school with a variety of services and academic support. The OPES family appreciates and thanks all of our partners for their generosity. Please remember to thank our partners as often as possible.

### OPES Partners in Education

Coastal GA Historical Society	Harris Teeter	BB & T
G.J. Ford Bookshop & Café	FLETC-NCIS	Rent All Party Center
Wesley United Methodist Church	Nautica Joe's	Epworth By The Sea
Georgia Coast Realty – Judy Scarlett and Freddie Stroud		Pizza Inn