Oak Grove Central Elementary

893 Oak Grove Road

Hernando, MS 38632

662.429.4180

Parent Handbook

2021-2022



SHOW THAT TIGER **P.R.I.D.E.!!**

#OGCtigerpride

**OGC School Procedures and Safety Guidelines**

**In order to provide a safe, secure learning environment for your child, the following procedures will be observed:**

* Everyone MUST check in through the office and receive a visitor’s badge before entering the building.
* Doors open at 7:00 a.m. NO STUDENT IS TO BE DROPPED OFF BEFORE 7:00 a.m. This is a safety issue and will result in a mandatory parent conference.
* Students begin their day at 7:35 a.m. Students will be counted tardy after 7:35.
* Students will be dismissed at 2:30 p.m.
* Cars may pull onto the campus car rider line no earlier than 2:00 p.m.
* Breakfast will be served in the cafeteria daily from 7:00-7:20. Breakfast is at no cost to students this year.

Campus Visitors

* All visitors are required to sign into the office upon arrival to campus.
* Visitors will be limited for each lunch rotation. Lunch visits for student will be limited to 1 visit each semester. Detailed guidelines will be provided by the teacher along with a preapproval reservation form that must be returned at least 3 days PRIOR to the visit.

• No “outside” lunches or fast food may be dropped off for students- We are limiting the need for students to come to the office as much as possible. Please help us with this by not bringing fast food for your child to come pick up.

* + Student lunch is at no cost to students this year.
	+ Parent/teacher lunch cost $3.50.
	+ Once the student’s lunch is over, parents must return to sign out in the office before leaving campus. Parents are not permitted to go to classrooms, playground, or any other areas of the school.

Student Checkouts

* There will be no early checkouts after 1:45 p.m. each day. You must be in the office by 1:45 PM. Parents checking out students between 1:00-1:45 p.m. will need to park in the bottom parking lot and not in the drive.
* Be prepared to present a picture ID when checking out students.

PowerSchool Changes

* Any needed changes in PowerSchool such as phone number, add/remove individuals authorized to check out your child, or changing any information must be in writing.

**ATTENDANCE/EXCUSED ABSENCES:**

Students who have good attendance generally achieve higher grades, enjoy school more, and are more employable after leaving school. For the purpose of compliance with the Mississippi Compulsory School Attendance Law, absences will be determined to be excused or unexcused. Each of the following shall constitute an excused absence for the purpose of this law.

1. Illness or injury which prevents the student from being physically able to attend school.
2. When isolation is ordered by the county health officer, the State Board of Health, or an appropriate school official.
3. Death or serious illness of a member of the immediate family, which includes grandparents, parents, brothers, sisters, stepbrothers, and stepsisters. The absences must be approved by the principal or his/her designee.
4. A medical or dental appointment documented with the proper excuse from the attending physician/dentist upon return to school.
5. Attendance at the proceedings of a court or an administrative tribunal if the student is a party to the action or under subpoena as a witness.
6. Observance of a religious event, with prior approval of the principal or his/her designee. (Approval should not be withheld unless, in the professional judgment of the principal or his/her designee, the extent of absence would adversely affect the students’ education.)
7. Attendance at an authorized school activity with the prior approval of the principal or his/her designee.
8. Participation in a valid educational opportunity **with prior approval of the principal or his/her designee**.

**ATTENDANCE/EXCUSED ABSENCES CONTINUED:**

1. An absence may be excused when it is demonstrated to the satisfaction of the

principal or his/her designee, that conditions are sufficient to warrant the child’s non-attendance. However, no absences shall be excused by the principal or his/her designee, when any student suspensions or expulsions circumvent the intent and spirit of the compulsory attendance law.

* Seven (7) absences may be excused by a note from a parent/guardian.
	+ Any additional absence after the seven (7) excused by a parent/guardian note must be excused with a note from a doctor or other documentation excusing said absence.
	+ A student must be in attendance 63% of the day to be counted as present. Attendance less than 63% of the day will be considered an absence.
	+ Any documentation being given for excuse of absence(s) must be submitted to the principal or his/her designee within (2) school days of returning to school, unless granted an exception by the principal for extenuating circumstances.
	+ **State law requires** the following to be written on all excusal notes: **MUST contain the student’s first and last name, date student was absent, and parent signature. If these items are not written on the excusal, it will be returned for corrections.**
	+ When a student has exceeded five (5) unexcused absences, the DeSoto County Attendance Officer shall be notified in writing within two (2) days by the school principal or his/her designee.

**COMMUNICATION:**

Parent Portal will be available for parents to access their student’s grades online. See Mrs. McNeer in the office for your password. Teachers, PTO, and the principal will use mass email and phone message “blasts” to communicate with parents. Teacher will utilize School Status text/phone features and email to communicate with parents.

**CONSEQUENCES FOR BREAKING BUS RULES:**

It is our goal to do our best in providing the safest means of transportation for your child. In order to do so, we need your help and cooperation with our bus drivers and staff. Students are expected to follow ALL bus rules. These are in place for student and bus safety. Inappropriate bus behavior is not acceptable and will be dealt with on a case by case basis. Consequences for bus misconduct, when students have been written up by their bus driver, will be addressed by school administration. This policy ensures that all children arrive to and from the school safely each day. Please discuss this policy with your child. This policy is for Oak Grove Central Elementary only. Other Hernando schools will have their own policies for their bus students. Consequences may include one or more the following depending on the severity of the offense:

* Warning
* Assigned seat
* Mandatory Parent Conference
* School Community Service
* In School Suspension
* Bus Suspension
* Bus Behavior Plan
* Bus Disciplinary Hearing

Other Bus information: students may ONLY ride the bus to their home address in PowerSchool. Riding a bus home with friends is NOT permitted even with a note. Absolutely no exceptions.

**DRESS CODE:**

Please note the “Dress Code Policy” that can be found on the district’s website/student handbook. Any clothing deemed immodest or objectionable by the administration will not be allowed. Please be mindful of the length of shorts- extremely short ones will not be permitted (A student’s shirt should never be longer than their shorts.) If it becomes necessary to call the parent to bring appropriate clothing, the student will be placed in the office until the change can be made.

**EXCESSIVE TARDIES:**

Students who have 5 unexcused tardy notes will see the counselor and a note will be sent home to parents. On the 10th tardy, a mandatory parent conference will be scheduled with the principal.

**HEALTH ISSUES/CONCERNS:**

It is our desire to preserve a healthy environment for all our students; therefore, it is imperative that the following procedures are followed:

1. If a student develops a fever over 99.8 or is vomiting while at school, the parent will be called. The student must be picked up as he/she will be unable to remain in the classroom. Please do not send your child to school if he/she has been vomiting or has had a fever of 99.8 or greater prior to the start of school. Students need to be clear of fever/vomiting for 24 hours (without fever reducing medication.)
2. If it is determined that a student has head lice or nits, he/she must be picked up from school, treatment administered, and cleared through the office before being admitted to class. Students must be nit free before they will be allowed to return to their classroom. (One day of excused absence, not including the day of check out, will be granted.) Regular shampoo will not remedy the problem. Special products available at the pharmacy should be used. Recurring cases will be reported to the county nurse and/or the Mississippi Health Department.
3. A DeSoto County Schools Health Record must be filled out during on-line registration. If a student has a medical condition requiring treatment or medication at school, the appropriate care plan needs to be kept on file with the school nurse. Please ask the school for a care plan to take to your child’s doctor.
4. Covid- 19 guidance- Please refer to the DCS 21-22 Back to School plan. This may be accessed on the DCS website.

**MAKE-UP WORK:**

Teachers will send work home, if you request it, only on the **third** day of absence. Students who miss less than three days will make up work when they return. The parent will need to call the school on the morning of the **third** day and request that makeup work be sent to the office. Work may be picked up at the end of the school day. The office staff will **not** interrupt a class to get work. Teachers will not be required to give make-up work/tests for frequent early checkouts.

**PROMOTION REQUIREMENTS FOR 2021-2022:**

Students in grades 4 and 5 must have a 65 in all subjects to be promoted to the next grade.

**CHANGES IN MODE OF TRANSPORTATION:**

Please inform your child and your child's teacher of any transportation changes. You must **send a note to the teacher** indicating any changes in mode of transportation.

With a continued emphasis on school safety, **a verbal message through a student is not the best way to communicate transportation changes.** All changes in transportation should be put in writing and sent to the teacher. You may call the school office **before** 2:00 p.m. to make changes as well. You will be asked your name to check against our records as well as other pertinent information for safety verification. **It is imperative that you keep your phone numbers, emergency contact information, and medical information updated. We must be able to reach someone in case of an emergency.**

Oak Grove Central Elementary

893 Oak Grove Road

Hernando, MS 38632

662.429.4180 (phone)

662.429.4181 (fax)

Stacey Pirtle, Principal

(email- stacey.pirtle@dcsms.org)

Becky Lantrip, Assistant Principal

(email- becky.lantrip@dcsms.org)

Paige Fetters, Guidance Counselor

Angela Hughes, Bookkeeper

Gina Anderson, MSIS Clerk

Jeanine McNeer, Secretary/Attendance Clerk

***Notification Letter for Highly Qualified Staff***

Thursday, August 5, 2021

Dear Parents:

As a parent of a student at Oak Grove Central Elementary, you have the right to know the professional qualifications of the classroom teachers who instruct your child. Federal law allows you to ask for certain information about your child’s classroom teachers:

1. Whether the Mississippi Department of Education has licensed the teacher for the grades and subjects he or she teaches.
2. Whether the Mississippi Department of Education has decided that the teacher can teach in a classroom without being licensed under state regulations because of special circumstances.
3. Whether the teacher has any advanced degrees and their college major.
4. Whether any teachers’ aides or assistants provide services to your child and, if they do, their qualifications.

If you would like to receive any of this information, please send a written request to my attention through your child’s teacher or to the school’s mailing address (893 Oak Grove Road Hernando, MS 38632).

Sincerely,

Stacey Pirtle, Principal

Oak Grove Central Elementary

**Safety Policy**

**DeSoto County Schools**

**Oak Grove Central Elementary School 2021-2022**

In an attempt to keep the DeSoto County Schools safe for all students and staff, please note that the following will not be tolerated:

* The use or possession of gang graffiti, gang drawings, gang writings, gang dress, or gang activity.
* Distribution of illegal drugs, prescription drugs, or any substance dangerous to students. (Distribution includes giving substances to students.)

Students who openly defy this warning will be considered a threat to the safety of students and staff, and will be suspended pending a disciplinary hearing. The student could be expelled from the DeSoto County Schools.