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Oak Grove Elementary School

2022-2023

Family Handbook

Information

Arrival/
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Policies

Health &
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School Information



Oak Grove Elementary School
10401 Penny Road, Raleigh, NC 27606
School Hours: 9:15 a.m. - 3:45 p.m.

[Multi-Track Year Round School](https://www.wcpss.net/oakgrovees)
<https://www.wcpss.net/oakgrovees>

IMPORTANT CONTACTS

Front Office	919.387.4490
Fax Machine	919.670.4331
Principal	Mrs. Stephanie Bias sbias@wcpss.net
Assistant Principal	Ms. Jolonda Tysor jtysor@wcpss.net
Instructional Facilitator	Ms. Bronwynne Adcock bbadcock@wcpss.net
Transportation	919.805.3030
Kraft YMCA Office	919.657.9622
Cafeteria Manager	Felicia Massenburg Ext: 22932
Data Manager	Alisa Dahlhoff Ext. 22944

Continued

School Information

CAFETERIA MEALS

- School breakfast is \$1.50 and lunch is \$3.00 per student
- Families may set up a [lunch account](#).
- To apply for free or reduced-price meals, you can do so online by visiting www.MySchoolApps.com.
- Breakfast is served from 8:45 AM – 9:15 AM.
- Lunch times vary by grade.
- Snacks will be allowed during instructional time when students are hungry.
- We do not microwave or refrigerate student lunches.
- No canned or bottled soda drinks are permitted in the cafeteria or for snacks.
- OGES follows all USDA recommended suggestions for Smart Snacks.



LOST & FOUND

Please label your child's personal belongings. This will help teachers and staff members locate lost items. Do not allow your child to bring extra money, valuable items, toys, trading cards, devices, or sports equipment to school unless prior written approval has been communicated directly from a child's teacher. We will not assume responsibility for the security of such items.

The lost and found closet is located in the school cafeteria. If your child has lost an item, please encourage them to check this area. Clothing and other items not claimed by the end of each academic quarter will be donated to charity.



Continued

School Information

WEEKLY FOLDERS

- In many classes, folders are sent home every week and contain information from the school and classroom teacher.
- Families may send notes to the teacher through this folder.
- It can also contain samples of your child's work, assignment sheets, and other important information about your child's academic progress and needs.
- Please review all its contents carefully and send it back the next school day.

TEACHER NEWSLETTERS & OTTER SPLASH NEWS

- Families are encouraged to read our Otter Splash Newsletter, which will be shared every **Sunday**.
- The teachers' newsletter provides information about student learning, special events, and classroom and/or school-wide projects underway.
- Additional details about meetings and activities involving the Oak Grove PTA are also provided in the Otter Splash.
- The Otter Splash is a useful complement to the information that families regularly receive through the communications provided weekly by the classroom teacher.

SCHOOL MESSENGER

WCPSS schools and the district use the SchoolMessenger notification service to send important information to families through phone calls, email, and text messages. [View FAQ.](#)

[2022-23 SCHOOL CALENDAR](#)

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Arrival

SCHOOL HOURS & Arrival Details

- School doors open at 8:45 am.
- Students **may not be dropped off at school before 8:45 AM** unless they are enrolled in the YMCA Early Arrival Program.
- It is best for students to arrive at school before 9:10 AM so that they can be seated before the bell rings.
- Students should be in their classrooms by 9:15 AM. Students who arrive after 9:15 AM are tardy.
- After 9:15 AM families should bring their child to the front door to check in and receive an admittance slip.



MORNING CARPOOL PROCEDURE

- The carpool line starts at the CARPOOL LINE FORMS HERE sign. You will be directed to move into the front circle to begin drop off at 8:45 AM.
- For the safety of all children, please do not drop any child off in the parking lot.
- Under any circumstances, do not drop children off in the bus loop or on Penny Road.
- Be courteous to pedestrians. If pedestrians are waiting to cross the carpool lane, please stop.
- For the safety of our students, please do not use cell phones in the carpool lane while activity driving.

Continued

Dismissal

- Please establish a predictable dismissal plan for your child.
- Any transportation changes **must be requested in writing** by a parent or legal guardian.
- Please send these notes in with your child in the morning or send a message via Talking Points.
- If you must send an e-mail to the teacher during the school day to request a transportation change, please make sure to also call the front office.
- Only pre-approved emergency contacts may pick up a child in lieu of a parent/guardian.
- **Early check-outs must occur before 3:15 PM. Please bring a photo ID with you when you arrive to check your child out of school. For the safety of all our students, our office staff will ask to see an ID before releasing a child to anyone.**



CARPOOL PICK-UP

- Please have your carpool number on display in your car. Numbers will begin being collected at 3:30.
- Students are dismissed as their carpool numbers are called. Until the number is posted, students stay in classrooms.
- Carpool numbers are posted at 3:35 and students begin to exit classrooms once the 3:40 bell rings.
- The carpool line will form at the CARPOOL LINE FORMS HERE sign. You will be directed to move into the front circle to begin pick up.
- We make every attempt to complete carpool by 4:00. If you are going to arrive on campus after 4:05, please call the office to let us know you are running late. We will have your student(s) waiting in the front office.

Continued

Dismissal Continued...

YMCA Afterschool Program

- If your child is registered for the YMCA afterschool program, they will be dismissed from class at 3:45
- Please do not arrive on campus prior to 4:15 to pick up your student from YMCA. Arriving prior to 4:15 will disrupt carpool
- If you need your child before 4:15, this is a transportation change, and you will need to contact the teacher for your child to go carpool.

WALKER/BIKER DISMISSAL

- Complete a [Walker/Bike Agreement Form](#)
- If you are not approved for Walker/Bike, you can come to the front door and check your child out prior to 3:30.

A NOTE ABOUT DOGS ON CAMPUS

- We love dogs, but dogs are not allowed to meet students at the front doors during dismissal. Please have dogs stay on the Parking Lot Side of our property-away from the front doors.
- Questions about service animals should be directed to administration.



Continued

Early Arrivals, Tardies, and Early Check Out

EARLY ARRIVALS & AFTER SCHOOL CARE

Early arrival care and after school care is provided for students at Oak Grove Elementary by the Kraft Family YMCA. The program's hours are 7:00 AM to 6:00 PM. Information and applications are available by contacting the Kraft YMCA at 919-657-9622.

[Click here for more information about the YMCA](#)

Students who are not signed up to participate in the YMCA early arrival program may not be on campus before 8:45 AM.

TARDIES

School doors open at 8:45 AM. Students who arrive after 9:15 AM are tardy and must report to the Front Office for a class admittance slip before going to their classroom. Students are considered absent if they arrive at school after 12:30 PM or are not on campus for at least 3 hours and 15 minutes.

EARLY CHECK OUT

If picking up your child early from school, please come to the front door and ring the bell. Be ready to show your photo ID to an office staff member for the safety of all our students. Office staff will have you sign out your child and then call your child to the office. We will not call your child to wait in the office for you to arrive. This has the potential to cause unnecessary disruption of instructional time.

On early release days they must be in school until 11:30 to be counted as present and on Saturday school they have to be in school until 11:15.

If checking out early, students must be **checked out by 3:15 PM** to not interfere with afternoon dismissal.

Continued

Bus Transportation

We will always send your child home on his or her regular bus, unless we receive written instructions from you to the contrary. Any transportation changes must be requested in writing by a parent or legal guardian. Please submit these written notes directly to your child's teacher in the morning. If a child will not be riding his/her daycare van, please also notify your daycare provider. **If you must send an e-mail to the teacher during the school day to request a transportation change please follow up with a phone call to the office. Your e-mail may not be opened until after dismissal or the teacher may be absent that day.** We are unable to accommodate requests for children to ride the bus home with other children. Students cannot go home on buses other than the one to which they are assigned. **If a child is going to another student's home after school, please have the other student's carpool number and make sure written permission from both families is provided to the school.**

The same behaviors that are appropriate in the classroom are appropriate at the school bus stop and on the school bus. Riding a school bus is a privilege that may be revoked if rules are not obeyed. **Bus drivers will NOT release a Kindergarten or 1st grade student at a bus stop unless a responsible person is present at the stop for that child.**

For a variety of reasons beyond our control, bus schedules may vary. When we are aware of an issue, we will inform families through Talking Points or [School Messenger](#).

There are times we may not be aware of the problem. The [Here Comes Bus app](#) can help you stay informed about your child's bus arrival times. We also encourage parents to check the [Bus Updates page](#) daily for any announced transportation changes.

There might be times Transportation (919-805-3030) may be able to give you the information you need.

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School Attendance Requirements

UNEXCUSED & EXCUSED ABSENCES

If your child is absent, please send a note to school when they return. Students may receive an excused absence for the following reasons: illness or injury; quarantine; death in the immediate family; medical or dental appointments; court when a student is under subpoena; religious observances; and participation in a valid educational opportunity.

If we do not receive a note explaining that the absence was for one of the reasons listed, we must record the absence as unexcused. To be considered present at school, students must be in attendance at least one-half of the student school day (3 hours and 15 minutes). Every school day is important, so we hope you will schedule your family vacations during your track outs. Teachers will provide students with their make-up work when they return to school.

A student who leaves school for any reason during the day is counted absent for the day unless he or she returns and the combined time in school is equal to one-half the school day (3 hours and 15 minutes). If a student is tardy, a parent/legal guardian must check the child in at the office for an admission slip to the classroom.

Attendance at school is essential for student learning. Any child who has been absent from school for 6 days will be notified in writing. Any child that accumulates at least 25 absences will be granted an attendance hearing. The parent/legal guardian will be notified of the hearing if it must occur.

Continued

Inclement Weather

DELAY OR CLOSING OF SCHOOL/INCLEMENT WEATHER

Information on closing or delay of school due to inclement weather is available at <http://www.wcpss.net/>, on local television, and on the radio. Make-up days are determined by district officials and typically held on Saturdays. The early arrival/after school program will follow the delay or closing schedule as well. **When there is a delayed opening, please do not bring your child to school at the normal 8:45 AM arrival time. The decision to delay school due to severe weather is for the safety of staff as well as students, and no one will be at school to supervise your child or to open the building for them.**



MAKE-UP DAYS

When school is closed due to severe weather, students at Oak Grove will make the day(s) up on Saturday(s). Saturday make-up days are scheduled by the Wake County Board of Education. Make-Up Day Hours are 8:45 AM – 12:45 PM. We do not serve breakfast, lunch, or have recess on Saturday make-up days. The YMCA does not operate early arrivals or after school care on make-up Saturdays either.



Policies & Guidelines

CHANGE OF ADDRESS, NAME, OR PHONE NUMBER/EMERGENCY CONTACT

Please notify the Front Office and your child's teacher any time your home address, phone number, or email address changes. This is very important so we can reach you in case of an emergency. **Please provide us with the best phone number to reach you between 8 AM – 4:30 PM each weekday.**

TOYS/ELECTRONIC DEVICES

Personal items (e.g., toys, trading cards, stuffed animals, fidgets) need to be kept at home, unless your child's teacher allows these items in their classroom for rewards, special occasions, etc. The only electronic device that should be brought to school is the district-issued Chromebooks.

TECHNOLOGY

All students are issued a WCPSS Chromebook. They will keep this device as long as they are enrolled at a WCPSS school. Students in grades First through Fifth will take their devices home each night. Kindergarten students will leave their devices at school.

Please be sure the device is charged at home and your student brings it back to school each day.

If you experience any issues with your child's device, visit the [Guides to Technology for Parents and Students](#). You can also contact the Help Desk at 919-664-5700 or [submit a help ticket](#) online.

Students are expected to follow all Oak Grove behavior expectations and relevant board policies when using technology and interacting online.

Continued

Policies and Guidelines

BIRTHDAY PARTIES

- **No parties at school.** See below for invitation notes.
- **Only healthy food items are allowed for birthday celebrations. We prefer non-food items if you wish to honor your student.**
- **Food items will not be distributed at lunch. Any distribution of food must be arranged with the teacher and happen during snack time.**
- No flowers or balloons should be sent to school.
- There are [wonderful alternatives](#) for recognizing birthdays. You may contact the teacher and ask for ideas for the classroom.

INVITATIONS/REQUESTS FOR CLASS LISTS

Teachers can not provide class lists. If your child brings party invitations to school, please make sure **all** children in the class are invited. Otherwise, you will need to make other arrangements to distribute invitations.



CLASSROOM CELEBRATIONS

Teachers have the autonomy to plan classroom celebrations. If they choose to do so, information will be provided in advance and dietary restrictions will be considered.

CANDY AND GUM

Candy may be used as an occasional treat, but will not be used as a reward or motivation to learn. Gum only be allowed with prior approval from the teacher.

Policies & Guidelines

HOMEWORK POLICY

Homework provides students the opportunity to practice and apply previously taught skills and concepts. Each grade level has a common homework plan aligned by track. The **maximum** time per day for completing all homework is:

- Kindergarten - 2nd grade: 20 minutes
- 3rd - 5th grade: 50 minutes

If your child is spending considerably more on homework than the times listed, please notify their teacher.

VOLUNTEERS

All **volunteers** working with children, must be cleared through the [WCPSS volunteer registration process](#).

All volunteers must show ID at the front door to receive a visitor tag that must be worn while in the building. If you are volunteering in a classroom, **you must have arranged this with the teacher in advance. You must be a cleared volunteer on the Oak Grove Volunteer list.**

CONFERENCES

- Teachers will schedule conferences with you after the first and third reporting periods.
- Please make joining your child's teacher for these conferences a priority. A strong home-school partnership is essential for success.
- We ask that you request conversations with your child's teacher in advance. Teachers need the time before students arrive in the morning, their planning periods, and frequently their lunch breaks in order to plan high quality instruction. You will not be permitted to go to the classroom for an unscheduled conference with the teacher at any time.

Continued

Policies & Guidelines

RELEASE OF INFORMATION

- Any parent or guardian who does not wish for information such as a student's name, grade, or dates of attendance to be released or who objects to their child being photographed for newsletters and school publications, notify the Front Office in writing within 20 school days of the receipt of this notice.
- Due to confidentiality, we are only able to release information to legal guardians or custodians.

AFTER SCHOOL EVENTS

While attending an after school event at OGES, we ask that students are accompanied with a supervising adult at all times. For example, a student may not be dropped off and then picked up at the conclusion of the event. **OGES student behavioral expectations continue to apply to students at all after school events.**

STUDENT BEHAVIOR

Oak Grove is a Conscious Discipline school.

- We teach students school appropriate behaviors and motivate students to demonstrate good character.
- We also help students navigate emotions and find healthy ways of identifying and expressing emotions.
- For more information about the program and available resources, please visit: <https://consciousdiscipline.com/>
- You can find more information about CD by contacting Ms. Michot, our school counselor.

STUDENT DUE PROCESS

For more information on WCPSS Student Due Process and related policies on student behavior, please visit the [Student Due Process](#) page.



Health & Student Safety

CUSTODY/VISITATION AGREEMENTS

Judges' orders regarding custody and visitation are kept on file in the school office so that staff are aware of who is authorized to pick up a child. Please make sure that the school receives an official copy of the judge's ruling as we are not required to honor a parent/guardian's interpretation of a court order. Any changes in court orders should be given to the office as soon as possible.

TOBACCO-FREE SCHOOLS

Wake County Public School System policy is that all school system property is smoke-free. Additionally, no tobacco products including vapes, chewing tobacco or snuff.



LOCKDOWN DRILLS

Oak Grove ES follows all [WCPSS lockdown protocols](#) and practices these protocols twice per year. All staff know where to take the children if outside in case of a lockdown.

FIRE DRILLS/TORNADO DRILLS

Fire drills are conducted each month during the school year. Evacuation routes are posted in each classroom. Tornado drills are also practiced during the year. In the event of severe weather warnings we require all students and staff members to take shelter on the first floor of our school until conditions improve.

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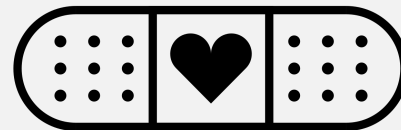
Health & Safety

SCHOOL NURSE

Oak Grove has a school nurse assigned from the Wake County Health Department who is on campus two days each week. The school nurse provides vision and hearing screening for students referred by teachers after a school wide screening is done by a staff member. The school nurse also assists families of students who may require an individual health plan due to medical conditions or severe allergies.

FOOD SAFETY

Due to food allergies and dietary restrictions, families should not send food related items for the classroom unless requested by the teacher.



MEDICINE

Students who need medications during the school day must first have their parents submit a signed [Physician Order for Medication \(Form 1702\)](#) from a doctor to the front office.

- **This includes medications such as cough drops, pain medicine, sunscreen, and poison ivy creams.**
- The medication must remain in the original container with the original label. 1702 forms are available for parents to obtain in the front office.
- All medications must be brought to school by an adult and given to the office by a students' parent/guardian.



Family Resources

PARENT TEACHER ASSOCIATION (PTA)

Oak Grove parents are encouraged to join the [PTA](#). The PTA provides a great deal of support to the school and its students. While the primary purpose is advocacy, the PTA also organizes many of the “extras” that make school fun such as cultural arts assemblies, the school garden, the science fair, spirit wear, family nights, book fairs, and visits by guest speakers. Fundraising efforts are led by the PTA and follow all Smart Snack recommendations from the USDA. PTA volunteers will complete the WCPSS volunteer registration process.



REPORT CARD

After each quarter ends you will receive a report card from your child's teacher. The dates that report cards are sent are set by WCPSS and vary by track.

GRADING

Standards based grading uses levels 1 to 4 indicate whether your child met expectations set by the state's Standard Course of Study.

Teachers' assessments include observations and evidence collected throughout the grading period to determine a student's levels of proficiency.

The descriptors for each level below are aligned to the expectations of the state Standard Course of Study in all content areas.

- ◆ Level 4: Student consistently demonstrates an in-depth understanding and is able to apply or extend the standard.
- ◆ Level 3: Student consistently demonstrates an understanding of the standard.
- ◆ Level 2: Student is approaching an understanding of the standard.
- ◆ Level 1: Student does not yet demonstrate an understanding of the standard.

Continued

Family Resources

FIELD TRIPS

Parent or legal guardian permission is required for students to participate in field trips.

- We must have the signed permission slip from a parent before a student can leave school. There are no exceptions to this policy.

ONLINE PAYMENT

Oak Grove ES will make use of the [Online School Payments](#) program to make paying for field trips more convenient and secure for families. The Online School Payments program allows parents to pay online by using the student identification number assigned to their child. Additional information about this program will be sent home with your child when payment is requested.



Wake County Public Schools
Online School Payments

CHAPERONE

In school field trips will not require chaperones. To participate as a parent chaperone on an off campus field trip, follow these guidelines:

- Parent chaperones must be cleared as volunteers by the school district.
- Parent chaperones may not bring other children on the field trip.
- Students participating in field trips must travel to and from the events with their classmates, unless the chaperone has received prior approval to take their child home at the conclusion of the trip.



Frequently Asked Questions

Attendance:

How do I inform the school if my child is going to be absent?

Please contact your students' teacher that your child is going to be absent or is home due to illness. When the student returns to school please send a written note explaining the absence within two days.

How do I get an absence approved for educational leave?

These forms are available from Ms. Dahlhoff and must be submitted two weeks prior to the absence. Trips must be educational at the onset of planning in order to be considered for educational leave. For example, going to museums as part of your vacation is not a valid reason for educational leave. Another reason for granting educational leave is the content of the trip can only be experienced at a specific time and at no other time during the year.

Communication with Teacher:

What is the procedure for visiting my child's classroom?

We are excited to welcome parents back as volunteers.

Unless parents are volunteers, they are not permitted to visit the classroom during instructional time.

How can I get in touch with my child's teacher?

Talking Points is used by all staff for communication. You may also send a note in with your child or email the teacher. Typically teachers will respond within one business day. Teachers will share their preferred form of communication with you.

Continued

Frequently Asked Questions

Arrival and Dismissal:

Can I walk my child to class?

No, to maintain the safety and security of the building, we request all families follow regular arrival procedures.

At the end of the day can I pick up my child in the classroom?

No, please follow our dismissal guidelines so that we ensure the safest departure from school for all children.

How do I check my child out early for a medical appointment?

See [Early Student Check Out](#).

How are students dismissed at the end of the day?

- Walkers are dismissed beginning at 3:40 PM. All walkers must have a signed [walker agreement](#).
- Carpool students are dismissed beginning at 3:40. They wait in the classroom until their number is displayed on the television.
- Bus/Daycare/Van riders wait in the classroom until 3:45 PM and they watch the television for their bus number to be displayed on the screen.
- Buses are also sometimes called over the intercom if the bus is on campus earlier than normal.



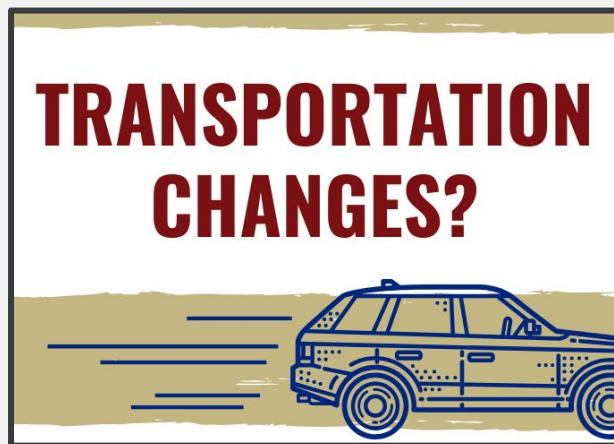
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Frequently Asked Questions

Transportation:

What is the procedure for changing the way my child will go home?

Please write a note to the teacher and send it to school with your child. For unavoidable last-minute changes please call the front office.



What if my child misses the bus or van at the end of the school day?

The Front Office will contact the parent concerning transportation home. It is important that contact information is complete and current.

Can my child go home with a friend on the bus?

No. WCPSS Transportation policy requires that students who ride the bus must ride the bus they are assigned to.

Continued

Frequently Asked Questions

Miscellaneous Questions

Can I have lunch with my child?

At this time, parents have 2 options:

- Eat lunch with **only** your child at the outside lunch tables. You must let your teacher know in advance.
- Registered and approved volunteers can arrange with your teacher to watch the whole class during outdoor lunch. You can bring a special lunch for your child during this volunteer time.

Can I take homework, projects, lunches, money and other 'forgotten' items to my child's classroom?

- **We** would be glad to deliver forgotten lunches, snacks, and other items to students during the school day.
- Please make sure that all items are labeled with teacher name for delivery.

What attire is appropriate for school?

- Caps, hats, head coverings (including the hood of a coat), or scarves may not be worn indoors except for religious or other cultural custom requirements.
- The admin team, along with the classroom teacher, may make exceptions to this expectation if a head covering is in the best interest of the student and the head covering does not cause a classroom disruption.
- Exposed midriff, exposed underwear, excessively short or revealing/tight clothing, inappropriate slogans or messages, and any slogans that advertise illegal products for minors are not permitted.
- For safety reasons, tennis shoes, sneakers, or some type of rubber-soled shoes must be worn for physical education classes and students who wear inappropriate footwear will not be permitted to participate in physical education activities. [WCPSS student dress code policy](#)

