



Orangeburg Preparatory Schools, Inc.

Lower School



“A School of Tradition with a Vision for the Future.”

**168 Prep Street
Orangeburg, South Carolina 29118**

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www.orangeburgprep.com

Student Handbook

2010-2011

Student Handbook
for Lower School
belongs to

Name

Address

City/Town

Phone

Zip

Homeroom

WELCOME

On behalf of the faculty and administration of Orangeburg Preparatory Schools, Inc. I would like to welcome you to our school. It is our mission to provide our students the finest in educational opportunities. In order to ensure this type of educational opportunity, certain policies and procedures must be implemented. These policies and procedures contained in this handbook are the result of a combined effort on the part of the faculty, administration, and Board of Directors. This information has been carefully prepared and presented so that it will be of great value to you in understanding our school, its mission, and its daily routine. Please become familiar with the contents. The contents will aid in communication and understanding which are the basis for all relationships at Orangeburg Preparatory Schools, Inc. We wish for you a fulfilling school experience.

Kelley B. Mums

Head of School

MISSION STATEMENT

Orangeburg Preparatory Schools, Inc. seeks to provide a quality education which prepares students to meet the academic demands of college and to lead productive and fulfilling lives in a complex world.

SCHOOL BELIEFS

1. Student learning is the chief priority for our school and the primary focus of decisions impacting our school.
2. Students need to demonstrate their understanding of essential knowledge and skills and apply their learning in meaningful contexts.
3. Curriculum and instruction should provide a variety of learning experiences through diversity in course offerings, in teaching methods, and in evaluation techniques.
4. Students learn best when they are actively engaged in the learning process.
5. Challenging expectations increase individual student performance.
6. A safe and physically comfortable environment promotes student learning.
7. Students' social maturation is enhanced by stressing the importance of responsibility and respect, and emotional growth is fostered by encouraging self-discipline and self-respect.
8. The physical education program should promote physical fitness, health education, good sportsmanship, and fair competition.
9. Students' self-esteem is enhanced by positive relationships and mutual respect among teachers, administrators, staff, students, and parents.
10. Students' social, emotional, and moral education is reinforced through a variety of co-curricular and extra-curricular activities, special assemblies and daily devotions.
11. Teachers, administrators, staff, students, and parents share the responsibility for advancing our school's mission.

HONOR CODE

Personal honor requires that every person act honorably in academic work as well as in every other phase of school life. Personal honor MUST involve respect for one's self and respect for others, their feelings, rights, property, and their desire to obtain the best possible education. This includes bullying and harassing.

The student shall be on his honor to prepare and submit only his own work (i.e. copying homework, plagiarism, texting, using electronic devices, etc.) and to refrain from giving or receiving help on tests, examinations, and optional assignments (unless given prior permission by the teacher)

ACCREDITATION

Orangeburg Preparatory Schools, Inc. is fully accredited by Southern Association of Colleges and Schools (SACS) and South Carolina Independent Schools Association (SCISA).

Orangeburg Preparatory Schools, Inc. was chartered on December 31, 1984, as a non-profit corporation and has qualified as a tax-exempt organization under I.R.C. Section 501(c)3. The school admits students of any race, color, and national or ethnic origin.

ACADEMIC POLICIES

ADMISSION POLICY

To be considered for admission to Orangeburg Prep, all prospective students must either provide documentation of successfully completing a comparable standardized test and/or take an entrance exam consisting of Reading comprehension, vocabulary, and math. Copies of transcripts from previous schools must be presented. The school reserves the right to determine grade placement of all students based on the documentation and to determine appropriate credits awarded. Credits transferred in will be calculated on a 4.0 scale or may be awarded as non-weighted credit. OPS further reserves the right to not accept the applicant as a student based on prior academic or disciplinary records.

Extra Help For Students

Teachers will be available until 3:00 p.m. to give students help; however, it is the student's responsibility to make arrangements in advance with the teacher for extra help and make-up testing. Parents are responsible for the transportation of students who stay after school. This additional help time with students takes priority over all other meetings and responsibilities of the teacher except for regularly scheduled faculty meetings and emergencies. (A teacher may not tutor a student presently enrolled in his/her class for pay during the regular school year without an administrator's permission.)

Grading Scale

A	93—100
B	85—92
C	77—84
D	70—76
F	69 and Below

Homework Policy

Homework is defined as any preparation for class to be written, read, or reviewed outside of class. The faculty and staff of OPS recognize that homework is effective in improving student achievement by extending a student's learning beyond the classroom. Research indicates that homework is most useful when teachers carefully plan it, explain it, and give prompt response when it has been completed. We recognize that student achievement rises when teachers regularly assign homework and students conscientiously do it. It is the teacher's responsibility to see that expectations for homework are clearly spelled out. The student is responsible for the daily preparation for each class. The parent's responsibility is to recognize that students who do their homework will have a greater chance of academic success and to help students make schoolwork a top priority. Copying other students' homework is considered an honor code violation and will result in disciplinary action.

Promotion To The Next Grade

1. Grade 1—All students must pass reading.
2. Grades 2—5 If a student in grades two through five fails one core subject, one core and one academic subject, or two academic subjects, his promotion is contingent upon satisfactorily completing summer school or an approved tutorial program. A student who fails two core subjects will be required to repeat the grade.

Core/academic subjects are defined as

Core: Reading and Math

Academic: Science, Social Studies, History, Language, and Spelling

Approved tutorial program means

- a) certain number of hours will be required (30 hours for a core subject, 10 hours for an academic subject);
- b) the number of hours of tutoring must be documented by the tutor on the appropriate form;
- c) the student must pass the subject's final exam or test;
- d) the student will be allowed to take the exam(s) or test(s) only once to qualify for promotion.

ADDRESS CHANGE

Parents are asked to notify the school office when addresses, phone numbers, emails, or places of employment change.

ARRIVAL/DEPARTURE

When arriving at school or leaving school, students who must cross the road **MUST** use the crosswalks. Students must wait until the crosswalk patrol motions. Please do not pick up or drop off children in the moving lanes (closest to the flag poles).

School starts at 8:00 a.m. for all students. Students arriving after 8:05 a.m. are considered tardy. Dismissal time on regular school days are as follows:

Preschool, Kindergarten, & 1st: 2:20 p.m.

2nd—5th Grade: 2:30 p.m.

Children arriving before 7:50 a.m. need to report to their designated area. All students arriving after 7:50 a.m. must go directly to their rooms. If the teacher is not in the room, the student must

wait quietly in the hall outside the room. School supervision begins at 7:50 a.m.

After school, children should not cross the road until their carpool has arrived. Waiting around the flag pole and/or parked cars is dangerous and is not permitted. Due to safety factors, students are reminded that running, playing, throwing balls, etc. cannot be allowed while waiting for their ride.

Teachers and staff members cannot be responsible for children left after 3:00 p.m. each afternoon. Children left after 3:00 p.m. may be picked up from the OPS Child Development Center. Appropriate fees will be assessed through the Child Development Center.

ATTENDANCE

A student must not be tardy, absent, or dismissed early at any time during the school year to receive recognition for Excellent Attendance. A student may only be tardy or dismissed early ONCE for Outstanding Attendance.

Absences

A student may have no more than **ten (10)** absences in a year. Any absence in excess of these numbers requires medical documentation from a doctor or dentist. When returning to school after an absence, the student must present a written excuse to the teacher. Students will have two days after an absence to bring or fax a medical excuse. **In order to be promoted to the next grade level, a student must be in attendance for at least 85% of the school year whether an excuse is excused or unexcused except when the student is homebound through the school district.** If absences become excessive, further disciplinary actions could result.

The excuse should state:

- the student's name,
- the date(s) of absence(s)
- the reason for the absence (medical documentation, if applicable)
- the signature of parent or guardian.

Anticipated Absences

If a student anticipates an absence for any reason (surgery, for example), he/she should bring a written excuse to the teacher at least two days before the planned absence. At this time, the student may receive assignments for the time missed and make arrangements for any make-up work.

School Related Absences

Absences due to participation in school-related activities are NOT recorded as absences and require no written excuses. **Students are responsible for any work missed due to any school related absence (i.e. tests, homework, projects, etc.)**

Tardies

A student who arrives at school after 8:05 a.m. will be considered tardy. **Tardies will be excused for illness and medical/dental appointments only.** Parents of children with excessive tardies will be notified.

**Excuses should be turned in to the teacher, but no later than two days following the tardy.

Dismissals

A student requesting early dismissal from school must bring a written request to be presented to the teacher at time of requested dismissal. The written request for early dismissal must include:

- the student's name,
- the date and time of the dismissal,
- the reason for the dismissal,
- the signature of parent or guardian.

The student then goes to the office to sign out. Before the student leaves school, he/she must make arrangements with the teacher(s) for any missed tests or assignments.

Parents and students are encouraged to keep absences, dismissals, and tardies to a minimum. We ask that all appointments be scheduled after school hours. Adherence to the attendance policies teaches responsibility and promotes continuity in the classroom.

If tardies or dismissals become excessive, further disciplinary actions could result.

Make-up Work

Students are responsible for securing information and assignments given during their absence. Arrangements for all make-up work must be made on the day the student returns. Make-up work is subject to the discretion of the teacher whose class is missed. See "Requests For Homework Assignments."

BOOKS

Most books are property of the school. Although a certain amount of wear and tear is expected, the student is responsible for taking care of the books. When excessive damage or writing in or on a book occurs, the student will owe an additional fee at the end of the year. All textbooks should be covered by book covers.

CHILD ABUSE

Teachers of Orangeburg Preparatory Schools are classified as State Mandated Child Abuse Reporters. If a case of abuse is evident, they are required to report to the Orangeburg County Department of Social Services.

COMPUTER USAGE

The use of electronic communications is a privilege, not a right. Inappropriate use will result in disciplinary action by school officials and/or canceling those privileges. Use of electronic communications at school must be in support of education and research consistent with the educational objectives of Orangeburg Preparatory Schools, Inc.

- a. Students may not access disks with our computers that have been used in other computers unless the computer department chairman has scanned the disks.
- b. No student may access the internet unless there is a teacher present.
- c. Anyone caught using the internet in an unauthorized way will be denied further access and will be subject to disciplinary actions.
- d. Anyone found tampering with or vandalizing computers will be held financially responsible for damages.
- e. No student will be allowed access to the internet without written parental consent. (See last page of handbook.)

- f. Personal files may not be altered or copied in any way.

CONFERENCES

You and your child are important to us. Parent-teacher conferences are welcomed and encouraged, but they need to be scheduled in advance. Please call the school office or send a note by the student to schedule a conference with a teacher. Teachers will schedule times other than class time or while supervising recess and lunch.

DEVOTIONALS

Devotionals of a non-sectarian nature may be presented at various times. Participation is not mandatory; however, silence and an attitude of respect are required during this time.

DISCIPLINARY CODE

Classroom management is handled by each individual teacher. In order for effective learning to take place, the school provides rules and regulations which students must obey. Every student has certain rights, but if the learning atmosphere of a classroom or the school is disrupted, then the student will lose his/her rights and appropriate disciplinary action will be taken by the teacher and/or administration, which includes bullying as stated in our anti-bullying pledge.

Most of the time the teacher will handle individual disciplinary problems. The teacher is in charge of all classroom discipline and must be respected. Other students in the class must also be treated with total respect.

One of the most important lessons education should teach is discipline. While it does not appear as a subject, it underlies the whole educational structure. It is the training that develops self-control, character, orderliness, and efficiency. It is the key to good conduct and proper consideration for other people.

DRESS CODE

The basic responsibility for the appearance of the students of OPS rests with the parents and the students themselves. Students must be well-groomed at all times. Student's clothing and hair should be neat and clean. Clothing and appearance that disrupt the educational process by drawing attention to the wearer will not be allowed. Our goal is to make sure our students realize there are traditional and expected standards of dress for particular institutions, circumstances, and occasions, and they should distinguish suitable attire for each. Choosing appropriate clothes is part of the responsibility and decision-making incorporated in an educational institution. Every effort will be made to enforce the dress standards across the board and to be as fair as possible to everyone. For your information, the following guidelines must be followed:

1. No vulgar, obscene, or otherwise inappropriate symbols, language, art, or wording will be permitted on clothing. Any endorsement of any alcoholic beverage or tobacco products will not be permitted on clothing.
2. Skirts, blouses, dresses, and shorts are expected to be modest and not provocative. **Soffee shorts are not allowed at any grade level.**
3. Tight, torn, ragged, or frayed pants/skirts (including jeans) are not acceptable. Pants, skirts, and jeans must be worn at the normal waistline.
4. All clothing must be neat, fit properly and be in good taste.

5. Special dress or costume may be worn for special occasions when approved by the administration.
6. Hats or caps must not be worn in the buildings at any time, except on special dress days. This includes both boys and girls.
7. Proper shoes must be worn at all times for health and safety reasons. Heeleys, cleats, or army style boots are not deemed proper. **All clogs and sandals must have a strap around the heel. Flip-flops of any type are not allowed.**
8. Boys' hair must be neatly combed and clean. Bushy hairstyles are not acceptable. Unnatural hair colors or hair styles are not allowed. **Boys' hair must be off the collar, above the ear-lobe, and above the eyebrows.** Appropriateness will be determined by the administration.
9. Girls are allowed to wear earrings in moderation. Boys are not allowed to wear earrings. Students are not allowed to wear tongue rings of any type. Neither boys nor girls are allowed to wear any additional visible body-pierced jewelry.
10. Visible tattoos are not allowed.
11. **Bare midriff, strapless, halter, and spaghetti strapped tops are not allowed.**
12. Undergarments (boys/girls) must not be visible at any time.
13. Camouflage pants, shirts, skirts, or footwear (of any color) will not be allowed except on special dress days.

All students are reminded if school is missed because of a dress violation, the time will be unexcused. Dress code violations may result in detention or dismissal from school.

EMERGENCY CARE

Parents are hereby notified that Orangeburg Prep does not have a school nurse or infirmary and is therefore unable to provide any professional medical treatment to ill or injured students. The following procedures will be used for the caring of sick or injured students:

1. The teacher will remain with the injured child (if he cannot be moved) and send for the headmaster or member of the office staff.
2. If the child can be moved, he will be brought to his class or to the office immediately. The teacher will accompany him.
3. The administrator or member of the office staff will determine the procedures to be followed from this point.
4. If it appears that non-professional care will remedy the situation, this help will be provided.
5. If it is deemed necessary to contact the parents, this will be done by the office staff.
6. The responsibility for getting the child home must be assumed by the parent.
7. If contact with the home cannot be established immediately when a serious accident occurs or when a child becomes alarmingly ill, medical services will be summoned or an ambulance will be called to take the child to the emergency room of the nearest hospital or to the nearest doctor available.

FINANCIAL AID

Families who have a financial need or emergency may apply for some monetary aid. This may be done by picking up a Financial Aid form from the business office. Upon completion of this form, an evaluation of the application is made.

HALL CONDUCT

Students are asked to be courteous at all times while moving in the halls. When moving in the halls, students are asked to keep to the right. Running, shouting, nor shoving are never permitted.

HONOR ROLL

The Honor Roll will be published at the end of each grading period (nine weeks) and at the end of each semester. All subjects (academic and non-academic) are used to determine the honor roll. To be eligible, a student must meet the following requirements:

Grades 1—5:

The Headmaster's List will be composed of students making all A's.

The Honor Roll is compiled to recognize those students who achieve a B or above in each course. Satisfactory grades of B or above must be maintained in non-academic courses to be listed on the Honor Roll.

LIBRARY

Teachers are encouraged to bring classes to the library for instruction in library usage, research, and book selection. A quiet atmosphere is maintained at all times. Disruptive behavior will not be tolerated and may result in the loss of library privileges.

LOST AND FOUND

The lost and found accumulates a large supply of jackets, sweaters, backpacks, folders, etc. during the course of one school year. Parents and students are welcome to come before or after school and search for their missing items. All items left at the end of each semester will be given to charity.

[Please put your child's name in all jackets, sweaters, etc.]

LUNCH

Nutrition is important! The ability to concentrate and learn, energy to do the necessary amount of work, and self-discipline can be affected by what is eaten. Parents, we need your help in guiding your child's eating habits. Lower school students may purchase milk and fruit juices from the cafeteria—no carbonated drinks. Students are not allowed to get drinks from the drink machine in the gym or in the teachers' lounge at any time.

We expect our students to display good manners in the lunchroom. They should eat quietly and clean up the eating area when finished. No radios or electrical devices will be allowed during lunch at any time.

MEDICATION/HEALTH

All students must have a current South Carolina Certificate of Immunization on file in the school office before their first day of school.

In order for long term prescription medication (longer than four weeks) to be dispensed at school, a Medical Permission Request Form must be signed by both the physician and parent. This form must be brought to the office at the beginning of the school day. **NO OVER-THE-COUNTER MEDICATIONS (i.e. TYLENOL, TUMS, ETC.) WILL BE PROVIDED.**

If a child's temperature reaches 100 degrees, parents will be notified. If a child's temperature reaches 101 degrees or greater, the child must be picked up immediately from school. **The child may return to school when the temperature remains normal for 24 hours. Children need to be diarrhea free and/or vomit free for 24 hours before returning to school.**

Children who have symptoms of pink eye should not come to school. Once a child has been treated by a physician, he/she will be allowed to return to school.

OPS has a No Nit Policy which states, *“The exclusion of a child from school until all head lice, lice eggs (nits) and egg cases have been removed. Upon the return of the child to school, he/she will be checked by his/her teacher before returning to class.”*

When the school deems it necessary for a student to be dismissed due to illness, parents are expected to pick up their child in a timely manner.

PARTIES

Class: No surprise parties can be allowed. Grade mothers plan and carry out designated parties and treats during the year. **No off-campus parties are allowed.**

Miscellaneous: Birthday treats are permitted at lunch with teacher approval. Individual party invitations may be handed out at school *IF everyone* is invited or if all the boys or all the girls receive an invitation.

PERSONAL PROPERTY

The only time students should bring toys, games, walkmans, or other electrical devices, etc. to school is when their teacher instructs them to do so. (i.e.: Show and Tell) Pets are not allowed at school. Please remember that we have some students that are afraid of and/or allergic to animals. **THE SCHOOL WILL NOT ASSUME RESPONSIBILITY FOR ANY ITEMS BROUGHT TO SCHOOL.**

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance, along with the Pride Pledge, will be recited each morning at the beginning of school. An attitude of respect is required during the pledge.

REQUESTS FOR HOMEWORK ASSIGNMENTS

Homework assignment requests will not be accepted after 9:15 a.m. for that day's or the previous days' assignment. If the request is made after 9:15 a.m., the assignment(s) can only be obtained the next day or by calling a classmate. Assignments may be picked up *between 2:20 and 2:45 in the office. Assignments are also available online through Edline.*

REPORT CARDS

Report cards will be issued at intervals of nine weeks for grades 1—5 and four marking periods for Preschool and Kindergarten, if **ALL** financial obligations to Orangeburg Prep (including daycare) are met. Mid-Term interim reports will be issued approximately every four weeks. All report cards and mid-term interim reports must be signed by parents and returned by the end of the second day to the teacher who issued them.

RIGHT TO SEARCH

Orangeburg Preparatory Schools, Inc. reserves the right to search the person, property, or automobile of any student on campus or attending a school-sponsored event at any time there is reason to believe that the student may be concealing illegal or potentially dangerous objects, instruments,

chemicals, drugs, or other substances. It also reserves the right to confiscate any objects, instruments, chemicals, drugs, or substances it believes may be illegal or potentially dangerous. This right is reserved to protect the student body at large and will be employed with discretion. Attendance at Orangeburg Preparatory Schools, Inc. is contingent on the student's and parent's agreement to the rights of Orangeburg Preparatory Schools, Inc. as stated above.

SAFETY PROCEDURES

Emergency drills are necessary for the safety of the student, staff, and faculty. Everyone should know the specific directions for reaching a point of safety from those areas of the school building in which he or she may be located. Specific information for fire drills is posted in each room. Tornado drills are practiced and students are taught to assume a protective position in the hall. These drills are especially important during severe weather warnings. Bomb threat drill procedures are also in place.

SIGNED PAPERS

All forms and signed papers requiring parent's signature must be returned by the end of the second day or disciplinary action will be taken. Students will not be allowed to call parents for signed papers during school hours.

SOLICITATION/DISTRIBUTION OF MATERIALS

No posters, handbills, pamphlets, or printed material of any kind may be displayed, sold, or distributed at any time, anywhere on the Orangeburg Prep campus without the administrator's consent. No solicitation of funds or sale of any product for whatever purpose may be made at any time, anywhere on the school's campus without the administrator's consent.

STUDENT MESSAGES

Classes cannot be interrupted for student messages. Please limit messages to emergencies only. Because office personnel are unable to hand deliver messages during the school day, these messages are delivered through the intercom during break and at the end of the day. Left lunches, books, etc. should be taken to the main office. Parents and visitors are asked not to interrupt classes.

SUBSTITUTE TEACHERS

Substitute teachers have the same authority as regular classroom teachers and should be accorded the same respect. Students should be aware that any and all directions given by the substitute teachers should be followed. Disrespect to substitute teachers will not be tolerated.

TEACHER REQUESTS

Our goal is to create classes that are balanced academically and socially, and to avoid groupings that would distract from the learning process. Requesting specific teachers poses a problem in achieving this balance. All of our teachers are highly qualified and possess their own unique qualities that any child can benefit from.

TELEPHONE

The office telephone and personal cell phones may not be used by students except for emergencies, and then only by permission. Cell phones, beepers, and other related items are not to be turned on

during normal school hours. Electronic music devices, laser lights, walkie-talkies, or any other such equipment are not permitted in the school buildings without administrative approval. Those non-compliant items will be confiscated and a parent will be contacted.

TRANSFER/WITHDRAWAL

Students seeking transfer to another school must make arrangements with the appropriate administrator or guidance counselor. A letter requesting release from the school contract should be addressed to the Board of Directors and should state the reason for withdrawing. Transferring students must return all textbooks to their classroom teacher and satisfy all contractual debts (tuition, library obligations, lab fees) before the transfer can be completed.

VISITORS

Parents are welcome to visit OPS at anytime. Those wishing to see a student or teacher **MUST** check in at the office upon arrival and wear a **VISITOR'S PASS** while on campus. Unauthorized visitors will be considered trespassers and be asked to leave campus.

WEATHER

The radio stations, WIGL-93.9, WWBD-95.7, WQKI-102.9, WGFG-105.1, WORG-100.3, AND WIS-TV 10 will announce a school closing due to severe or hazardous weather conditions. You may also log on to WISTV.COM. If there are other stations in the area, they will be notified also. We ask that you listen to the stations. Please do not call the school.

ALMA MATER

Hail to thee, oh mighty Indians
Let us sing our praise.
We pledge our faith and love forever,
During our school days.

Hail to Orangeburg Preparatory
Forever stand we pray.
With loyalty and pride forever,
Hail the Red and Gray.

OPS PRIDE PLEDGE

Promise to be kind
Responsibility is key
I will cooperate
Do my best
Everybody deserves respect

Kelley B. Mims

Head of School

Celeste Y. Robertson

Lower Campus Administrator

Board Members—2010-2011

Gregg N. Frierson, Chairman

Bob McCurry, Vice Chairman

Chip Summers, Treasurer

Leslie Robertson, Secretary, ATP Representative

Meree Williamson, Director

Russell Blanchard, Director

Jimmy Guthrie, Director

Richard Phillips, Director

Michael Salley, Director

Charles Thompson, Director

Booster Club Officers—2010-2011

President: Randy Etters

Vice-President: Ruben Ridgeway

Secretary: Sonia Hunt

Treasurer: Kevin Bair

CAMPUS E-MAIL DIRECTORY

Lower Campus Directory Listings (Preschool-5th Grades)

Name	Position	Email
Bair, Angie	3rd Grade Teacher	abair@orangeburgprep.com
Booth, Pam	3rd Grade Teacher	pbooth@orangeburgprep.com
Boozer, Kim	Assistant	kboozer@orangeburgprep.com
Bozard, Nancy	1st Grade Teacher	nbozard@orangeburgprep.com
Braxton, Cathy	1st Grade Teacher	cmbraxton@orangeburgprep.com
Braxton, Christy	2nd Grade Teacher	cbraxton@orangeburgprep.com
Bruner, Ashley	2nd Grade Teacher	abruner@orangeburgprep.com
Chandler, Nancy	Assistant	nchandler@orangeburgprep.com
Chastain, Nancy	Reading Specialist	nchastain@orangeburgprep.com
Davis, Karen	5th Grade Teacher	kdavis@orangeburgprep.com
Dempsey, Sandra	Assistant	sdempsey@orangeburgprep.com
Drawdy, Terri	Kindergarten	tdrawdy@orangeburgprep.com
Gladd, Julie	4th Grade Teacher	jgladd@orangeburgprep.com
Gleaton, Dena	Preschool Teacher	dgleaton@orangeburgprep.com
Helms, Donna	Assistant Librarian/Spanish	dhelms@orangeburgprep.com
Holley, Linda	Admissions, Office Assistant	lholley@orangeburgprep.com
Hunter, Marcy	Preschool Teacher	mhunter@orangeburgprep.com
Hutto, Lori	4th Grade Teacher	lhutto@orangeburgprep.com
Jernigan, Caroline	4th Grade Teacher	cjernigan@orangeburgprep.com
Milhouse, Zaida	Music Teacher	zmilhouse@orangeburgprep.com
Patterson, Angie	Physical Education Teacher, Coach	apatterson@orangeburgprep.com
Patterson, Vancie	Assistant	vpatterson@orangeburgprep.com
Perrow, Peggy	5th Grade Teacher	pperrow@orangeburgprep.com
Pickens, Evelyn	1st Grade Teacher	epickens@orangeburgprep.com
Richardson, Celia	Media Specialist	crichardson@orangeburgprep.com
Porth, Connie	3rd Grade Teacher	cporth@orangeburgprep.com
Reid, Jean	Kindergarten Teacher	jreid@orangeburgprep.com
Robertson, Celeste	Lower Campus Administrator	robertstonc@orangeburgprep.com
Rutland, Sherry	Administrative Assistant	srutland@orangeburgprep.com
Smith, Katherine	Kindergarten Teacher	ksmith@orangeburgprep.com
Thornburg, Crystal	2nd Grade Teacher	cthornburg@orangeburgprep.com
Walthers, Jessica	Assistant	jwalthers@orangeburgprep.com
Wilkes, Kathy	5th Grade Teacher	kwilkes@orangeburgprep.com
Wyrosdick, Jo	Art	jwyrosdick@orangeburgprep.com

Child Development Center Directory

Name	Position	E-Mail
Fogle, Jennifer	Director	jfogle@orangeburgprep.com
Jackson, Kim	Assistant Director	kjackson@orangeburgprep.com
White, Deborah	Homework Express	dwhite@orangeburgprep.com

EMERGENCY PARENT NOTIFICATION TEXT MESSAGING FORM

RECEIVING TEXT MESSAGES FROM SCHOOL IS OPTIONAL.
COMPLETION OF THIS FORM IS NOT MANDATORY.

In cases of emergencies involving our school (school closings, etc.), we are implementing an additional tool to be able to communicate more efficiently with you. Please complete the form below to receive EMERGENCY text messaging. If your cell number or carrier/provider changes, please notify the school as soon as possible. Regular text fees will apply to your cell phone plan.

We will continue to notify through TV stations, post on our website, and send out mass e-mails about our emergency situation.

STUDENT'S NAME _____ GRADE _____

**List the cell phone(s) information below that you
would like to receive the text messages from:**

Phone 1:

Name of person cell phone is listed _____

Cell phone number () _____ - _____

Cell phone provider/carrier (Ex. Verizon) _____

Phone 2:

Name of person cell phone is listed _____

Cell phone number () _____ - _____

Cell phone provider/carrier (Ex. Verizon) _____

Phone 3:

Name of person cell phone is listed _____

Cell phone number () _____ - _____

Cell phone provider/carrier (Ex. Verizon) _____

Phone 4:

Name of person cell phone is listed _____

Cell phone number () _____ - _____

Cell phone provider/carrier (Ex. Verizon) _____

2010-2011

ORANGEBURG PREPARATORY SCHOOLS, INC.
INFORMATION TECHNOLOGY
STUDENT INTERNET ACCEPTABLE USE POLICY



The Computer Department and Libraries at our school offer students supervised access to the Internet along with computer usage. A few simple guidelines for students have been developed that we ask you as parents and students help us enforce.

1. Students are to show consideration and integrity when using the computers and the Internet on the OPS campuses.
2. Anyone found tampering or vandalizing computers and networking equipment will be held responsible for any damages he/she has done.
3. The computers in the labs and in the library are for student and faculty use. We ask that if you need to use the computer labs, please notify the computer instructors in advance. This way you can be sure that the lab is available.
4. No student will have access to the Internet unless there is a teacher present.
5. Anyone caught using the Internet in an unauthorized way, i.e. chatting with friends, accessing unauthorized websites and programs, etc., will have his/her privileges revoked. Further disciplinary action may be taken.
6. No student will be allowed access to the Internet unless parents have given written authorization to the school.
7. Most data will be saved to flash drives, but there may be times when it is necessary for someone to save his/her work to a hard drive. Anyone caught altering or accessing someone else's files without permission will be immediately disciplined.
8. The Administration is strongly against cyber bullying. The Administration reserves the right to discipline a student(s) for cyber bullying actions taken on campus if the actions are intended to have an effect on another student or the actions adversely affects the well being of a student(s) while in school. Cyber bullying involves taunting, threatening, and/or harassing others by the use of the Internet and/or other communication devices.

I have read and understand the Orangeburg Preparatory Schools, Inc. Internet Appropriate Use Policy and Administrative Rule. I understand and will abide by the conditions and rules set forth therein. I further understand that violation of these conditions and rules are unethical and may constitute a criminal offense. Should I commit any violations, my access privilege may be revoked for up to one year, disciplinary action may be taken, and appropriate legal action may be instituted. I also agree to be responsible for any unauthorized costs incurred by my use of the Internet.

_____ Date

_____ Student's Signature

Grade Level _____

Homeroom Teacher _____

As the Parent/Guardian of this student, I have read and understand the Internet Acceptable Use Policy and Administrative Rule. I understand that this access is designed solely for educational purposes. I further understand that if my child violates these conditions and rules, his or her access privilege may be revoked for up to one year and disciplinary action may be taken.

_____ Date

_____ Parent's Signature

THIS FORM IS TO BE DETACHED AND TURNED IN TO YOUR CHILD'S TEACHER WITHIN THE FIRST TWO DAYS OF SCHOOL.

FORM II: (required)

2010-2011

**ORANGEBURG PREPARATORY SCHOOLS
ANTI-BULLYING PLEDGE FOR STUDENTS**

No one
deserves to
be bullied.

We the students of OPS agree to join together to promote pride in our school.

We believe that everybody should enjoy our school equally, and feel safe, secure, and accepted regardless of color, race, gender, popularity, athletic ability, intelligence, religion, and nationality.

OPS Pride Pledge

Promise to be kind

Responsibility is key

I will cooperate

Do my best

Everybody deserves respect

Bullying is comprised of intentional and deliberate behaviors such as physical bullying (hitting, stealing, shoving, spitting, etc.), verbal bullying (teasing, name calling, taunting, making fun of, laughing at, etc.) and cyber bullying (inappropriate virtual messages).

By signing this pledge, we the students agree to:

1. Value student differences and treat others with respect.
2. Not become involved in bullying incidents or be a bully.
3. Report honestly and immediately all incidents of bullying to a faculty member.
4. Be alert in places around the school where there is less adult supervision such as bathrooms, corridors, locker rooms, buses, lunchroom, before or after school, and any after school event.
5. Support students who have been or are subjected to bullying.
6. Talk to teachers and parents about concerns and issues regarding bullying.
7. Work with other students and faculty to help the school deal with bullying effectively.
8. Encourage teachers to discuss bullying issues in the classroom.
9. Be a good role model for younger students and support them if bullying occurs.
10. Participate fully and contribute to any activity dealing with bullying.

I acknowledge that whether I am being a bully or see someone being bullied, if I don't report or stop the bullying, I am just as guilty. I further acknowledge that my participation in bullying will be considered a Level 3 infraction.

Any student who feels that he/she is a victim of bullying has a responsibility to report the situation to a teacher or administrator as soon as possible.

I have read and understand Orangeburg Prep's Anti-Bullying Pledge.

Signed by: _____

Print your name: _____

Date: _____

***THIS FORM IS TO BE DETACHED AND TURNED IN TO YOUR
CHILD'S TEACHER WITHIN THE FIRST TWO DAYS OF SCHOOL.***

FORM III: (required)

2010-2011

ORANGEBURG PREPARATORY SCHOOLS ANTI-BULLYING PLEDGE FOR PARENTS

We the parents of _____, agree to join together to promote pride in our school.

We believe that everybody should enjoy our school equally, and feel safe, secure, and accepted regardless of color, race, gender, popularity, athletic ability, intelligence, religion, and nationality.

OPS Pride Pledge

Promise to be kind

Responsibility is key

I will cooperate

Do my best

Everybody deserves respect



Bullying is comprised of intentional and deliberate behaviors such as physical bullying (hitting, stealing, shoving, spitting, etc.), verbal bullying (teasing, name calling, taunting, making fun of, laughing at, etc.) and cyber bullying (inappropriate virtual messages).

By signing this pledge, we the parents agree to:

1. Work in partnership with the school to encourage positive behavior, valuing differences and promoting sensitivity to others.
2. Discuss regularly with our children their feelings about school work, friendships, and relationships.
3. Inform faculty of changes in our children's behavior or circumstances at home that may change a child's behavior at school.
4. Alert faculty immediately if any bullying has occurred.

I have read and understand Orangeburg Prep's Anti-Bullying Pledge, and I acknowledge that acts of bullying are considered as Class 3 infractions and will be punishable as such.

Signed by: _____

Print your name: _____

Date: _____

***THIS FORM IS TO BE DETACHED AND TURNED IN TO YOUR CHILD'S
TEACHER WITHIN THE FIRST TWO DAYS OF SCHOOL.***

FORM IV: (required)

Orangeburg Preparatory Schools, Inc. School Calendar 2010-2011 (subject to change)

Last edit date July 15, 2010

JULY 2010

SUN	MON	TUES	WED	THURS	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

AUGUST 2010

SUN	MON	TUES	WED	THURS	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

SEPTEMBER 2010

SUN	MON	TUES	WED	THURS	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

OCTOBER 2010

SUN	MON	TUES	WED	THURS	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

NOVEMBER 2010

SUN	MON	TUES	WED	THURS	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

DECEMBER 2010

SUN	MON	TUES	WED	THURS	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

JANUARY 2011

SUN	MON	TUES	WED	THURS	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

FEBRUARY 2011

SUN	MON	TUES	WED	THURS	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

MARCH 2011

SUN	MON	TUES	WED	THURS	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

APRIL 2011

SUN	MON	TUES	WED	THURS	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

MAY 2011

SUN	MON	TUES	WED	THURS	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

JUNE 2011

SUN	MON	TUES	WED	THURS	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

HOLIDAYS
 STAFF DEVELOPMENT OR TEACHER WORKDAYS
 EXAMS
 SCHOOL DAYS

Aug. 11.....New Teacher Orientation
 Aug.12, 13,16,17 Teachers' Workdays
 Aug. 18 . School Opens Grades 1-12, 11:30 dismissal
 Aug. 20...Preschool & Kindergarten begins/11:30 dismissal
 Aug. 23..... 4 Pre and 5K begin full days
 Aug. 25.....Grades 6-11 pictures
 Aug. 31Lower Campus pictures
 Sept. 1Daycare pictures
 Sept.6 Labor Day Holiday
 Sept.27 Make-up picture day
 Oct. 11.....Fall Break
 Oct. 14..... First quarter ends
 Oct. 19..... First quarter report cards issued
 Oct. 26..... Halloween Carnival
 Nov. 5 No School/SCISA State Teachers Mtg.
 Nov. 24,25,26..... Thanksgiving Holidays
 Dec 10,13..... Review days for exams (grades 6-12)

Dec.14,15,16,17 First semester exams
 (11:30 dismissal grades 6-12)
 Dec. 17 11:30 dismissal for all
 Dec.18 - Jan. 2Christmas Holidays (Inclusive)
 Jan. 3Students return to school
 Jan. 3 Second quarter ends
 Jan. 7 Second quarter reports issued
 Jan. 17..... Student/Teacher Holiday
 Feb.21 Winter Holiday
 Feb. 24 OPS Science Fair
 Feb. 28-Mar. 5 Senior Class Trip
 TBA..... Achievement Test Dates for Middle School
 TBA.....Achievement Test Dates for Lower School
 Mar 10 Third quarter ends
 Mar. 15Third quarter reports issued
 Mar. 25 Prom
 Mar. 28-Apr.1 Spring Break
 Apr. 6..... SCISA State Science Fair

Apr. 8Lower Campus Group pictures
 Apr. 22..... Good Friday Holiday
 May 11,12,13..... Senior Exams
 May 19..... Preschool Program
 May 20..... Kindergarten Graduation
 May 20, 23..... Review Day for exams
 May 22.....Baccalaureate service for seniors
 May 24Last day of school for Lower School
 (11:30 dismissal)
 May 24..... Fifth Grade Program
 (11:30 dismissal for grades 6-11)
 May 24,25,26,27..... Second semester exams
 (11:30 dismissal grades 6-12)
 May 27 Fourth quarter ends
 May 27 7:00 p.m. Graduation
 May 30..... Teacher Workday
 May 31..... Teacher Workday
 June 1, 8:00 a.m...Report cards issued for grades 1-11
MANDATORY PICKUP BY STUDENT OR PARENT