



## **SCHOOL INFORMATION**

### **MAIN OFFICE**

- Office hours are from 6:45 a.m. – 3:45 p.m.
- Parents/visitors must use the front door and are required to sign in. You will need a picture ID to sign in if you plan to visit a classroom or academic area past the main office.
- For text message updates regarding cancellations or late buses please register at <https://www.Remind101.com>. **How to sign up for Principal Pinckney's Okatie notifications:**  
**Text @oka to (720) 924-4074 or Email oka@mail.remind101.com**
- School email address is – [OES.school.office@beaufort.k12.sc.us](mailto:OES.school.office@beaufort.k12.sc.us)

### **ATTENDANCE EXPECTATIONS**

#### **Arrival:**

- Student arrival begins at 7:00 a.m.
- Students arriving after 7:45 a.m. are considered tardy and must be signed in by a parent or guardian.
- Continued tardiness will be recommended for a truancy referral. Truancy is handled by the school social worker and District Office Staff.

**Minutes Matter!**  
**Be on Time for Learning!**

#### **Absence:**

- If your child is absent from school a parent or doctor excuse is required.
- More than 10 unexcused absences may result in retention.
- **Please do not schedule vacation time during the school year.**
- If a child has three (3) consecutive, or five (5) total unlawful absences they are considered truant. A student attendance contract will be developed and signed by the parent, principal and school social worker.
- If additional unlawful absences occur, a Truancy Hearing may be required. Absences affect learning and our State School Report Card. Send your student to school unless he or she is sick.

#### **Tardiness/Early Leaves**

- The school day ends at 2:45, plan appointments after school please.
- Any changes to the way your child goes home **MUST** be in writing.
- Email **EMERGENCY** changes to [OES.school.office@beaufort.k12.sc.us](mailto:OES.school.office@beaufort.k12.sc.us)
- You must bring in a signed note from the doctor documenting an early leave or late arrival for it to be excused.
- **After a student accumulates a total of five or more unexcused late arrivals and/or early leaves this will count as 1 day of absence for your student regardless of the accumulated amount of time.**

- Students will not be signed out after 2:15 p.m. due to transitions, instruction, and announcements. When parents sign students out early this disrupts the learning for all!

### **CAR RIDER LINE- DROP-OFF/PICK-UP**

- Morning 7:00-7:45, after 7:45 parent must accompany student into office to sign in.
- Afternoon dismissal if from 2:45 till all students are picked up or brought into the office; Students must be picked up by 3:00.
- Parents must display student issued security number on front window, if you do not have a number student must be signed out at the front desk.
- Turn off cellphone once you enter main campus circle; this will limit distractions and insure student safety.
- Seatbelts are required, SC State Law.
- Children under the age of 6 are required to sit in the back seat and must be in a car seat, SC State Law.
- Help keep our students safe and please be respectful of adults on duty.
- **Do not park and cross the drop off line in the morning or afternoon. This is a hazard and slows down the line for those loading or unloading student.**

The first few weeks of school the car rider line is especially long, please be patient and cautious!

### **BREAKFAST & LUNCH**

Students may purchase a nutritious, Class "A" lunch consisting of a varying menu which is served on a daily basis. You may pay daily, weekly, or monthly.

- ▲ Full price for breakfast is **\$1.00** each day
- ▲ Full price for lunch is **\$1.65** each day
- ▲ Reduced is **.30** for breakfast and **.40** for lunch
- ▲ You can prepay for lunch at [www.mylunchmoney.com](http://www.mylunchmoney.com).
- ▲ **It is important that lunch money is paid on time.**
- ▲ Free and reduced lunch forms will be sent home with each student at the beginning of the school year. Forms are available in the office any time financial circumstances change. **Initially, forms must be returned within the first 15 days of school.** The application will be reviewed and approved or denied by the Beaufort County School District Office.
- ▲ Menus will be sent home monthly.
- ▲ Please join your child for lunch occasionally or as often as possible. When sending a packed lunch from home please make the lunch nutritious.
- ▲ **Please do not send candy, soda or bring lunches from "fast food/take out" restaurants as a special treat.**

*We are promoting healthy eating habits.*