Fork Shoals School

A Rich Heritage of Cultivating World-Class Learners 2017-2018



Student Handbook & Calendar

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Point of Interest: Meet the Teacher

- Rosters will be posted on each hallway
- Parents and students can drop in the classroom to visit and meet the teacher
- Sign Up for PTA, Friends of Fork Shoals and other volunteer opportunities
- Get bus information and car tags



August



Sun	Mon	Tue	Wed	Thu	Fri	Sat
IB Attitude Monthly Focus: Enthusiasm		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18 Meet the Teacher Drop-In 11:30-1:00 OR 5:30-7:00	19
20	21	First Day of School	23	24	New Parent Orientation 8:15	26
27	28	29	30	31		

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Fork Shoals School

Established 1877

Mission

The mission of Fork Shoals School is to provide a world-class culture of inquiry and to nurture each student's desire to be a continuous learner and a responsible citizen.

School Office Hours

7:30- 4:00 PM Someone will be available to assist parents and/or children. If special assistance is needed, please call to schedule a conference.

School Telephone

The school telephone number is 355-5000. Messages can be taken for the students and teachers. It is not always possible to deliver them immediately. Parents may talk to teachers before or after school. Teachers cannot take telephone calls between 7:45-2:45. Students may call home for emergencies only. Arrangements for after-school activities or transportation should be made before the child leaves home each morning. Any changes must be made in writing and signed by the parent. Changes during the day must only be made in case of emergency only and before 2:00 PM.

Fork Shoals PTA Executive Board

Christine Potts: President

Heather DeJong: 1st Vice *President* Kelli Miller: 2nd Vice President Christie Waschkowski: Secretary Lee Ann Ballington: Treasurer

School Improvement Council

The School Improvement Council, or SIC, is a government-mandated body of elected parents, teachers, and appointed community members designated to establish an influential voice in the education of children served by the school.

SICs across the state take an active role in the continued improvement and educational progress of each school by participating in the school's five year improvement plan and providing an annual report to the parents and community detailing how the school is implementing the five year improvement plan.

Point of Interest: Restaurant Spirit Nights

- Have dinner and give back to the school at the same time.
- Connect with other families of Fork Shoals
- •Watch the school eNews, newsletters, website, Facebook, and Twitter for restaurant night dates

Fork Shoals Staff

Kim Reid: Principal

Taneshia Stevenson: Assistant Principal Amy Giles: Instructional Coach Autumn Cline: School Counselor Caelin Stambaugh: School Counselor PM

Kindergarten

Cindy Cegledy/Donita Dill: Asst. Cynthia Costin/Lisa Johns: Asst. Cathy Church/Tulane Brown: Asst. Melanie Foister/Cindy Bradley: Asst. Brittany Roach/Michelle Reid: Asst.

Third Grade

Reem Alnatour Christy Gembola Courtney Schweigert Jessie Shepherd Laura Utes Jennifer Weishaar

Related Arts

Corey Cianfarano: *Art*Traci Curlee: *Art* (*Monday & Tuesday*)
Erin Wilson: *Music* (*Monday & Tuesday*)

Lorraine Paxton: Music

Nathan Stewart: Physical Education

Athena Hortis: Physical Education (Monday & Tuesday)

Kelly Coronell: Spanish

: Spanish (Wednesday, Thursday, Friday AM)

Special Education

Michelle Camden Kathy Intile (AM) Cam McDade Tina Rizzitello: Speech Pam Kachick: Assistant

Custodial Staff

Marshall Hurley, *Plant Engineer* Ruth Carver Lynn Freeman Rebecca Newlon Ben Shelton

Kristin Black: Secretary

Lisa Thompson: Attendance Clerk Heather Blanton: Office Clerk

Lynn Peden: Nurse

First Grade

Lydia Barnes Karen Chasteen Whitnee Grant Allie Graves Christina Moroney Darlene Sabelhaus Jean Wilder

Fourth Grade

Maggie King

Hope McNeely

Joanna Mullins

Miranda Roth

Billi Jo Coleman

Second Grade

Cassandra Garrett Leslie Fulcher Kacie Richardson Susannah Shirley Kayla Wingo

Fifth Grade

Claire Darnell
Morgan Fields
Amy Johnson
Allyson McDowell
Heather Sox

Library

Jen Frye

Riley Grant: Media Specialist
Allison Meredith: Media Center Clerk

Related Services

TBD: Piedmont Mental Health
Holly Parks: Challenge (Monday-Wednesday)
Denise Alexander: Literary Specialist
Vilma Turner: ESOL (Thursday & Friday AM)
Audrey Beck: Reading Interventionist PM

Sally Hipps: *Interventionist AM*

Cafeteria Staff

Cindy Chapman: Food Service Manager
Rita Oliveira: Asst. Food Service Manager
Belinda Jones
Elizabeth Staggs
Michelle Viscio
Jessica Wilson



September



Sun	Mon	Tue	Wed	Thu	Fri	Sat
IB Attitude Monthly Focus: Curiosity & Creativity					Spirit Day Wear your FSS t-shirt	2
3	4 Labor Day No School	5	6	7	8	9
10	PTA Open House 6:00 PM SIC Meeting 7:30AM	Fall Picture Day	13	14	Spirit Day Wear your FSS t-shirt	16
17	18 Boosterthon Pep Rally	19	20	21 Progress Reports	22	23
24	25	26	27	28 Boosterthon Fun Run	Spirit Day Wear your FSS t-shirt	30

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Daily Schedule

7:15 Students Arrive

Students eating breakfast go to the cafeteria

Breakfast is served from 7:15-7:50. Students who arrive after 7:50 for breakfast will receive a "to go" breakfast to take to class in order to arrive to class on time.

All other students report to grade level hallway

7:45 Children dismissed to class

8:00 School Begins.

Children should be in classrooms ready to begin work. Students who arrive after 8:00 AM must be accompanied with an adult to the main office and get an admission pass to class.

2:30 Dismissal

Bus riders exit through the gym

Car rider students will wait in grade level classrooms

Supervision by the Fork Shoals School staff is provided from 7:15 AM until 2:45 PM. Students may not enter the building before or after these hours without permission. Students should be picked up by 2:50 PM. Parents who are late in picking up students will be required to sign their child out in the front office. Parents late picking up their child must bring in the car tag or have a photo ID. Parents in the car line must have the Fork Shoals Car Tag. If you do not, you must park and go in to the office with a photo ID.

Visitation

VISITORS/VOLUNTEERS MUST WEAR A VISITOR'S BADGE AT ALL TIMES WHILE IN THE BUILDING. Every person must sign in with a Photo ID in at the front office upon arrival and sign out upon leaving. Everyone will need to be cleared as a Volunteer I or II status. See our website for details of how to apply. Parents are welcome at school any time. Arrangements must be made in advance with the principal and/or teacher before visiting or observing in a classroom. Parents may not visit on our playground during recess time. This is a time that requires the teacher's undivided attention on the students. If there is a special need to observe a child's social activity, it must be arranged with the teacher and/or the principal.

Fork Shoals Implements: International Baccalaureate (IB) Primary Years Program (PYP)

Fork Shoals School is an International Baccalaureate School. The school received its authorization in 2005 and had evaluation visits in 2008 and 2013. Extensive teacher training is designed and provided by IB, both on site at Fork Shoals and in other IB-sponsored locations. Fork Shoals staff and parents are excited about the Primary Years Program with its reputation for academic excellence and innovative teaching strategies, and we are eager to welcome new students to our school.

What Is The Primary Years Program All About?

Developed by educators from around the world, the Primary Years Program (PYP) emphasizes internationalism and identifies what students from all cultures should learn in six subject areas: languages; social studies; mathematics; science and technology; the arts; and personal, social and physical education. Fork Shoals uses the South Carolina Standard Course of Study and the Greenville County curriculum; however, teachers use the Primary Years approach to organize and teach that curriculum through carefully planned and approved units of study. The goal of the International Baccalaureate Primary Years Program is to develop learners who become inquirers, thinkers, communicators and risk-takers who are knowledgeable, principled, caring, open-minded and balanced.

How Does It Work?

A structured Inquiry Approach to learning is the basis of the program, whereby students learn to ask and formulate answers to meaningful questions. Teams of teachers, including art, music and physical education specialists, develop Units of Inquiry that provide significant, relevant and challenging learning experiences across the curriculum. Community service opportunities and activities promote caring and responsible attitudes among students. For more information about the Primary Years Program, visit the International Baccalaureate web site at: http://www.ibo.org

Spanish Instruction

In keeping with the international focus of PYP, students are required to learn a language other than the language used for instruction in the school they attend. At Fork Shoals, students receive instruction in Spanish by a certified Spanish teacher. First and Second Graders will receive exposure to the Spanish language and culture with one period a week of Spanish. Our 3rd-5th graders will have Spanish instruction for 90 minutes a week.

Point of Interest: Fall Conferences

• Individual conferences to discuss test scores and goals for the year



October



Sun	Mon	Tue	Wed	Thu	Fri	Sat
IB Attitude Monthly Focus: Cooperation	2	3	4	5	6	7
8 Fire Prevention Week	9 SIC Meeting 7:30 AM	10 Make-Up Picture Day	11	12	13 Spirit Day Wear your FSS t-shirt PTA Family Movie Night	14
15	16	17 Author Visit	18	19 Teacher Workday No School		21
22	23 Red Ribbon Week	24	25 Square 1 Art orders sent home	Last Day of 1st Quarter	Wear your FSS t-shirt	28
20				CogAT Testing 2nd Gi	ade	
29	30	31				

Other Highlights of the PYP

- Instructional strategies are based on International Schools Project "Best Practices."
- Emphasizes active learning using hands-on activities and project-based learning.
- Focuses on developing a balanced child through an approach that gives
 equal importance to the search for understanding, the acquisition of
 essential knowledge and skills, the development of positive attitudes
 and the opportunity for positive action.

Curriculum Content

The curriculum at Fork Shoals School is a combination of all the experiences a student has while in school. Subject areas, which are taught, include:

Reading Math Social Studies Language Arts
Health Science Physical Education Spanish

Technology

Technology

Art Music Technology

The School District of Greenville County has adopted curriculum standards which teachers follow when planning instruction. Enrichment and acceleration are provided by special classes for those students qualifying in either of these areas.

Gifted and Talented (Challenge Program)

The School District of Greenville County provides programs for Gifted and Talented Students to challenge them with rigorous, complex classwork and research. Gifted students may demonstrate high performance ability or potential in academic and/or artistic areas. Identification in academic areas will be made using multiple criteria. Students who meet the criteria in two of the three dimensions are eligible for placement. All students currently in the program will continue to be served. Students may qualify automatically with an extremely high aptitude or IQ score at 96th percentile composite or higher for their age group. If students do not qualify solely on aptitude, this process will screen them. For more information about the Gifted and Talented Program visit http://www.greenville.k12.sc.us/district/support/tandl/gifted2.asp#faq.

Related Arts Program

Art, Music, and Physical Education programs are compulsory and students must attend these classes. The teachers will work with the students for a period in each subject each week.

Special Education Program

Special education resource classes are provided for students who qualify. Due process procedures are followed in placement: Written permission for a psychological evaluation and placement must be obtained from the parents, a staffing committee must recommend placement, and a written educational plan for the student must be provided. Students who qualify may work with the special education teacher in the resource room or in the regular classroom in an inclusion environment.

Media Center (Library)

The media center is the center for all teaching and resource materials, books, magazines and audiovisual aids. It is also the center of the reading program. The media center is on a flexible schedule. There are no overdue fines at the library. Books are checked out for a week and can be renewed. Final report cards will not be mailed to students who have lost or damaged library books or textbooks. Payment must be made for the lost or damaged items. Remember to return all books if you plan to move from the school.

School Improvement Council (SIC)

The council is composed of parents, teachers, and community members. The principal serves as an ex-officio member. Monthly meetings of the council are held each year. **All meetings are open to the public.** The purposes of the council are:

- 1. To gain knowledge concerning the purpose and goals of the school.
- 2. To disseminate information to other parents and citizens within the community and to clarify information concerning the school programs.
- 3. To offer for consideration to the school principal suggestions concerning program improvements with respect to student needs and program operation within the individual school, area, or district.
- 4. To assist in the preparation of the Annual School reports as required by the School Finance Act of 1977 and ACT 135 of 1993.

Recess

Students will receive 15 minutes of recess daily. The students will be taken outdoors for recess unless the temperature is below 32 degrees Fahrenheit or the heat index is 95 or higher. Unless the school is provided with a doctor's note, the student is expected to go with the class outdoors.

Point of Interest: <u>Dynamite Dads</u> <u>Breakfast</u>

- Dads have breakfast with your child
- Spend some quality time and make a visit to the bookfair



November



Sun	Mon	Tue	Wed	Thu	Fri	Sat
IB Attitude Monthly Focus: Integrity			1	2	3 Spirit Day Wear your FSS t-shirt	4
Daylight Savings Time Ends Change clocks BACK one hour	6 Report Cards	7 Iowa Testi	8 Square 1 Art Orders DUE	9	10 Book Fair Opens TODAY Dynamite Dads Breakfast 7:30 AM	Veteran's Day
American Education Week	SIC Meeting 7:30 AM	14 La Fogata Spirit Day/Night	15	16	Spirit Day Wear your FSS t-shirt	18
19	20	ok Fair Monday-1 21 Career Day	Thursday Open 8 AM—3	PM Friday Open 8—12 23 Thanksgiving Holida	24	25
26 Fork Shoals Community Christmas Parade 3:00 PM	27	28	Progress Reports	30		

Progress Reports and Report Cards

Progress reports are sent home quarterly. Report Cards are issued quarterly. The last report card will be mailed home at the end of the school year. A self-addressed stamped legal size envelope must be provided at the end of the school year so those final report cards can be mailed. Parents should receive weekly information from the teacher describing assignments and upcoming tests and any related information about your child. Parents should contact the teacher if they fail to receive information about the class each week. Parents may view their child's academic progress using the Parent Portal. Parents may receive their username and password in the front office.

Grading Guidelines

The district complies with the State Board of Education policy regarding a statewide uniform grading scale. The Uniform Grading Policy is effective for all students beginning in second grade and is set out below.

A=100-90 B=89-80 C=79-70 D=69-60 F = 59-50

Kindergarten

Student progress in kindergarten is reported for South Carolina kindergarten standards as follows. Language and literacy, mathematics readiness, motor skills, and personal and social development

- M Consistently meets or exceeds end-of-year expectations
- P Shows expected growth or progress
- B Beginning to progress
- N Needs intensive support

First Grade

Student progress in grade one is reported for South Carolina first grade standards as follows: Personal and Social Growth, Reading, Language Arts, Related Arts, Mathematics, Science, Social Studies, and Penmanship

- M Consistently meets or exceeds end-of-year expectations
- P Shows expected growth or progress
- B Beginning to progress
- N Needs intensive support

Second-Fifth Grade

Student progress in grades two through five is reported for all subjects as follows. The South Carolina Uniform Grading Scale is in effective for all students. The policy requires that the lowest grade given to a student at the end of a course is a 50. This grade would be considered a "floor" grading. Elementary (grades 2-5) and middle schools will have a floor of 50 or each grading period.

School and District Policies and Information

You may access all district policies and rules at http://www.boarddocs.com/sc/greenville/Board.nsf/Public?OpenFrameSet and click the policy tab

Equal Opportunity in Education

No students in the School District of Greenville County shall be denied equal opportunity to participate in any district program or activity on the basis of race, sex, religion, marital status, or national origin; and no student shall be denied a free, appropriate education due to any handicapping condition.

Articles Prohibited in School

Anything that might be a hazard to the safety of children or may interfere with school procedures may not be brought to school. Such items include, but are not limited to electronic devices, cell phones, paging devices, firearms, knives, blackjacks, other weapons or "look-a-like" weapons, matches, lighters, tobacco products, pornographic materials, non-prescription drugs or pills, and alcoholic beverages are not permitted and will be taken from the student. Violation of this policy will be handled according to school district policy and local and state law guidelines. See policy JCDAA, JCDAC, JCDAB,

Freedom of Speech

Students are permitted to express themselves, as long as the expression does not materially and substantially disrupt the operation of the school, is not vulgar, obscene, or profane, and otherwise complies with the law, board policy, district regulations, and school rules. School property, such as the intercom and public address systems, and school events, such as assemblies and athletic events, shall not be used for personal expression.

Profanity

Profane and vulgar expressions (verbal, written, or nonverbal e.g., gestures), including those communicated or displayed on clothing, are forbidden on school property. Consequences: Student counseling, parent notification, detention (during or after school), restriction from participation in extracurricular activities, in-school suspension, work detail assignment, suspension, referral to school resources, and recommendation for expulsion are possible consequences. Schools and other school system locations are profanity free zones. Obscene, vulgar, and profane expressions of any kind are prohibited. Any student using profanity while on school system property, attending a school-sponsored event, or representing the school or school system will face appropriate disciplinary action as outlined by the Code of Conduct.

Point of Interest: PTA Winter Program

- •Monday December 18th at 6:00 PM
- Second Grade Play
- General PTA Meeting



December



Sun	Mon	Tue	Wed	Thu	Fri	Sat
IB Attitude Monthly Focus: Tolerance					Spirit Day Wear your FSS t-shirt	2
3	4	5	6	7	8	9
		K5 and New 1st Grade Re	egistration for 2018-2019		_	
10	11	12	13 PTA Holiday Shop	14 PTA Holiday Shop	15 Spirit Day Wear your FSS t-shirt PTA Holiday Shop	16
17	PTA Meeting 6:00 PM 2nd Grade Play PTA Holiday Shop	19 PTA Holiday Shop	20 Half Day Noon Dismissal	21 Winter	22 Holiday	23
24	25	26	27	28	29	30
31			Winter Holiday			
31						

Disobedience and Disrespect

Students are required to obey school rules and to respect the authority of teachers and other school personnel. Failure to do so constitutes a disciplinary offense. Consequences: Parent notification, detention (during or after school), counseling, restriction from participation in extracurricular activities, in-school suspension, work detail assignment, suspension, referral to school resources, recommendation for expulsion and other sanctions are possible consequences. **See policy JDD, JDE**

Harassment, Intimidation, and Bullying

Reporting Bullying, Discrimination, Harassment and Intimidation

The District is committed to fostering an environment that both promotes learning and prevents disruptions in the educational process. Accordingly, the District prohibits all forms of bullying, discrimination, harassment, or intimidation. As provided in Board Policy and Administrative Rule JCDAG, students and parents may file a report of bullying, discrimination, harassment or intimidation by other students, employees of the District, or third parties involved the school setting.

All reports should be filed with the principal or his or her designee. Reports may also be filed by a student's parent. If the allegation is against the school's administration, the student or parent should file a report directly with the District's Parent Resource Representative. (See Policy JA for contact information). Anonymous reports may be made, but those reports must provide the District with adequate information in order to begin an investigation.

Additionally, students and parents should immediately report any concerns related to employee interactions with students that are inconsistent with the requirements and expectations contained in Board Policy GBV. Concerns that should be immediately reported to a school's administration include potential mistreatment of students and other conduct by employees that could constitute inappropriate interaction or communication, including those sexual in nature.

Investigations and Consequences

Reports will be investigated promptly, thoroughly, and confidentially. The investigation shall include appropriate steps to determine what occurred and to take actions reasonably calculated to end the harassment, intimidation or bullying, and prevent such misconduct from occurring again. The student and his/her parent shall be informed of the results of the investigation and shall be advised how to report any subsequent problems. However, any discipline of students or staff shall remain confidential.

If the investigation determines that inappropriate conduct has occurred, the administration shall take reasonable, timely, age-appropriate, and effective corrective action. Examples of corrective action include, but are not limited to, disciplinary action against the aggressor, up to and including termination of an employee or expulsion of a student.

The District prohibits retaliation or reprisal in any form against a student or employee who has filed a report. The District also prohibits any person from falsely accusing another person.

Appeals

Notification of the outcome of the investigation will be issued in writing to the complainant and the complainant will be informed of the right to appeal. An appeal related to disability discrimination or harassment should be made to the District's 504 Coordinator. An appeal regarding color, race, or national origin should be made to the District's Title VI Coordinator. An appeal regarding sexual harassment, or gender discrimination should be made to the District's Title IX Coordinator. (See Policy JA for contact information). A complainant may then appeal the decision of the coordinator to the Superintendent or his or her designee.

A complete copy of the District's Policy, Administrative Rule, and report form referenced above can be located at http://www.boarddocs.com/sc/greenville/Board.nsf/Public#. You may also receive a copy of Policy JCDAG, Administrative Rule JCDAG, or the report form from your school upon request.

Stealing/Theft

Taking the property of another without permission is forbidden. This applies whether the property belongs to another student, a staff member, or the school district. Consequences: Restitution and parent notification are required. Additional disciplinary action may be taken, including in-school suspension, suspension, recommendation for expulsion, and other sanctions.

Dress Code

Greenville County School District students are expected to dress and be groomed in such a way as to not distract or cause disruption in the educational program or orderly operation of the school. Personal appearance of students should promote health and safety, contribute to a climate conducive to teaching and learning and project a positive image of the District to the community. Students should dress for the educational setting and not the recreational one. The principal may create further guidelines regarding student dress which are consistent with this policy.

Principals may make additions to these standards. Parents are expected to adhere to the dress code while on school property or at school functions.

- Clothing and/or hair should not be so extreme or inappropriate to the school setting as to disrupt the education process. Therefore, clothing deemed distracting, revealing, overly suggestive or otherwise disruptive will not be permitted.
- Wearing accessories or clothing that could pose a safety threat to oneself or others is not allowed.
- Hats and sunglasses may not be worn in the building.
- Attire must not evidence membership or affiliation with a "gang" in any negative sense of the term.
- Proper shoes must be worn at all times.
- Attire must not be immodest, obscene, profane, lewd, vulgar, indecent or offensive.
- Clothing that inappropriately exposes body parts is not permitted. Students shall not expose undergarments.
- Pants must be worn at the natural waistline and undergarments are not to be visible. Pants and slacks must not bag, sag, or drag.
- No clothing, jewelry, or tattoos are permitted that display profanity, suggestive phrases, or advertisements for, or messages or pictures depicting or suggesting alcohol, tobacco, drugs, or sex.
 See Policy JCDAF

Discipline Code

The School District of Greenville County's Discipline Code was mailed to parents in a parent guide titled Parent Express. It states: "All students will be required to conduct themselves at all times in a manner that will be in the best interest of the school and its students. Every reasonable effort will be made to keep students within the school's sphere of influence, using suspension and/or expulsion only as a last resort." The types of disciplinary action are outlined in the Discipline Code.

See policy JCDA



January



Sun	Mon	Tue	Wed	Thu	Fri	Sat
IB Attitude Monthly Focus: Commitment	1 Winter	2 Holiday	3	4	5 Spirit Day Wear your FSS t-shirt	6 Swamp Rabbits Spirit Night 7:00 PM
7	8 SIC Meeting 7:30 AM	9 Class Pictures	10	11	12	13
14	Martin Luther King Jr. Day No School	16 End of 2nd Quarter	17	18	Spirit Day Wear your FSS t-shirt	20
21	22	Report Cards La Fogata Spirit Day/Night	24	25	26	27
28	29	30	31			

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Fork Shoals School is an orderly, disciplined school where students are responsible and are accountable for their behavior. Students are expected to follow classroom and school discipline plans. Most discipline problems can be handled between the teacher and student. If the offense is serious or if the behavior persists, the student's parents will be informed. There are times when the student's parents are required to come to school for a conference.

PBIS

PBIS stands for Positive Behavior Intervention and Support. It addresses behavior school-wide by supporting a safe, positive learning environment. PBIS relies primarily on positive, proactive strategies rather than a reactive, punitive approach. It teaches students how to do the right thing. It is research and evidence based. There are three levels of intervention to support ALL students:

- Primary/Universal school-wide and classroom-wide systems that focus on all students, staff, and settings
- Secondary specialized group interventions for students with at-risk behavior
- Tertiary- individualized interventions for students with high-risk behavior

PBIS Rules and Consequences for Student Behavior

Students are expected to follow three rules at all times: 1) Stay Safe 2) Take Responsibility 3) Respect Everyone. The following consequences may result if the school wide rules are not followed: Reminder, classroom discipline report (CDR) Teacher/student conference, Parent/teacher/Student Conference, and Referral to the office to result in conference, detention, in-school suspension and or out of school suspension. Major behavior violations will result in automatic referral to the office.

Bus Transportation

According to state law, bus transportation is provided for all children who live more than 1.5 miles from school. Parents must provide transportation for children who live less than 1.5 miles from school. The driver of the school bus is in charge of the pupils and the bus. The relationships with students will be handled with the same respect shown teachers and other staff. Students must obey the driver at all times. The right of all pupils to ride the bus is conditional on their behavior. Safety demands complete cooperation. Regulations for school bus riders will be distributed to each child at the beginning of the school year. Disciplinary action for misconduct will be taken. A referral is filled out by the bus driver and submitted to the principal for appropriate action. A copy of the referral is sent to the parent and filed with the bus supervisor. After due warning has been given the principal may suspend the student from the school bus. Fighting and improper use of emergency doors will result in an immediate 1-week suspension from the school bus, for the 1st offense. A 2nd offense will result in the permanent suspension from the school bus.

5K and 1st Grade Bus Riders

4K, 5K, and first grade students departing the bus, whether alone or in a group, and without a parent/guardian/designee present to receive them could be brought back to their elementary school. The designee may be another adult or student who is in fourth grade or above. One person may serve as the designee for multiple children. A Bus Stop Designee Form is to be requested from the school or obtained from the district website (www.greenville.k12.sc.us), completed and returned to the school before the student rides the bus. If student is returned to school, the parent/guardian

will be contacted and required to pick up his/her child at the elementary school. If the parent/guardian cannot be reached, the matter could be referred to the Greenville County Schools Law Enforcement Division. After 3 instances the student will be suspended from the bus for 5 days. Further instances will result in increased bus suspensions.

Transportation Rules

The School District of Greenville County must ensure that the bus ride to and from school is a safe one. All bus riders are required to follow bus safety rules at all times. Failure to do so will result in disciplinary sanctions, possibly including exclusion from the bus. Usual school disciplinary sanctions, such as suspension and expulsion, may also be imposed.

Each bus rider is expected to: Follow the driver's directions, sit in the assigned seat, keep hands, arms, legs, and objects to himself and inside the bus, refrain from cursing, name calling, gestures, or loud talking, refrain from pushing, shoving, or annoying other students, refrain from eating, drinking, chewing gum, or littering, and obey all points of the Code of Conduct.

What is expected of students who ride the bus?

To ensure the safety of students who ride school buses, The School District of Greenville County has trained bus drivers in the Assertive Discipline Program. This program is based on bus riders' adherence to rules for appropriate conduct and certain consequences that will follow if these rules are not followed. Appropriate disciplinary action will be taken for incidents which involve severe offenses, such as: fighting, possession of weapons, drugs or alcohol, use of tobacco products, any action which endangers the safety of the driver and other students, or damage to the bus. Such action could involve a longer suspension from the bus or other sanction. The bus supervisor and transportation officials have the authority to remove a student from the bus if the student becomes uncontrollable while on the bus. The student may not board the bus again until granted permission by the principal. If a student damages a school bus, the student will be charged the assessed repair rate set by the State Department of Education. The student responsible for the damage will be suspended from riding the bus until restitution is made. The principal may set up a payment plan for students who are not able to pay the entire amount at one time. Total restitution must be made or the bus privilege will be lost. Appropriate action for disabled students who violate bus rules will be taken by the principal and may involve other intervention as indicated by the student's Individual Education Plan (IEP) Committee or as required by law. Students and parents should not attempt to discuss bus rule violations or suspension matters with the bus driver at a bus stop. Students who attempt to board the bus while suspended or adults who attempt to board or interfere with the operation of the bus, may be prosecuted under applicable South Carolina law. The School District of Greenville County must safely transport all bus riders to and from school. Bus riders will be denied the privilege of riding the bus if their behavior is unacceptable or infringes on the rights of other bus riders. It will be the responsibility of the parent or guardian to see that the student is transported to school during this time.



February



Sun	Mon	Tue	Wed	Thu	Fri	Sat
IB Attitude Monthly Focus: Empathy				1	2 Spirit Day Wear your FSS t-shirt PTA Family Movie Night	3
4	National School Counseling Week	6	7	8	9	10
11	SIC Meeting 7:30 AM	13	14	Spirit Day Wear your FSS t-shirt	16 Teacher Workday No School	17
18	No School President's Day	Progress Reports	21	22	23 5th Grade Exhibition Book Fair Opens TODAY	24
25	26 PTA All Arts Night 6:00 PM	27	28			
	Book Fair	Monday-Thursday Op	oen 8 AM—3 PM Friday	y Open 8—12:00 Open N	Monday 5-7 PM	

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The following behaviors are not permitted

Riding the bus when the student has been suspended, riding a bus other than that assigned, disobeying the instructions of the driver, physical or verbal abuse of the driver or displays of disrespect, physical or verbal abuse of another student, possession of weapons or other dangerous objects, possession of drugs, alcohol, lighters, or other ignitables, possession of pagers, telephones or other telecommunications devices, leaving a seat while the bus is in motion, failure to sit properly in seat, failure to sit in assigned seat, throwing objects on the bus or out of the windows, placing any item or any part of body outside bus windows, yelling out of the windows, fighting, eating or drinking, selling items, horseplay, spitting, using profanity, making obscene gestures, making excessive noise or engaging in disruptive behavior.

Car Riders

Parents will drop off students in front of the school. In the morning you may drop students off at the front at 7:15 AM or back entrance at 7:45 AM. In the afternoon, please wait in your car for your child to be called using the assigned number. Please do not come into the building to pick up your child. Early dismissals must be picked up before 2:00 PM. ANY CHANGES IN TRANSPORTATION MUST BE MADE IN WRITING AND SIGNED BY THE PARENT. Car riders will be identified by an assigned number. If a number is not provided, the driver will have to come in and show a photo ID. If the parent arrives after 3:00, they will need to sign their child put in the front office showing the car number or a photo ID. Carpools of 4 or more may be picked up in the back at dismissal. Be sure to fill out a permission form at the beginning of the year.

Change of Address

It is necessary that the school office have your current address and phone number on file. Please notify the office immediately if you change your address or phone number. Many have unlisted telephone numbers; however, the school must have a number where parents can be located. The school will not release unlisted phone numbers. Please remember to notify the school if your address, home and/or work numbers change.

Attendance

Good school attendance is required at Fork Shoals School. On days when students are absent, an automated system will contact the parents by telephone. A written excuse must be presented within two days of your child's return to school or it will be marked unlawful. A student is considered in attendance when present for at least three (3) hours of a school day. A parent may provide up to 10 parent notes excusing a student illness or an absence related to an immediate family member's illness or death. However, in order for any subsequent absence related to an illness to be lawful, it must be supported by a physician/medical note. Beginning with the 11th parent note, such excuses will be considered unlawful and will be coded unexcused, unless approved by the principal as a lawful absence. Any record of absence in excess of ten (10) days may cause the student to lose credit for the whole year. A child, ages 6 to 17 years, is considered truant when the child has

Point of Interest: PTA Spring Spectacular

- Our Spring Fundraiser will be Friday, March 23rd 4:00 PM 7:30 PM
- There will be games, silent auction, giant slides, face painting, and lots of fun!
- Come out and enjoy in the fun with your family and friends!
- Proceeds benefit the students and teachers with needed educational supplies.

three (3) consecutive unlawful absences or a total of five (5) unlawful absences. The term "unlawful absence" shall refer to any absence without a written excuse, or any parent note after ten (10) that was not excused by the principal. An intervention conference will occur if needed and turned over to the attendance supervisor if absences continue.

Tardiness

School begins at 8:00 AM. Students who come late must be escorted in by an adult to be recorded present and to receive a pass to class. Tardiness covered by a doctor's note will be excused. Excessive tardiness will result in a written note being sent home to the parent. Important daily instruction takes place each morning within the first 15 minutes and prompt attendance is strongly recommended. All absence and tardiness records are recorded in the student's permanent record. Students with five (5) or more tardies for the quarter will not receive perfect attendance credit.

Early Dismissals

No elementary school shall release any student prior to the end of the day unless either (1) the student's custodial parent or legal guardian is the person picking up the child or (2) the school has previously received from the student's custodial parent or legal guardian a signed note indicating the date, time and reason for the early dismissal and the person who will pick up the child for the early dismissal. If school personnel do not know a person attempting to pick up a student, they will require the person to produce appropriate identification, such as a driver's license, before releasing the student. Students getting five (5) or more early dismissals in a quarter will not be eligible for perfect attendance. Parents are urged to leave children in class. Class concludes at 2:30 PM. We allow no early dismissals after 2:00 PM.

Make Up Work Policy

Provision for make up of school work missed during excused absences shall be worked out with the teachers concerned at the earliest time possible but should not exceed five(5) school days after the student returns to school. Make up of school work missed during unexcused absences may be approved only with permission of the principal.

Student Speakers at School-Sponsored Activities

The School District of Greenville County is committed to maintaining an educational environment in which students of all backgrounds, beliefs and religions are welcome and treated with equal dignity and respect. The District will neither advance nor inhibit religion. In accord with the United States Constitution, the District protects private expression, including religious expression, by individual students as long as that expression does not create a disruption to or interfere with the educational environment.

Student speakers at school-sponsored activities, including graduations, may not be selected on a basis that either favors or disfavors religious speech. Where student speakers are selected on the basis of genuinely neutral, evenhanded criteria and retain primary control over the content of their expression, that expression is not attributable to the school and therefore may not be restricted because of its religious or secular content. In contrast, where school officials determine or substantially control the content of what is expressed, such speech is attributable to the school and may not include prayer or religious content. A school, however, may prevent or remove a speaker if the content of their speech is obscene, contrary to the District's behavior code or substantially disruptive to the school environment.



March



Sun	Mon	Tue	Wed	Thu	Fri	Sat
IB Attitude Monthly Focus:				1 Spring Picture Day Book Fair Thursday	2 Spirit Day Wear your FSS t-shirt y Open 8 AM—3 PM	3
Respect				Friday Ope	en 8—12:00	
4	5	6	7	8 4th Grade to	9 Charleston	10
Daylight Savings Time Begins Change Clocks FORWARD one hour	12 SIC Meeting 7:30 AM	13	14	15	16 Spirit Day Wear your FSS t-shirt	17
18	19 Make-Up Snow Day 1	20	21 Magnificent Moms Breakfast	22	End of 3rd Quarter Spring Spectacular	24
25	26	27	28	Report Cards	Make-Up Snow Day 2	(31

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Health and Safety

The health room will be staffed daily with trained nurses. The teachers will send any child who is not feeling well or has been hurt to the health room. The health room nurse keeps a record of each child's visits, will take temperatures, and perform minor first aid. The nurse does not have aspirin or any other types of medication and cannot administer any without written permission from parents. If a child is too ill or uncomfortable to remain in school, the nurse will notify the parent by telephone to come for their child. Parents are always contacted if the child has a fever of 100 degrees or more. Children are not allowed back to school until they are without vomiting, diarrhea, fever and without medication for these symptoms for 24 hours. A health room card is kept on file in the health room for every child. This card supplies vital information to the nurse about special health problems a child may have and a contact in case of emergency. It is requested that parents keep this information updated. Please submit any changes as soon as possible.

Medicine

School Board Policy states that parents or guardians must bring prescription medications to the health room or office. A child can NOT bring prescription medicine to school. All medicine must be in original containers labeled with child's name, amount to be given, and time to be given. Due to changes in South Carolina policies governing administration of prescription medication we will no longer have a 10 day grace period before written physician authorization is required for all prescription medications. Parents are required to bring prescription medication to school and provide form MED-1 before any prescription medication may be left at the school. If your child must self-administer medication at school, form MED-2 is required before medication is brought to school. A parent may provide written authorization for over-the-counter medication (including cough drops) to be kept and administered in the health room using form MED-3. All medications must be in the original package. Inhalers must be in the box with the child's name on it. These guidelines must be followed to insure the safety of your children. All guidelines are at http://www.greenville.k12.sc.us/gcsd/depts/stuserv/health.asp

Accidents and Emergencies

In case of an accident, authorized school personnel will give first aid. In cases of serious accidents or illness, every effort is made to contact the parents. The school follows the parent's directions on the health card and enrollment form if unable to reach them when a child needs more than first aid.

Immunizations

All children must have a current South Carolina Certificate of Immunization from the doctor or the health department before entering school.

Insurance

Information about dental and accidental insurance is provided for all students at the beginning of the school year. Purchase is strongly recommended for those students not otherwise covered.

No Smoking

Greenville County School District Policy prohibits the use of tobacco, alcohol, or other drugs on all school district property and in all school district buildings. It is against this policy to use these substances at all school events or in your car while on school property.

Fire and Emergency Drills

In accordance with state laws, fire drills are held without warning on a regular basis. Each teacher is responsible for instructing students in behavior and route of exits. Instructions and drills are provided in preparation for tornadoes, severe weather conditions, and the evacuation of buses.

Placement of Students

The placement of all students at the beginning of the year is considered tentative. Changes in the enrollment and test results may necessitate assigning students to different classes. Every effort is made to limit the changes which are made.

Notes Required from Parents or Guardians

The school requires notes or written permission from parents for explanation of, or participation in the following: absence, tardy, request for early dismissal, excuse from recess or PE (doctor note if more than 3 consecutive days), reply to notes from teacher, and change in transportation.

NOTES MUST INCLUDE A REASON OR REQUEST FOR ABSENCE or TARDY

Parent Teacher Association (PTA) and Friends of Fork Shoals

PTA provides vital financial and personal support to the total school program. All persons who are interested in the welfare of the school and its students are invited to join PTA. Please show your support. Friends of Fork Shoals is a fundraiser in which PTA will keep 100% of donated money.

Religious Holidays and Religion in Schools

Requests to honor specific religious holidays should be made in advance in writing to the principal. Greenville County Schools support the right of individual students to express their religious beliefs as long as the expression does not interfere with the rights of others or the operation of the school. For a comprehensive overview of student's rights, please review the U.S. Department of Education's guidelines concerning religious expression in public schools at http://www.ed.gov/Speeches/08-1995/religion.html.







Sun	Mon	Tue	Wed	Thu	Fri	Sat
IB Attitude Monthly Focus: Confidence	2	3	Coving Drook	5	6	7
			Spring Break			
National Library Week	9 SIC Meeting 7:30 AM	10 La Fogata Spirit Day/Night	11	12	Wear your FSS t-shirt Volunteer Appreciation Breakfast 8:30 AM	14
15	16	17	18	19	20	21
			5th Grade to W	Vashington DC		
22	23	24	Administrative Professionals Day	26	Make-Up Snow Day 3	Antique Tractor & Engine Show Student Talent Show 10 AM
29	30					

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Distribution of Materials

Students may only distribute nonschool related materials during their recess time or before/after school. The principal, prior to distribution, must review the material. The principal retains the right to prohibit any material deemed to be obscene, scurrilous, libelous, and material likely to be materially and substantially disruptive.

Field Trips

Field Trips are encouraged and they are considered a part of the classroom instruction. The school requires written permission from the parents before a child is permitted to go on a field trip. Transportation will be by bus. Each child is expected to pay a fee to cover expenses. Field Trips are planned for each grade level of students at Fork Shoals School. Younger or older brothers and sisters are not permitted to participate in off campus trips. Parents are encouraged to participate as space is available. The availability of slots for parents will be determined after all student needs are met. <u>All students attending a field trip are required to leave and return to school on the transportation arranged by the school. Any alternative arrangements must be requested in writing and approved by the principal in advance of any field trip. School Closings Due to Weather</u>

The closing of school due to bad weather or other emergencies will be announced on all of the local television and radio stations. Fork Shoals School has detailed plans for the safety of all students and we regularly conduct practice safety drills. Please note on the calendar school holidays and tentative snow days.

Transfers

When a child is moving from Fork Shoals to another school, the school office must be notified. A transfer form will be prepared, which should be picked up by the parents the last day the student attends. Parents must sign a statement granting Fork Shoals permission to forward the student's records to the new school if that school is outside Greenville County. School records will be sent to the next school upon request from that school.

Volunteer Program

Working as a school volunteer can be exciting and fun. Volunteers can help meet the needs of children in many ways. A list of volunteer services will be sent home with each student. Please become involved with the teachers and students. Remember to always sign in at the office and pick up your pass before reporting to any room in the school. Volunteers must go through the proper procedures to be a Volunteer II status to help in the classroom, go on field trips, etc. The total number of volunteer hours is needed for the school's PTA report to the state.

Misuse of District Technology Resources

Students are encouraged to use telecommunications to explore educational topics, conduct research, and communicate with others. Access to computers, however, also makes available material that may not be appropriate for a student's age or course of study. The District will take reasonable steps to restrict access to inappropriate materials, but because it cannot guarantee such restrictions, students using telecommunications must also bear responsibility for not accessing inappropriate materials. Students agree to the terms and conditions contained in the Acceptable Use Policy upon acceptance of the school handbook. All school handbooks will contain the District's Acceptable Use Policy.

The School District of Greenville County Student Acceptable Use Policy Agreement

The School District of Greenville County has developed a computer network that

connects all schools to each other, the District Office, and the Internet. "Acceptable use" of this network is use that is consistent with the instructional goals of the District. The District takes precautions by using filtering software to keep inappropriate Internet sites out of the classroom. Electronic teaching and learning tools and online access are designed to support your child's education. If you break "acceptable use" rules, you may lose the privilege to use both classroom computers and/or the Internet. Further disciplinary and/or legal action may be taken at the discretion of school administration.

Please note that students who do not have access to the internet will not be able to access web based programs that teachers may be using in class. Your child has agreed to the terms and conditions of this document upon acceptance of the school district handbook. Violation of any of the terms or conditions will result in disciplinary action.

- □ Treat computer equipment with care and respect − Willful destruction of any computer equipment or software will be considered vandalism, and may warrant the involvement of local law officials.
- □ Any written text, graphics or executable files created, downloaded, displayed, or exchanged with another student or teacher must be education-related and not offensive in any way.
- □ Do not use school computers for illegal activities such as planting viruses or hacking.
- ☐ Do not use school computers for commercial purposes.
- □ Follow copyright laws at all times See District copyright policies for more information. If you have questions about the legality of using software, text, graphics, or music you find online, ask your teacher or media specialist for guidance.
- □ Keep your password secret You will be held responsible for all computer activities associated with your password. For example, if you share your password with your friend and he/she signs on as you and breaks one of the rules outlined above, you may be held responsible.
- □ All online communication must be polite and not threatening or offensive in any way The District has the right to review any email sent or received using District equipment and email accounts. Email accounts should be used for educational and district purposes only.
- □ Do not give out personal information on the Internet. Never give out your phone number, social security number, full name, age, home address, or any other personal information.

No student will engage in the following activities while using the Internet:

- 1. Sending, displaying, or requesting offensive messages or pictures
- 2. Using obscene language
- 3. Harassing, insulting, threatening, or attacking others
- 4. Damaging computers, computer systems, or computer networks
- 5. Violating copyright laws
- 6. Using others' passwords
- 7. Trespassing in others' folders, work, or files
- 8. Intentionally wasting limited resources
- 9. Employing the network for commercial purposes

Consequences: Restriction or loss of access to computer and other disciplinary action which may include parent notification, counseling, detention (during or after school or on Saturdays), suspension, or recommendation for expulsion.

Point of Interest: Field Days

- Each grade level has a day for field day.
- Students participate with their class to have fun with relay races and games.







Sun	Mon	Tue	Wed	Thu	Fri	Sat
IB Attitude Monthly Focus: Independence	National Children's Book Week	1	2	3 Progress Reports	Spirit Day Wear your FSS t-shirt	National Nurse's Day
6	7 PTA Meeting Spring Concert 6:00 PM	8	9 4th Grade ELA Testing Day 1	10 4th Grade ELA Testing Day 2	11 3rd Grade ELA Testing Day 1	12
13 Mother's Day	14 SIC Mtg 7:30 AM 3rd Grade ELA Testing Day 2	15 5th Grade ELA Testing Day 1	16 5th Grade ELA Testing Day 2	17 3rd Grade Math Testing	18 4th Grade Math Testing Spirit Day	19
20	21 5th Grade Math Testing Kind/1st Field Day	22 4th Grade Science Testing 2nd Field Day	23 Yearbook Day 5th Social Studies Testing 3rd Field Day Library Books Due	24 4th Field Day	25 5th Field Day	26
27	28 Memorial Day No School	29 Make-up Field Day	30 Make-up Field Day	31 3rd Grade Awards 8:30 4th Grade Awards 9:45		

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Other forms of expression

Any expression that advertises or promotes the use of drugs, alcohol, or tobacco is prohibited. No form of expression shall interfere with the rights of others to express themselves or with the conduct of school, classroom, and transportation activities.

Damaging school property

Vandalizing, damaging, or destroying of school property, including books, materials, furniture, buildings, computer hardware or software, the computer network, grounds, or cars and buses is forbidden. Consequences: Parent or guardian will be informed and restitution for the damage will be required. Failure to pay the district for damages could result in court action by the district. The student may lose privileges, be suspended, be recommended for expulsion, and/or receive other disciplinary sanctions.

Bike Safety-Children who ride bicycles to school need to wear a safety helmet.

Gang Activity and Association at or near School is Prohibited. See Policy JCDAE

Breakfast & Lunch Programs

The Food Service Manager and assistants provide nourishing, well-balanced meals each day for students and staff. A student may pay for lunch on MONDAY for a five-day period. Also, students may choose to pay at the cash register. Parents are welcome to eat lunch with their children. They should notify the child's teacher with a note by 8:00 AM that day or call the school office before 9:30 AM.

- Teachers will determine whether students may purchase additional snacks. Any student who borrows money for the day will not be allowed the opportunity of purchasing additional snacks.
- No canned or bottled carbonated soft drinks are allowed by the students during the school day. Students may bring fruit drinks or juices as long as there are no glass containers. Only water is permitted, at the teachers discretion, in the classrooms.
- Warming foods: students may use a thermos to keep food warm. Students may
 not use the microwave or have a teacher use the microwave for them.

Meal Prices for School Year

Breakfast

The normal breakfast menu is served from 7:15 AM-7:50 AM. After 7:50, students will receive a "to go" breakfast to take to class so that they arrive on time. *Universal FREE breakfast meaning ALL students can receive free breakfast. Adult breakfast will be \$2.10

Lunch

Paid Student \$2.50 Reduced Student \$.40 Adult \$3.80 *Extra milk \$0.65

Online Free and Reduced Meal applications will be available August 10, 2017 and can be accessed through the FANS website at http://greenville.schoollunchapp.com// This is the fastest and most accurate method for applying for Free or Reduced Priced Meals; however, paper applications are also available.

The grace period for the 2017-2018 SY will end on September 22, 2017. The grace period is the amount of time students are allowed to remain on the prior year's free and reduced status. This time period allows sufficient time for parents to complete their applications for the current year. Monday, October 16, 2017 will start the alternative meals process. Alternate meals will be given when charges are up to \$20.00 or more. Stay up-to-date with current balances by using www.myschoolbucks.com.

Birthdays and Other Parties

Lunch treats for birthdays and other occasions must be pre-arranged with the teacher. These activities should be conducted during the lunch period. Invitations for a birthday party may only be handed out by students if every child in the class is receiving them. Class parties are allowed for Winter Break and End of the Year. Students will be per mitted to bring Valentines and there will be a time to exchange Valentines, but there will not be a Valentine's Day party. Treats are permitted at lunchtime.

Lost & Found

A Lost & Found container is maintained in the school cafeteria. To help minimize lost articles, student names should be put on items of clothing. Unclaimed articles are donated to the clothing bank in December and at the close of school in June. Any money or jewelry should be turned in to the office.

Money Sent to School

Children are discouraged from bringing money to school except for specific purposes. Please remind students they are not to exchange money or items with each other. Neither the teacher nor the school can be held responsible when money or personal items are lost or swapped.

Return Check Policy

Our school is charged a fee when we receive a check that cannot be processed due to insufficient funds. The school secretary will notify anyone whose check is returned for this reason and request that the matter be resolved as soon as possible. A service charge will be added to the original amount of the check. The school reserves the right to accept only cash in the event this becomes a frequent problem.

Point of Interest: Awards Days

- Awards Days for each quarter are in the classroom with the teacher giving out All A, A/B, Perfect Attendance, and IB Awards.
- Yearly awards are done in the cafeteria at the end-of-the-year and recognize students for awards received the entire year including All A, A/B, Perfect Attendance, and others depending on grade level.



June



Sun	Mon	Tue	Wed	Thu	Fri	Sat
IB Attitude Monthly Focus: Appreciation					1 Spirit Day Wear your FSS t-shirt 1st Grade Program 8:30 AM 2nd Awards 9:45 AM	2
3	Kindergarten Celebration 8:30 AM	5 5th Grade Awards/ Promotion 9:00 AM	6 End of 4th Quarter Students' Last Day Half Day Noon Dismissal 5th Grade Day 9:00 AM	7 Summer Vacation Begins	Report Cards Mailed	9
10	11	12	13 Media Center Open 9 – noon	14	15	16
17 Father's Day	18	19	20 Media Center Open 9 – noon	21	22	23
24	25	26	27Media Center Open 9 – noon	28	29	30

Media Center open every Wednesday in the summer from 9 – noon