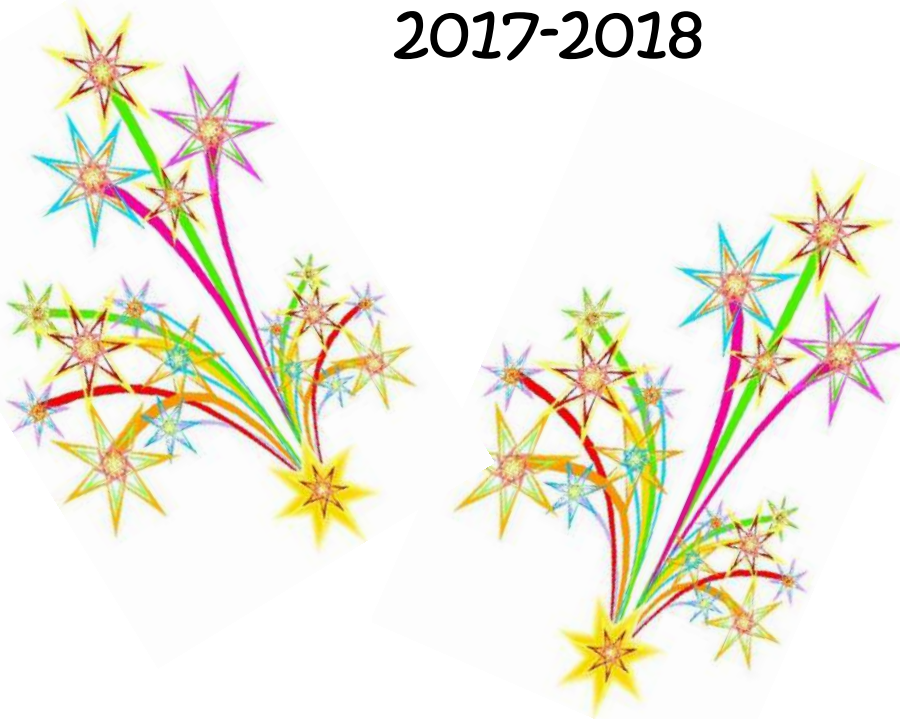


Fountain Inn Elementary School

Student Handbook
2017-2018



“The Inn Place to Learn”

Welcome to the Fountain Inn Elementary School Family! We are all very excited and look forward to a positive year of working together with you and your student. Throughout the year, there will be many activities for you to participate in. Please take every opportunity to get involved. We know that the best experience for your child is when we all work together as a TEAM. Please join us in our efforts to make this a successful and rewarding year for all.

This handbook will provide you with a wealth of information about the expectations, regulations, and operations of Fountain Inn Elementary School. If you have any questions, please feel free to call the school at 355-5100.

Fountain Inn Elementary PTA Executive Board

President: Vacant

Co-Vice Presidents: Leslie Curry and Carolyn Keller

Secretary: Shasta Dill

Treasurer: Whitney Dyer

Volunteer Coordinator: Vacant

School Improvement Council

Walt Tanner: *Chair and Parent Representative*

Cindy Marler: *Community Representative*

Brandy West: *Faculty Representative*

Kristin Buldo: *Parent Representative*

Vacant: *Faculty Representative*

Sharon-Marie Smith: *Assistant Principal*

Tony Reabold: *Principal*

School Office Hours 7:30am – 4:00pm

Someone will be available to assist parents and/or children.

School Telephone 355-5100

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 with a scheduled conference. Teachers cannot take telephone calls between 7:45 and 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 with the child's name, and teacher's name, and signed by the parent. Changes during the day must only be made in case of emergency and before 2:00pm.

Daily Schedule

7:15 Students arrive

Students eating breakfast may remain in the cafeteria. All other students report to their grade level hallway.

8:00 Our Instructional Day Begins

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

2:30 End of Our Instructional Day

Supervision by the Fountain Inn staff is provided from 7:15am until 3:00pm. Parents who are late in picking up students will be required to sign their child out in the front office. Parents who are late picking up their child **MUST BRING IN THE CAR TAG OR HAVE A PHOTO ID.** Parents in the car line must have their car tag, if not, you will need to park and go into the office to sign your child out using your photo ID.

Visitors

Visitors/volunteers must wear a visitors badge at all times when in the building. Every person must sign in with a photo ID at the front office and sign out when they leave. Everyone will be crossed checked against the sexual offenders data base since these are adults who may work with children. Parents are welcome in school any time. Arrangements must be made in advance with the principal and/or teacher before visiting or observing in a classroom

Birthdays and Other Parties

Treats for birthdays and other occasions must be pre-arranged with the teacher. These activities should be conducted during the recess period. Invitations for birthday parties will not be distributed by the classroom teacher. Class parties are permitted for Winter Break and End of Year. Students will be permitted to bring Valentines and there will be a time to exchange them. There will not be a Valentines party. Treats are permitted during recess time.

Bike Safety

Children who ride bicycles to school must wear a safety helmet.

Breakfast and Lunch Programs

The Food Service Manager and assistants provide nourishing, well-balanced meals each day for students and staff. Lunch may be paid for by check, cash, or online. You can set up an online account by going to www.myschoolbucks.com

Parents are welcome to eat lunch with their children. There is no need to inform us if you plan to eat with your child.

Students with a negative account balance will be provided with an alternative meal. Please contact the Food Service Manager at 355-5100 about inquiries to account balances.

Meal Prices for School Year

Current meal price information will be included in our welcome back to school information.

Forms for free or reduced lunch meals are provided in the back to school packet and may be obtained in the office.

Curriculum Content

The curriculum at Fountain Inn 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	
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 complex classwork and research. Gifted Students may demonstrate high performance ability or potential in academic 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 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

Special Education resource classes are provided for students who qualify. Due process procedures are followed in placement of a student in special education. Written permission for a psychological evaluation and placement must be obtained from the parents. Students who are in the resource class may work with resource teacher on objectives from their plan. If a student receives more than one period of special education on a daily basis, he/she may receive a grade for one of the core content areas by the special education teacher.

MailChimp Account Access

We have a MailChimp account that enables subscribers to receive information and reminders from the school. If you would like to be on our list to receive emails, please access the link below and complete the sign up form.

<http://eepurl.com/bDuOsH>

Media Center (Library)

The media center is the center for all teaching and resource materials, books, magazines, and audiovisual aids. Classes attend the media center for guided lessons and they may check out books at this time. 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 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.

Guidance Counselors

Guidance counselors help students better understand their own individuality and aid them in relating to others both in the classroom and socially. Counselors also work with faculty members to plan appropriate guidance lessons and small group opportunities. Parents may request their child see our school counselors Mrs. Pritchett or Ms. Bridges.

Remind 101 Account

Our school has a Remind 101 account. This is a separate account from one a teacher might have on his/her own. If you would like to receive text message reminders of school events, please use this link http://www.remind.com/join/mrreabo?utm_medium=ios. This will allow you to join our Fountain Inn Parents group.

Speech, Hearing, and Vision Testing

District personnel, according to the SC Department of Education guidelines, conducts tests for speech, hearing, and vision. Parents or teachers may make the request and parents must give permission to test.

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 at least 15 minutes of recess daily. Unless the school is provided with a parent note (for 1 day) or with a doctor's note (more than 1 day), the student is expected to go to recess with the class.

Progress Reports and Report Cards

Progress reports are sent home quarterly with all first through fifth graders. Report Cards are issued and sent home 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, 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. Instructions for accessing the Parent Portal may be obtained by coming to the school. The personalized user information must be received in person and can't be sent home with students are given over the phone.

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 2nd grade and is set out below.

A=100-90 B=89-80 C=79-70 D=69-60 F =59-0

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

+ Consistently demonstrates

√ Sometimes demonstrates

- Rarely or never demonstrates

* Not yet demonstrated

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

+ Consistently demonstrates

√ Sometimes demonstrates

- Rarely or never demonstrates

* Not yet demonstrated

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 district policy requires that the lowest grade given to a student at the end of a course is a 61. This would be considered a “grading floor”. Elementary (grades 2 – 5) and middle schools will have a floor of 61 for 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>

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, but not limited to electronic devices, firearms, knives of any kind, other weapons or "look-a-like" weapons, matches, lighters, tobacco products, pornographic materials, nonprescription 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 JCDA, JCDAC, JCDAB for more information.

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 (oral, 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.

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 for more information.

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 for more information.

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. Every effort will be made to recover the stolen property. Disciplinary action will be taken including and up to restitution, parent conference, detention, in-school suspension, suspension, recommendation for expulsion, and other sanctions.

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

Harassment, Intimidation, and Bullying

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.

For a complete copy of the District's Policy, Administrative Rule, and report form referenced above, please see the online link below to the Greenville County Schools Board Policies and Administrative Rules. You may also review Policy JCDAG at the end of this handbook, and you may request a report form from your school.

<http://www.boarddocs.com/sc/greenville/Board.nsf/Public#>

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 be evident of a membership or affiliation with a "gang" in any negative sense of the term.
- Proper shoes must be worn at all times. Flip flop shower shoes or cleats of any kind are not permitted.
- 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.
- Shorts must appropriately fit as measured by the length of the student's fingertips when held at their side.
- 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 for more information.

School Wide Rules and Consequences for Student Behavior

Fountain Inn Elementary 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.

Teamwork for Success

Each staff member at Fountain Inn Elementary accepts responsibility for the maintenance of discipline and for the promotion of a program for the development of wholesome human relations. A student's behavior should conform to acceptable standards of conduct as established by the district wide Code of Conduct. To further assist students, the staff of Fountain Inn has established the following set of Lifelong Guidelines:

T: Treat others with respect

E: Encourage others to do their best

A: Accept Responsibility

M: Make good choices

The following consequences may result if the school wide rules are not followed: Reminder, classroom think sheet, Teacher/student conference, Parent/teacher/ Student Conference, and/or Referral to the office.

Bus Transportation (District Bus Office 355-4990)

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 4th 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 the first instance the student will be suspended from the bus for 5 days. Further instances will result in increased bus suspensions.

Students may not ride the route other than the route they have been assigned. If the student has not been approved by the district transportation department to be a bus rider, he/she may not ride the bus until that time.

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.

- 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
- obey all points of the Code of Conduct

Failure to follow these rules will result in disciplinary sanctions, possibly including exclusion from the bus. Usual school disciplinary sanctions, such as suspension and expulsion, may also be imposed.

Greenville County Schools Code of Conduct on School Buses

In order to insure the safety of all students riding buses in Greenville County Schools, appropriate behavior is required for all students. Transportation to and from school is an extension of the classroom and should be considered part of the school day. The issue of safety requires students to be on their best behavior while on school buses or vehicles. Violations of school bus rules will be addressed in the manner listed below, with the exception of violations relating to the tagging program used in elementary schools. The guidelines for that function are listed separately at the end of this document.

The School District Behavior Code is in effect for all students at all times when being transported on school buses to and from school or school activities. Thus, while students may lose the privilege to ride the bus due to their misconduct, the student may also be disciplined according to the District's Behavior Code, up to and including suspension, recommendation for expulsion and notification to law enforcement.

Level I Offenses - Disorderly Conduct

- Refusing to follow driver directions
- Getting on or off the bus at an unauthorized stop without permission
- Standing or sitting improperly while the bus is moving
- Riding the wrong bus without permission from the principal
- General horseplay
- Making loud noises
- Profanity/Obscene Gestures
- Littering

- Possession of tobacco products, e-cigarettes or vaping devices
- Delaying bus services by tardiness, loitering, etc.

**The school administration may classify a Level I offense as a Level II offense if the infraction seriously jeopardizes the health and/or safety of others.*

Level I Consequences

- 1st Referral -- Warning and parent contact
- 2nd Referral -- In school punishment, parent contact and/or one (1) day bus suspension
- 3rd Referral -- Suspended from bus three (3) days and parent conference
- 4th Referral -- Suspended from bus up to five (5) days and parent conference
- Additional Level 1 referrals will result in administrative review and may be accelerated to a Level II offense

Level II Offenses

- Use of tobacco products, e- cigarettes, or vaping devices
- Throwing objects out of bus
- Profanity directed at staff
- Rude, discourteous behavior directed at staff
- Vandalism [restitution may be required]
- Harassing, threatening or Intimidating another student
- Fighting
- Stealing
- Inappropriate verbal or physical conduct of a sexual nature
- Other safety violations that may interfere with the safe operation of the school bus

**The school administration may classify a Level II offense as a Level III offense if the infraction seriously jeopardizes the health and/or safety of others.*

Level II Consequences

- 1st Referral -- Suspension from bus up to ten (10) days and parent conference
- 2nd Referral -- Suspension from bus ten (10) days and parent conference
- 3rd Referral -- Suspension from bus thirty (30) days, possible removal and parent conference

Level III Offenses

- Possession, use or transfer of weapons
- Sexual offenses (which include sexual acts that do not result in criminal offense)
- Arson
- Impeding the operation of a school bus
- Distribution, sale, purchase, use or being under the influence of alcohol or controlled substance

- Threatening to take the life of or inflict bodily harm to a school employee
- Ganging
- Bomb threat

Level III Consequences

- Any referral - Minimum thirty (30) days suspension from bus and possible removal from bus for remainder of school year and parent conference.

Discipline of Disabled Students:

Students with disabilities will be discipline in accordance with federal state law including the Individuals with Disabilities Education Act and Section 504 of the Rehabilitation Act, as set forth in the procedures developed by the administration.

Greenville County Schools General Procedures for Transporting 4K, 5K, and 1st Grade Students

School Responsibilities:

Schools are responsible for ensuring that all student transportation information is transmitted to their respective center in a timely manner during the school year. Schools are required to maintain accurate student information in PowerSchool to include accurate student addresses and correct arrival and departure codes. All bus requests will be submitted to the transportation center by July 31st prior to the beginning of school. Student information submitted after this time may not allow sufficient time to process information and assign the student to a bus prior to the opening of school.

All K4, K5 and 1st grade students will receive a numbered ID tag from the school prior to boarding the bus in the afternoon. The tag must be visible to the driver. As the student departs the bus in the afternoon, the driver will collect the student's identification tag. The driver will retain the tag and deliver all tags to the school the following morning. The school will distribute the tags to the respective teacher or staff member so the tags can be put on the student before afternoon bus dismissal.

Each 4K, 5K and 1st grade student must wear a bus tag while being transported to and from school for the entire school year.

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. In the afternoon, please wait in your car for your child to be called using the assigned number. Please display that number in your windshield. 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 WITH THE CHILD'S NAME AND TEACHER'S NAME 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 out in the front office showing the car number or a photo ID. Be sure to fill out the dismissal card at the beginning of the year indicating who may pick up your child.

Arrival Procedures

For the safety and security of all students:

- All doors will remain locked throughout the school day
- Students must arrive no earlier than 7:15 am or have parent supervision while on campus
- All students must come in to the building through the front doors if they arrive before 8:00am.
- Students arriving after 8:00am are to use the main front entry to the school
- All students arriving after 8:00am must be brought in to the office by a parent to receive a tardy pass
- All students are expected to be in school, on time. Instruction begins promptly at 8:00

Transportation Changes

Any change in transportation from what was indicated at the beginning of the school year to the office must be made in writing by the parent/guardian. If the change requires the student to ride the bus and they have never been a bus rider, you must submit that change at least 2 weeks in advance to the front office so we have time to submit the request to the transportation department.

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 home and/or work numbers change.

Attendance

Good school attendance is required at Fountain Inn Elementary. A written excuse must be presented on your child's first day back to school. If you take your child to the doctor, please have the doctor write an excuse. Accrued student absences, either excused or unexcused or a combination thereof, may not exceed ten (10) days during the school year. All absences over 10 days must have a doctor's note to be excused or the absences will result in truancy. Any record of absence in excess of ten (10) days may cause the student to lose credit for the whole year. The student must be present for 3 hours of the school day to be counted present.

Tardiness

School begins at 8:00 AM. Students who come late must stop in the attendance window in the office to be recorded present and to receive a pass to class.

Early Dismissals: School District Policy

For the safety of each child, the parent/guardian or others (as noted) must visit the office to properly release the student and notify the teacher. An Emergency Form (send home in the First Day Packet) must be completed and on file in the front office for each student. This form will contain all parents/guardians or others who are authorized to pick up your student(s). We will not release any student to anyone other than parents or legal guardians you have listed on the form, without express written permission from you, the parent(s). Please remember the following:

- Please no early dismissals after 2:00pm
- No student will be called out of class before they are signed out of the Front Office
- Please bring photo ID when picking up your child. This will be required at all times.

Dismissal Procedures

FOR THE SAFETY OF YOUR CHILD – IF YOUR CHILD IS GOING HOME A DIFFERENT WAY THAN USUAL, THEY MUST HAVE A NOTE FROM THE PARENT TO THEIR TEACHER INDICATING THIS PLAN

- Parents may not call in to the office to change how a child is to go home. Any changes must be expressed in writing.
- Bus and van riders will be dismissed from the bus and van pick up area.
- Walkers and bike riders are to walk in a safe and orderly manner away from the school grounds using the sidewalks.
- Car riders are dismissed from the front of the school building. Parents are to follow a single lane of traffic and pick up their children in the designated covered area all along the front of the building. Cooperation in this procedure will help ensure the safety of your child. Do not ask your child to meet you in any other place on school property or to cross lanes of traffic.
- Parents of students in Kindergarten and first grade will be given a tag to place on their rear view mirror. This will have your child's name, grade, teacher, and ID number. Parents must have the tag hanging in order to pick up their child in the K/1 loop.
- No students can be picked up from the gym doors.
- If you do not have your tag, you will need to pick up your child from the office. There will be no pick up from the office between 2:00 – 3:00. Parents will be asked to wait until children are brought in to the office.
- **School ends at 2:30. Students must be picked up not later than 3:00pm. Parents picking up later than 3:00 MAY need to pick up their child from our after school care program and there will be a charged fee of \$15 per child for this service.**

Cafeteria Program

Our breakfast runs from 7:15 – 7:50am. Our lunch program begins at approximately 10:30am and operates until 12:45pm. All students eat breakfast for free at Fountain Inn Elementary. Students may also be eligible for free or reduced price lunches. An application may be obtained in the school office. All meals served must meet patterns established by the US Department of Agriculture, however, if a child has been determined by a doctor to have a

special need which would prevent them from eating a school meal, the school will make a substitution if needed. There will be no extra charge for the substitution. If you believe your child needs substitutions because of a special need, please get in touch with us for further information. With the introduction of our new Culinary Food Program, we are working to have our children eat healthier. We ask that you please refrain from bringing fast food. We encourage you to eat a school lunch with your child while at school. There will be additional information coming home in the welcome back packets given out at the beginning of the year.

Make Up Work Policy

Provision for makeup 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.

Religious Holidays and Religion in Schools

Request 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>.

Health and Safety

The health room will be staffed daily with a registered nurse who follows the procedures and policies established by the school district. 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. A phone call is not made to the parents with each visit. The nurse does not have aspirin or any other types of medication and cannot administer any without written permission from parents and the physician. 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 vomiting. Children are not allowed back to school until they are without a fever and without medication for a fever for 24 hours. Children are not allowed back in school for 24 hours after they last vomited. These are school district policies. A health room card is kept on file 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 to be kept and administered in the health room using form MED-3. Even cough drops must have a parent note to administer. These guidelines must be followed to insure the safety of your children.

All guidelines are at www.greenville.k12.sc.us/gcsd/depts/stuserv/health.asp

Health Room Visits

1. Written permission from the parent or legal guardian for each medication is required
2. Prescription medication and inhalers require written documentation from a physician
3. Unlabeled medication or medication sent without proper written documentation will NOT be given
4. If your child is sick, do not send him/her to school. If he/she has a fever greater than 100, the child should not come to school
5. Do not send medication to school with your child. You must give it to the nurse yourself

Accidents and Emergencies

In case of an accident, authorized school personnel 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 school events.

Notes Required from Parents or Guardians

The school requires notes or written permission from parents in the following areas: absence, tardy, request for early dismissal, excuse from recess or PE (doctor note if more than 1 day), change in transportation, permission to ride home with another student, and specific medical information. An absence or tardy note must contain a reason with it.

Parent Teacher Association (PTA)

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 by joining. The executive board meetings are held monthly and open to the public. A complete list of the executive board is found at the beginning of the handbook.

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. The total number of volunteer hours is needed for the school's PTA report to the state.

Distribution of Materials

Fountain Inn Elementary will not distribute materials from outside organizations. The only exception is with organizations the school has established a formal business partnership.

Field Trips

Field Trips are encouraged and they are considered a part of the classroom. The school requires written permission from the parents (using the school district form) before a child is permitted to go on a field trip. Transportation will be by bus. Field Trips are planned for the grade level students of Fountain Inn. Younger or older brothers and sisters are not allowed 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. 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

The closing of school due to bad weather or other emergencies will be announced on all of the local television and radio stations as well as the district website (www.greenville.k12.sc.us). Please do not call the front office as these lines need to remain open for communication with the school district. The school district will make the decision on school closings and release that

information via the media. The 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.

Withdrawals or Transfers

When a child is moving from Fountain Inn 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. All textbooks, library books, and account balances must be satisfied before leaving. Parents must sign a statement granting the school 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.

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, possible intruders, 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.

Technology

Students are encouraged to use technology 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 (see below).

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 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.

Student Records

Information in student records is treated confidential and will not be released to anyone other than the parent or guardian (unless court ordered). Parents may view their child's permanent record, but must make an appointment in order for the clerk to have time to pull the record and sit with the parent while viewing the information. Parents are allowed copies of any information in the record, but may not remove files from the record or take the record with them.

Forgotten Items at Home

Parents may bring forgotten lunch boxes, school books, school work, backpacks, tennis shoes, etc. to the front office

Lost & Found

A Lost & Found container is maintained in the school cafeteria on the stage. To help minimize lost articles, student names should be put on items of clothing. Unclaimed articles are donated to the clothing bank 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.

Whenever possible, payments should be made by check. Separate checks **MUST** be written for each child. Separate checks **MUST** be written for the cafeteria for lunch or breakfast, and separate checks **MUST** be written for PTA. The school cannot be held responsible for money we never received.

Please save all school receipts for you records throughout the school year.

Homework

Homework is meant to practice previously taught skills, build on background information, and to inform the parents what their child is studying in the curriculum. The student is responsible for writing down homework assignments in their agenda (provided by PTA to all 2nd-5th graders). Reading nightly for 20 minutes is a standard homework assignment at Fountain Inn for all students at all grade levels. Homework will result in students taking ownership and responsibility for their learning. Parents are to assist their child (if needed) but not to do the assignment for them. While homework is not graded at the elementary level (it can be at middle

and high school), teachers gain insight to how well students understand a concept when they review the homework the next day. If your child becomes frustrated, be supportive and write a note to the teacher explaining what was difficult. Homework should take (on average) no more than 30 minutes for k5-1st grade, 30-45 minutes 2nd –3rd grade, and 45-60 minutes 4th-5th grade.

Title: Student Concerns, Complaints and Grievances

Number: JCDAG

The District is committed to fostering an environment that both promotes learning and prevents disruptions in the educational process. While the District embraces students' legal rights and the principle of freedom of speech, these rights are not absolute. The District will strive to prevent student behavior including, but not limited to, unlawful student assemblage, acts of violence, and vandalism that is disruptive to the school setting. In order to create and maintain an atmosphere that promotes learning and prevents disruption, the District has implemented the following procedures to address student concerns, complaints, and grievances.

I. Harassment, Intimidation or Bullying

As provided in the South Carolina Safe School Climate Act, the District prohibits acts of harassment, intimidation or bullying of a student by another student or students, staff, or third parties that interferes with or disrupts a student's ability to learn and the school's responsibility to educate its students in a safe and orderly environment whether in a classroom, on school premises, on a school bus or other school-related vehicle, at an official school bus stop, at a school-sponsored activity or event, whether or not it is held on school premises, or at another program or function where the school is responsible for the student.

The District expects students to conduct themselves in an orderly, courteous, dignified and respectful manner. Students and employees have a responsibility to know and respect the policies, rules and regulations of the school and District.

A. Definitions

"Harassment, intimidation, or bullying" is defined as a gesture, an electronic communication, or a written, verbal, physical, or sexual act that a reasonable person should know will have the effect of:

- a) harming a student, physically or emotionally, or damaging a student's property, or placing a student in reasonable fear of personal harm or damage to his property; or
- b) insulting or demeaning a student or group of students in such a way as to cause substantial disruption in, or substantial interference with, the orderly operation of the school.

B. Reporting

Any student who believes he/she has been subject to harassment, intimidation, or bullying should file a complaint with the principal or his or her designee. Such a complaint may also be filed by a student's parent. If an allegation of harassment, intimidation, or bullying is against the school's administration, the student or parent should file a complaint with the District's Parent Resource Representative. If an employee receives a complaint of harassment, intimidation, or bullying or observes any behavior which could amount to harassment, intimidation, or bullying, the employee must transmit the complaint to the school's principal or other designated contact person as soon as practicable.

Although reports by students or employees may be made anonymously, formal disciplinary action may not be taken solely on the basis of an anonymous report.

The District will be responsible for ensuring that reasonable efforts are made to prevent public disclosure of the names of all parties involved in harassment, intimidation, or bullying allegations, except to the extent necessary to carry out an investigation and comply with statutory obligations.

C. Investigations

All complaints 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(s) shall be informed that appropriate actions were taken and shall be advised how to report any subsequent problems. A student or his or her parent may request that the District's Parent Resource Representative review the investigation and actions implemented by the principal or his or her designee. The District's Parent Resource Representative will then review the complaint, investigation, and actions taken by the school. The parent will then be notified in writing of the results of the review.

D. Consequences for Engaging in Harassment, Intimidation, or Bullying

If the investigation determines that harassment, intimidation, or bullying 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; special training or other interventions; apologies; dissemination of statements that the school does not tolerate harassment, intimidation, or bullying; independent reassessment of student work; and/or tutoring.

Individuals, including students, employees, parents, and volunteers, may also be referred to law enforcement officials. The District will take all other appropriate steps to correct or rectify the situation.

II. Sexual Harassment, Title VI, and Title IX complaints

A student who believes that he or she has been discriminated or harassed against on the basis of his or her gender, race, color, or national origin should file a complaint in accordance with the administrative rule that accompanies this policy.

The Board expects all students and District employees to conduct themselves in an appropriate manner and to respect other students, employees, volunteers, and third parties at all times. In this

regard, the Board prohibits sexual harassment, all forms of sexual discrimination, and other inappropriate conduct of a sexual nature.

All students and employees must avoid any action or conduct which could be viewed as sexual harassment or inappropriate conduct of a sexual nature. This includes any action or conduct communicated or performed in person, in writing, or electronically through such means as a telephone, cell phone, computer, Blackberry, or other telecommunication device, and includes text messaging and instant messaging.

Sexual harassment of students consists of unwelcome (as determined based on the age of the student) sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when: (1) submission to such conduct is made either expressly or impliedly a condition of the student's participation in an educational program or activity; (2) submission to or rejection of such conduct by a student is used as the basis for any educational decisions affecting the student; or (3) such conduct has the purpose or effect of unreasonably interfering with the student's educational performance or creating an intimidating, hostile or offensive educational environment.

Any student who believes he/she has been subjected to sexual harassment by another student or an employee is encouraged to file a complaint in accordance with the administrative rule that accompanies this policy. A parent or guardian may also file a complaint on behalf of the student. All allegations will be investigated promptly and confidentially. Any employee or student who is found to have engaged in sexual harassment with a student will be subject to disciplinary action, up to and including a recommendation of termination or expulsion, and all other appropriate steps will be taken to correct or rectify the situation.

All employees must avoid any action toward or conduct with a student, which could be viewed as sexually inappropriate. Inappropriate conduct of a sexual nature will not be tolerated at any time. Inappropriate conduct of a sexual nature with a student occurs when an employee (1) makes a sexually suggestive advance toward a student, (2) makes a request for a sexual favor from a student, or (3) engages in a relationship of a sexual nature with a student.

Any student who believes an employee has directed inappropriate conduct of a sexual nature toward him/her is encouraged to file a complaint in accordance with the administrative rule that accompanies this policy. A parent may also file a complaint on behalf of his/her child. All allegations will be investigated promptly. Any employee who is found to have directed inappropriate conduct of a sexual nature towards a student will be subject to disciplinary action, up to and including a recommendation of dismissal, and all other appropriate steps will be taken to correct or rectify the situation.

III. Section 504 Appeals and Complaints

All forms of disability discrimination, including disability harassment, are strictly prohibited. The District will not tolerate hostile or abusive treatment, derogatory remarks, acts of violence, or any other form of discrimination based upon an individual's disability. Any student who believes he/she has been subjected to disability discrimination or harassment is encouraged to file a complaint in accordance with the administrative rule that accompanies this policy.

If a parent/legal guardian disagrees with any action of the 504 Committee regarding the evaluation, identification or placement of a student, the parent/legal guardian has the right to appeal that decision in accordance with the administrative rule that accompanies this policy.

IV. Other Violations of Student Legal Rights or District Policy

Students and parents are encouraged to resolve complaints and grievances at the school level. Accordingly, a teacher will provide any student or his or her parent/legal guardian the opportunity to discuss a decision or situation which the student considers unjust or unfair. If the incident remains unresolved, the student, his or her parent/legal guardian or the teacher may bring the matter to the principal's attention for consideration and action. If the matter is still unresolved after the procedure outlined above, the complaining party may bring the matter to the superintendent or his or her designee for consideration.

V. Consequences for Retaliation or False Accusations

The District prohibits retaliation or reprisal in any form against a student or employee who has filed a complaint or report under this policy. The District also prohibits any person from falsely accusing another as a means of harassment, intimidation, or bullying. The consequences and appropriate remedial action for such conduct will be determined by the principal or his/her designee, and may range from positive behavioral interventions to disciplinary actions, up to and including suspension or expulsion for students and termination for employees.

VI. Notification and Distribution of District Expectations

This policy will be disseminated to all staff members, students, and parents/guardians annually. Information on these topics should be shared in an age-appropriate manner and may occur during student assemblies, in the classroom setting, or in group or individual sessions with a guidance counselor or school resource officer.

The superintendent will ensure that information regarding this policy is incorporated into the School District's training program and that volunteers who have frequent contact with students are likewise informed of the policy.

The superintendent may promulgate rules and procedures in furtherance of this policy.

Legal references:

A. S. C. Code, 1976, as amended:

1. Section 16-3-510 - Organizations and entities revised.
2. Section 59-19-90 - General powers and duties of school trustees.
3. Sections 59-63-210 through 270 - Grounds for which trustees may expel, suspend or transfer pupils; petition for readmission; notices and parent conferences; expulsion for remainder of year and hearings; transfer of pupils; corporal punishment; regulation or prohibition of clubs or like activities.
4. Section 59-63-275 - Student hazing prohibited.
5. Section 59-67-240 - Other duties of bus driver; discipline of students for misconduct.
6. Section 59-63-110, et. seq. - Safe School Climate Act.

B. State Board of Education Regulations:

1. R43-279 - Minimum standards of student conduct and disciplinary enforcement procedures to be implemented by local school Districts.