

Fork Shoals School

2010 – 2011



Student Handbook & Calendar

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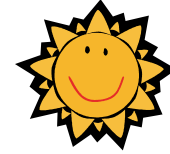
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Point of Interest: Meet the Teacher

- Monday, August 12
- 12– 2 PM or 4-6 PM
- Syllabus will be presented
- Class rolls are posted in cafeteria
- Classrooms are open to visit your child's teacher
- Sign Up for PTA, Friends of Fork Shoals and other volunteer opportunities



August



Sun	Mon	Tue	Wed	Thu	Fri	Sat
1 IB Attitude Monthly Focus: Enthusiasm	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16 1st Day of School	17	18	19 SIC 7:30 AM	20	21
22	23	24	25	26	27 PTA Board 8 AM Spirit Day	28
29	30	31				

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Office: 355-5000 Nurse: 355-5007 Guidance: 355-5004 FAX: 355-5012

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September



Sun	Mon	Tue	Wed	Thu	Fri	Sat
IB Attitude Monthly Focus: Curiosity & Creativity			1 MAP testing Begins	2  Skate Night 5:30 PM @ Golden Skate	3 Spirit Day	4
5	6 Labor Day No School	7	8	9 Donuts For Dads 7:30 AM	10	11
12	13	14	15	16 Progress Reports Ident-A-Kid SIC 7:30 AM	17 Fall Pictures Spirit Day 	18
19	20	21	22	23	24 PTA Board 8 AM	25
26 	27 Fork Shoals Teachers vs. Ellen Woodside Teachers Basketball Game @ Ralph Chandler Middle School 4 PM	28	29 MAP testing Ends	30		

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Daily Schedule

- 7:15 Students Arrive
Students eating breakfast go to the cafeteria
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 report 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. Parents who are late in picking up students on time will be required to sign their child out in the front office.

Visitation

VISITORS/VOLUNTEERS MUST WEAR A VISITOR'S BADGE AT ALL TIMES WHILE IN THE BUILDING. Every person must sign in at the front office upon arrival and sign out upon leaving. A volunteer will be crossed checked against the sexual offenders data base since these are adults who may work with children. 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 to the students. If there is a special need to observe a child's social activity, it must be arranged with the teacher and 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 2005. 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, all students, kindergarten through 5th grade, are receiving instruction in Spanish by a full-time Spanish teacher. Kindergarten and First Grade will receive exposure to the Spanish language and culture. Second grade will receive one period a week of Spanish. Our 3rd-5th graders participate in KITE-LL (Kids Interacting Through Early Language Learning). They receive daily 30-minute full immersion lessons.

Point of Interest : 1st Quarter Conferences

Teachers will request to schedule 1st quarter conferences to review your child's progress. Conferences will be scheduled throughout the month of October. Please make every effort to meet with your child's teacher.

Point of Interest : FALL FESTIVAL

Saturday, October 9th, 10 am –2pm

There will be games, silent auction, giant slides, face painting, popcorn, candy, and lots of fun. Come out and join in the fun with your family and friends.



Sun	Mon	Tue	Wed	Thu	Fri	Sat
IB Attitude Monthly Focus: Cooperation					1 Spirit Day	2
3  Fire Prevention Week	4 Grandparents PTA Open House 5-7 PM	5 Carrabba's Night @ Fork Shoals School 5 -7:30 PM	6	7 Muffins For Moms 7:30 AM	8	9  PTA Fall Festival 10 AM– 2 PM
Book Fair Monday-Friday Open Monday 5-7 PM Closes 9 AM on Friday						
10	11	12	13	14 Teacher Workday No School	15 Teacher Workday No School	16
17	18 Make Up Fall Pictures	19	20 End of 1st Quarter	21 SIC 7:30 AM	22 PTA Board 8 AM	23
24  Red Ribbon Week	25	26	27  Report Cards	28	29 Spirit Day	30
CogAT Testing 2nd Grade						31

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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
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, Physical Education, and Computer Lab programs are compulsory and students must attend these classes. The teachers will work with the students for a period in each subject each week. The media center is on a flexible schedule. Students have computer lab once a week.

Resource 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 are in the resource class may work with the resource teacher on objectives from their plan.

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. 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 given 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 and teachers. The principal serves as an ex-officio member. At least four meetings of the council are held each year. 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 30 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: **Second Grade Testing**

- **October 26-28 and November 4-5, 8**
- **The Iowa Test of Basic Skills (ITBS) and the Cognitive Ability Test (CogAT) are national standardize tests. They measure the student's achievement and ability.**
- **No visitors will be allowed in the building until testing is finished**
- **Testing begins at 8:30 AM promptly.**



November



Sun	Mon	Tue	Wed	Thu	Fri	Sat
IB Attitude Monthly Focus: Integrity	1	2 Election Day No School	3	4  Skate Night ITBS Testing 2nd Grade	5	6
	7 ITBS Testing 2nd Grade	8	9	10	11 Veteran's Day	12
13	14 American Education Week	15	16	17	18 Holiday Pictures SIC 7:30 AM	19 PTA Board 8 AM Spirit Day
20	21	22	23 Career Day Progress Reports	24	25  Thanksgiving Holiday	26
27	28	29	30	5th Grade to Washington DC		

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Progress Reports and Report Cards

We send progress reports 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.

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 and is set out below.

A=100-93 B=92-85 C=84-77 D=76-70 F = 69-61

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

Scale=

- + 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

Scale =

- + 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 policy requires that the lowest grade given to a student at the end of a course is a 62. This grade would be considered a “floor” grading. Elementary (grades 2 – 5) and middle schools will have a floor of 62 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> 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, but 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

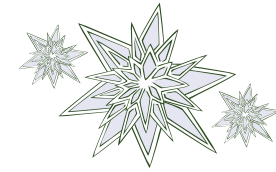
Profane and vulgar expressions (oral, written, or nonverbal e.g., gestures), including those communicated or displayed on clothing, are forbidden on school property. Consequences: Student counseling, parent notification, detention (during or after school or on Saturdays), restriction from participation 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 6th at 6:30 PM
- Second Grade Play
- Chorus to Perform



December



Sun	Mon	Tue	Wed	Thu	Fri	Sat
IB Attitude Monthly Focus: Tolerance			1	2	3 Spirit Day	4
		5th Grade to Washington DC				
5	6  PTA Meeting 6:30 PM Holiday Concert	7	8	9	10	11
12	13	14	15	16	17 Spirit Day	18
19	20	21	22	23	24	25
	Winter Holiday					
26	27	28	29	30	31	
	Winter Holiday					

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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

Threats of force, threats of injury, harassment, bullying, intimidation, blackmail, and hazing are forbidden and may violate state law. The words "harassment, intimidation, or bullying" mean a gesture, an electronic communication, or a written, verbal, physical, or sexual act directed at another student or group of students when, to a reasonable person, that gesture, communication, or act has the effect of (a) harming the other student (or students) physically or emotionally or damaging that student's (or students') property or placing that student (or students) in reasonable fear of personal harm or damage to that student (or students) property or (b) insulting or demeaning that student (or student's) in such a way as to cause substantial interference with the orderly operation of the school. Sanctions, consequences, and remedial actions for a student who commits an act of harassment, intimidation or bullying shall be at the discretion of the classroom teacher or principal (or principal's designee). Depending on the severity of the infraction and the age of the student, the resulting sanction, consequence, and/or remedial action may range from positive behavioral interventions up to and including suspension or expulsion. **See policy JCDAG and JCDA**

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

Point of Interest: School Improvement Council

- The council is composed of parents, community members, and teachers
- The purpose is to gain knowledge concerning the purpose and goals of the school, disseminate information to other parents and citizens within the community and to clarify information concerning the school programs, and 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.
- The council meets monthly at 7:30 AM every 3rd Thursday in the Media Center.



Sun	Mon	Tue	Wed	Thu	Fri	Sat
2 IB Attitude Monthly Focus: Commitment	3	4	5	6  Skate Night 5:30 PM @ Golden Skate	7	1 8
9	10	11	12	13 End of 2nd Quarter	14 Teacher Workday No School	15
K5 and 1st Grade Registration for 2011-2012						
16	17  Martin Luther King Jr. Day No School	18	19 	20 Report Card SIC 7:30 AM	21 Spirit Day PTA Board 8 AM	22
23	24	25	26	27	28	29
30 Book Fair Week	31 PTA Meeting Family Math and Science Night 6:30 PM					

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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 the following rules at all times: Treat every one with respect, Walk slowly and use quiet voices inside the building, Keep hands, feet, and objects to yourself, and Be prepared for class with assignments and required materials. The following consequences may result if the school wide rules are not followed: Reminder, Teacher/student conference, Parent/teacher/Student Conference, and Referral to Principal. As Fork Shoals develops primary and universal expectations with PBIS, the above rules and consequences may be adjusted.

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 fifth 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

Point of Interest: Family Math and Science Night

- **January 31 @ 6:30 PM**
- **Families will be able to come with their child and visit classrooms to participate Hands-On Math and Science activities**
- **The Book fair will also run during the evening from 6-8 PM**



February



Sun	Mon	Tue	Wed	Thu	Fri	Sat
IB Attitude Monthly Focus: Empathy	PTA Meeting Family Math and Science Night 6:30 PM	1	2	3	4 Spirit Day	5
Book Fair Monday-Friday Open Monday 6-8 PM Closes 9 AM on Friday						
6	7	8	9  Class and Club Pictures	10	11	12
13 Love & Action Week	14	15 Progress Reports	16	17 SIC 7:30 AM	18 Spirit Day	19
20	21 No School Presidents' Day 	22	23	24	25 PTA Board 8 AM	26
27	28					

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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.

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 proper identification. 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 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 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. **Any record of absence in excess of ten (10) days may cause the student to lose credit for the whole year.** All excuses should be submitted within two days of the absence.

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. After 10 tardies, a conference will be required to improve attendance. Students will not receive perfect attendance for the year if they have more than 5 tardies.

Early Dismissals: School District Policy

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. **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.



March



Sun	Mon	Tue	Wed	Thu	Fri	Sat
IB Attitude Monthly Focus: Respect		1	2  Read Across America	3  Skate Night 5:30 PM @ Golden Skate	4 Spirit Day	5
6	7 PTA Meeting 6:30 PM Spring MAP Begins	8	9	10 	11	12
13	14	15	16	17  St. Patrick's Day SIC 7:30 AM	18 End of 3rd Quarter Spirit Day	19
20	21	22	23	24  Report Card	25 PTA Board 8 AM	26
		PASS Writing 5th Grade				
27	28	29	30	31 Spring Pictures 		

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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 a fever 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 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 <http://www.greenville.k12.sc.us/gcsd/depts/stuserv/health.asp>

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 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 in place of wrapping paper fundraising so the PTA can keep 100% of donated money.

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>.

Point of Interest: **Antique Tractor Show**

- Saturday April 23- All Day
- Visit Antique Tractors and other relics from yesteryear all day
- Student Talent Show—10 AM in cafeteria



Sun	Mon	Tue	Wed	Thu	Fri	Sat
IB Attitude Monthly Focus: Confidence					1 Make-Up Snow Day 1 No School 	2
3	4 Make-Up Snow Day 2 No School 	5	6	7	8	9
10 Poetry Week Volunteer Appreciation Week	11	12	13	14 Volunteer Appreciation Breakfast 8:30 AM SIC 7:30 AM	15 Possum Kingdom Poetry Princess Spirit Day	16
17 	18	19	20	21	22	23  Antique Tractor and Talent Show
Spring Break						
24	25	26	27	28	29 Progress Reports PTA Board 8 AM	30

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. 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 the grade level students of Fork Shoals School. 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. 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. 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 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,



May



Sun	Mon	Tue	Wed	Thu	Fri	Sat
1 Teacher Appreciation Week	2 PTA Meeting Spring Concert 6:30 PM	3	4	5  Skate Night 5:30 PM @ Golden Skate	6 Teacher Appreciation Luncheon Spirit Day	7
8 Mother's Day	9	10	11	12	13	14
PASS Testing 3rd-5th Grade						
15 	16 Field Day 2nd Grade	17 Field Day 1st Grade	18 Field Day Kindergarten	19 Field Day 5th Grade SIC 7:30 AM	20 Field Day 4th Grade PTA Board 8 AM	21 Armed Forces Day
22	23 Field Day 3rd Grade	24 Make Up Field Day 1	25 Make Up Field Day 2	26 Kindergarten Graduation	27 Half Day Noon Dismissal 2nd Gr. Awards 8:15 3rd Gr. Awards 9:15	28
29 IB Attitude Monthly Focus: Independence	30 Memorial Day No School	31 Half Day Noon Dismissal 4th Gr. Awards 8:30 AM 5th Grade Graduation & Exhibition 5:30 WHS				

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- 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.

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

Paid Student \$1.00	Reduced Student \$.30	Adult \$2.00
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Lunch

Paid Student \$2.00	Reduced Student \$.40	Adult \$ 3.25
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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 in class if every child in the class is receiving them. **Class parties are allowed for Winter Break and End of the Year.** Students will be permitted to bring Valentines and their will be a time to exchange Valentines, but there will not be a Valentine’s Day party.

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.



June



Sun	Mon	Tue	Wed	Thu	Fri	Sat
IB Attitude Monthly Focus: Appreciation			1 Half Day Dismissal at Noon 5th Gr. Day Students' Last Day	2 Make Up Snow Day 3 (if needed)	3 Report Cards Mailed home Summer Vacation Begins	4 
	5	6	7	8 Media Center Open 9 – noon	9	10
12	13	14	15 Media Center Open 9 – noon	16	17	18
19	20	21	22 Media Center Open 9 – noon	23	24	25
26	27	28	29	30		
Media Center open every Wednesday in the summer from 9 – noon						

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