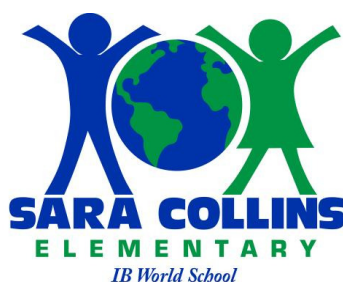


# Sara Collins Elementary School



*The mission of Sara Collins Elementary is to educate children to become knowledgeable, responsible citizens in a global society by providing a meaningful curriculum that integrates community and technological resources.*

## Parent - Student Handbook 2011-2012

1200 Parkins Mill Road  
Greenville, SC 29607  
355-3200

<http://www.greenville.k12.sc.us/scollins/>

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Rules and Policies of this Handbook may be added to ensure the safety and operation of the school.

## Equal Opportunity in Education

The School District of Greenville County does not discriminate on the basis of age, race, sex, color, handicap, religion, or national origin in its dealings with employees, students, the general public, applicants for employment, educational programs, activities, or access to its facilities.

# I. INTRODUCTION

## PTA Themes and Goals 2011-2012

**Theme:** “ACCELERATING FOR OUR CHILDREN’S FUTURE”

**Goal:** To ensure all Sara Collins students graduate on grade level.

**Objectives:**

1. To continue to monitor legislation and activities of School Board and other elected bodies to remain informed of actions pertaining to the care and education of our children.
2. To continue to be a financial resource, as well as provide volunteers to meet the needs of the staff.
3. To promote the welfare of our children by encouraging and providing opportunities for parent involvement in our children’s education.
4. To strive to provide an environment where all children are encouraged and valued for their unique talents and abilities.

### Children Learn What They Live

If a child lives with criticism,  
He learns to condemn.  
If a child lives with hostility,  
He learns to fight.  
If a child lives with ridicule,  
He learns to be shy.  
If a child lives with shame,  
He learns to feel guilty.  
If a child lives with tolerance,  
He learns to be patient.  
If a child lives with encouragement,  
He learns confidence.  
If a child lives with praise,  
He learns to appreciate.  
If a child lives with fairness,  
He learns justice.  
If a child lives with security,  
He learns to have faith.  
If a child lives with approval,  
He learns to like himself.  
If a child lives with acceptance and friendship,  
He learns to find love in the world.

-Dorothy Law Nolte

## **Handbook Distribution**

The availability of this handbook to parents is made possible online from the school website. It is our hope that the information contained in this handbook will be helpful to you and your child during this school year.

## **Sara Collins School's Statement of Philosophy**

Committed to the belief that a strong academic program is the fundamental right of every child, the staff of Sara Collins plans a curriculum in which each child can be successful regardless of his or her ability. The school exists to provide the fullest possible development through a curriculum augmented by extra-curricular activities.

It is the belief of the staff that each student's highest personal fulfillment may be realized through the cooperative effort of the staff, students, parents, and community.

## **Beliefs**

We believe...

- ◆ All children have the ability to learn.
- ◆ Education is a shared responsibility.
- ◆ Children have the right to a safe environment.
- ◆ Children have the right to a positive nurturing environment
- ◆ Everyone should be treated with dignity, kindness and respect.
- ◆ Learning should be useful and meaningful.
- ◆ Individual differences should be accommodated.
- ◆ Learning is a lifelong process.

## **Mission Statement**

The mission of Sara Collins Elementary School is to educate children to become knowledgeable, responsible citizens in a global society by providing a meaningful curriculum, which integrates community and technological resources.

### **School Song** *(to the tune of "You're a Grand Old Flag")*

You're a grand old school,  
You're a high-ranking school,  
You're the best in the south we all say!  
Sara Collins!  
Here the kids are smart.  
We all do our part.  
We're loyal to you every day.  
Every heart beats true  
For the white and the blue;  
You're the best school in every way.  
We'll forever hold you in our hearts;  
Sara Collins - Hip! Hip! Hooray!

## **Vision**

At Sara Collins Elementary School, we share a common vision for all students. Our goal as members of this learning community is to ensure that:

Students will:

- ◆ Be educated in a safe, nurturing environment.
- ◆ Be challenged to reach their full academic potential.
- ◆ Work together with staff and parents to create a climate of high expectations in both academic and social areas.
- ◆ Be recognized for their unique abilities and learning styles.
- ◆ Be able to use technology to compete in a global society.
- ◆ Be able to maximize academic success by the use of good study and organizational skills.
- ◆ Be able to communicate in a foreign language.
- ◆ Participate in extracurricular enrichment activities.

## **Sara Collins Elementary School Pledge**

I will be a good citizen by being respectful and cooperative.

I will be responsible for my actions, work hard, and try my best.

I will seek to make a positive difference at Sara Collins Elementary.

## **What is International Baccalaureate (IB)?**

Sara Collins became IB authorized in the spring of 2004. The International Baccalaureate Primary Years Program (IB PYP) is an inquiry based teaching method that develops students into lifelong, independent learners. It's a hands-on approach that creates an active, student-centered learning environment rather than a passive environment. Students take more responsibility for their own part in the learning process when given a chance to share in all aspects. Students are involved in the selection of work for their portfolio and thus are better equipped to explain their progress and to identify points of strength and weakness.

At Sara Collins, we believe it is essential to develop positive attitudes toward learning, the environment, and other people, including tolerance, respect, integrity, and confidence.

## II. SARA COLLINS STAFF LIST 2011-12

Dr. Melissa Burns    Principal

Cheryl Elliott    Ass't Principal

Jennifer Suber    Adm. Asst.

### KINDERGARTEN

Ashley Cooper  
Wendy Hook  
Anne Nuttall  
Patti Renwick  
Laura Sharp

### GRADE 1

Jane Cooper  
Karen Gordon  
Riley Morgan  
Katherine Morrissey  
Rebekah Reimers  
Misty Strange  
Maria Watson

### GRADE 2

Margo Cothran  
Erin Cross  
Missy Honeycutt  
Stacy Huff  
Jane Reid  
Taylor Schneider

### GRADE 3

Kim Cheney  
Candice Cherry  
Darlene Currier  
Kinsey Gray  
Laura Reeder  
Stacy White

### GRADE 4

Bridget Masotti  
Lauren Robbins  
Jim Scheidler  
Christy Williams

### GRADE 5

Eve Mills  
Danielle Phillips  
Jeremy Sauceman  
Betsy Shouse  
Paige Whatley

### ART

Emily Smith  
Teri Wallace

### FOREIGN LANG.

Holly Wilkes  
Yamile Escamilla

### MEDIA

Mary Ries

### MUSIC

Judy Beard  
Susan Matthews

### P. E.

Lisa Frampton  
Tammi Trammell

### Science Lab

### CHALLENGE

Mary Berry

### COUNSELOR

Sarah Payne

### HH RESOURCE

Diane Rimer

### HH/SC

Deyna Dodd

### LD RESOURCE

Randi Kaminsky  
Ann Nelsen

### LD/SC

Melanie Manning

### OH RESOURCE

Sarah Nickles

### OH/SC

Debbie Sweet  
Jamie Taber

### SPEECH

Lin Bloomquist  
Linda Snow-Moors  
Sue Zann Norris

### OT/PT

Ashley Brewington (PT)  
Paige Combs (OT)  
Christie Hardy (PTA)

### INSTRUCTIONAL

#### COACH

Holli Hamner

#### READING

Heather Miller

#### ESOL

Carole Ward

#### LIBRARY CLERK

Mary John McNair

#### FLOATING OH

##### AIDE

Doris Beckert  
Deborah Bulzan  
Laura Coleman  
Vickie Frazier  
Jennifer Heflin  
Pam Johnson  
Honey Rogers  
Iva Waller

#### KINDERGARTEN

##### AIDE

Jackie Cox  
Jackie Landrum  
Amber Piper  
Pam Terry  
Bibber Wright

#### NURSE

Srebrenka O'Steen  
Kim Young

### CLTA

Kim Dillard  
Jodi Garrick  
Bonnie Impson  
Regina Jones  
Joni McClendon  
Amy Milligan  
Melanie Spiller

### SPECIAL ED AIDE- LD/SC

Janice Alsop  
Joanne Freeman

### SPECIAL ED. AIDE- OH/SC

Connie Burgess  
Maria Donofrio  
Connie Johnson  
Cher McGinley

### VISION

Beth Yokel

### Psychologist

Lori Swanson

### OFFICE STAFF

Deborah Garraux, Attend.  
Kim Geddie, Receptionist  
Teresa Tuggle, Secretary

### CAFETERIA STAFF

Patricia McFadden  
Vera Bryson  
Todd Cheney  
Kathy Duston  
Mary Hagood  
Janet Head

### CUSTODIAL STAFF

Ray Harrison  
Seefer Bruster  
Willie Gray  
Jeannie Hedrick  
Bobbie Williams

### III. SCHEDULE AND SCHOOL INFORMATION

#### Daily Schedule

- 7:15 - 7:45 Breakfast
- 7:45 Students and teachers go to classrooms. Only bus students will be served breakfast after 7:45.
- 7:55** School begins. Students should be in classrooms ready to start the school day. Pupils arriving after 8:00 *must check by the office to be admitted to their classrooms.*
- 2:30 Dismissal.

#### Early Dismissal of Students

To insure the safe dismissal of all students and lack of disruptions, we will have early dismissals before 2:00 P.M only due to emergencies situations. If parents must take a child from school before the end of the school day, they should send a note in the morning stating the reason for the early dismissal and the time. Please keep students in the classroom until the office notifies you that the parent has arrived. Please note the following District Policy JGFC (5/11/99):

No elementary school shall release any student prior to the end of the school 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 student 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.

For purposes of this policy, “legal guardian” shall include (1) any person to whom a court of competent jurisdiction has awarded custody of the child, (2) a foster parent, (3) an appropriate employee of a residential community-based care facility licensed by the Department of Social Services or operated by the Department of Social Services or the Department of Youth Services, for a child living in such a facility, and (4) a person who signed an affidavit permitting the child to attend school under Policy JBCA.

#### School Closing Due to Weather or Emergency

The closing of school due to extremely bad weather or other severe emergencies will be announced on local radio and television stations. In case of an emergency situation during the school day, ***parents are asked not to call the school for information.*** The school has detailed plans for the evacuation and safety of all students. Information will be given on the radio, television, and district webpage. In an emergency, it is vital that the phone be available for use by those who are directing emergency procedures.

#### School Information

Greenville County school information is available by calling the School District Office info line at 355-3100 or the numbers listed below. Additionally, current information is always available on the following websites:

School District: <http://greenville.k12.sc.us/>

Sara Collins website: <http://www.greenville.k12.sc.us/scollins/>

- Bus Transportation ..... 355-5280
- School District **Info Line**..... 355-3100

### **After-School Program**

The Caine Halter YMCA of Greenville operates an after school program on site at Sara Collins Elementary. The program operates on the school site during regular school calendar days. The YMCA program is independent of the school district; however, all school policies and rules in this school handbook and of Greenville County Schools apply to the program. If a student has been suspended from the school, they may not return for the after school program.

All fees and registration will be handled through the Caine Halter YMCA, 721 Cleveland Street, Greenville, SC 2960. Phone: 864-679-9622.

## **IV. CURRICULUM AND INSTRUCTION**

### **Content of Curriculum**

Sara Collins provides a curriculum that is designed to meet the needs of all students. South Carolina State Standards in Language Arts/Reading, Mathematics, Social Studies, Science, Spanish, Art, Music, and Physical Education are taken into consideration as teachers plan units and lessons for their students.

Sara Collins has fully implemented the International Baccalaureate Primary Years Program. The program is an international program based on learning through Inquiry. Each grade level, Kindergarten – Fifth grade, follows a Program of Inquiry based on six broad units of study. In this form of guided Inquiry students are encouraged to ask questions and use transdisciplinary skills to do research, think, and apply the knowledge they gain.

### **Reading Program**

Sara Collins Elementary has implemented the Four Block Literacy Method. All teachers are trained by the district Reading Consultant. The model includes Guided and Self-Selected Reading, Writing, and Word Study everyday. The model is based on research of best practices for teaching reading and writing.

Students are taught reading from a large selection of basal readers, trade books, and novels throughout the school everyday. Phonics skills are taught in the Word Study and Guided Reading lessons everyday. Comprehension skills are taught and assessed through individual and small group conferences during the week, as well as, in whole class instruction period. Writing is taught across the curriculum and during Writer's Workshops.

### **Field Trips**

Field trips are planned by the teacher for specific instructional purposes. They are considered an extension of the classroom. The school requires written permission from a parent or legal guardian before a child is permitted to go on a field trip. Transportation will be by school bus. Each child may be asked to pay a fee to cover the expense of the bus. The use of private cars is not allowed for transporting children on field trips. Children may not leave the school group and field trip with parents without a prior written approval by the principal.

**It is a teacher's decision as to the type and number of chaperones that may be needed on field trips. Due to limited space, cost, and the age of the students, a field trip may or may not require parents as chaperones. Teachers will make decisions based on their classroom needs.**

When buses return from a field trip, students will be taken to homerooms. Parents are required to sign students out in the front office.

## **Grading Scale**

The following guidelines are recommended for the assignment of grades in elementary and middle school:

A = 93 - 100	Denotes excellent work at the student's instructional level.
B = 85 - 92	Denotes above average work at the student's instructional level.
C = 77 - 84	Denotes average work at the student's instructional level.
D = 70 - 76	Denotes below-average or poor work at the student's instructional level.
U = Below 70	Denotes failing work at the student's instructional level.

## **Homework**

Homework is an extension of classroom activity and the assignments should be challenging and meaningful. Some of the purposes of homework include the following:

1. Homework is an integral part of the learning process and includes opportunities for students to reinforce, synthesize, and extend classroom learning.
2. Homework should be meaningful and engaging, should purposefully support the curriculum, and should help students develop responsibility and good work habits.
3. Homework is a natural extension of the school day and an important part of a student's educational experience.
4. Homework should be designed to be completed independently.

The three generally recognized types of homework are practice, preparation, and extension.

- a. Practice homework reinforces newly acquired skills taught in class.
  - b. Preparation homework helps students prepare for upcoming lessons, activities, or tests.
  - c. Extension homework provides challenging, often longer-term, opportunities for enrichment and extension that parallel class work.
5. Students should be taught study techniques, including the wise scheduling and use of time for both daily and long-range assignments.

Within five days of a student's return from an excused absence, the student must work out provisions for making up missed work with the teacher(s).

The principal must approve the make up of work missed during an unexcused absence after consultation with the teacher(s).

**Recommended Time by Grade Level:** The times below are daily averages since students should not have homework in all subjects every night.

Grades K-2: 15 – 30 minutes per day

Grade 3: 30 – 45 minutes per day

Grades 4-5: 45 – 60 minutes per day

Students should spend some time each day reading independently. This time should not be considered part of homework and should include a variety of types of reading.

In order to become well rounded, students in elementary school need to have time to participate in other activities after school. However, a definite time for reading and homework should be planned each day.

## **Media Center**

The Media Center is an important part of Sara Collins Elementary School. The basic function is to help children to learn by:

1. Providing books, technology and other media for the school's educational program;

2. Helping students develop an interest in reading, thus stimulating their interest in many subjects;
3. Teaching research skills and how to use the media center.

The Media Center is the center for all teaching materials, books, magazines, pamphlets, pictures, recordings and other audio-visual aids. It is the center of the reading program in that it stimulates and enriches classroom instruction in reading and bridges the gap between textbooks and the many types of reading materials used in everyday life.

The purpose of the Media Center begins and ends with children - their needs, problems, abilities, motivations and values. It is open from 7:45 a.m. until 2:45 p.m. We encourage students to visit for reference work, but also for recreational reading and checking out books.

### **Parent-Teacher Conferences**

There will be at least two scheduled conferences between the child's teacher and parent during the school year, one at the end of the first nine weeks for all students and during the third 45-day reporting periods. All parents are expected to attend these scheduled conferences. Parents are encouraged to initiate conferences at any time by writing a note or calling the school office for an appointment with the child's teacher. When teachers observe the need for additional parent-teacher conferences, they will request the parents to come in for special conferences.

### **Permanent Records**

A permanent record is maintained in the school office for each student. All information in the permanent record is confidential and is accessible only by the professional staff, the student and the student's parent, or guardian. When a student transfers to another school outside Greenville County, it is necessary for the parents to sign a written permission for the records to be forwarded to the new school.

### **Placement of Students**

It is the principal's responsibility to assign students to the homeroom class. In keeping with the policy of The School District of Greenville County, heterogeneous grouping has been identified as the most desirable means for assigning children to classrooms. Therefore, children are placed with regard to:

1. Consideration of individual child's needs;
2. Balanced distribution of boys and girls;
3. Balanced distribution based on ethnicity; and
4. Reading achievement level.

The placement of all students at the beginning of the school year is considered a tentative assignment. Changes in enrollment at the beginning of school may necessitate assigning students to different classes, but every effort will be made to limit the changes. Parent request for individual teachers is *not* a consideration for placement in a classroom.

### **Progress Reports**

Progress reports (report cards) are made every nine weeks and are sent home four times a year. This report will assess children in reading, language, spelling, handwriting, mathematics, social studies, science and health, art, music, physical education, and habits and attitudes. If a report is not received at the end of each nine-week period, please notify the child's teacher or school office. It is necessary for parents to furnish a self-addressed stamped envelope in which the final progress report can be mailed. Interim progress reports may be sent at any time during the grading period to inform parents of a lack of progress in certain areas. All grades are recorded in the district system, IGPRO. If you feel that an error is made on your child's grade, please contact the teacher immediately.

## **Promotion and Retention**

The curriculum at Sara Collins is such that children are able to make continuous progress, regardless of the grade placement. It is recognized that some students benefit from the opportunity to continue in the same grade another year. Certain definite procedures are followed during the retention process. During the first parent conference, parents are informed if the child is not performing at grade level. By the end of the third reporting period, a teacher should be able to identify a child who may need to be retained and will notify the parents that their child may profit by continuing in the same grade another year. Final decisions regarding promotion and retention of students are determined by the principal.

## **Related Arts Program**

Art, music, and physical education teachers work with each class for a 45-minute period each week. Classroom teachers also provide activities in each of these areas. A special event in the spring is the Field Day event for all students.

## **Special Education Program**

A special education resource program is provided for students who are learning disabled. Due process procedures are followed in the placement of children in the program. 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.

Sara Collins is a satellite center for orthopedic, hearing, and visually impaired students in Greenville County. Many of the students are mainstreamed to a regular class for one or more subject areas. Speech clinicians work with students individually or in small groups.

## **Challenge**

The School District of Greenville County provides programs for Gifted and Talented Students to challenge them with rigorous, complex class work and research. Gifted students may demonstrate high performance ability or potential in academic areas. Administrators, parents, teachers, and students may make referrals for students to be screened.

However, students must meet the state criteria before being placed in the Challenge program. 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 or higher for their age group. If students do not qualify solely on aptitude, this process will be used for screening:

**In Dimension A - Reasoning Abilities** Students must demonstrate high aptitude (93rd national age percentile or above) in one or more of these areas: verbal, nonverbal, quantitative and/or a composite of the three.

**In Dimension B - Academic Achievement** Students must demonstrate high achievement (94th national percentile and above or advanced status) in reading and/or math as measured by a nationally normed or South Carolina statewide assessment instruments.

**In Dimension C - Intellectual/Academic Performance** Students must demonstrate a high degree of interest in and commitment to academic and/or intellectual pursuits, or demonstrate intellectual characteristics such as curiosity/inquiry, reflection, persistence/tenacity in the face of challenge and creative, productive thinking. Rising third, fourth, fifth, and sixth grade students may be eligible to take

the Performance Task Test in March if they have already met the criteria in Dimension A or Dimension B. Beginning with grade 7, students must have a 3.75 GPA on a 4.0 scale to meet the criteria in Dimension C.

Students must meet the criteria in two of these three dimensions to participate in the Gifted and Talented Program.

### **Textbooks**

The state provides free textbooks for all students in elementary school. If a textbook is lost or damaged by a student, the student must pay the assessed amount.

## **V. POLICIES AND REGULATIONS**

### **Care of School Property**

Any damage to school property must be repaired or replaced at the expense of the offender. The cooperation of parents is required in helping us teach children to respect school property, materials, furnishings, equipment, and the building itself.

### **Change of Address**

It is necessary that we have your current address and phone number at all times. This information is especially important in cases of emergency. Please notify the school immediately upon changing your address or telephone number. **If it is determined that a parent has failed to provide the school with their correct address, the student will be dismissed from Sara Collins Elementary immediately and ask to enroll at the school within their correct attendance area.**

### **Clothing**

We follow the School District Dress code. The type of clothing worn to school by children influences their attitude and quality of work. All students are expected to wear appropriate and acceptable clothing at all times. Clothing with inappropriate words or pictures may not be worn. Improper shoes as listed in the district dress policy (*Flip-flops and thong-type shoes are not permitted*) will exclude students from participating in playground and PE activities. Wheelies or tennis shoes with wheels are not allowed because of the safety hazard created on the stairs and other members of the community. Because Rolling Book bags are a safety hazard for our school population and school design, they are not allowed. If any article of clothing interferes with the safety of students or the instructional process, parents will be called and asked to bring a change of clothing.

### **Discipline**

Discipline is defined as understanding and following reasonable rules to make one's life and that of other persons better. One acts in a disciplined way; not out of fear, punishment, or threat, but because one gets and receives a feeling of worth.

The School District of Greenville County Discipline Code is mailed to each home in the *Parent Express* newsletter. 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 the student within the school's sphere of influence, using suspension and/or expulsion only as a last resort." Types of disciplinary action are outlined in the Discipline Code.

Sara Collins School will be an orderly, disciplined school where students are responsible and are accountable for their actions. Students are expected to act with respect for each other and for the teachers. Most discipline problems can be handled between the teacher and student. If the offense is serious or if inappropriate behavior persists, the student's parents will be informed. No physical violence, hitting, biting, scratching, or fighting will be tolerated. School District Policy prohibits harassment, bullying, and intimidation of any student. Reports of this behavior will be handled according to the district policy. **If there are any questions concerning this discipline code, please contact the school principal.**

### **Discipline Code**

The staff at Sara Collins is committed to providing a safe environment in which students can learn and grow. Much media attention has been given to the issue of discipline in schools. In an effort to maintain the best possible atmosphere for learning at Sara Collins, we have a school-wide discipline plan. It includes rules and consequences to be enforced by all faculty and staff at Sara Collins. Refer to *Parent Express* or the district website for additional information.

#### *SCHOOL-WIDE RULES:*

As an International Student at Sara Collins Elementary I will:

Be kind to myself and other students.  
(Empathy and Integrity)

Show Respect to all adults and children.  
(Respect and Tolerance)

Cooperate and follow directions.  
(Confidence and Cooperation)

Take care of school property and materials.  
(Appreciation and Cooperation)

Practice responsibility through self-control.  
(Independence and Commitment)

We will be discussing the discipline code with your child within the first days of school. After this discussion, we will be sending home a copy of the discipline code that is to be discussed and signed by you and your child. Should you have concerns regarding this plan, teachers will be answering questions during the PTA Open House.

### **Money Sent to School**

Children should be discouraged from bringing money to school except for specific purposes. When money is brought to school by the child, please place it in an envelope with the student's name, the teacher's name, the amount, and the purpose written on the envelope. Neither the teacher nor the school can be held responsible when money or items are lost.

### **Notes Required From Parent or Guardian**

The school requires notes from parents or guardians for explanation of the following:

1. Absence (see Attendance Guidelines)
2. Tardiness
3. Request for early dismissal
4. Request for excuse from recess or physical education
5. In reply to notes from the teacher or principal
6. Field Trips

### **School Parties**

There are **two** scheduled school parties each year. These will be at the winter holidays and Valentine's Day. Parent's participation in these events is determined by the classroom teacher.

Individual birthday parties at school are not allowed. Please do not bring cake, cookies, etc. to school for student birthdays without consulting with the teacher before the day of the birthday. Birthday treats will be served at the end of the student's lunch in the cafeteria. Invitations to birthday parties may be distributed before or after school; however, if given out at school, there must be an invitation for every student in the class. Invitations may not be taken to friends in other classrooms. Absolutely, no balloons are allowed for individuals.

### **Policies of the School District of Greenville County**

The official policies of the School District of Greenville County are located on line and can be accessed at <http://www.boarddocs.com/sc/greenville/Board.nsf> or through the School District's Home Page.

### **Prohibited Articles at School**

Articles, which are hazardous to the safety of others or interfere in some way with school procedures, may not be brought to school by children. Such items as guns, caps for guns, bean shooters, knives, matches, lighters, cigarettes, razors or razor blades, pornographic material, drugs, alcoholic beverages, etc., are not permitted at school. Refer to the "Discipline Code" in the *Parent Express* newsletter and the district website for additional information.

### **Reassignment of Students**

The reassignment of students to another school that is outside of the attendance area where they live may be requested through the principal of the requested school. Forms for requesting reassignment are available at each school.

### **School Safety Act of 1996**

Any student who commits a nonaggravated assault and battery on school grounds or at a school-sponsored event against any person affiliated with the school in an official capacity is guilty of the misdemeanor of assault and battery against school personnel and may be fined not more than \$1,000.00, imprisoned for not more than one year, or both. Judicial, law enforcement, or corrections officials must notify the principal of any conviction of this crime, of the crime of assault and battery of a high and aggravated nature against a school official, and of other "violent crimes." Information concerning convictions of these crimes will be included in the student's permanent record. The student's teachers will be notified annually of conviction of these crimes. Any school official who reports a school-related crime in good faith is immune from criminal and civil liability arising from the report.

### **School Telephone**

The school telephone number is 355-3200. Messages will be taken for students and teachers and delivered as soon as possible. Students will not be called to the phone for emergencies. In the event of an emergency,

the caller should contact the school counselor or and administrator who will relay the emergency to the child.

Parents wishing to confer with teachers on the phone are requested to limit their calls to after-school hours. Teachers cannot leave their classrooms for telephone conferences between 7:45 a.m. and 2:30 p.m. Students wishing to call home may use the telephone in the office **for emergencies only**. Arrangements for transportation and after-school activities of students must be made before the child leaves home. Students are not allowed to have cell phones or other electronic devices.

### **Staff Telephone Numbers**

The school will not furnish the telephone number of any staff member to parents. We strongly recommend that teachers use only their school phone number for school business.

### **Transfer to Another School**

When a child is to be transferred from Sara Collins to another school, please notify the school office at least a week in advance. A transfer form will be prepared and may be picked up by the parent the last day of the child's attendance. Parents must sign a statement granting Sara Collins permission to forward the child's records to the new school if that school is outside Greenville County. School records will be forwarded to the receiving school upon request from that school.

### **Unlisted Telephone Numbers**

Many persons now have unlisted telephone numbers. *However, the school must have a number at which parents can be located at all times.* The school will not release any unlisted number.

### **Visitation in School**

Providing instructional time for students in a safe and orderly environment is our primary objective. In order to provide quality time, all parents and visitors must enter through the office area and sign-in if they have made previous arrangements with the teacher. If visitors and parents have not made previous arrangements with the teacher, we cannot allow interruptions in instructional time. We will be happy to set up an appointment for you with the teacher or call an administrator to help you. Volunteers should not use time to discuss their individual child's progress or interrupt the class with lengthy discussions with the teacher during volunteer time. All volunteers should only visit classrooms where they have assigned task. They should not use their volunteer status to visit with teachers in other classrooms even if they have their child assigned to that class.

*At no time should parents interrupt the class to speak with the teacher.* This regulation is for your child's protection. It may keep out persons who may disrupt classes and accommodates visitors who may receive a phone call while in the building.

### **Family Educational Rights and Privacy Act (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records.

These rights are:

1. The right to inspect and review the student's education records within 45 days of the day the school receives a written request for access. Parents or eligible students should submit to the school principal [or appropriate school official] a request that identifies the record(s) they wish to inspect.

The school official will make arrangements for access and will notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the school to amend a record that they believe is inaccurate or misleading. They should write the school principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosures without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school or district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility. Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirement of FERPA. The name and address of the office that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-4605

## **VI. ATTENDANCE RULES OF THE SCHOOL DISTRICT OF GREENVILLE COUNTY**

### **General Notice:**

For more information, see *Parent Express* newsletter, or Greenville County School District website. Questions regarding attendance rules should be directed, preferably in writing, to the principal.

### **Excuse From Recess or Physical Education**

All children are expected to participate in playground activities and physical education, unless participation would endanger the child's health. To be excused from these activities, the child ***must bring a doctor's note to the teacher stating the reason for the requested excuse.***

## **Permission to Leave School**

If parents must take a child from school before the close of the day, they ***must send a note in the morning stating the reason for an early dismissal and the time the child will be picked up. For the safety of the children at dismissal time, there will be no early dismissals after 2:00 p.m. and we will not call students from class after that time.*** Parents must sign their child out in the school office before 2:00 p.m. if an early dismissal is necessary. Whenever possible, medical and dental appointments should be scheduled after school hours. Parents are urged not to take the child out of school early.

No child will be allowed to leave the school grounds during school hours unless signed out by a parent or another adult designated by the parent.

Children should be cautioned about accepting rides with strangers. They will be expected to leave the school grounds immediately after dismissal at 2:30 p.m. School personnel cannot supervise or be responsible for students who remain on the grounds after dismissal.

## **Tardiness**

The school day begins promptly at 8:00 a.m. Students should be in their classrooms and ready to begin work at this time. Students arriving after 8:00 a.m. must report to the office where they will be given a permit to enter class late. Punctuality is a quality of good citizenship. ***Help your child to be on time.***

## **\*Leaving Class to Attend Siblings Programs**

Every child needs to have their own special celebration time with parents. Often, Parents want to take a sibling from class to observe a siblings program or field day. This causes the child to miss instruction and work time. It also interrupts the day for all the students in the sibling's class. If a parent elects to take a child from their classroom for this purpose, the student will not be allowed to make up work that is missed.

## **How Many Days Must My Child Attend School?**

In accordance with the State Compulsory School Attendance Law, uniform rules for all schools have been adopted to ensure that students regularly attend school. Students are counted present only when they are in school, on homebound instruction, or present at an activity authorized by the school principal.

Requirements for a standard 180-day school year follow. Regulation for 4x4 block schedules and A/B schedules are available from high schools.

- I. The school year consists of 180 school days. To receive credit, students must attend at least 85 days of each 90-day semester course and at least 170 days of each 180-day year course, as well as meet all minimum requirements for each course. Accrued student absences may not exceed ten (10) days during the school year. Any absence in excess of ten (10) may cause the student to lose credit for the year.
- II. Because 170 days are the minimum required by the state, the first ten (10) absences may be lawful, unlawful, or a combination. All absences beginning with the eleventh (11th) must be lawful and will be excused if they fall within the following guidelines:
  - A. **Lawful Absences:**
    1. Personal illness\* of a child verified by a statement from a physician within two (2) days of the student's return to school. Absences for CHRONIC or EXTENDED illness will be approved only when verified by a physician's statement.
    2. Serious illnesses or death of an immediate family member verified by a statement from the parent within two (2) days of the student's return to school.
    3. Absences for religious holidays when approved in advance. Such requests must be made in

writing to the principal.

4. Absences for extreme hardships approved by the principal. Such approval should be prearranged when possible.

\*Including doctor's appointments

#### **B. Unlawful Absences**

Any student absence, with or without the knowledge of the parent, which does not meet the conditions for a lawful absence shall be counted as unlawful and will not be excused.

#### **C. Procedures for Make-up Work**

1. Provision for make up of school work missed during excused absences shall be coordinated with the teacher(s) concerned at the earliest time possible, but should not exceed five (5) school days after the student returns to school.
2. Make up of schoolwork missed during unexcused absences may be approved only with permission of the principal after consultation with the teacher(s) concerned.

III. These rules apply to all schools in the district.

#### **IV. Award of Credit**

##### **A. Absences in Excess of Ten (10) Days**

For the purpose of awarding credit, schools shall approve or disapprove absences in excess of ten (10) days for a year course or five (5) days for a semester course regardless as to whether those absences are lawful, unlawful, or a combination of the two.

## **VII. HEALTH AND SAFETY OF STUDENTS**

### **Accidents and Emergencies**

Every effort is made to prevent accidents. However, in case of an accident, first aid is given by authorized school personnel or the Health Room nurse. In all cases of serious accident or illness, every effort is made to contact the parents. The school will follow parents' directions on the health card and enrollment form if we are unable to reach you and the child needs more than first aid. The school personnel will exercise extreme care and caution if a decision involving the health or safety of a child must be made following an accident or other emergency.

### **Fire and Emergency Drills**

In accordance with state laws, a fire drill must be held once each month. Fire drills will be held without warning. Each teacher will be responsible for instructing pupils on the manner and route of exit during each drill. These rehearsals are necessary for helping children react quickly and responsibly in instances of emergency. Instruction and drill will be provided in preparation for tornados or severe weather conditions and the evacuation of buses.

### **Food Service Program**

The cafeteria manager and her assistants provide a nourishing, well-balanced breakfast and lunch each day for students and staff. While students are encouraged to eat the meals prepared at school, they may bring a lunch from home.

Elementary school children may buy lunch for \$2.00 daily or \$10.00 weekly. Students may choose to pay by the day at the cash register before being served. *Carbonated drinks may not be brought for lunch.*

Menus are available online.

Meal and milk prices are as follows:

Breakfast for the week .....	\$5.00
Breakfast - reduced price (daily) .....	.30
Lunch for the week (sold on Mondays).....	10.00
Lunch (daily) .....	2.00
Reduced-price lunch (daily).....	0.40
Reduced-price lunch (weekly).....	2.00
Extra milk.....	0.65
Adult lunch (daily) .....	3.25
Adult breakfast (daily).....	2.00

The free and reduced-price lunch program is available under the National School Lunch Program. An application form will be given to each student during orientation or when a student enrolls in school. The qualifying guidelines printed on the form will be followed in determining the eligibility of students to receive free or reduced-price meals. You will be notified in writing whether your child is eligible.

The cafeteria will not loan money to students for meals.

Food and Nutrition Services expects payment either in advance or at the point of service. Students at elementary and middle schools are allowed to charge meals on an emergency basis only. Students at high schools and adults at all locations are not allowed to charge meals. If parents or guardians find it impossible to pay for student meals, please apply for free and reduced meals by completing an application available from your local school Cafeteria Manager.

Parents are welcome to eat lunch with their children. Please call the school office the morning of the day you plan to eat. When parents come for breakfast or lunch, please stop by the office, sign-in, and put on a visitor's badge. **You are also requested not to bring food from a restaurant for your child.**

Eating in the cafeteria provides many opportunities for positive learning experiences and for practicing social skills and good manners. Students are expected to leave the area around their place at the table free of food or paper when the meal is over. Acceptable table behavior is a skill, which each child will be helped to learn and practice.

## **Health Room**

The Health Room is staffed daily by a school nurse. Any child who is not feeling well or has been hurt will be sent to the Health Room.

A Health Room Card is kept on file in the Health Room for every child. This card supplies vital information about who to call in case of an emergency or special health problems the child may have. It is necessary that you give the school the information requested on the Health Room Card.

The Health Room nurse will keep a record of the child's visit and will take his/her temperature or perform any minor first aid necessary, depending upon the symptoms. The Health Room does not have aspirin or any other over-the-counter medications, and the nurse cannot administer any.

If a child is too ill or uncomfortable to remain in school, the nurse will notify you by telephone to come for him/her. Parents are always contacted if the child has a fever of **100 degrees** or more or is nauseated. The parent must sign the child out of the Health Room. The child must remain out of school for 24 hours after the fever breaks.

Vision and Hearing is checked for every Kindergarten, First, and Third Grade student. Hearing is checked for all second graders. All fifth graders have their vision checked. If a problem is discovered, the parents will be notified. Students may be screened for speech/language problems throughout the school year.

## Requirements for Medication Administration

When a student is required to take medication during the school day, the following guidelines will be followed:

### **Medication Policy**

All prescription medication must be delivered to the school nurse or other designated school employees by the student's parent, legal guardian or a previously designated adult. If your child brings over-the-counter medication, it must be brought to the Health Room before school starts. It is against School District Policy for a student to carry ANY medication on their person without prior approval. All medication must be maintained in the Health Room. Violations of the medication policy are addressed sternly. Medication needed on a field trip is also covered by this policy and must be administered by an individual designated by the principal.

### *Medication Guidelines*

- Absolutely no medication will be given without written parental permission.
- School nurses may not administer the first dose of any medication. (Student should be monitored by a parent for possible side effects following initial dose).
- School nurses are legally required to administer only medications with FDA approval.
- All PRESCRIPTION medication must be administered as labeled and OTC medications may not exceed package directions.
- ALL MEDICATION MUST BE IN ORIGINAL CONTAINER. No medication will be given from zip-lock bags or envelopes.
- Any medication given every day for longer than TWO WEEKS must have a written Physician's Authorization. This includes Tylenol, Ibuprofen, etc.
- No medication containing ASPIRIN OR PPA can be given at school without a doctor's authorization. This includes, but is not limited to, Pepto Bismal, Excedrin, and some OTC cold medications.
- If your child forgets to take a morning dose of medication, school nurses are not allowed to give that dose at school. Parents may come to the Health Room to give the missed dose at school.
- Students with an Inhaler or Epi-Pen may carry them ONLY if we have written permission from you and your doctor. It is essential for your child's safety that "spare" medication be maintained in the Health Room in the event the student forgets to carry medication as prescribed.

### **Insurance**

Information about accident and dental insurance is available to all students at the beginning of the school

year.

**Accident Insurance and Dental Insurance-** There are two plans that are available. Plan 1 provides 24-hour coverage and Plan 2 provides school-time coverage. While the carrying of insurance is optional, you are urged to take it, as it will help with expenses in the case of an unavoidable accident. *Checks for accident insurance should be made to the insurance company and mailed to the company with the application form.*

### **School Safety Patrol Rules**

School Patrols are fifth grade students who work very hard to insure the safety of everyone at Sara Collins. They receive training from and are supervised by a staff member. Patrol boys and girls will be stationed around the school to assist students. These patrols are there for your child's protection and should be obeyed at all times. You can help by impressing upon your child the seriousness of the task of the boys and girls on patrol.

An adult crossing patrol guard is stationed in front of the school on Parkins Mill Road. To assure the safety of students, drivers of automobiles must obey the hand signals of the crossing guards. When bringing or picking up children to/from the school traffic circle, only one lane of traffic is allowed. **Please instruct your children in the rules to be followed getting to and from school in a safe manner.**

### **Bike Riders**

Students who ride their bikes to school are required by a new state regulation to wear a safety helmet.

## **VIII. TRANSPORTATION**

The following guidelines are for the purpose of insuring the safety of the students and facilitating the flow of traffic. Your cooperation is needed. We welcome your suggestions concerning the safety program. Please remember to send a note if your child is to go home in a manner different from the customary way.

### **Arrival**

Unless you are a bus rider, no students should be dropped off **prior to 7:20 a.m.** There is no supervision before 7:15 a.m. except for bus students. Students who eat breakfast at school will go directly to the cafeteria upon arrival.

All cars bringing students to school will enter the main car parking lot on Betty Spencer Drive. Students should enter at the Front Door. This will be the only entrance to the school throughout the day. Student should never be dropped off in the bus parking lot or from the main streets surrounding the school.

Students will be assigned rooms by grade level to report to prior to 7:45 a.m. After 7:45 a.m., students will report to their classrooms. All students who arrive after 8:00 a.m. will need a tardy slip issued at the main office in order to report to class.

The side parking lot is designated for buses and handicapped students. During the school year all buses from Washington Center and our buses will be parked in the middle parking lot.

## **Dismissal**

Students are dismissed at 2:30 p.m. All early dismissals must be completed before 2:00. **There will be no early dismissals after 2:00 p.m.**

### For Grades 2-5

Parents should enter the campus from Betty Spencer Drive and pick up their students at the covered walkway. For the safety of students, adults should remain in their cars. For the first few days of school dismissal takes a little longer than usual. However, as the year progresses the car pool becomes very efficient. Students will only be called if their car is in the car line.

### Kindergarten and First Grade

Kindergarten students, first graders and carpools that include them may pick up their entire car pool at the back parking lot at 2:30 p.m. Arrangements must be made through the office to have all the members of the car pool at the back parking lot.

Students are to be picked up by **3:00 p.m.** After 3:00 p.m. parents must come into the office to sign out their child. The child will be called from the holding room at that time.

## **School Bus Transportation**

Bus transportation to and from school is provided by the state 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.

All Kindergarten and First Grade Students who ride the bus must have a completed designee form before they are allowed to ride on the bus. A designee listed on the form must be at the bus stop when the bus arrives. If a designee is not there, the bus driver will return the child to the school at the end of the route for parents to pick up their child from school.

The driver of the school bus is in full charge of the pupils and the bus. His or her relationship with the pupils will be on the same plane as that expected of a teacher. Pupils will obey the driver cheerfully and promptly. ***The right of all pupils to ride on the bus is conditional upon their good behavior and observance of the rules and regulations.*** Safety demands complete cooperation.

Discipline referrals written by bus drivers will be handled by the school administration, who will follow the consequences listed on the referral.

***Rules for Bus Riders:*** For more information, please see the *Parent Express* newsletter.

## **Motorized Vehicles**

A state regulation states that all motorized scooters, mini-bikes, All Terrain Vehicles and other power-driven (gas or electric) devices are legally considered motor vehicles and children are not permitted to operate them on public rights-of-way, that would include roads, ditches, school property, sidewalks, or easements.

# **IX. SPECIAL SERVICES**

## **Lost and Found**

A lost-and-found container is maintained in the school cafeteria. To help minimize lost articles, please put your child's name on items of clothing such as jackets, sweaters, coats, scarves, hats, and gloves. Unclaimed

articles will be donated to charity at the end of each nine weeks period. Remind your child to check the lost-and-found containers for missing items.

### **Newsletter**

One way of communicating with parents is through the school newsletter, *The Observer*, which will be sent home. Included in the newsletter will be information about upcoming events at the school, student stories and poems, and news about students and teachers in the school. You can become a better-informed parent by reading *The Observer*.

### **School Pictures and Yearbook**

Arrangements will be made for a photographer to take Fall and Spring Individual and Winter group pictures and make them available for purchase by the students. The schedule for having the photographs taken will be announced in the school newsletter.

The school Yearbook must be purchased at the beginning of the school year. Extra copies are not ordered. The Yearbooks are distributed near the end of the school year.

### **School Store**

The School Store is open each day from 7:45 a.m. to 8:00 a.m. for the convenience of students. The store will have available items such as pencils, erasers, paper, folders, composition books, and crayons.

### **Student Helpers**

Fifth grade students assist the school staff as library aides, tutors, safety patrol, school store workers, and teacher helpers. They perform a very valuable service to the school.

## **X. AREAS OF PARENT AND CITIZEN INVOLVEMENT**

### **Parent Teacher Association (PTA)**

Sara Collins has an active Parent Teacher Association, which lends support to the total school program.

Objectives of the National PTA are as follows:

1. To promote the welfare of children and youth in home, school, church and community.
2. To raise the standards of home life.
3. To secure adequate laws for the care and protection of children and youth.
4. To bring into closer relation the home and the school, that parents and teachers may cooperate intelligently in the education of children and youth.
5. To develop between educators and the general public such united efforts as well as secure for all children and youth the highest advantages in physical, mental, social and spiritual education.

The PTA renders a number of valuable services to the school and sponsors fund-raising projects during the year. You are encouraged to become actively involved in supporting the PTA activities.

Meetings of the PTA are held on a Monday of designated months in the school cafeteria. The meetings usually occur in the evening. Announcements about meetings will be sent home with the children prior to each meeting. Programs will be planned around topics of interest and concern to parents.

PTA membership dues are \$5.00 per person. Fathers, mothers, other family members, and friends are urged to join. Upon payment of the dues, a membership card will be issued. Money from membership dues is

used to support worthwhile school projects.

## **Volunteer Program**

Working as a school volunteer can be exciting and fun. Your volunteer help can meet the needs of children in many ways. The list below indicates some of the areas in which volunteers work at our school:

1. **Book Fair:** Two-hour shifts in library totaling sales and assisting students with book selection. Time commitments will be during school hours or in the evening during the Pizza Supper Night.
2. **Flexible Volunteer:** Free to help at last minute for various unexpected events.
3. **Freaky Friday:** Sara Collins' annual carnival/fair in early October. A big fund-raiser that allows the PTA to purchase specialized equipment and underwrite various programs for Sara Collins. This is a project that requires everyone's help and cooperation. More specific information involving areas for participation will be sent in early September.
4. **Health Room:** Help staff Health Room and assist with vision and hearing screening.
5. **Hospitality:** Baking and organization of refreshments for teacher treats or luncheons, and Teacher Appreciation Week
6. **Housewise Streetwise:** Third-grade program on emergency or threatening situations. Sponsored by Greenville Solicitor's Office. One representative from each homeroom needed.
7. **Just Say No:** An outstanding program for 4th and 5th graders concentrating on molding self esteem and teaching practical ways to handle peer pressure. One hour per month.
8. **Landscaping:** Flexible hours to keep our grounds nice. Occasional Saturdays during the year.
9. **Library Helper:** Librarians would appreciate your help with book maintenance, shelving books, and student activities within the library. Flexible time, weekly or monthly.
10. **Telephone Committee:** Calling to organize volunteers for various activities. Ideal for home volunteer work. Flexible hours.
11. **Wrapping Paper Sales Committee:** During the month of September distribute order forms to grades 1-5, check orders, file orders, and distribute paper in late fall.
12. **Tutoring/Mentoring students:** Assist students with reading and math skills during school hours. Flexible hours during school day but tutors are encouraged to participate in "Tuesday Tutoring" each Tuesday morning from 7:20 – 8:00 am.

### **A Desirable School Volunteer:**

- is prompt, regular and dependable in attendance
- accepts graciously the tasks assigned
- recognizes that he/she is setting an example of behavior, speech and dress
- accepts differences in school practices and personnel **without criticism**; recognizes the role as a volunteer, not a professional
- observes **discretion** and **confidentiality** in commenting on school matters, including the performance of other volunteers, school personnel and children
- loves children, listens to them, encourages them, calls them by name
- is happy that he/she can express a sense of social responsibility and concern for education in an active way
- understands that the work they perform is in the best interest of ALL children in the school.
- **Smiles!**

**Get involved as a volunteer! There is a special place that is only for you!**

If you are interested in serving as a Sara Collins volunteer, contact the school office (355-3200) or call the PTA Volunteer Chairman.



# XI. SARA COLLINS PTA BOARD 2011-2012

## Executive Board

President	Sarah Greer	607-0037	<a href="mailto:sarahngreer@charter.net">sarahngreer@charter.net</a>
President Elect	Mary Margaret Bannister	676-9250	<a href="mailto:maryandbruce@charter.net">maryandbruce@charter.net</a>
Treasurer	Georgianna Gray	288-2516	<a href="mailto:georgiana.gray@gmail.com">georgiana.gray@gmail.com</a>
Asst. Treasurer	Chrissy Martin	631-1252	<a href="mailto:comartin77@charter.net">comartin77@charter.net</a>
Fundraising	Aimee Garrett	234-9799	<a href="mailto:aimeewgarrett@gmail.com">aimeewgarrett@gmail.com</a>
Enrichment	Harriet Gray	286-0133	<a href="mailto:harriet@upstreamidentity.com">harriet@upstreamidentity.com</a>
Communications	Marci Howle	346-4714	<a href="mailto:marcihowle@gmail.com">marcihowle@gmail.com</a>
Secretary	Katherine White	242-6634	<a href="mailto:katherineaikenwhite@gmail.com">katherineaikenwhite@gmail.com</a>
Program Coordinator	Lara Wannemacher	630-5325	<a href="mailto:wannemacherc@bellsouth.net">wannemacherc@bellsouth.net</a>
School Events	Shannon Cole	608-3613	<a href="mailto:srcole1@charter.net">srcole1@charter.net</a>
Past President	Devon Pace	421-0933	<a href="mailto:devonp@charter.net">devonp@charter.net</a>
Teacher of the Year	Jeremy Sauceman	355-3200	<a href="mailto:jsaucema@greenville.k12.sc.us">jsaucema@greenville.k12.sc.us</a>

## Fundraising: Aimee Garrett

	Volunteer Name	Number	Email
Apparel	Rhonda Traynham	288-9891	<a href="mailto:rhondatraynham@charter.net">rhondatraynham@charter.net</a>
Book Fair	Lynn Brown	422-0465	<a href="mailto:lynnlbrown@bellsouth.net">lynnlbrown@bellsouth.net</a>
Freaky Friday	Aimee Garrett	234-9799	<a href="mailto:aimeewgarrett@gmail.com">aimeewgarrett@gmail.com</a>
	Katie Mitchell	234-6756	<a href="mailto:mitchellkatie5@yahoo.com">mitchellkatie5@yahoo.com</a>
Parent Celebration	Meg Hyché	329-0123	<a href="mailto:mhyche@charter.net">mhyche@charter.net</a>
	Maria Ives	458-3013	<a href="mailto:mariaives@yahoo.com">mariaives@yahoo.com</a>
Gift Wrap	Joye Grabarczyk	277-7092	<a href="mailto:jbgmag@charter.net">jbgmag@charter.net</a>
	Lisa Aiesi	422-6001	<a href="mailto:paiesi@msn.com">paiesi@msn.com</a>
School Store	Lynn Norwood	288-3735	<a href="mailto:thenorwoods@charter.net">thenorwoods@charter.net</a>
Student Supply Packet	Katie Chastain	288-6104	<a href="mailto:katiechastain@charter.net">katiechastain@charter.net</a>
Family Night Outtings	Katherine White	242-6634	<a href="mailto:katherineaikenwhite@gmail.com">katherineaikenwhite@gmail.com</a>
Boosterthon Fun Run	Devon Pace	421-0933	<a href="mailto:devonp@charter.net">devonp@charter.net</a>
Yard Sale	Michelle Caudell	281-0040	<a href="mailto:michellecaudell@gmail.com">michellecaudell@gmail.com</a>

## Communications: Marci Howle

-	Volunteer Name	Number	Email
	Marci Howle	346-7414	<a href="mailto:marcihowle@gmail.com">marcihowle@gmail.com</a>
Headliner			-
Press Releases	Rachel Crawford	351-0106	<a href="mailto:adam_rachel@att.net">adam_rachel@att.net</a>
The Observer	Ashlyn Brown	320-3437	<a href="mailto:abrown@teleco.com">abrown@teleco.com</a>
	Kerry Sweeny- Editor	380-8210	<a href="mailto:sweeny5@bellsouth.net">sweeny5@bellsouth.net</a>
	Laura Reeder		<a href="mailto:lreeder@greenville.k12.sc.us">lreeder@greenville.k12.sc.us</a>
	Allison Sullivan	979-7739	<a href="mailto:allison.sullivan@ge.com">allison.sullivan@ge.com</a>
	Cecilia DePiero	235-2255	<a href="mailto:dfruitst@gmail.com">dfruitst@gmail.com</a>
	Shelley Ahmed	479-841-3805	<a href="mailto:Shelleyahmed@att.net">Shelleyahmed@att.net</a>
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## Program Coordinator: Lara Wannemacher

Yearbook	Lisa Cline	329-1276	<a href="mailto:lisasonger@hotmail.com">lisasonger@hotmail.com</a>
	Sheyl Dalton	458-9053	<a href="mailto:sdalton9053@gmail.com">sdalton9053@gmail.com</a>
Yearbook sales/delivery	Liza Feniger	421-4818	<a href="mailto:eel_12@yahoo.com">eel_12@yahoo.com</a>
School Photography	Lisa Davis		<a href="mailto:lisabyrddavis@yahoo.com">lisabyrddavis@yahoo.com</a>
	Maria Vogt	277-8684	<a href="mailto:maria@the-vogts.com">maria@the-vogts.com</a>
	Ashley Godwin	286-08003	<a href="mailto:godwin17@bellsouth.net">godwin17@bellsouth.net</a>
	Rachel Black	363-0811	<a href="mailto:rkyano@gmail.com">rkyano@gmail.com</a>
	Brandi Koontz	236-6916	<a href="mailto:bfkoontz@yahoo.com">bfkoontz@yahoo.com</a>
Marquis	Rand Wilson	242-0424	<a href="mailto:randwilson@wellsfargo.com">randwilson@wellsfargo.com</a>
	Mark Kemp		<a href="mailto:mkemp@wpc-online.org">mkemp@wpc-online.org</a>
Transition Liaison	Kikki Robinson	288-6464	<a href="mailto:kiki1030@att.net">kiki1030@att.net</a>
Scout	Trecy Waton	288-1687	<a href="mailto:katwatson@gmail.com">katwatson@gmail.com</a>

## Enrichment: Harriet Gray

	Volunteer Name	Number	Email
Lego Robotics	Dirk Hardtmann	277-2722	-
Reindeer Run & Spring Fling	Lara Wannemacher	630-5325	<a href="mailto:wannemacherc@bellsouth.net">wannemacherc@bellsouth.net</a>
MENtoring	Keith Goodall	252-4209	<a href="mailto:goodall184@googlemail.com">goodall184@googlemail.com</a>
	Gary Daniels	422-0692	<a href="mailto:gary.daniels@wellsfargo.com">gary.daniels@wellsfargo.com</a>
Watchdogs	Lamont Sullivan	967-3141	

## School Events: Shannon Cole

	Volunteer Name	Number	Email
Dr. Seuss Day	Meg Hyché	329-0123	<a href="mailto:mhyche@charter.net">mhyche@charter.net</a>
	Leanne White	288-0672	<a href="mailto:leannejw@charter.net">leannejw@charter.net</a>
Family Nights	Kathy Watson	288-1687	<a href="mailto:katwatson@gmail.com">katwatson@gmail.com</a>
	Maria Vogt	277-8684	<a href="mailto:maria@the-vogts.com">maria@the-vogts.com</a>
First Day Celebration	Kristine Gilmer	414-8013	<a href="mailto:kgilmer@charter.net">kgilmer@charter.net</a>
Grandparents Day	Betsy Poole	235-0110	<a href="mailto:betsypoole@charter.net">betsypoole@charter.net</a>
	Katie Mitchell	275-4736	<a href="mailto:mitchellkatie5@yahoo.com">mitchellkatie5@yahoo.com</a>
Housewise Streetwise	Sarah Payne	355-3200	<a href="mailto:spayne@greenville.k12.sc.us">spayne@greenville.k12.sc.us</a>
Hospitality	Abbe Westin	627-4342	<a href="mailto:abbewestin@gmail.com">abbewestin@gmail.com</a>
IB Open House	Rebeckah Macfie	675-9593	<a href="mailto:rebeckahmacfie@gmail.com">rebeckahmacfie@gmail.com</a>
	Susan Shelley	288-0676	<a href="mailto:susanshelle78@aol.com">susanshelle78@aol.com</a>
New Parent Reception	Caroline Taylor	236-7682	<a href="mailto:ckirkleyt@yahoo.com">ckirkleyt@yahoo.com</a>
	Lynn Norwood	288-3735	<a href="mailto:thenorwoods@charter.net">thenorwoods@charter.net</a>
Red Ribbon Week	Allison Hayes	248-0358	<a href="mailto:apetrocco@yahoo.com">apetrocco@yahoo.com</a>
Teacher Appreciation	Julia Morgan	297-1957	<a href="mailto:juliamorgan@charter.net">juliamorgan@charter.net</a>
Field Day	David Seaver	201-9034	<a href="mailto:dseaver@coldwellbankercaine.com">dseaver@coldwellbankercaine.com</a>

**Secretary: Katherine White**

	<b>Volunteer Name</b>	<b>Number</b>	<b>Email</b>
1st Day Packets	Sarah Greer	607-0037	<a href="mailto:sarahngreer@charter.net">sarahngreer@charter.net</a>
Directory	Catherine Daniels	422-0692	<a href="mailto:catdaniels71@gmail.com">catdaniels71@gmail.com</a>
Flyers	Committees		
Handbook	Sarah Greer	607-0037	<a href="mailto:sarahngreer@charter.net">sarahngreer@charter.net</a>
Name Tag	Ashley Godwin	286-8003	<a href="mailto:godwin17@bellsouth.net">godwin17@bellsouth.net</a>

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**1st VP: Mary Margaret Bannister**

	<b>Volunteer Name</b>	<b>Number</b>	<b>Email</b>
Membership	Nikki Cline	271-0091	<a href="mailto:nikkimac@charter.net">nikkimac@charter.net</a>
School Tours	Sarah Greer	607-0037	<a href="mailto:sarahngreer@charter.net">sarahngreer@charter.net</a>
	Katie Mitchell	275-4736	<a href="mailto:mitchellkatie5@yahoo.com">mitchellkatie5@yahoo.com</a>
Legislative Liasion	Cecilia DePiero	235-2255	<a href="mailto:dfuitst@gmail.com">dfuitst@gmail.com</a>
	Lynn Brown	422-0465	<a href="mailto:lynnlbrown@bellsouth.net">lynnlbrown@bellsouth.net</a>

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**Past President: Devon Pace**

	<b>Volunteer Name</b>	<b>Phone Number</b>	<b>Email</b>
Volunteer Coordinator	Noel Rogers	277-1546	<a href="mailto:noelrogers@bellsouth.net">noelrogers@bellsouth.net</a>
Grants and Awards	Kim Wilson	242-0424	<a href="mailto:kwilson@caldwellbankercaine.com">kwilson@caldwellbankercaine.com</a>
	Mary Margaret Bannister	676-9250	<a href="mailto:maryandbruce@charter.net">maryandbruce@charter.net</a>

## XII. SARA COLLINS PTA CALENDAR 2011-2012

(e-news will notify of any changes)

### August

2	Executive Board Meeting	12:00 PM	TBD
10	Teacher Lunch	11:30 PM	
15	K5-1 <sup>st</sup> grade Meet the Teacher	4:30 pm - 6:00pm	Sara Collins
16	2 <sup>nd</sup> - 5 <sup>th</sup> Grade Meet the Teacher	4:30 pm - 6:00pm	Sara Collins
17	First Day for Students	8:00 AM	
	New Parents Drop In (K5, 1 <sup>st</sup> )	7:45-8:45 am	Media Center
23	General PTA Meeting	12:00 PM	
29	Charleston Wrap Kickoff	1:15 - 1:45 pm	Gym
30	Palmetto Fine Foods Night		

### September

5	No School, Labor Day Holiday		
6	Executive Board Meeting	12:00 PM	
12	Last Day to Turn in Charleston Wraps	by 2:00 pm	
12	Parent / Teacher Open House	6:00 PM	Sara Collins
16	Father / Child Breakfast	7:00 AM	
19	Interim Progress Reports		
20	Combined Exec. & PTA Board (Freaky Friday meeting)	12:00 PM	
27	Fall Pictures		

### October

3	FF Week Kick Off		
7	Freaky Friday	3:30-7:30	Greenville Tech Campus
11	Executive Board Meeting	12:00 PM	TBD
13-14	No School / Teacher In-Service		
18	General PTA Meeting	12:00 PM	TBD
24-28	Red Ribbon Week		
31	Report Cards- 1st Quarter		

### November

2-4	CogAT Testing (2 <sup>nd</sup> grade)		
8-10	ITBS Testing (2 <sup>nd</sup> grade)		
8	Executive Board Meeting	12:00	
11	Veterans Day Lunch		
14-18	Book Fair		
15	IB Open House	6:00 PM	
23-25	No School /Thanksgiving Break		
28	Interim Progress Reports		

<b>December</b>	3	Sara Collins Yard Sale Fundraiser	7:30am - until
	3	Sizzling Saturday/Reindeer Run	10:00 AM
	5	PTA Holiday Program	6:00pm
	6	Executive Board Meeting	12:00pm
	19-30	No School, Winter Break	
<b>January</b>	2	Back to School	
	10	Executive Board Meeting	12:00 PM
	13	No School Teacher Workday	
	16	No School MLK Day	
	17	General PTA Meeting	12:00 PM
	18-20	5k & 1st grade registration	
	19	Report Cards- 2nd Quarter	
	20	Father/ Child Breakfast	7:00 AM
<b>February</b>	7	Executive Board Meeting	12:00pm
	6	FunRun Kickoff	
	15	Interim Progress Reports	
	15	Boosterthon FunRun	
	17	Love Luncheon Teachers	
	20	No School, Presidents Day	
<b>March</b>	1	National Nutrition Month	
	2	Dr. Seuss Day	
	5	Family Night / Art Show	6:00pm
	6	Executive Board Meeting	12:00 PM
	6	Grandparents Day (k5 and 3rd)	
	7	Grandparents Day (1st and 4th)	
	8	Grandparents Day (2nd and 5th)	
	9	Snow Makeup Day #3	
	12	Snow Makeup Day #2	
	13	General PTA Meeting	12:00 PM 9:30 am to 11:30 am
	17	Sizzling Saturday	
	20-21	Pass Testing (3rd,4th,5th Writing)	
	27	Report Cards 3rd Quarter	
<b>April</b>	2-6	Spring Break	
	9	Snow Makeup Day #1	
	10	Executive Board Meeting	12:00pm

13	Father/ Child Breakfast	07:00:00 AM
14	Sara Collins Parent Celebration	6:30pm
18	Volunteer Breakfast	7:45 - 8:30am
23	Second Grade Field Day	
24	First Grade Field Day	
25	Kindergarten Field Day	
26	Third Grade Field Day	
27	Fourth Grade Field Day	
30	Interim Progress Reports	
30	Adaptive Field Day	
4/30- 5/4	Teacher Appreciation Week	

## May

7	PTA Family Night/ End of year	6:00pm
7-11	Pass Testing (3rd, 4th, 5th)	
15	Joint Exec & General PTA Meeting	12:00pm
18	5th grade field day	
22	5 <sup>th</sup> grade exhibition	
23	5th grade helper trip	
25	5th grade awards	
25	5th grade luncheon	
28	No School Teacher Workday	
30-31	Half Day (12:00)	

## June

1	Last Day (Half Day 12:00)
5	Report Cards 4th Quarter

## XII. GREENVILLE COUNTY SCHOOLS STUDENT CALENDAR 2011-2012

### Important Dates

(Revised 7-7-11)

#### School Start/End Dates

4K-12 First Day.....Aug. 17  
 4K Half Days.....Aug. 17-19  
 \* 4K-12 (Half Days).....May 30, 31, June 1  
 4K-12 Last Day.....June 1  
 (\*Half days are last 3 days of school.)

#### Student Holidays

Labor Day.....Sept. 5  
 Teacher Prof. Dev./Workdays....Oct.13-14  
 Thanksgiving Break.....Nov. 23-25  
 Winter Break.....Dec. 19 - Dec. 30  
 Teacher Prof. Dev./Workday.....Jan. 13  
 MLK Day .....Jan. 16  
 Presidents' Day .....Feb. 20  
 Spring Break.....April 2-6  
 Memorial Day.....May 28

#### Makeup Days (In Order of Use)

\*Makeup Day 1.....April 9  
 \*Makeup Day 2.....March 12  
 \*Makeup Day 3.....March 9  
 (\*If day not needed, it becomes a student holiday)

#### Interim Progress Reports

1st Quarter Report.....Sept. 19  
 2nd Quarter Report.....Nov. 28  
 3rd Quarter Report.....Feb. 15  
 4th Quarter Report.....April 30

#### Grading Periods

End 1st Quarter.....Oct. 21  
 End 2nd Quarter .....Jan. 12  
 End 3rd Quarter.....March 21  
 End 4th Quarter.....June 1

**Report Cards**

1st Report Card.....Oct. 31  
2nd Report Card.....Jan. 19  
3rd Report Card.....March 27  
4th Report Card.....June 5

**Student Testing (Tentative)**

**MAP Testing Window**

(Gr. 2-8, ID 1,9-12).....Sept. 6-30

**High School Exit Exam**

(ID 9-12).....Oct. 18-20

**CogAT Testing (Gr. 2).....Nov. 2-4**

**ITBS Testing (Gr. 2).....Nov. 8-10**

**MAP Testing Window (Optional)**

(Gr. 2-8, ID 1, 9-12).....Dec. 1-15

**EOCEP Tests**

(Block HS Only).....Jan. 4-6, 9-12

**Exams-Full Day (MS & HS) .....Jan. 9-12**

**ELDA Testing**

(ID Students).....Feb. 21-April 13

**MAP Testing Window**

(Gr. 2-8, ID K, 1, 9-12).....Mar. 1- 28

**SC ALT Testing**

(ID Students).....March 5-April 27

**PASS Writing Test (Gr. 5, 8)....March 20-21**

**High School Exit Exam**

(Gr. 10, ID 9, 11, 12) .....April 17-19

**AP Testing (HS).....April 30-May 11**

**PASS - ELA, Math, Science,**

**and Social Studies**

(Gr. 3-8).....May 7-11

**EOCEP Tests (Middle & High)**

(HS Courses).....May 14-25

**Exams-(MS & HS).....May 29-31, June 1**

**Other Important Dates**

**5K and First Grade Registration**

for 2012-13.....Jan. 18-20

**4K Pre-Registration**

for 2012-13.....Feb. 1-3

**High School Graduations....May 31, June 1**