

Friendship Elementary School
Student Handbook
2010-2011

The staff of Friendship Elementary School would like to welcome all students and their families to our school. At FES, we feel that we care about the whole-child more than simply academics. We know that all children can learn, not always in the same way or timeframe. We work with our students to ensure that each and every child can be the best that he/she can be. Thank you for being with us at FES.

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Karen Smith, School Secretary Smithk@ccschools.net

School Colors: Purple and Orange School Mascot: Falcon

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This Parent/Student Handbook /Assignment Book is sponsored by



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Mission Statement

The mission of Friendship Elementary School, in partnership with its community, is to prepare responsible, caring and productive students by providing challenging learning opportunities along with developing their reading and math skills to proficient and advanced levels.

Friendship Elementary School's Beliefs

- 1) Challenging opportunities for all students should be provided through up to date data, research-based information and procedures and special programs aligned to focus on student achievement.
- 2) School attendance should be encouraged by parents and school educators, so each child can be provided with the best opportunities for academic learning.
- 3) Educators, parents and the community share in the lives, responsibility and education of each student.
- 4) Communication among students, teachers, staff, community and businesses should reflect on the well being of every child to be successful adults.
- 5) Safety and security for every student and staff member will be provided to the best of our ability.

Vision

It is the vision of Friendship Elementary School to create and maintain a strong partnership among our children, staff, parents and community to assure that each child reaches their highest personal potential. Our highly qualified staff and school officials will provide our children with a challenging learning experience, promote personal responsibility, positive self-esteem and a keen sense of citizenship. To prepare our students for their future educational goals, we will continue to strengthen our technology and individual assessment programs to assure that they carry our children to the highest level possible both educationally and civically.

Announcements

Announcement time each day is 7:45 a.m. – 7:50 a.m. During this time there will be announcements. Students will voluntarily give the Pledge of Allegiance to the American Flag and respect a moment of silence. On some days, the National Anthem will be sung. A Happy Birthday is expressed to the appropriate students and staff members.

Breakfast and Lunch

Lunch money must be placed in an envelope marked with the child's name and grade. This money is given to the cafeteria manager. At lunch the students go through the cafeteria line and punch in **the last four digits of their Social Security number** to log into the computer system. The manager keys into the system the items purchased by the student. Parents may pay for a month of meals, pay a desired amount for water, extra milk, etc. The computer system adjusts the child's balance as the money is used. Students can only charge up to a \$10.00 limit. Contact the school for more information.

On a special occasion, you may plan on eating with your child. The lunchroom manager appreciates it when you call ahead so that enough food is prepared. Free and reduced lunch applications are available in the FES office.

Campbell's Soup Labels, Tyson Coupons, Box Tops for Education, and empty Printer Cartridges

FES students save Campbell's Soup labels, Box Tops for Education, empty printer cartridges, used cell phones and Tyson slogans. These are redeemed for materials and money that the school can use. Each classroom competes to see which class can collect the largest number of these items.

Care of the Building

We ask that parents encourage their children to be very responsible of their behavior in regard to the building. This includes school day and out of school day building use. Friendship Elementary is very fortunate to have such a fine facility and it deserves our BEST care.

Cavalier Fridays

The second Friday of each month is designated as Cavalier Friday. All students and staff members are encouraged to wear the Cavalier colors of maroon and gray.

Discipline Plan / Code of Conduct

“I should not behave in such a way that I keep myself from learning, I should not keep my teacher from teaching and I should not keep my classmates from having a chance to learn.”

Minor Behaviors	Definition
Inappropriate Verbal Language	Any spoken, written or non-verbal communication that insults, mocks, belittles, or slanders another person will be considered inappropriate.
Physical Contact/ Physical Altercation	Any incidence in which a student engages in inappropriate physical contact with another student
Defiance/Disrespect, Non-Compliance	Brief or low-intensity failure to respond to adult request
Disruption	Low-intensity, but inappropriate disruption
Property Misuse	Low-intensity misuse of property
Other	Any other minor problem behavior that does not fall into the above categories

Major Behaviors	Definition
Tardy	Student is late for school.
Property Damage	Student participates in an activity that results in substantial destruction or disfigurement of property; any damage done to school property that impairs its usefulness.
Forgery/ Theft	Student is in possession of, having passed on, or being responsible for removing someone else’s property or has signed a person’s name without the person’s permission.
Dress Code Violation	Student wears clothing that does not fit within the dress code guidelines established by the handbook and the principal.
Vandalism	Vandalism is the malicious, intentional defacing, or damaging of public or private property.
Use / Possession of Weapon	Student is in possession of weapon readily capable of causing bodily harm.
Abusive/ Inappropriate Language/ Drawings/Photos/Pornography	Verbal messages that include swearing, name calling, or use of words in an inappropriate way.
Fighting/ Physical Altercation	Actions involving serious physical contact where injury may occur.
Defiance / Disrespect/ Insubordination/Non-compliance	Refusal to follow directions, talking back, and/or socially rude interactions communicated in writing, by words, tone of voice, body actions
Lying/Cheating	Student delivers message that is untrue and / or deliberately violates rules.
Bomb Threats/False Alarm	Student delivers a message of possible

	explosive materials being on campus, near campus, and/or pending explosion
Use/Possession of Combustible Item	Possessing hazardous, combustible materials/items or devices which may be used to start a fire.
Use / Possession of Drugs	Student is under the influence of or is in possession of illegal drugs.
Use/Possession of Alcohol	Student is in possession of or is using alcohol
Use/Possession of Tobacco	Student is in possession of or is using tobacco
Arson	Student plans and/or participates in malicious burning of property
Physical Aggression	Any physical contact occurring with the intent to cause discomfort or an incidence of slight physical contact will constitute an altercation between students
Assault	Intentionally assaulting a school employee
Disruption	Behavior causing an interruption in a class or school activity
Harassment/Tease/Taunt	Student delivers repeated disrespectful messages (verbal, written, or gesture) to another person that includes threats and intimidation, obscene gestures, pictures, written notes.
Other	Any other major problem behavior that does not fall into the above categories

Consequences for Misbehaviors

Individual Classroom consequences can include but are not limited to:

Verbal warning, time out in room, miss some or all of recess, lunch alone, parental contact by note or phone, corporal punishment

Office Consequences can include but not limited to:

Detention with parental notification, parental conference, community service, corporal punishment, counseling, Behavior Plan Assessment, Administration Time-Out, In-school suspension, Out of school suspension, and expulsion.

Dismissal for Car Riders

Option 1) Park your car in a designated parking place and come to the awning to pick up your student. The students will be sent to you. Please do not stand at the gym door.

Option 2) Two waiting lines of cars need to be formed in order to keep cars from stopping on Hwy 189. When you pull in, you can be in a left or right line of cars. Yet, there must be room for traffic to exit the rear parking lot. Then, the two lines of cars must MERGE together to form one line along the curb. There are three places to pause for pick-up – at cone A, B or C. A Staff member will call your child’s number to let the child know to leave the gym and go to A,B or C when your vehicle is stopped. Throughout the year, display the number on the car’s visor. Should you need to fasten car seats or seat belts, pull up and out of the way. Please do not pass stopped cars. If your child is delayed from exiting the gym, pull up to the loading dock area so that the line can continue to flow. Some people prefer to come about 3:10 in order to avoid the major traffic. PLEASE- BE PATIENT.

Please do not park in the front of the school and come in to pick up your child in order to avoid the pickup line.

Falcon Gold and Falcon Silver Honors

The Falcon Silver Honor (all grades above 90) and the Falcon Gold Honor (all grades above 93) will be sent to the Crockett Times and State Gazette at the end of each **nine week** grading period. Students who earn these honors at least three grading periods out of the four grading periods will receive a special award from the PTO at the end of the year..

Grading Scale

A-----	93-100
B-----	85-92
C-----	75-84
D-----	70-74
F-----	Below 70

Guidance Services

The School Counselor is here every Tuesday. Parents are encouraged to meet with the school counselor, as well. Please call and schedule a time.

INTERNET STUDENT ACCEPTABLE USE PROCEDURE

District-Provided Access to

Electronic Information, Services, Equipment and Networks

I. Use of District-provided Internet Access

Electronic resources are available to students in Crockett County Schools in support of the mission and goals of the District. Students utilizing district provided electronic resources must receive permission from, and be supervised by Crockett County Schools' staff. Students are responsible for appropriate behavior on-line just as they are in a classroom or other area of the school. Access is a privilege, not a right.

All students shall participate in an Internet safety instruction program which shall be integrated into the district's instructional program in grades K-12.

II. Electronic Media Storage

Electronic media storage will be treated like a school locker and is subject to inspection by school officials. Network administrators, school site administrators, and teachers may review files and communications under the same standards set for inspection of school lockers in order to maintain electronic media integrity and ensure that students are using the system responsibly. Files stored on district servers are not private nor will they be maintained indefinitely.

III. Personal Devices

While personal computers, electronic devices, and digital storage media can be beneficial to the educational process, such items have the capacity to become distractions and to convey material that is unsuitable for the school environment. Therefore, students may NOT use personal computers and/or other personal electronic devices on school property. The use of digital storage media (ie. Diskettes, Jump/Thumb Drives, External Hard Drives, Memory Cards, etc.) at school must be related to instruction or sanctioned school activities. If brought onto school property, these devices are subject to search and may be confiscated pending review of appropriate disciplinary action.

IV. Electronic Mail

Student email accounts may be issued by the District. Students may not use email accounts other than District issued accounts while at school. Students will be required to receive training on the appropriate use of this email account. Inappropriate language, harassment, or any illegal activity in the use of this account may result in the loss of system privileges and/or other disciplinary measures. By using the school provided email account, the student agrees to the following:

1. All email sent using an account provided by the District must be school related and must abide by all guidelines outlined here. The Student will immediately report any threatening, obscene, or harassing email to school staff and will not show the information to another student. The Student will not share email passwords with others and is responsible for all email sent through the school provided account.
2. Sending any type of email that includes material in violation of any law or CCS policy is prohibited. This includes, but is not limited to copyrighted, threatening, pornographic, or obscene material.
3. All email sent through this account can be monitored for content violating the terms of this agreement.

V. Web Publishing

Crockett County Schools’ web site has been established as a dynamic forum to educate and inform the public. It serves as a communication vehicle to publicize the goals, accomplishments, activities, and services of the District and of each school. Intended audiences include: students, parents, prospective parents, employees, prospective employees, and the community at large. All content contained on the web site is consistent with the educational aims of the District..

VI. Family Responsibility

Electronic resources provide students with access to vast amounts of information and numerous opportunities for communication. The Board believes that the benefits to students from such access exceed the disadvantages. But ultimately, parents and guardians of minors are responsible for setting and conveying the standards their children should follow when using media and information sources. To that end, Crockett County Schools supports and respects each family’s right to decide whether or not to approve independent access and communication.

Outside of school, families bear responsibility for the same guidance of Internet use as they exercise with information sources such as television, telephones, movies, and other possibly offensive media. Schools will use existing avenues of communication to raise awareness and inform parents about Internet safety.

VII. Prohibited Uses of District-Provided Access to Electronic Resources

The district shall take measures designed to protect students from child pornography and obscenity as well as other materials that are harmful to minors in accordance with 47USC§ and the Children’s Internet Protection Act (CIPA).

The following uses of district-provided access to Electronic Resources are not permitted:

- Using the CCS Network for, or in support of, any illegal purposes;
1. Using the CCS Network for non-instructional purposes;
 2. Using the CCS Network for, or in support of, any obscene or pornographic purposes including, but not limited to, the retrieving or viewing of any sexually explicit material;
 3. Using the CCS Network for soliciting or distributing information with the intent to incite violence, cause personal harm or bodily injury, or to harass, threaten, or “stalk” another individual;
 4. Knowingly spreading “malware” or malicious software;

5. Sharing any personal login information with anyone except CCS staff members or using another student's login information;
6. Revealing personal information such as complete name, address, telephone number, identifiable photos without permission from the teacher and parent or guardian;
7. Using email accounts other those provided by the District on the CCS network;
8. Using District provided email for communications that are not directly related to instruction or sanctioned school activities;
9. Using personal computers, cell phones, PDA's or other personal wireless devices to access the CCS network infrastructure without the permission of a Technology Department staff member;
10. Attempting to gain unauthorized access to sensitive or private data;
11. Attempting to subvert network security, impair the functionality of the network or to bypass restrictions set by network administrators, including the creation and use of proxy servers;
12. Intentionally monopolizing CCS electronic resources by such things as downloading unauthorized files, creating peer to peer networks, and participating in multi-user games;
13. Connecting a CCS computer to any other service provider while also connecting to the CCS network via Ethernet or a wireless access point; and
14. Using electronic resources for any purpose inconsistent with the system's discipline policies or code of conduct.

V. Sanctions

Violations may result in loss of access.

Additional disciplinary action may be determined at the local school level in keeping with existing procedures and practices regarding inappropriate language or behavior. When applicable, law enforcement agencies may be involved.

Lost and Found

Clothing and other items that are found are kept in the office and on a clothing rack. These places can be checked for lost articles. We suggest putting names in clothing, on lunchboxes, and on book bags. Leftover clothes are given to a charity in June.

Make Up Work

If you need to pick up makeup work for your child, please call the school office before 11:00 a.m. and plan on picking up the assignments after 2 p.m.

Morning Car Riders

Car riders enter the back door of the lunchroom. If the driver needs to get out of the vehicle, please park in a parking space. Please do not pass parked cars. PLEASE, BE PATIENT.

Newsletter and School Calendar

At the end of each month, the students will be given a School Newsletter (English and Spanish) that gives the important dates of activities for the next month and other information.

No Bullying Policy

Friendship Elementary participates in a *No-Bullying Program*. We strive to make our school a Violence -Free Zone. Our strategy is:

We recognize violence as any word, look, sign, or act that hurts a person's body, feelings or things. We also recognize bullying as a type of violence that occurs when someone uses his or her power to unfairly and repeatedly hurt someone else.

To make our school violence free and safe from bullying, we pledge

* not to tolerate bullying

* to intervene in incidents of bullying and strictly enforce rules against bullying

* to empower students to report bullying behavior and to treat one another with respect

As a part of the *No-Bullying Program*, your child will be involved in a series of lessons addressing this program. Students who bully will receive appropriate consequences to help them realize that bullying behavior allowed and will not be tolerated at FES. Our program needs your support in making FES safer and more nurturing for all our students.

Parties

There are three parties held during the year. They are End of First Semester, Valentine, and End of the Year. Birthday parties should be prearranged with your child's teacher. Some children have allergies or illnesses that must be considered in the party food choice.

NO PARTY INVITATIONS for a student's personal party should be passed out to children at school.

Recess and Weather

Parents are requested to send a note each day that a student is to be excused from outdoor recess or indoor recess, stating the reason. Students are urged to be dressed for the weather conditions of the season as cold weather alone will not excuse a child from participating in outdoor activities. Please, no hard baseballs, hard bats, or hard footballs.

Students should only play touch football. Students playing in a rough manner will lose the privilege of playing in that activity.

School Colors Friday

School colors are purple and orange. Everyone is encouraged to wear school colors on the first Friday of each month.

School Hours (K – 5th Grade)

7:45a.m. - 3:00 p.m.

The school doors are unlocked by 7:15 a.m. Students go immediately to the cafeteria if they arrive before 7:45. Bus riders enter the front cafeteria door and car riders enter at the back of the cafeteria. Students may not go to the rooms or wander the halls.

Friendship Elementary participates in the Universal Breakfast. Every child is provided a FREE breakfast.

The school day begins at 7:45. The back cafeteria door is locked at 7:45 a.m. (Students arriving after 7:45 a.m. are tardy and must enter the building through the front door and sign in at the office.).

In the afternoon, **the bell rings at 3:00.** At 2:50 p.m. students are walked up the hallway. Car riders will be taken to the gym to wait for their name to be called and bus riders wait in the cafeteria. Busses arrive and load shortly afterwards.

Valentine Gifts

Many students do not receive Valentine presents from friends and family at school. These students are often upset and do not understand why other students receive gifts and they do not receive anything. For this reason, the FES staff strongly encourages families to present gifts AWAY from school.

Website

FES has a website with Daily Announcements. Go to Crockett County School System and then to Friendship Elementary School.

Yearbook

A yearbook is published each year. The books are ordered by advance payment of \$20.00. It is printed in color. The Yearbooks arrive in May. Yearbooks will be on sale August - December at the school office. Yearbooks are only ordered for one printing.