

**2016-2017**  
**Parent Handbook**



**Be Safe!**  
**Be Responsible!**  
**Be Respectful!**

## Table of Contents

|   |    |
|---|----|
| Mission Statement .....                                 | 3  |
| Administrative/Office Contact Information .....         | 3  |
| Staff Directory.....                                    | 3  |
| Daily Bell Schedule .....                               | 4  |
| Lunch Schedule and Policy .....                         | 4  |
| EVSC Dress Code Policy .....                            | 4  |
| Food and Nutrition .....                                | 5  |
| Transportation .....                                    | 5  |
| Attendance Information .....                            | 6  |
| Emergency Information.....                              | 7  |
| Parent Access Information .....                         | 7  |
| Positive Behavior Intervention and Support (PBIS) ..... | 8  |
| Day Care Information .....                              | 9  |
| School Nurse and Medical Procedures.....                | 9  |
| Visitors.....   | 11 |
| Telephone Messages .....                                | 11 |
| Homework .....  | 11 |
| Celebrations and Classroom Treats .....                 | 11 |
| Lost and Found.....                                     | 12 |
| Extracurricular Activities.....                         | 12 |
| Student Recognition.....                                | 12 |

## **Mission Statement**

Providing outstanding educational opportunities through shared, committed responsibility.

## **Administrative/Office Contact Information**

|                      |                    |  |
|----------------------|--------------------|--|
| Principal:           | Martin Brown       | <a href="mailto:martin.brown@evsc.k12.in.us">martin.brown@evsc.k12.in.us</a>             |
| Secretary:           | Charla Fitzsimmons | <a href="mailto:charla.fitzsimmons@evsc.k12.in.us">charla.fitzsimmons@evsc.k12.in.us</a> |
| Counselor:           | Bettye Brock       | <a href="mailto:bettye.brock@evsc.k12.in.us">bettye.brock@evsc.k12.in.us</a>             |
| Nurse:               | Kim Ayres          | <a href="mailto:kim.ayres@evsc.k12.in.us">kim.ayres@evsc.k12.in.us</a>                   |
| Daycare Coordinator: | Connie Sulawske    | <a href="mailto:connie.sulawske@evsc.k12.in.us">connie.sulawske@evsc.k12.in.us</a>       |

**Stringtown Elementary School**  
**4720 Stringtown Road, Evansville IN 47711**  
**812-435-8320 (phone)**  
**812-435-8857 (fax)**  
**812-435-8322 (Daycare)**

## **Staff Directory**

|                    |   |
|--------------------|---|
| Kindergarten:      | Kristen Brayfield – Jenny Howard – Andrea Stowe   |
| First Grade:       | Teresa Higgins – Andrea Steele – Shane Rice   |
| Second Grade:      | Stephanie Gabbard – Jenifer Mummert - Gretchen Raben – Kathy Walz   |
| Third Grade:       | Nichole Cullen – Nikki Leslie – Amy Neth  |
| Fourth Grade:      | Melissa Austin – Julie Hale – Zachary Mattingly   |
| Fifth Grade:       | Jean Huff – Justus Ludlow - Sarah Woodard   |
| Related Arts:      | Jim Schmidt (PE) – Jami Bozeman (Music) – Jeff Mobley (Art)   |
| Special Education: | Adrienne Robinson (5) – Melanie Gross (K-5)   |
| Cafeteria:         | Elaine Effinger (Mgr) - Kim DeTalente – Rita Reuter – Lisa Windle – Vikki Wright  |
| Custodians:        | Randy Bittner (Head Cust) – Carol Gibson – Ladonna Wilkerson  |
| Day Care:          | Connie Sulawske (Coordinator – Lauren Cardwell – Keshia McNary – Christie Holland   |
| Media Aide:        | Kathy Tapley  |
| Assistants:        | Brett Hawes (3 <sup>rd</sup> ) - Tracy Morton (1 <sup>st</sup> ) - Patricia Nance (3 <sup>rd</sup> ) - Jackie Seaton (3 <sup>rd</sup> )<br>Misty McKibben (Flex Asst.) - Barb Ward (Flex Asst.) |

To contact teachers by email: [first.last@evsc.k12.in.us](mailto:first.last@evsc.k12.in.us)

### **Daily Bell Schedule**

|                         |             |  |
|-------------------------|-------------|--|
| Students Arriving       | 7:45-8:05   | Report to Cafeteria (breakfast) or Auditorium (K-2) or Gym (3-5) |
| Homeroom                | 8:05-8:15   |  |
| 1 <sup>st</sup> Period  | 8:15-8:56   |  |
| 2 <sup>nd</sup> Period  | 8:56-9:37   |  |
| 3 <sup>rd</sup> Period  | 9:37-10:18  |  |
| 4 <sup>th</sup> Period  | 10:18-10:59 |  |
| 5 <sup>th</sup> Period  | 10:59-11:40 |  |
| 6 <sup>th</sup> Period  | 11:40-12:21 |  |
| 7 <sup>th</sup> Period  | 12:21-1:02  |  |
| 8 <sup>th</sup> Period  | 1:02-1:43   |  |
| 9 <sup>th</sup> Period  | 1:43-2:24   |  |
| 10 <sup>th</sup> Period | 2:24-3:05   |  |
| Homeroom                | 3:05-3:10   |  |

### **Lunch Schedule**

|              |             |
|--------------|-------------|
| Kindergarten | 10:38-10:58 |
| 1st Grade    | 10:58-11:18 |
| 2nd Grade    | 11:18-11:39 |
| 3rd Grade    | 11:39-12:00 |
| 4th Grade    | 12:00-12:21 |
| 5th Grade    | 12:21-12:41 |

### **EVSC Dress Code Policy**

All decisions about appropriate dress and grooming will be made by the building principal or school counselor. Your cooperation is asked in following the recommendations listed below.

#### **NO:**

- Tops of any kind that reveal shoulder, chest, underarms, back or midriff (halter, tank, tube, fishnet, scoop necklines, or spaghetti straps) Must cover entire shoulder.
- Low rise, baggy or sagging pants that reveal any skin or undergarments during normal movement (bending at lockers, sitting down, etc.)
- Chains of any kind or Mardi Gras beads
- Short shorts, gym trunks, or abnormally short skirts (must be fingertip length)
- Torn clothing, pants with holes, cut off or frayed jeans
- Pajamas or house slippers
- See through or sheer garments
- Lewd, crude, or suggestive language
- Drug or alcohol advertising
- Shoes with wheels, flip flops (sandals only with back strap around heel)
- Outer jackets worn inside the school
- Body piercing – except ears

- Head coverings inside school (hats, bandanas, headbands, doo-rags, sunglasses)
- Unnatural hair color
- Wearing clothing differently than the way it was designed to wear (sweatshirts on arms only)
- Athletic wristbands/Rubber bands/Spike bracelets
- Shirts must be long enough to tuck into pants or skirts
- Shorts and skirts must be as long, or longer, than fingertips when hands are resting at the side of the body

**Food and Nutrition**

Children who are not hungry feel better, learn better, and behave better.

Breakfast and lunch are available on regularly scheduled days in EVSC’s schools. Meal serving times are scheduled by the administration at each school. All menus for the EVSC schools meet the dietary guidelines as established by the United States Department of Agriculture (USDA).

|                    |        |                  |        |
|--------------------|--------|------------------|--------|
| Breakfast:         | \$1.35 |                  |        |
| Reduced Breakfast: | \$0.35 | Adult Breakfast: | \$1.75 |
| Lunch:             | \$2.00 | Adult Lunch:     | \$3.00 |
| Reduced Lunch:     | \$0.40 |                  |        |

All students who were EVSC students last year and were on free or reduced lunches have 30 days to submit a new free/reduced application. You have to reapply every year. If a new form has not been submitted and approved within the 30 day period, it will default to full payment and the student/family will be accountable for any balance accrued. Breakfast and lunch are expected to be paid for at the time of receiving them. It is the student/family responsibility to fill out a free/reduced form if assistance is needed. A student may be allowed from time to time to charge a meal with permission from the office. If a student charges meals before the free/reduced application is processed and approved, it is the student/family responsibility to pay for it. The application does not go back once approved. The effective date is the date of approval.

If parents/guardians are planning to eat with their student, please send a note with the student or call the office to inform the cafeteria so they are able to make enough food for everyone.

**Transportation**

Students who walk to school must stay on the sidewalks and cross only at the proper crosswalks. They should always obey the instructions of the school crossing guard and safety patrol members. Safety patrol members will be at their posts 15 minutes before school begins and 15 minutes after school ends.

For the safety of student pedestrians and because students are responsible for carrying books and supplies to and from school, bicycles should not be ridden to school.

Please remember that general supervision is not provided before 7:45 a.m. We offer extended Day Care before school for those who need to arrive before 7:45 a.m., beginning at 6:30 a.m.

Students who are not riding a bus should not arrive before 7:45 a.m. due to no school supervision at this time. Students should only remain after school when participating in school sponsored activities.

Students who use bus transportation must remember that the bus service is a privilege and may be denied by bus transportation or the principal. For safety reasons, students are expected to sit unless loading or unloading. Students are expected to obey the bus driver at all times.

The Office of Transportation can be reached at (812) 435-1287. Bus transportation takes 3-4 days to set up, so please call in advance if the student needs to be picked up or dropped off at a new address. Students will be provided bus transportation from home to school and back if in district. If an alternate drop-of location is required, a written note must be turned into the office by 9:00am. Bus transportation is a privilege, and if a student violates the bus rules or other school rules while being transported back and forth from school, he or she may lose all bus riding privileges.

*Please write a note to your child's teacher if your child is going home with someone different. Include the name of the person they are going home with and where they will be picked up as well as the date.*

*If events occur during the day that will change the way your child needs to go home, please contact the office prior to 2:45pm.*

#### **Attendance Information:**

All students are required by law to attend school unless excused because of illness, emergencies, or other reasons as permitted by the building principal. Each day a child is absent, a parent/guardian is expected to contact the school by 9:00 a.m. Absences for which we receive no notification will be recorded as truant. The truancy will become permanent unless changed within three school days.

Please keep in mind that there will be no supervision before 7:45 a.m. Students who arrive before 7:45 a.m. will not be permitted to enter the building nor will they be permitted to play on the playground equipment as it will not be supervised. Students are allowed in their classroom at 8:05 a.m. and school begins at 8:15 a.m. Students arriving at school after 8:15 a.m. are considered tardy. They must go to the office to sign in and receive a late slip.

Parents who wish to pick up their students during the day must come to the office to sign for their release.

EXCUSED ABSENCES include any of the following:

- Illness – nurse directed or note from doctor stating the student has actually been seen in the office
- Other excused absences must be determined by the school principal
- Only the principal or official designee may release a student from school to a person who visits the school and requests a student's release.
- No student is to be excused from school in response to a phone request except by the principal or official designee.

A student with any absence, tardy or excused absence cannot achieve perfect attendance.

### **Emergency Information:**

Emergency information forms are sent home with each student at the beginning of school. Please complete these forms and return them to us immediately. Failure to do so will make it impossible to contact parents in the event of an emergency. **PLEASE NOTIFY THE OFFICE WHEN CHANGES OCCUR.**

When conditions make it necessary to delay or close school for the day or during the day, announcements will be carried by local radio and television stations beginning at 5:30 a.m. Please be guided by these announcements. Do not call the school to see if school has been canceled or delayed. Doing so will tie up our phone lines and make it impossible for us to communicate with the central administration offices or emergency services that might be needed.

Special instructions concerning transportation home and persons responsible for students when emergencies occur should be on file with each student's homeroom teacher

### **RDS Parent Access (EdEase) Information**

**RDS EVSC - RDS Parent Access**

**RDS Parent Access**  
grades • attendance • communication

If you have your activation code, enter it in the box below and just follow the instructions to create your own user name and password. If you do not have a code, [Click Here to email Parent Access](#), or [Click Here for an interactive Map of School Locations and Phone Numbers](#).

If you have more than one student, you will add their activation codes after you enter the system.

If you are an existing user, just log in with your user name and password.

Select Language ▼

Username

Password

Login \*Case-sensitive

[Forgot your password?](#)

If you do not have a user name and password, you can use your activation code to create a new account here. If you have more than one activation code, you may enter them after you create your account.

Be sure to type your Activation Code EXACTLY as it appears.

Activation Code

Create Account

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EdEase RDS Parent Access can be found at <http://rdsteach.evsc.k12.in.us/rdsparentaccess/> and is available to all parents and legal guardians that would like to keep track of their student's grades and have access to easily contact their student's teachers. Parent access follows a student from school to school. If you currently have access, it will continue. If you do not currently have access you can choose "Click Here to email Parent Access" and an activation code with instructions will be emailed back to you. You can also contact the school office to request code. Students and parents can each have separate access accounts. You may also email [parentaccess@evsc.k12.in.us](mailto:parentaccess@evsc.k12.in.us) to receive an activation code with instructions. Parents or legal guardians who are living in separate households may request different passwords.

**Positive Behavior Intervention and Support (PBIS)**

**Stringtown ~ Charging with PRIDE**

|                       | Hall/Stairs  | Recess and Playground  | Cafeteria   | Classroom   | Bus   |
|-----------------------|--|--|---|---|---|
| <b>Be Safe</b>        | <ul style="list-style-type: none"> <li>One step at a time on stairs</li> <li>Walk on the right in single file</li> <li>Keep hands to myself</li> <li>Keep two spaces between each of you</li> <li>Open door for the next person</li> </ul> | <ul style="list-style-type: none"> <li>Use all equipment as demonstrated</li> <li>Stay in assigned area</li> <li>Be aware of others near you</li> </ul>                                | <ul style="list-style-type: none"> <li>Sit where your teacher assigns you to sit</li> <li>Use both hands while carrying your tray</li> </ul>  | <ul style="list-style-type: none"> <li>Walk in the classroom</li> <li>Keep hands feet and other objects to yourself</li> <li>Use classroom supplies and equipment properly</li> </ul> | <ul style="list-style-type: none"> <li>Go straight to your designated seat</li> <li>Sit in your seat with your back against the seat and your feet on the floor</li> <li>Wait in a location that is free of traffic</li> </ul>            |
| <b>Be Responsible</b> | <ul style="list-style-type: none"> <li>Keep hallways clean</li> <li>Walk only where needed to go</li> <li>Follow instructions</li> </ul>   | <ul style="list-style-type: none"> <li>Follow the adults directions at all times</li> <li>Participate in the activities</li> <li>Help others if needed</li> </ul>                      | <ul style="list-style-type: none"> <li>Make sure your area is clean before leaving</li> <li>Use utensils when eating</li> <li>Keep your food on your tray</li> <li>Only eat from your tray</li> </ul> | <ul style="list-style-type: none"> <li>Complete work as instructed</li> <li>Keep supplies organized and ready for learning</li> <li>Follow directions</li> </ul>                      | <ul style="list-style-type: none"> <li>Arrive 5 minutes early</li> <li>Keep hands, feet, and objects to yourself</li> <li>Use appropriate school language</li> <li>Board and exit the bus at locations that have been assigned</li> </ul> |
| <b>Be Respectful</b>  | <ul style="list-style-type: none"> <li>Level 0 talking</li> <li>Stay in order, follow the line leader</li> <li>If you leave the line, go to the end of the line</li> <li>Wait patiently</li> </ul>   | <ul style="list-style-type: none"> <li>Level 3 talking</li> <li>Use kind words to adults and peers</li> <li>Be "Honest" when information is needed</li> <li>Line up quickly</li> </ul> | <ul style="list-style-type: none"> <li>Level 1 talking</li> <li>Use table manners while eating</li> <li>Eat within the given time</li> <li>Chew with your mouth closed</li> </ul>                     | <ul style="list-style-type: none"> <li>Listen quietly when others are speaking</li> <li>Work in a cooperative manner</li> <li>Use friendly words when talking to others</li> </ul>    | <ul style="list-style-type: none"> <li>Level 1 talking in respectful tones</li> <li>Eat and drink before you enter the bus</li> <li>Keep the bus clean and free of damage</li> </ul>  |

It is a way of managing school behavior and discipline that creates a positive, nurturing school environment. Teachers teach students how they are expected to behave in school. These expectations help students understand how to behave in the halls, on the playground, in the classroom and on the bus. When students do well, teachers acknowledge and praise their behavior. That acknowledgement encourages students to continue to do well. By making sure students know what's expected and focusing on the positive, schools are able to use a PBIS approach to prevent issues at school and set students up to succeed. Our PBIS Behavior Expectations are for all students to be: SAFE, RESPONSIBLE, and RESPECTFUL. The following chart outlines the basic behavioral expectations for Stringtown. Goals for behavior in all areas of the building will be taught. All students are expected to learn and meet the expectations.



## **Day Care Information**

The ED Center (Extended Day Care) Program is available for children who need care before and/or after school. Children may attend before school from 6:30 a.m. until school starts and from the end of the school day until 6:00 p.m. A fee will be charged to parents who are late picking up their children. Any child enrolled in elementary school, K-6 is eligible to attend on a first-come, first-served basis. Fees must be paid by the first day of the week of attendance. If children are in attendance only part of the week, full payment is expected for the entire week.

Parents are responsible for all transportation.

Children in the morning program will be able to purchase breakfast at the school cafeteria. Snacks will be provided for the afternoon program. Opportunities will be provided for study and enrichment. The ED Centers have space for students to do homework, read for pleasure, and participate in recreational activities.

**Regular Rates:** The fee on a weekly basis is \$15.00 per week for the morning program only; \$35.00 per week for the afternoon only; and \$50.00 per week, per child, for both morning and afternoon.

**Drop-In Rates:** Parents may choose to have their children attend on a daily, rather than a weekly basis. The fee on a daily basis is \$8.00 per day for the morning program and \$13.00 for the afternoon program.

**Late Charges:** \$10 will be charged if parent arrives between 6:01 p.m. and 6:19 p.m.  
\$20 will be charged if parent arrives at 6:20 p.m. or later

Please contact the Stringtown Day Care Coordinator, Connie Sulawske at 812-435-8322 or [connie.sulawske@evsc.k12.in.us](mailto:connie.sulawske@evsc.k12.in.us), if you have any questions or concerns.

## **School Nurse and Medical Procedures**

Mrs. Ayres is the nurse at Stringtown. If you need to contact her, she can be reached at 435-8320 from 8:00-1:00.

### **Illness/Injury Procedures:**

If a student becomes ill at school, the following steps will be taken.

1. The parent/guardian will be contacted. Please be sure that we have the emergency form with alternate phone numbers.
2. In case the parent/guardian cannot be contacted at the first report of illness, the student will remain in the health room until contact is made.
3. In case of serious illness, if a parent or guardian cannot be contacted, the services of a physician to give emergency treatment may not be possible, so please be sure that we can contact you at any time.
4. The school nurse and principal should be informed about students with conditions that require immediate attention (bleeders, diabetics, epileptics, etc.).
5. Current information on communicable diseases as issued by the EVSC Health Department will be observed by all schools.

If a student is injured, the following steps will be taken.

1. The parent/guardian will be notified.
2. If the injury is serious, we must be able to contact a parent or guardian to initiate treatment.
3. The Board of School Trustees is not legally responsible for injuries of students at school or at places under school auspices and cannot pay damages or hospital or medical bills. If the parent/guardian cannot pay, requests should be made to the proper public agency.

#### Requirements for Administering Medication:

1. The parent or guardian of the student shall deliver the medication to school in person.
2. The prescribed medication shall be in the original container bearing the original pharmacy label, which includes the directions from the physician, name of medication, date and student's name. The nonprescription medication shall be in the original container with date, student's name, and written instructions from the student's parent or guardian attached.
3. The parent or guardian shall sign an Authorization for Administering Medication by School Personnel form obtained from the school nurse.
4. The parent or guardian is encouraged to bring limited amounts of medication to school and to schedule times of administration so that a minimum number of doses will be given during the school day. Parents should ask the pharmacist for a small bottle with the pharmacy label attached to accommodate medicine to be brought to school.
5. The medication must be administered by the school employee designated by the school administrator.

#### Specific Illness Procedures:

##### *Fever*

Students should not come to school with a fever. If a student has a fever, he/she should not return to school until he/she is free of fever for 24 hours.

##### *Vomiting/Diarrhea*

Students with vomiting/diarrhea should remain home until they are free of vomiting/diarrhea for 24 hours.

##### *Head Lice*

If a student is found to have head lice, he/she will be sent home from school. A student must be accompanied by a parent or guardian and checked by the nurse upon returning to school.

##### *Conjunctivitis (Pink Eye)*

A student with pinkeye will be excused from school. He/she is able to return after treatment has been started, and symptoms have been resolved.

##### *Chicken Pox*

Students are excluded for one week after the rash appears and vesicles are dry and scabbed. Students are contagious 1-2 days before the rash appears. The incubation period is 2-3 weeks.

##### *Strep Throat*

Students may return to school 24 hours after starting an antibiotic and are fever free for 24 hours. The incubation period is 1-3 days. It is communicable for 10-21 days. Transmission is terminated 24-48 hours after the start of an antibiotic. Students need to finish the prescribed antibiotic.

### *Ring Worm*

It is a fungal infection spread through contact with skin or scalp scales. Students may return to school when they are under treatment with the affected areas covered.

### Vision and Hearing Screenings:

A vision screening is performed for students in grades first and third grades, as well as newly enrolled students. Parents or teachers may request an additional vision screening if visual difficulties are suspected. All students in grades one and four have their hearing checked with an Audiometer. This screening is available for students displaying hearing difficulties on a referral basis.

### Visitors:

Any visitors to the school must sign in at the office upon arrival. A driver's license or state issued ID will be required for the first visit. A name badge must be completed and worn while in the school building. Please stop by the office before departing to sign out.

Please give your child's teacher a 24 hour notice if you would like to visit the classroom.

Due to FERPA laws and student/family confidentiality, we ask that you do not take any videos, pictures, etc. using a cell phone, camera, video, iPad, or any other technological device of any student in our school building.

### Telephone Messages:

Should you need to notify teachers of changes in your child's routine, please give instructions, directions, and notes to the teacher before school. Please call the school with changes. Telephone messages to students and to teachers are very difficult to deliver. Such requests will be honored only in emergency situations. When we have doubt about where a child is to go after school, we will place the child in the office until a Parent/Guardian is reached.

### Homework:

On the day of a return from an absence due to illness, a student may contact a teacher and request make-up work for the time absent. The student will then have three (3) days to complete the work and turn it in to the teacher. A student who does not request the work on the day of return or turn the work in by the end of the third day after return will forfeit his/her rights to make up the work. Make-up work turned in by the end of the third school day will be graded by the teacher and the student given full credit. The student has one (1) school day to make up homework for each day absent due to the illness. This policy will also apply to out-of-school suspensions. Teachers are not required to provide homework when a student is absent until the student returns unless the parent gets discretionary approval from the homeroom teacher.

### Celebrations and Classroom Treats:

Homeroom and classroom celebrations in elementary schools are discouraged except for special days or holidays. Celebrations will be limited to 3 a year and held at the teacher's discretion. Dates and times will be set by the classroom teachers. Any food brought for celebrations or treats should be store bought. We would like to encourage parents to bring non-edible treats (ex. Pencils, erasers, notebooks, etc.) for school celebrations, if possible. We want to encourage parents to bring in healthy snacks or school

supplies (pencils) as treats. It is important to emphasize bringing store bought items. Please check with your child's teacher before bringing any treats.

**Lost and Found:**

Lost articles will be placed in the Lost and Found table located at the back of the gym. Please label all items of clothing, such as gym clothes, sweaters, jackets, caps, rainwear, umbrellas, and/or lunch boxes. This will help students identify their lost articles. Articles not claimed within a grading period will be sent to the Clothing Bank.

**Extracurricular Activities:**

The following programs are available to Stringtown students before or after school:

- Volleyball
- Basketball
- Safety Patrol
- Choir
- Library Helpers
- Morning Announcement Group
- Student Council
- Art Club
- Good News Club
- Weekday Christian Education
- Spelling Bee
- K Kids

**Student Recognition:**

Recognition will be given to students in two areas: attendance and honor roll. Students who maintain perfect attendance with no absences and no times tardy will receive an award for each grading period of perfect attendance. Honor roll recognition in grades 4 and 5 will be determined by the following requirements:

1. All subjects will be considered. Any student making a "D" or "F" in a core subject is not eligible for honor roll. Core subjects include Math, Language Arts, Reading, Social Studies, and Science.
2. Each student's grades are averaged at the end of each report period.
3. Conduct marks will not affect honor roll recognition.
4. In certain instances, a year-end certificate may be issued to students who exhibit extraordinary effort and are still working below grade placement in regular or special education classes.
5. Honor Roll recognition is as follows:
  - 4.0 = Distinguished Honor Roll
  - 3.5-3.99 = A Honor Roll
  - 3.0-3.49 = B Honor Roll

Students maintaining honor roll status will receive an award for each qualifying grading period. In addition, fifth grade students will be recognized during a special program at the end of the year.