

# **Flinn Elementary School**

**2019**



**2020**

**Parent/Student Handbook  
Calendar of Events**

# **Student HEALTH is our CONCERN**

## ***To school or NOT to school?***

Parents may find the following checklist helpful in deciding whether or not to send a child to school when there is a question of illness.

### **Checklist**

Keep your child at home if...

- ✓ There is a fever (100° F or more). Your child must be fever-free for 24 hours before returning to school.
- ✓ There are obvious signs of respiratory illness, such as thick nasal discharge, frequent cough, severe sore throat, earache, or drainage from the eyes.
- ✓ The child has vomited within the previous 12 hours, has diarrhea, or severe abdominal pain.
- ✓ There is any unidentified (therefore possibly contagious) rash or any “open” skin lesions.
- ✓ The child has untreated head lice infestation in the hair. This is a strictly enforced county policy.



You may excuse your child with a parent note 5 times within the school year.

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**Flinn Elementary  
School  
2006 McClure Parkway  
Charleston, WV 25312  
Phone: 304.348.1960  
Fax: 304.348.1959**



### **Security System**

**To enhance the safety of our school we utilize a security system daily. In order to enter the building, you must first buzz the office by pressing the light gray button located on the left wall of the front lobby. A staff member will ask for your name while confirming your identification via the cameras mounted in the office. Once you have been verified, the doors will unlock, and you may enter the building. You are still required to sign in at the table by the door to the main office. You **MUST** obtain a visitor's badge and wear it throughout your stay at Flinn. **THIS IS FOR THE SAFETY OF YOUR CHILDREN.****

**There are times when school policy and/or procedures need changed due to unforeseen circumstances. Please pay close attention to all school memos and Parent Link calls to stay current with school expectations.**

### **Case Partners**

**Poca Valley Bank, PSIMED,  
and WesBanco**

**Flinn's Vision Statement:**

**The vision of Flinn Elementary is to make West Virginia, our home, the place of choice to play, live, work, and grow.**

**Flinn's Mission Statement:**

**Our mission is to develop lifelong learners who value themselves and others, contribute to their community, and succeed in a 21<sup>st</sup> Century world.**

**We believe...**

- 1. that all students can learn.**
- 2. teachers should be highly qualified.**
- 3. the responsibility and benefit for education is shared by family, student, school, and community.**

**Flinn  
Falcons  
SOAR**

**Safe  
On Time  
Accountable  
Respectful**

**Goals**

- 1. High academic standards and expectations.**
- 2. Teachers, students, and parents will be held accountable for learning.**
- 3. A safe, nurturing environment will exist at Flinn Elementary.**

# Flinn Elementary Directory of Faculty and Staff

**Maria Clendenin** Principal  
**Savannah Silber** Vice Principal  
**Kimberly Lowe** Secretary  
**Nancy Hamilton** Clerk

**Chelsea Lewis** Kindergarten  
**Sherry Talbert** Aide  
**Emily Brammer** Kindergarten  
**Haley Wiseman** Kindergarten  
**Dorothy Chapman** Aide  
**Marcy Harvey** Kindergarten  
**Teresa Martin** Aide  
**Tammy Cantrell** Kindergarten  
**Julia Samples** Aide

**Sharon Canter** 1<sup>st</sup> Grade  
**Carla McClanahan** 1<sup>st</sup> Grade  
**Whittney Armstrong** 1<sup>st</sup> Grade  
**Jodie Trimble** 1<sup>st</sup> Grade

**Andrea Johnson** 2<sup>nd</sup> Grade  
**Rebecca Young** 2<sup>nd</sup> Grade  
**Alicia Lowe** 2<sup>nd</sup> Grade  
**Rhonda Sisson** 2<sup>nd</sup> Grade

**Kathy Given** 3<sup>rd</sup> Grade  
**Kayleigh Melton** 3<sup>rd</sup> Grade  
**Debbie Keene** 3<sup>rd</sup> Grade  
**Alisia Withrow** 3<sup>rd</sup> Grade

**Samantha Anastasio** 4<sup>th</sup> Grade  
**Barbara Harris** 4<sup>th</sup> Grade  
**Brittaney Petty** 4<sup>th</sup> Grade  
**Hayley Long** 4<sup>th</sup> Grade

**Brittany Roberts** Learning Specialist  
**Sandra Granata** Learning Specialist  
**Kirstie Carney** Learning Specialist

**Donna Cummings** Interventionist  
**Lisa Bacho** Interventionist  
**Samantha Birthisel** Interventionist

**Stefanie Surface** Librarian  
**Christie Harrison** Counselor  
**Mike Hill** Phys. Education  
**John Harper** Art  
**Jennifer Phillips** Music

**Bethany Stuck** PreK  
**Annette Casto** PreK Assistant

**Julie Perry** Speech  
**Holly Humphries** Speech  
**Jonathan Shank** Psychologist  
**Sabrina Rohmiller** Specialist  
**April Griffith** Nurse  
**Angela McManus** Dental

**Jeanne Brown** Café. Manager  
**Anna Pennington** Head Cook  
**Donald Landers** Cook  
**Mary Tucker** Cook  
**Barbara Kittle** Cook

**Robin Fields** Custodian  
**Mike Talbert** Custodian  
**Dereth Seabolt** Custodian

**Parent Teacher Association**  
**Dawn Shamblin** PTA President  
**Candace Slate** Vice President  
**Hayley Wiseman** Treasurer  
**Tabitha Funk** Secretary

## Student Assistance Team (SAT)

**Donna Cummings** SAT Coordinator  
**Savannah Silber** Vice Principal  
**Jonathan Shank** Psychologist  
**Julie Perry** SRA Coordinator

### School Website

Please check Flinn's website frequently for updates & changes to the school's schedule, etc. The address is:

### Daily Schedule

6:50 a.m.	Teacher Arrival
7:00 a.m.	Earliest Student Arrival (Buses and Car Riders**) All Students Report to Cafeteria
7:30 a.m.	Students may report to classrooms
7:30 a.m.	Tardy Bell/Instruction Begins
10:30 a.m.	1 <sup>st</sup> Grade Lunch
11:05 a.m.	3 <sup>rd</sup> Grade Lunch
11:10 a.m.	Kindergarten Lunch
11:45 p.m.	2 <sup>nd</sup> Grade Lunch
11:50 p.m.	4 <sup>th</sup> Grade Lunch
2:00 p.m.	Dismissal Begins
2:00 p.m. – 5:40 p.m.	– THIRD BASE Program*

Call by 8:30 a.m. if you plan to come for lunch with your child.

\*Must register your child for this service.

\*\*A faculty member will greet the car riders each morning.

### Arrival and Dismissal

Students need to arrive at school each day between 7:00am and 7:20am. Car Riders only are allowed to be dropped off and picked up by the main entrance. The other side is reserved for bus students only. Do not pass cars or create a double line in the car rider line. Parking is not permitted on the church lot.

When your child enters the building, he/she will need to go directly to the cafeteria to eat breakfast. If your child is not eating breakfast, he/she is to report directly to the classroom. Car Riders and Bus Set 1 students are dismissed at 2:30pm. Bus Set 2 students are dismissed at 2:40pm. Do not report to Flinn to create the car rider line in the afternoons until 2:30pm. In the car rider line, follow the directions of the supervisors on duty. Make sure your child can buckle his/her own seatbelt in order to keep the line moving in a quick and orderly manner. Parking on the church lot is not permitted. If you expect your child to walk off campus with or without an adult, he/she will not be permitted to leave campus until 2:50pm, after all bus and car traffic is gone.

### Checking Students Out Early

Students are not to be checked out early, except for emergencies and professional appointments only. Students who need checked out early for those reasons should be picked up BEFORE 2:00pm. We want to eliminate congestion in the office as we prepare for dismissal. The parent/guardian must come into the main office to sign him/her out. No child may leave the school with anyone other than his/her parent/guardian or those listed on the emergency card.

### Send a Note to the Teacher

If there is a change in normal transportation for your child you **MUST** write a note with detailed instructions. We will not allow your child to change transportation based on a phone call or a student's request. It must come from the parent in the form of a note. If an emergency arises and no note was sent, we will only accept those changes via a fax (304-348-1959) or email to Nancy Hamilton ([nhamilton@mail.kana.k12.wv.us](mailto:nhamilton@mail.kana.k12.wv.us)) and Kim Lowe ([klowe@mail.kana.k12.wv.us](mailto:klowe@mail.kana.k12.wv.us)), and then follow up with a phone call to the school to ensure it was delivered. When using this method, do so before 2:00pm to ensure it can be received and confirmed before dismissal time.

If your child will be late or leaving early for a medical appointment, please send a note in advance. Make every effort to schedule all appointments for your child after school hours.

**NOTE: Parents who are chronically late picking up their children after school will be asked to make other arrangements (e.g. Third Base). Children will not be released to adults that are not authorized on the child's emergency card.**

### Parking Options

Please park in the designated **VISITOR PARKING** spaces if you need to sign out your child for an appointment. All other spaces on the school lots are reserved for Flinn Staff. Parking on the service drive or the grass is not permitted. Local authorities are working with us to enforce these rules. If you are parked in the wrong location you will be asked to move. Citations will be given to repeat offenders.

**Riding the School Bus**

Only registered transported pupils may ride the school buses without special permission. Good conduct on the school bus is necessary and mandatory for the safety of all riders. If the bus driver has any severe problems with a child he will notify the school administration. The principal or vice principal will conference with the child and contact the parent if necessary. If the problem continues the child may be excluded from riding the bus, during which time parents must provide transportation. Suspension begins after the parent is contacted regarding behavior. A conference among parent, child, driver and principal is then required before riding may resume. The driver has the same authority as a teacher while the child is on the bus.

These policies have been established for the safety of elementary children:

1. Be at the bus stop at least five minutes before the bus, but not earlier.
2. Do not wait or play in the street.
3. Avoid all running games while waiting for the bus.
4. Only ride the bus to and from school which you are assigned. Do not accept a ride in a private vehicle without parental permission.
5. Stay back from the curb as the bus approaches.
6. Wait until the bus comes to a full stop before getting on.
7. Talk quietly with your friends. Loud noises distract the driver's attention from the road and could cause an accident.
8. Do not throw anything in or out of the bus.
9. Remain seated while the bus is in motion.

10. Know and understand bus evacuation procedures. Remain quiet, calm and follow the driver's directions in the event of an emergency.
11. Keep hands, arms and legs out of the aisle inside the bus.
12. No food or drinks allowed on the bus.
13. Never tamper with the bus or any of its equipment.
14. Put books, bags, and musical instruments where they can't slide or fall.
15. Cell phones and other electronic devices can only be used on the bus with the permission of the driver.

.....  
 : ***Be at school on time every day!*** :  
 : *Instruction begins promptly after the tardy bell* :  
 : *rings. It is very important that your child be at* :  
 : *school every day and on time. If you know your* :  
 : *child will be late or absent please call the school by* :  
 : *8:30 a.m. If you do not report an absence, the* :  
 : *Parent Link automated system will call you to* :  
 : *ensure that you are aware of your child's absence.* :  
 .....

**Attendance Policy**

The following policy is to be implemented from Kanawha County Schools 3.00, St. Bd. Policy 4110.10:

- (a) **Excused absence** – Shall mean absences from school or individual classes due to:
- (1) Illness or injury of the student requiring physician's verification.
  - (2) Medical and/or dental appointment which cannot be scheduled outside the school day when the absence is verified in writing by the physician or dentist.
  - (3) Illness of student verified by parents/guardian not to exceed three (3) consecutive or five (5) total days per



semester. Verification by a physician will be required if absences exceed three (3) consecutive days.

- (4) Illness or injury in family when student absence verified as essential by physician.
- (5) Calamity, such as fire in the home, flood, or family emergency upon approval by the school principal.
- (6) Death in the family. Limit three (3) days for each occurrence except in extraordinary circumstances. "Family" defined as mother, father, brother, sister, grandmother, grandfather, aunt, uncle, brother-in-law, sister-in-law, brother's children, sister's children, student's child(ren), or any person living in the same household.
- (7) Leaves of educational value.
- (8) School approved or extracurricular activities.
- (9) Legal obligation with verification.
- (10) Failure of bus to run.
- (11) Observance of religious holidays.

Regular school attendance is crucial to school success. Parents/guardians are responsible for keeping their children in school each day. The following procedures will be used to monitor student attendance.

- Parents must call the school or send a note if a child is absent. If the school is not contacted, the absence will be counted as unexcused.
- After 3 consecutive absences or 5 total absences in one semester, a doctor's excuse must be presented.
- After 5 unexcused absences, legal notice will be served by the assistant attendance director.
- Additional unexcused absences following the legal notice may result in a petition being filed in Kanawha County Magistrate Court.

\*You will be notified by the school and social worker after 5 absences.

\*The social worker will review absences and tardies that exceed eight.

***\*Students are only allowed "5" excused illness days by parent notes to the school. The 6<sup>th</sup> and further absences are considered unexcused unless a doctor's note is provided.***

#### **Scheduled 2-Hour Early Dismissal Days**

There will no longer be scheduled 2-Hour Early Dismissal Days. There will be Professional Learning days when students will not attend. See the calendar for these dates.

#### **Calendar Law/Makeup Days**

OS Days, including Spring Break, may be used as makeup days. Missed instructional days may be made up as late as June 30. Please be advised when scheduling vacations.

#### **Emergency Early Dismissal**

The automated system will call you to let you know that school is being dismissed early due to an emergency (inclement weather, etc.). It is important to inform us if you have changes in your phone numbers throughout the year. Please listen to the radio or television for specific information. It is essential that other arrangements be made for these days please be prompt in doing so. We would like to suggest that your child have a neighbor's home they could go to, a friend at school they could ride home with, or a hidden house key which would give them access to your home allowing them to call a parent, friend, or relative upon arrival. In case a family friend is unavailable, please have an alternate plan as well. There is no THIRD BASE when school dismisses early.

Your child's safety is our utmost concern. We do not want them to be anxious should we have an early dismissal. Please help us by discussing early dismissal arrangements with your child.

### **Moral Code of Conduct**

Schools are not only charged with the responsibility of providing educational opportunities, but expected to prepare students to be successful in society governed by rules and moral responsibilities. Certain minimum standards of conduct have been established by Kanawha County Schools' Student Behavior Policy. A copy of this policy, along with the due process clause for suspension and appeal process procedures, is available for your information in the principal's office.

### **Positive Behavior Support Program**

## **SOAR**

### **Safe. On Time. Accountable. Respectful.**

Flinn implements a school-wide Positive Behavior Support program, also known as PBS. This data-based plan was designed to promote academic success by instilling empowerment, self-discipline, effective decision-making skills, responsibility, and accountability. Students will be required to follow the S.O.A.R. expectations and guidelines for each area of the school. See the S.O.A.R. Expectations and Guidelines on Page 12 of this handbook.

**S.O.A.R. System:** The regular classroom teachers will assign each student a S.O.A.R. stick following the PBS Kick Off assembly and training sessions. All sticks are placed "on the ground" at the beginning of each nine weeks. As students are seen exhibiting positive behaviors, teachers, administrators, and other school staff will praise your child and permit him/her to move his/her S.O.A.R. stick to the

next level of altitude. There are 4 levels of SOARING altitudes:

Level 1: ***"I'm off the ground."***

Level 2: ***"I'm in the sky."***

Level 3: ***"I'm above the clouds."***

Level 4: ***"I'm SOARing high!"***

Once your child reaches Level 4, it is recorded on a PBS Data Collection Chart. The child then returns his/her stick to "the ground" and continues to work toward reaching Level 4 repeatedly.

**S.O.A.R. Celebrations:** At the beginning of each nine weeks, teachers and administrators will set a goal of how many times a child should reach Level 4 to be allowed to participate in the S.O.A.R. Celebrations. S.O.A.R. Celebrations will be held following each nine weeks grading period. Only those students who have reached the designated goal will be allowed to attend. Parents, please keep in mind that this program is designed to encourage students to behave in a positive manner. Everyday school expectations will not constitute a gain in altitude. Students cannot lose altitude, but will remain at a level until a behavior is noticed or until a new nine weeks begins. If a child asks for his/her stick to be moved, the answer will always be NO. Consequences for misbehavior will be issued regardless of progress in the Positive Behavior Support plan.

### **Consequences for Misbehavior**

Breaking SOAR Expectations and Guidelines will result in consequences. Depending on the severity of the infraction, teachers will use their classroom discipline system to provide various interventions to stop the unwanted behavior and reinforce positive behavior. If the teacher's interventions are not effective, the child may be sent to the office. The most common consequence given by an

administrator is lunch detention. Detention is held during lunch under the supervision of an administrator or teacher. While the student eats he/she will remain silent in an assigned seat for the entire lunch time. Detention is held in the cafeteria or in a separate classroom with a supervising teacher. Number of days assigned to detention will depend on the severity of the infraction.

If the student does not respond to the school's discipline plan, or if the student is consistently disobeying the SOAR expectations and guidelines, one or more of the following consequences will take place:

- Additional days of detention
- ISS (In-School Suspension)
- Loss of privileges (field trips, parties, etc.)
- Student removed from school and sent home
- OSS (Out-of-School Suspension)
- OSS (Out-of-School Suspension), mandatory re-entry conference with administration and parent
- OSS (Out-of-School Suspension) parent accompanies the child back to school

It is at the discretion of the administrator to choose the consequence that is most appropriate.

### **You can help!**

We need your parental support and guidance as we teach your children expectations for behavior. **You can help prevent unacceptable behaviors at school by cooperating in the following ways:**

1. Become a member of our Local School Improvement Council (LSIC), Flinn PTA, school volunteer program, or tutoring program.
2. Make sure your child is in school on a daily basis unless ill. Please call the school early in the morning if your child is ill or has a doctor's appointment at 348-1960. Your child will need a physician's written excuse if more than three consecutive school days are missed.
3. Get your child to school on time. Breakfast begins at 7:30 a.m., students report to class at 7:35, and the tardy bell rings at 8:00. Instruction in the classroom begins promptly at 8:00.
4. See that your child is prepared with all materials and homework is completed. You will need to check for notes, parental information, student work, and any possible homework assignments each day.
5. Return all forms that need parental signature (such as for field trips, mid-term reports, discipline notices, and special assignments) promptly.
6. Help the school reinforce appropriate behavior for your child.

#### **ISS Program**

ISS stands for In-School Suspension. A student who refuses to comply with school and classroom rules may be warranted ISS. ISS begins the following school day. When placed in ISS the student will report to his/her regular teacher for attendance, then will immediately report to the assigned ISS teacher. The child will be expected to remain silent and work on assignments given by the regular classroom teacher the entire day. He/She will follow the schedule of the ISS teacher. The student will return to the regular classroom setting for the last few minutes of the day. If the student misbehaves during any part of ISS, he/she will be sent to the office, parents will be notified, and the child will be suspended from school.

### **Dress Code**

Student dress should be comfortable and in good taste.

**The following items of clothing do not meet Kanawha County and Flinn Elementary codes and are considered distracting or unsafe.**

1. Shirts must secure and cover all areas of the abdomen.
2. Crop tops, tube tops, spaghetti straps and halters. Clothing must properly cover a student's shoulders, back, and torso.
3. Undergarments must not be visible at any time during any school function or activity.
4. Skirts and shorts must not be shorter than arm's length.
5. Clothing with holes deemed inappropriate.
6. Clothing advertising alcoholic beverages, tobacco products, drugs, drug paraphernalia, and/or containing inappropriate messages. Messages on any item of clothing must not disturb others, promote a negative self-image, promote violence or cause a disruption in any school classroom, activity or function.
7. Flip flops or similar type shoe that fit between the toes and are backless are considered unsafe and are not allowed at the elementary level. Sandals that go between the toes, but have a strap around the heel are permitted. In addition, high heels deemed unsafe on shoes, boots or sandals are not permitted.
8. "Baggy" shorts or pants must be worn in a respectful manner. Pants and shorts must stay up by themselves or be secured with a belt.
9. No caps, hats, scarves, toboggans, or sunglasses are to be worn in the building, unless permission is given for a special event.
10. Body piercing is limited to ears. Earrings must be 1" inch in length or smaller.
11. Necklaces deemed unsafe.
12. Temporary tattoos, unnatural hair color, or makeup that distracts the learning environment.
13. No tennis shoes with roller blades.
14. During physical education (including recess) LACE-UP TENNIS SHOES ARE REQUIRED. Students should bring tennis shoes for PE to school if they are not already wearing them.

If students wear any of the items above, the parent will be contacted and must bring acceptable attire to the school immediately. Repeat offenses will result in disciplinary action.

If you question a particular clothing item please call the school for verification.

### **Search and Seizure**

Students possess the right of privacy of person as well as freedom from unreasonable search and seizure of property guaranteed by the Fourth Amendment of the United States Constitution. That individual right, however, is balanced by the school's responsibility to protect the health, safety, and welfare of all its students.

The following guidelines shall apply to the seizure of items in a student's possession and the search of student's property:

- a. The search shall be conducted by a school official in the presence of an adult witness.
- b. The student shall be informed of the reasons of the general search except in emergency situations.
- c. There should be probable cause for the school authorities to believe that the student possesses a specific item – the possession of which contributes to a crime or rule violation.
- d. If a dangerous weapon or drug is found, the school official shall turn it over to the appropriate law enforcement official for proper disposal.
- e. Other possessions reasonably determined to be a threat to the safety or security of others may be seized by school authorities.
- f. Items which are used to disrupt or interfere with the educational process may be removed from student possession.

### **Transfers**

We realize the importance of sending student records to new schools and make every effort to expedite the process. If your child is transferring schools, please provide the school name and address to our office promptly.

### **Homework and Make-up Work**

However many days a student is absent is how many days he/she has to complete make-up work.

**Grading Scale and Honor Roll**

90 to 100	A	4
80 to 90	B	3
70 to 80	C	2
60 to 70	D	1
0 to 60F		0

Earned number of points divided by possible points equals a percentage. The percentage determines the letter grade and the letter grade determines honor roll point total. The average of the Honor Roll points determines the honor roll category

- B Honor Roll**                    **3.0 - 3.49**
- A Honor Roll**                    **3.5 - 3.99**
- Principal's List**            **4.0 (Straight A's)**

*Important Note: 4<sup>th</sup> Nine Weeks report cards are given out on the last of day school. We do not mail report cards unless you send a self-addressed envelope to your child's teacher before the last day of school.*

**Third Base**

Students who need supervision after the regular school day may participate in our Third Base program. Director, Joyce Hosey, organizes field trips, homework help and other activities for the program. Guidelines regarding school cancellation or unscheduled early dismissal when Third Base is not held will be sent home with your child. Please make arrangements and tell your child what to do in this situation.

Prices are \$55/week for one child and \$85/week for 2 children. Third base is Connect certified. Questions regarding either program can be answered by the Kanawha County Schools Community Education Program. Their telephone number is (304) 348-6407.

**Flowers/Balloons**

School policy states that items not be delivered to students. Deliveries cause disruption of class, hurt feelings, and safety concerns. Please do not have items sent to the school for your child.

**Title IX**

As required by federal laws and regulations, the Kanawha County Board of Education does not discriminate on the basis of sex, race, color, religion, disability, marital status, age, or national origin in its employment practices or in the administration of any of its educational program and activities. Inquiries may be directed to Jeane Ann Herscher, Title IX Coordinator, Kanawha County Board of Education, 200 Elizabeth Street, Charleston, WV 25311-2119, phone (304) 348-1379; to Jim Mullins, Section 504 Coordinator, Kanawha County Board of Education, 200 Elizabeth Street, Charleston, WV 25311-2119, phone (304) 348-1366; to Elimination of Sex Discrimination Program Coordinator, 558-7864 or the U.S. Department of Education Director of the Office of Civil Rights, (215) 596-6795.

**Cell Phones/Tablets/  
Smart Watch**

Use of cell phones is prohibited during the school day, unless permission is granted for an educational activity. If an adult sees a student with a cell phone or a personal tablet that has not been permitted to use during the school day, the device will be taken and given to an administrator. The parent will be contacted and the device will be held in the office until the parent can pick it up. Repeated offenders will be subject to disciplinary action. Smart watches may only be worn as long as the device is not set up for communication purposes. The device must be silenced of notification sounds. Violation of this will result in confiscation of the watch.

**Visitation Policy**

Board Policy V-K required that any person visiting the public schools must go to the office area and he/she must sign the visitor's log maintained at the door of the main office. Employees of the school shall be made available for meetings only during duty-free periods when not instructing students, supervising students, conducting other duties, etc. Visitors are asked NOT to interrupt the learning process in the classrooms.

### **Party Invitations**

Invitations to personal birthday parties are NOT to be distributed at school, unless an invitation is given to each student in the class. If all class members are not invited, invitations must be mailed.

### **Games, Toys, Cards, Pets**

Toys, games, and collectibles (including fidget spinners) are to be left at home. The only exception for toys or games will be special occasions when permitted by teachers. Third Base students may bring them for after school use but they must remain in backpacks during the school day. No pets of any kind are allowed in school.

### **SAT**

The school has a Student Assistance Team (SAT) comprised of the Counselor, Assistant Principal, Learning Specialist, Speech Teacher, and Classroom Teacher. This team meets with parents to review any academic and behavioral problems the child may be having. The SAT Coordinator is Donna Cummings.

### **Lost and Found**

The school maintains a lost and found department where articles may be claimed. **It is advisable that parents mark their children's clothing for easy identification.** Please check the lost and found as soon as an item is missing. At the end of each month, clothing, etc will be donated to charity.

### **Address and Phone Changes**

Please advise the school of any address, bus or phone changes. It is critical we have this information at all times.

### **Student Fundraising**

Students are NOT allowed to sell door-to-door. Any student selling door-to-door MAY NOT participate in any prize program or any future "fund-raising event". This is the Kanawha County School's Policy.

### **Conferences**

We believe that parent/teacher conferences are of the utmost importance. Prompt attention to problems is much better than prolonging an existing misunderstanding or situation that should be improved. Conferences may be scheduled at the request of the teacher or parent when the need arises. No parent or teacher should be asked in the presence of others any pertinent information about any child or group of children. We feel that the personal integrity of each individual should be protected.

### **Use of the Telephone**

Students are requested not to use the telephone at school except in emergency situations. Students are not called to the telephone unless there is an emergency.

### **Library Policies**

Please encourage library reading by your child. Also encourage his or her responsibility to take good care of library books and return them on the due date.

We allow children to check out one (1) book at a time. No more books will be checked out until the prior book is returned.

If your child is a first grade reader at this time, please share the books by reading them to your child. This is a special time for parent and child to be together.

If books are lost or damaged, the parent will be held responsible for the price of the book.

### **Library Books and Text Books**

Children are taught to take proper care of books. Lost or damaged books are the financial responsibility of the parents or pupils who check them out. Parents will be charged for lost or damaged books.

**SAFE SCHOOLS**

Flinn will keep doors accessible to the school locked at all times. Please buzz the office from the main entrance lobby to enter the building. Sign in at the office door and obtain a visitor’s badge. When leaving the school, return your visitor’s badge, sign out, and exit through the main doors.

In case of an emergency with a gunman, etc. teachers have been trained and instructed to follow ALICE procedures. In case of a severe chemical or weather-related emergency, the school would be required to *Shelter in Place*. Parents will NOT BE ALLOWED to enter the building and pick up students during any drill or actual emergency. Opening doors, windows, vents, etc. could endanger those occupants within the school building. In a severe *Shelter in Place*, you as a parent would be sheltering where you are at that time.

**Emergency Evacuation**

If Flinn encountered a fire, gas leak, or bomb threat, the following evacuation areas would be considered:

- (1)outside on the grass, (2)church lot, or (3) Board designated site

If Flinn encountered an emergency in which we could not stand outside we would either declare a

Shelter in Place or evacuate to the following places:

- (1)church building next door, (2)Sissonville High,
- (3)Sissonville Middle, or (4)KCS Board designated site

**\*A Shelter in Place means that all entrances and windows would be sealed and NO ONE would be allowed to enter or exit the building until safety was assured. Drills will be practiced.**

**Safety Drills**

Kanawha County Schools require schools to conduct 10 practice fire drills each year, 4 lockdown drills, and 2 shelter in place drills. Students are instructed as to the procedure and behavior during drills. They are expected to move quickly and quietly in an orderly manner.

**4<sup>th</sup> Grade Patrols**

As part of our School Safety Program, selected 4<sup>th</sup> grade boys and girls who demonstrate leadership qualities will serve as Safety Patrols. They will be assigned specific duties throughout the school day to provide assistance:

- as students enter and exit the school building
- in the hallways and cafeteria
- to the office staff

Morning duties will begin at 7:00 a.m. 4<sup>th</sup> grade students who abuse their position will lose the privilege to serve as a patrol.

**Lunch/Breakfast**

Students planning to eat breakfast should arrive no later than 7:15 a.m. Breakfast and Lunch are free for all students. For breakfast, students have the option to choose a Grab and Go bag or a Tray. If they choose the Grab and Go bag, they go directly to their classroom after traveling through the breakfast line and eat in the classroom. If they choose a tray, they stay and eat in the cafeteria and are dismissed to the classroom when finished eating. (Our motto is: Grab they go. Tray they stay.) Cereal with milk is only offered on a tray. If your child is eating cold lunch and wishes to have a milk, he/she must pay cash for the milk. In this situation, milk is not free. (See price below.). If a child who is eating hot lunch wishes to have a second milk, he/she must pay cash for that milk. (The first milk is free with a hot lunch.) If you wish to eat lunch with your child, please inform the office by 8:15am.

<b>Food/Drink</b>	<b>Price</b>
Visitor Lunch	\$4.25
Visitor Breakfast	\$3.25
Additional milk or juice	\$0.45

\*Additional drinks cannot be charged, only paid with cash.

**Immunizations**

The immunization law enacted by the legislature requires each child entering school for the first time to be immunized against diphtheria, whooping cough, tetanus, measles, polio and have a TB test. A child shall not be admitted or received in any public school until he/she produces a certificate showing successful immunization record. Also, only birth certificates showing the state seal may be accepted as proof of birth date. This certificate is obtained from the State Department of Vital Statistics.

## Medication

When medication is necessary for a child's well being it is usually possible to schedule administration times at home. Always check with your child's physician before asking the school staff to administer medication to your child. We are asking for your cooperation when it is necessary.

We will administer medications only when absolutely necessary to maintain a student's health and/or help them attend school regularly and to perform to the best of their ability. Because of the responsibility placed upon the staff for giving the correct medication in proper dosage, we ask that you follow these guidelines:

- All medications, both prescription and non-prescription must be authorized by a physician or other licensed health care provider with prescription in writing authority.
- If the administration of medication is scheduled for a period in excess of 3 days, the medication administration form must be completed by the student's health care provider and filed with the school.
- If the administration of medication is scheduled for a period of 3 days or less, an order from the health care provider (may be the form of a completed prescription label or note from the health care provider) and/or written permission from the parent or guardian must be submitted to the school.

### You will be asked to pick up your child when...

- Their temperature is 100 degrees or more
- They have vomited
- They have head lice (when returning to school, students must be checked in the office before returning to class. Parents must bring them to the office and wait while they are checked.)
- Their eyes are red, itching or have drainage
- They have a rash that looks contagious
- They have an infected, draining wound
- Refer to the infectious disease policy that follows

## School Nurse and Dental Hygienist

Flinn's School Nurse is April Griffith. She works at Flinn on Wednesdays and Thursdays, and also on various Fridays. Our Dental Hygienist is Angela McManus. She works with our students once a week. Please contact the school if you need services provided by the school nurse or dental hygienist.

## Infectious Disease

**Fifth's Disease** - Students not excluded from school unless he/she has a fever of more than 100 degrees.

**Fever** - Must be fever free (no fever 100 degrees or more) for 24 hours before returning to school.

**Chicken Pox** - Excluded for five school days and all blisters are scabbed over.

**Hand, foot and mouth** - Excluded for five school days and all blisters are scabbed over.

**Lice** - May have two excused absences.

**Scabies** - Must have doctor's note that includes diagnosis, treatment and return date to school.

**Strep Throat** - Must be treated with antibiotic plus no fever for 24 hours.

**Mononucleosis** - Must have doctor's note with diagnosis and return date to school.

**Influenza** - Must be fever free for 24 hours.

**Pink Eye** - Must have 24 hours of medication before return to school.

**Ringworm on Scalp** - Must have doctor's note with diagnosis and treatment. Must have 24 hours of oral medication before returning to school.

**Ringworm on Body** - Must be on topical antifungal medication for 24 hours before returning to school. Lesion must be covered while at school.

**Gastroenteritis** - Must have absence of vomiting and/or diarrhea for 24 hours before returning to school.

**Impetigo** - Must have doctor's note with diagnosis and treatment and be on medication for 24 hours before returning to school. Lesion must be covered at school. **Herpes Simplex** - Cover blister(s) if possible. If more than two lesions and they are spreading from the lip area, a doctor's note will be needed to return to school.



### **Asbestos Management Plan**

Kanawha County Schools, in keeping with our commitment to provide a safe school environment, is identifying all asbestos in our schools, in compliance with the Asbestos Hazard Emergency Response Act. This information has been placed in the school's Asbestos Plan and may be reviewed in each school.

Efforts will be continued as needed to provide a safe environment for all students, staff and public. These efforts will include the following: Six month surveillance, three year re-inspection, and emergency repairs as needed.

The Kanawha County School's plan for asbestos control is on record with the United State Environmental Protection Agency and with the West Virginia Department of Education.

### **Head Lice and Scabies, etc.**

If your child contracts head lice, scabies or some other type of disease that can be easily spread to others, please contact the office. We do not release names of students who have these diseases, we simply ask that parents be on the look-out for symptoms.

Head lice, scabies, etc. can be passed on to others as a cold or virus, so parents should not be embarrassed if their child is infected. In regards to lice, students will sent home if live bugs are present. It is the policy, however, of Kanawha County Schools that students are to be treated before returning to school. Also scabies must be under control with medication before students are allowed back in the classroom. These rules are for everyone's health and protection.

### **School Counselor**

A counseling program in our school is available to help students, parents and teachers develop positive learning experiences. The program consists of a variety of services and activities, including individual and group counseling, parent and teacher consultation, group guidance, information services, and referral assistance to other programs and services in the community. The school counselor is responsible for developing,

scheduling, and evaluating the program services, and is assisted by the Faculty Senate and the school administration. Primary services of the school counselor are to provide direct assistance to students in the school. For this reason, a major portion of the counselor's day is scheduled with service for children. Parent and teacher consultations are usually scheduled in the early morning before classes begin or in the afternoon.

Our counselor, Christie Harrison, and is a certified professional with training in human development, learning theory, counseling and consulting, tests and measurement, career development, research, and other areas appropriate to the practice of school counseling. The counselor's office is located in the school and appointments can be scheduled by calling (304) 348-1960.

### **Special Educational Services**

Flinn Elementary is committed to providing quality education programs for all children with appropriate support service to ensure success. We provide services of special educators and speech pathologists for students who are selected.

Children who score below benchmark are provided additional support through our Support for Personalized Learning (SPL) program. After a series of interventions, if your child is not making progress, he/she may need to be considered for special education services. Those students are referred through the Student Assistance Team. This is a six week intervention period prior to the referral and testing. This time allows a school based team to adjust your child's instruction to meet his/her needs in the regular classroom. Upon review, the student may or may not be recommended for testing. Before testing occurs, you will receive papers to sign, giving your permission. The testing process is lengthy. Our team has up to sixty days to complete testing. After completion, you will be notified by mail of the date and time the committee will review the test scores with you. A determination will be made as to whether your child does or does not qualify for special services.

## Flinn Elementary School Bullying Policy

### 1. **Definition of Bullying:**

Bullying is harassment and/or intimidation occurs whenever one or more persons use power to repeatedly and consistently inflict physical, verbal or emotional abuse on one or more other persons. There must be repeated and consistent negative action against the person. There must be a physical or psychological unbalance of power between the person who bullies and the targeted person, and there must be contrasting feelings between the person who bullies and the target person as a result of the bullying episode. All incidents will be dealt with on an individual basis and following county policy.

### 2. **School's Position:**

Bullying will not be tolerated at Flinn Elementary School. All school personnel will intervene in bullying and strictly enforce the School/County Bully Policies.

### 3. **Declaration of the Rights of Individuals:**

Flinn students, staff, volunteers, and parents have the right to be in a safe, bully-free environment.

### 4. **Statement of Responsibilities:**

Flinn faculty, staff, volunteers, students, and parents have the responsibility to report any incidents of bullying to the Principal and/or Flinn Faculty.

### 5. **General Description:**

- I. Interview the parties involved; conference with teachers and students.
- II Class Lesson Review - Definitions of Bullying and Teasing; Expectations.
- III. Consequences to Offenses\*: loss of privileges, behavior contracts, referral to SAT, parent conferences with principal, teacher and students, In-School Suspension, Out of School Suspension, counselor referrals,
- IV. Target At Risk Students - active observation by faculty/staff; interaction with potential parties
- V. Documentation

### 6. **Investigators**

Maria Miller Clendenin, Principal  
Savannah Silber, Assistant Principal  
Christie Harrison, Counselor

*\*\*Consequences for this policy will be determined by the severity of the incident and behavior patterns, repeated offenses, etc. and determined by the administration and/or Flinn faculty. Steps may be skipped or could occur consecutively.*

# August 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				<b>1</b>	<b>2</b>	<b>3</b>
<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b> K Open House 1:00-2:00 Open House 2:00-6:00	<b>9</b> PreK Open House 8:00	<b>10</b>
<b>11</b>	<b>12</b> First Day for Students	<b>13</b> First Day for PreK	<b>14</b>	<b>15</b>	<b>16</b>	<b>17</b>
<b>18</b>	<b>19</b>	<b>20</b>	<b>21</b>	<b>22</b> Entertainment Book Fundraiser Begins	<b>23</b>	<b>24</b>
<b>25</b>	<b>26</b>	<b>27</b>	<b>28</b>	<b>29</b> Fall Pictures by Lifetouch	<b>30</b>	<b>31</b>

# September 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
<b>1</b>	<b>2</b> <u>Labor Day</u> No School	<b>3</b>	<b>4</b>	<b>5</b> Entertainment Fundraiser Ends	<b>6</b>	<b>7</b>
<b>8</b>	<b>9</b>	<b>10</b> 2:30 LSIC	<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b>
<b>15</b>	<b>16</b>	<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b>	<b>21</b>
<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b>	<b>26</b> Makeup Pictures	<b>27</b>	<b>28</b>
<b>29</b>	<b>30</b>					

Be A Kid Again this week!



# October 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b> End of 1 <sup>st</sup> 9 Weeks	<b>12</b>
<b>13</b>	<b>14</b> <a href="#">Columbus Day</a> 2 <sup>nd</sup> 9 Weeks Begins	<b>15</b>	<b>16</b>	<b>17</b>	<b>18</b>	<b>19</b>
<b>20</b>	<b>21</b>	<b>22</b>	<b>23</b> Professional Learning Day No Students	<b>24</b>	<b>25</b>	<b>26</b>
<b>27</b>	<b>28</b> October 28-November 1: Book Fair, Red Ribbon Week, and Fall Parties			<b>29</b>	<b>30</b>	<b>31</b> <a href="#">Halloween</a>

# November 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					<b>1</b>	<b>2</b>
<b>3</b>	<b>4</b>	<b>5</b> 2:30 LSIC	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>
<b>10</b>	<b>11</b> <a href="#">Veterans Day</a> No School	<b>12</b> PT Conferences No Students	<b>13</b>	<b>14</b>	<b>15</b>	<b>16</b>
<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b>	<b>21</b>	<b>22</b>	<b>23</b>
<b>24</b>	<b>25</b>	<b>26</b>	<b>27</b>	<b>28</b> <a href="#">Thanksgiving Day</a>	<b>29</b>	<b>30</b>
	Thanksgiving Break November 25-29					

# December 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>
<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b> Professional Learning Day No Students	<b>12</b> Chorus Concert 6:30 @Flinn	<b>13</b>	<b>14</b>
<b>15</b>	<b>16</b>	<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b>	<b>21</b>
<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b> <a href="#">Christmas</a>	<b>26</b>	<b>27</b>	<b>28</b>
<b>Christmas Break December 23- January 3</b>					End 2 <sup>nd</sup> 9 Weeks	
<b>29</b>	<b>30</b>	<b>31</b>				

# January 2020

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			<b>1</b> <a href="#">New Year's Day</a>	<b>2</b>	<b>3</b>	<b>4</b>
<b>Christmas Break December 23- January 3</b>						
<b>5</b>	<b>6</b> 3 <sup>rd</sup> 9 Weeks Begins	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>
<b>12</b>	<b>13</b>	<b>14</b>	<b>15</b>	<b>16</b>	<b>17</b>	<b>18</b>
<b>19</b>	<b>20</b> <a href="#">ML King's Day</a> No School	<b>21</b> Professional Learning Day No Students	<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b>
<b>26</b>	<b>27</b>	<b>28</b>	<b>29</b>	<b>30</b>	<b>31</b>	



# February 2020

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						<b>1</b>
<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>
<b>9</b>	<b>10</b>	<b>11</b> 2:30 LSIC	<b>12</b>	<b>13</b>	<b>14</b>	<b>15</b>
	<b>Valentine Parties this month!</b>					
<b>16</b>	<b>17</b> <a href="#">President's Day</a>	<b>18</b>	<b>19</b> Professional Learning Day No Students	<b>20</b>	<b>21</b>	<b>22</b>
<b>23</b>	<b>24</b>	<b>25</b>	<b>26</b>	<b>27</b>	<b>28</b>	<b>29</b>

# March 2020

Sun	Mon	Tue	Wed	Thu	Fri	Sat
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>
<b>Book Fair March 2-6</b>					End of 3 <sup>rd</sup> 9 Weeks	
<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b>
<b>Spring Break March 9-13</b>						
<b>15</b>	<b>16</b>	<b>17</b>	<b>18</b>	<b>19</b> Spring Pictures	<b>20</b>	<b>21</b>
<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b>	<b>26</b>	<b>27</b>	<b>28</b>
<b>29</b>	<b>30</b>	<b>31</b>				

# April 2020

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b> Professional Learning Day No Students	<b>10</b> OS Day No School <a href="#">Good Friday</a>	<b>11</b>
<b>12</b> <a href="#">Easter Sunday</a>	<b>13</b>	<b>14</b>	<b>15</b>	<b>16</b>	<b>17</b>	<b>18</b>
<b>19</b>	<b>20</b>	<b>21</b> 2:30 LSIC	<b>22</b> Tentative Date for Field Day at Flinn	<b>23</b>	<b>24</b> Tentative Date for Field Day at Flinn	<b>25</b>
<b>26</b>	<b>27</b>	<b>28</b> PreK Transition Meeting at Flinn 3:30	<b>29</b>	<b>30</b>		

# May 2020

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					<b>1</b>	<b>2</b>
<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>
<b>10</b> <a href="#">Mother's Day</a>	<b>11</b>	<b>12</b> Election Day No School	<b>13</b>	<b>14</b>	<b>15</b>	<b>16</b>
				<b>Spotlight on the Arts May 14-15</b>		
<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b>	<b>21</b>	<b>22</b>	<b>23</b>
<b>24</b>	<b>25</b> <a href="#">Memorial's Day</a>	<b>26</b> Last Day for Students	<b>27</b> OS Day No School	<b>28</b> OS Day No School	<b>29</b> OS Day No School	<b>30</b>
<b>31</b>	<b>OS Days may be used as makeup days. Make up days may be added up through June 30, if necessary.</b>					

# June 2020

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>
<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b>
<b>14</b>	<b>15</b>	<b>16</b>	<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b>
<b>21</b> <a href="#">Father's Day</a>	<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b>	<b>26</b>	<b>27</b>
<b>28</b>	<b>29</b>	<b>30</b>				



