

Fairview Parent Handbook



**2018-19
School Year**

Fairview Elementary

979 East 97th North ♦ Idaho Falls, ID 83401
Phone (208) 525-4425 ♦ Fax (208) 525-4426

Principal:

Nicki Pack

Secretary:

Janeen Rigoulot

School Counselor:

Christie Lamb

Kindergarten:

Julie Schuster

First Grade:

Casie Hammer

Leslie Hill

Second Grade:

KayeLynn Berrett

Debbie Funke

Third Grade:

Mary Campbell

Karen Cook

Kimberly Martin

Fourth Grade:

Maureen Jenkins

CharDawn Willis

Fifth Grade:

Brett Bird

David Tangren

Sixth Grade:

Kaylene Moore

Angelica Robago

Resource Room:

Stephanie Stohl

Sally Thornley

Media Specialists:

Jill Corbett

Katie Russell

Computer Lab:

Dan Jenkins

Custodians:

Bret Oswald

Rita Tracy

Cafeteria:

Ellie Rackham

Title 1:

Karadean Grayson

Barb Peterslie

Natasha Wells, Title 1 K





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Nicki Pack, Principal

packn@d93.k12.id.us

Janeen Rigoulot, Secretary

rigoloj@d93.k12.id.us

Christie Lamb, Counselor

lambc@d93.k12.id.us

School Meal Prices

Breakfast is served from 7:40-7:55 AM

	Breakfast	Lunch
Students	\$1.55	\$2.35
Milk	\$0.40	\$0.40
Guests*		
Adult	\$2.25	\$3.85

Applications for free and reduced lunch are available online or in the office. Please apply even if you think you won't qualify or don't want to receive free and reduced prices. It helps give our school funding for Title 1 programs.

Attendance

If your child will be absent, please call our office @ 525-4425 (either the night before or the morning of the absence). We do need to know the reason your child is gone so if you leave a message, please be sure to give the reason for the absence.

District Phone Numbers

District Office	525-4400
Special Services	525-4414
Transportation	525-4412

Early Release Days

Early release is at 12:59 p.m. on all Wednesdays starting September 5th through May 22nd.

Early Dismissal Kindergarten:

AM Kindergarten: 7:55am-10:07am

PM Kindergarten: 10:47-12:59pm

Daily Schedule

Busses Arrive:	7:35 a.m.
1 st Bell	7:50 a.m.
Start Time:	7:55 a.m.
Dismissal Time:	2:25 p.m.
Kindergarten:	
Morning:	7:55-10:47am
Afternoon:	11:33-2:25pm

CORE SUBJECT TIMES:

Please see your teachers for core subject learning times. They have purposefully chunked these in 90 min. blocks to make it easier for parents to know when the best times to pull students for appointments. Most teachers would rather you pull students if you absolutely have to in the afternoon. Most CORE learning blocks (ELA/Math) take place first thing in the morning and last until lunch time.

Lunch Schedule:

10:50-11:30	Title Kindergarten
11:05-11:45	1 st
11:15-11:55	2 nd
11:25-12:05	3 rd
11:40-12:20	4 th
11:50-12:30	5 th
12:00-12:40	6 th

ARRIVING & LEAVING SCHOOL

ARRIVING:

Students should arrive in the bus loop or the car loop directly east of the school building, not in the front of the building.

Students are to line up to enter the school at their classroom door or the closest door to their classroom when the warning bell rings at 7:50 a.m.

Students are to remain on the playground (not behind, in front of, or at their classroom door) until that time. Students are NOT to come into the building unless they are eating breakfast.

Students who are eating breakfast may enter the building through the door by the first and second grades. Students eating breakfast need to do so in a timely manner. Only students who are eating breakfast will be allowed in the building.

Students who arrive at school late are to enter the building through the front door, check in at the office, sign the check-in/check-out book, receive an attendance slip, and quickly go to class.

LEAVING:

Students are to leave the building for recess and the end of the school day through their outside classroom door, or main outside doors. Busses are scheduled to leave five minutes after school ends so it is important that students do not waste time leaving school.

Students who are driven home by car are to be picked up in the parent loop directly east of the building. We do not allow students to exit through the front office. A parent may pick up a student early through the front office and sign their child out of school.

ATTENDANCE:

All student absences will be recorded. Parents need to call (525-4425) when their child will be absent and let us know the reason for the absence. Bonneville School District 93 has adopted a 90% attendance policy. This means that students are expected to be at school, ready to learn, 90% or more of the time. Parents will receive a letter regarding absences starting at the 5th absence of every trimester. Students are allowed 6 absences per trimester. By law, we report truancy to the Truancy Court after the 6th absence.

Excused Absences:

The following excused absences **will not** be counted against the ninety percent (90%) attendance requirement:

1. Participation in school services/events,
2. School security actions/conferences with the principal,
3. Emergency situations (early dismissal, late bus, etc.),
4. A death in the family (either immediate, extended, or a person living in the student's household as a family member).

Un-excused absences:

The following excused absences will be counted against the ninety percent (90%) attendance requirement:

1. Illness,
2. Medical or dental appointments (such absences will require a physician's verifying statement),
3. Family requested absences (such absences must be approved by the building administrator/designee),
4. Legal obligations,
5. Travel,
6. Truancy.

**Truancy:**

Truancies will count against the ninety percent (90%) attendance requirement. Unexcused absences may be considered truancy. Make-up work will be required. Truancy Court will be notified after the 6th absence of each trimester.

Suspension:

Suspended students will not be counted as truant. Make-up work and transportation by parents to Rimrock will be required.

Disciplinary Actions:

Students, who incur more than **11 absences** in any class during a semester, excluding excused absences as outlined above, may be denied promotion to the next grade level and/or be referred to Court and Clinical Services for excessive absences.

Lack of attendance will also result in waivers being denied at any point during the school year.

BALLOONS:

Due to the increasing incidence of allergic reactions to latex, D93 has a latex free policy. Only the metal looking Mylar balloons are allowed in the schools.

**BEHAVIOR CHECKS:**

We recognize that making rules which cover all the unsafe or inappropriate behaviors our very inventive and creative student body might think up is impossible. These questions can help students decide if something is ok to do or not:

1. Is it safe?
2. Is it nice?
3. Is it responsible?
4. Would it be fair or okay if everyone did it?

BICYCLES:

We do not allow students to ride their bicycles to school due to safety concerns on the roads.

**BIRTHDAYS:**

It is very fun for children to celebrate their birthdays at school. We ask you keep in mind several things: 1) unless all children (of the same sex) in the class will be receiving one, do not hand out invitations at school, 2) work with the teacher if you wish to bring treats for the class to celebrate (we have some very serious allergies in our school), 3) remember that treats must be purchased at a store and not home-made, and 4) latex balloons are not allowed in D93 schools (the metal looking Mylar ones are okay).

BUS CONDUCT:

Student conduct on the bus will be within standards acceptable for the classroom. The bus driver's directions will be followed and he/she will be treated with respect at all times. It is the parent's/guardian's responsibility to supervise the student until he/she boards the bus in the morning and after he/she leaves the bus at the end of the day. Once a student boards the bus the District becomes responsible for supervision. This responsibility ends when the student is delivered to the regular bus stop at the close of the school day. The following rules and regulations established by the Bonneville Joint School District #93 Board of Trustees are designed to promote the safety and comfort of students on school buses.

Students riding buses shall:

1. Be courteous to others (students & drivers).
2. Keep the bus clean & free from vandalism.
3. Not bring food/drink onto the bus.
4. Keep legs, backpacks, etc. out of the bus aisles.
5. Not bring animals, matches, firearms, weapons, or any other potentially hazardous materials/items on the bus.
6. Refrain from profanity, vulgar language, scuffling, or wrestling at any time.
7. Talk in normal tones.
8. Not touch safety equipment or use emergency door, except in an emergency.
9. Be careful when walking to the bus stop. Always walk on the left side of the road facing oncoming traffic.
10. Remain back from the roadway while waiting for the bus and refrain from throwing things or playing at the bus stop.
11. Be on time for the bus. The law does not allow drivers to wait for students.
12. Cross the street at a bus stop only after receiving a signal from the driver. When crossing a street to board a bus, students shall always cross in front of the bus, far enough ahead that the driver can see them (students should be able to see the driver's face). When leaving a bus, the driver will hold his/her bus with warning lights flashing until the students are safely across the street.
13. Permit younger students to get on the bus first.
14. Enter the bus in an orderly manner, immediately find a seat, then remain seated (in the same seat) and facing forward until reaching the destination. Drivers may assign seats.
15. Share seats, three students may sit in one seat if necessary.
16. Students may not stand.
17. Not extend any body parts or other objects out the window.



18. Not throw things out the window.
19. Contact the bus driver if they find or lose something on the bus.

Bus Disciplinary Procedures:

When a student does not conduct him/herself properly on a bus, the driver may:

1. Contact the parents/guardians:
 - a. Phone call.
 - b. E-mail.
 - c. Sending a list of bus rules home requiring a parent/guardian signature.
2. Bring the matter to the attention of the school administrator/ designee.
3. Issue a ticket (note, tickets remain in a child's file for twelve calendar months, they do not expire at the end of the school year):
 - a. First ticket: Warning; requires student, principal and guardian signature.
 - b. Second ticket: Requires student, principal and guardian signature. It may involve suspension.

Please note:

1. Students may only ride the bus they are assigned to ride. A Bus Deviation Form must be complete **in advance** for students to ride another bus to a friend's house. Those forms may be obtained by calling transportation at: 525-4412. We cannot allow students to ride the bus with just a note from a parent or phone call.
2. When roads are closed due to emergencies, in climate weather, or construction, guardians will be required to transport their children to and from school. Should the closure happen during the day, the bus will bring the students back to Fairview where we will keep them safe until guardians are reached and children are picked up.

BULLYING, HARASSMENT, ETC.

We believe it is important to provide a safe (physically and emotionally) environment for our students. This said, if your child has a conflict with another student and has attempted age appropriate strategies to resolve it without success, we need to know! We follow the D93 policies regarding this found at: http://www.d93schools.org/pages/Bonneville/Parents_Students/Code_of_Student_Conduct.

It is disheartening to find out that a child has been struggling through a situation for weeks or months that we could have helped him/her with but we didn't know about it. Please contact your child's teacher or the principal when a problem persists or threats have been made.

It is important to help your child understand the difference between a conflict and bullying. Bullying is: intentional, repetitive, aggressive behavior that often involves an imbalance of power between the victim and the aggressor. Conflicts may be repetitive but do not involve an imbalance of power (physical or mental). Additionally, conflicts may involve an imbalance of power but are not repetitive.

CELL PHONES:

Cell phone use is not allowed during the school day or on the bus. Students who bring a cell phone to school are doing so at their own risk as we accept no responsibility for its security. Cell phones that are out during the school day will be confiscated by the staff member who sees the phone. They will mark it with the child's name and turn it into the school office. The child will be allowed to pick up the cell phone at the office after school the first time a phone is taken. However, the second time it is taken a guardian must pick it up from the school office. It is the child's responsibility to let the guardian know that the phone is in the office waiting to be picked up. Use of a cell phone to take photos or videos will be dealt with according to the Bonneville District 93 Code of Student Conduct.



CLOSED CAMPUS:

We are a closed campus. This means that students are not allowed to leave the school grounds during school hours without a parent/guardian checking them out at the office.

COLD WEATHER:

Please prepare your child for the temperatures of an Idaho winter by dressing him/her properly in a warm winter coat, hat, boots, and gloves or mittens. Students will be required to be outside during recess and lunch breaks unless there is heavy rain, an intense storm, or very cold temperatures (below zero). For some children with severe asthma, cold air can trigger an asthma attack. Please have the child's doctor send or fax a note (525-4426) indicating the specific criteria for the child to be inside (such as when the temperature drops below 10 degrees, etc). We will honor this type of medically verified need. After an illness, parents/guardians may request that a child stay inside for a maximum of 2 days. Beyond 2 days, a doctor's statement must be submitted for the child to remain indoors during recesses.

**CODE OF STUDENT CONDUCT:**

Bonneville Joint School District 93 has a code of student conduct that outlines discipline procedures and expectations for student behavior. It is found on-line at:

http://www.d93schools.org/pages/Bonneville/Parents_Students/Code_of_Student_Conduct

CONCERNS/ CONFLICTS/ PROBLEMS:

When a guardian has a concern, conflict, or problem about something at school, the following procedure should be followed. The child should first attempt to address the problem (this may not be appropriate for young students, use your best judgment). If this is unsuccessful, the guardian should contact the classroom teacher and attempt to resolve the problem. (This contact needs to be outside of teaching time. It is inappropriate for a parent to expect a teacher to conduct a discussion with him/her while the class is waiting.) The teacher may refer the guardian to the principal if the concern is about something outside the classroom. If contact with the teacher does not resolve the issue, the guardian or teacher should then contact the principal. In this manner, issues can be resolved at the lowest level possible. The first contact guardians make about a concern in the classroom should not be to the principal. When this happens, it will be referred back to the classroom teacher.

CUSTODY ISSUES/ NON-CUSTODIAL PARENT RESTRICTIONS:

Bonneville Joint School District No. 93 presumes parents have joint custody of the student unless informed otherwise and assumes that there are no restrictions regarding the non-custodial parent's right to be kept informed of the student's school progress and activities. Therefore, both parents are welcomed and encouraged to participate in the child's education to the extent appropriate. A parent will only be prevented from participating in his/her child's education if a court order specifically denies visitation rights. If restrictions are made relative to these rights, the custodial parent shall be required to submit a certified copy of the court order to the building principal/designee.

Guidelines

1. The parent with whom the student primarily resides shall be recognized by the District as the custodial parent unless a legal document or signed parental agreement indicates otherwise.
 - a. If estranged or divorced parents both claim to be the custodial parent, asserting that the student is residing with both parents, enrollment records will be examined.

- b. The parent who enrolled the student will be presumed to be the custodial parent until a court order or written agreement between the parties, identifying the custodial parent, is provided.
2. Both parents have the right to receive progress reports and review student records of their minor children.
3. While both parents have the right to visit the student at school, only the custodial parent has the right to remove the student from school property, (see District policy #3558 Releasing Students to Authorized Individuals).
 - a. Only a verified request/permission from the custodial parent will be cause for exception to this provision (see District policy #3550 Removal of Students During School Hours, Removal of Students During School Hours Procedures #3550P).
 - b. If school personnel anticipate possible student abduction, law enforcement personnel as well as the superintendent/designee shall be notified immediately.
4. The custodial parent is responsible for updating information regarding the student's primary residence address and how the custodial parent can be contacted.

Relations with Non-Custodial Parents Procedures

Access to the Child

The Board recognizes that parents who are estranged or divorced may disagree regarding the education of the child, and/or may attempt to limit one another's access to their child. If one parent desires that the school comply with a divorce decree, custody order, or restraining order, he/she has the obligation to present a certified copy of the signed order to the principal. The principal may prohibit either parent (regardless of custodial status and the language of the court order) from entering the school, or otherwise participating in school-sponsored activities, if he/she disrupts the educational process or his/her presence is detrimental to the morals, health, safety, academic learning, or discipline of the student(s) (see District policy #4320 Disruptive Employee or Public Conduct and policy #4325 Disruption of School Operations).

Progress Reports and Student Records

1. If parents are separated or divorced, progress reports will be sent to the custodial parent with the expectation that he/she will share the report with the non-custodial parent.
2. The school will send copies of the progress report to the non-custodial parent only if that parent submits a written request.
3. Both parents have the right to review their minor student's records.
 - a. Upon written request by the custodial parent, the school secretary/designee will delete the minor child's address from student records supplied to the noncustodial parent.
 - b. Any request to review the student's records shall comply with policy #3600 Student Records and Student Records, (Maintenance, Access, and Release Procedure #3600P).

Participation in Conferences

1. Both parents are welcome and encouraged to participate in conferences called by District personnel regarding the student's education including but not limited to Parent Teacher Conferences and Individual Educational Program team meetings
2. If the parents are separated or divorced, the custodial parent is expected to share scheduling information with the non-custodial parent.
3. The school will provide scheduling information to the non-custodial parent only upon written request from that parent.

Educational Decisions

1. The custodial parent's decision will be binding on both parents, unless a court order requires otherwise, with regard to the student's educational program, including but not limited to:
 - a. Placement,
 - b. Participation in extracurricular activities, and/or

- c. Consent to evaluation and services.
2. In the event the educational decision relates to services provided pursuant to the Individual's with Disabilities Education Act (IDEA), the decisions and parents' rights and responsibilities will be pursuant to statutory requirements.

Visitation with the Student during School Hours

1. Generally, both parents have the right to:
 - a. attend school programs open to parents and patrons,
 - b. volunteer in the child's classroom,
 - c. visit the child, or
 - d. otherwise be in the school setting.
2. Visitation will only be limited if the principal has received a certified copy of a court order specifically restricting the parent's access to the child by: denying the parent's visitation rights, or requiring supervision of the parent's visitation with the child.
3. The school does not have the responsibility to supervise visitation between a parent and his/her child and will not allow the parent access to the child in the school setting when supervision is a requirement of the court order.
4. When visiting the school all parents shall:
 - a. check-in with the school office before proceeding to a classroom or other area of the school (see District policy #3557 School Visitations),
 - b. comply with all District policies
 - c. not take any action that disrupts the educational process (see District policy #4320 Disruptive Employee or Public Conduct and policy #4325 Disruption of School Operations).
5. If a parent wants to visit with his/her child privately, the principal shall have the authority to:
 - a. grant or deny the request,
 - b. determine the place and time of any visit granted,
 - c. ensure minimal disruption to the student's participation in class.

DISCIPLINE:

Discipline procedures outlined in the Bonneville School District 93 Code of Student Conduct will be followed.

The Code of Student Conduct is available on-line at:

http://www.d93schools.org/pages/Bonneville/Parents_Students/Code_of_Student_Conduct

DRESS CODE:

Clothing should be clean, healthy, sanitary, and safe. Additionally, clothing should not disrupt the positive learning environment of the school and classroom. The following guidelines outline what is acceptable:

- Clothing needs to provide adequate coverage of the child's body. Shirts should have shoulder straps at least 4 fingers wide. Shorts or skirts should extend below the fingertips when the student's arms are extended at his/her sides. Clothing should cover the student's stomach and rear end (even when the child is seated).
- Undergarments (and the parts of the body those undergarments cover) should not be showing during normal daily activities.
- The general tests for baggy pants are:
 - Do the pants reveal underwear? (a shirt covering the underwear is not enough)
 - Can the child run from one end of the gym to the other without the pants falling down and without the child having to hold the pants up? (safety issue)



- The general test for low cut pants are:
 - Do the pants reveal the belly or buttocks? (including when the child is sitting down)
- Clothing, body art/ graffiti, and all jewelry which promotes illegal activities (such as alcohol or drugs), violence, or gangs should not be worn.
- Clothing which displays profane, vulgar or suggestive images or slogans should not be worn.
- Hats and bandanas worn covering the head (including those worn as part of an outfit) should be removed upon entering the school building (unless the school has a special "hat" day).
- Gang related clothing, should not be worn.
- Shoes need to be worn at school at all times

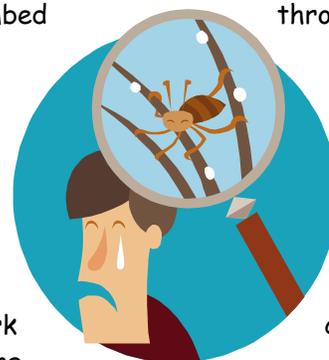
Should a student violate the dress code, he/she will be given the choice of either calling home for a change of clothing or changing into clothes that we happen to have on hand (realize, we have limited sizes of clothing).

GYM RENTAL:

The gym is available after hours on school days when not in use for Fairview activities. If school is not in session or is closed due to cold weather or another emergency, the gym will be closed and gym rentals are cancelled that day. Priority for facility rental is given to groups that involve our students. The gym is available for rental by non-profit and profit groups. We do not rent our gym for sports traditionally played outdoors. There are several forms to fill out well in advance. Included in these forms is the requirement to provide proof of liability insurance. Contact the school secretary to check for gym availability and cost. Several forms and payment are required prior to gym use. These forms are found at: http://www.d93schools.org/pages/Bonneville/Facility_Rentals

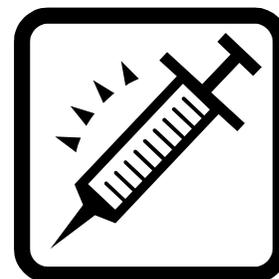
HEAD LICE:

Head lice are a common problem. Head lice are not a sign of uncleanliness or poor health habits. They are defined as a communicable disease and when diagnosed, often cause a great deal of trauma to the child and his/her family. However, because they are so easily transferred from student to student, the district has a nit-free policy. This means that when a child is found to have head lice or nits (eggs), he/she must be picked up from school by a guardian, treated for the head lice, and hair carefully combed through by a nit comb to remove all the nits or eggs. When the child is returned to school, he/she will be re-checked to assure that all nits and lice have been removed. In order to avoid embarrassment to the student and family, every effort will be made to maintain the confidentiality of the student. More information about head lice is available at the District 7 Health Department.



HOMEWORK:

Homework is an extension of the learning that takes place in school. Homework provide practice and drill that reinforces classroom learning as well as providing opportunities for independent study, research and creative thinking. Parents/guardians can help their children by arranging a quiet, comfortable place for their students to work and by monitoring assignments for completion. Plan on 10-30 minutes of reading time each day in addition to some homework time. Homework expectations begin with 15 minutes of homework time in 1st grade and an additional 10 minutes for each grade after that. For example, a 1st grader may have 15 minutes of homework, a 2nd grader 25 minutes, and a 3rd grader 35 minutes, and so on. Homework can also be dependent upon a child's efforts during the day. A child who does not use his/her time wisely will face more homework whereas a child who works diligently may face less.



IMMUNIZATIONS REQUIRED:

The State of Idaho requires students to be current on all immunizations or to Have a "Conditional Admittance Form" before they can attend school or be Assigned a class.

KINDERGARTEN REGISTRATION:

Children entering kindergarten are required to be 5 years old on or before September 1 of the school year for which they are enrolling. The State of Idaho does not allow for any exceptions to this rule.

Pre-registration begins with "Kindergarten Round-up" that is usually the second Monday in March. While registration during Kindergarten Round-up is preferred, parents/guardians can register children any time after the "round-up" until the end of the school year. So that we can be prepared with staff, we ask that people spread the word to register kindergarteners before school is out each spring. When registering a child, parents/guardians need to bring immunization records, a state issued birth certificate, and proof of residency within Fairview Elementary boundaries.

MEDIA CENTER:

We have an outstanding school library at Fairview. In order to operate our library in an orderly and equitable manner, a fine for overdue, lost or damaged books may be imposed. Books can be checked out for a period of one week and may be rechecked as many times as necessary. Following is the district policy on overdue materials (Bonneville School District Policy No. 2500):

In order to maintain and protect the Media Center collections, the following guidelines are established:

1. *A fine of ten cents (.10) per school day will be charged on each Media Center item overdue, with a maximum fine of five dollars (\$5.00).*
2. *If an item is reported lost by the person who checked it out, the replacement cost of such item will be charged, as well as a five dollar (\$5.00) processing fee. These funds will be used to replace the lost item. If the item is found, the replacement cost will be refunded, minus the five dollar (\$5.00) processing fee.*
3. *If, in the judgment of the Media Center Director, a student abuses the Media Center privileges, the student may, upon notification, be denied use of the Media Center for a period of time to be determined by the Media Center Director and/or an Administrator.*
4. *This policy will be reviewed and adjusted by the Media Center Directors, with Board of Trustee approval, as necessary to accommodate price changes and the introduction of new types of materials.*

If you have any questions, please feel free to contact the Fairview Elementary Media Center.

MEDICATIONS:

Medical treatment in the form of medication is the responsibility of the guardian and should not be given by school personnel. The only exception is when the student's doctor deems it necessary for the medication to be administered during school hours. On these rare occasions, school personnel may administer the



medication but only after a "Physician and Parent Request Form" has been filled out and signed by the doctor, guardian, and principal. This form is good for the current school year only and needs to be completed again at the start of each new school year. The parent/guardian needs to bring the medication to the office in the original container (the original bottle for over the counter medication or labeled prescription bottle for prescribed medication). Medications include all over the counter medications as well as prescribed medications including bronchial inhalers. The only exception for the requirement of medication being stored at the office is when a letter by the doctor requesting that the child be allowed to carry the medication is submitted to the school. Typically this letter is submitted for insulin, bronchial inhalers or epinephrine pens (used for severe allergic reactions). The school does not provide any medications.

PICK-UP/DROP-OFF/LOADING ZONES:

Traffic before and after school is potentially very dangerous. Please drive carefully at all times. The drop-off and pick-up zone is the loop directly east of Fairview Elementary. This loop is a **moving** line. Please keep pulling forward in the line until you have picked up your student(s). Do not leave your car unattended in the loop and **DO NOT** back up at any time. Drop off students when you have pulled to the right and only from the sidewalk side of your car. Do not double park in the loop and require your child to run between cars. If you need to come into the school, park in the front parking lot so as to not block the moving line. Students should not be dropped off out in front of the building. The front doors are also locked 24/7 for security.



PRESCHOOL:

Developmental preschools are located at several D93 elementary schools. For more information, contact D93 Special Services at 525-4414.

RELEASING STUDENTS FROM SCHOOL:

We are responsible for your child during school hours. Students will be released to guardians during the school day only after signing the checkout log in the office. Students will be called down to the office. Please do not pick up your child directly from the playground or classroom. This precaution is for the protection of your child. We appreciate your cooperation and assistance by observing this procedure. Unless prior arrangements have been made, only the child's guardian will be allowed to pick up the child. When arrangements are made for someone else to pick up the child, that person will be **required** to show a photo ID to verify their identity (this includes day-cares, shuttles, etc.).

REPORT CARDS & PARENT-TEACHER CONFERENCES:

Parent-Teacher conferences occur midway through the 1st and 2nd trimesters. October 9th and 11th and January 29th and 31st for the 2018-19 school year. Report cards are sent home at the end of each trimester.

RULES~ INSIDE:

- Walk quietly and speak in soft voices when needed.
- No loitering in hallways - keep on walking to wherever you should be.
- Keep hands, feet and objects to yourself.
- Do not touch the walls or things hanging on the walls.

RULES~ LUNCHROOM:

- Speak in soft voices.
- Stay seated and raise your hand if you need assistance.
- Keep hands, feet and objects to yourself.
- No trading or throwing food.
- Clean up after yourself.
- Breakfast eaters - may go outside after they finish eating - no non-breakfast eaters in the cafeteria.
- Food should not be removed from the lunchroom.
- Sit in your assigned area

RULES~ OUTSIDE:

- Show respect for others and treat them as you would like to be treated.
- No throwing rocks, snowballs, wood chips.
- Students can kick or throw balls against the outside gym wall.
- Students cannot climb the fence to retrieve balls, etc.
- No king of the mountain games.
- Keep hands, feet and objects to yourself.
- No pushing, shoving, or tackle football.
- No bad language, gestures, name calling, or teasing.
- Stay out of mud and water puddles.
- No littering. (Popcorn or Airheads are allowed on the playground if garbage is picked up).
- Put toys away. Jump ropes should never be tied to anything.
- Do not leave playground without permission; must stay in sight of duties. (This includes using the restroom)
- Only one person per swing - no twisting swings, backflips, standing up or jumping out.
- Climbing up the slide is not permitted, and you must go down slide feet first only.
- You must have a pass from the duty to enter the building for any reason.
- Only students with more serious injuries will be allowed inside for ice packs, etc.

SCHOOL CLOSURE:

We are committed to the safety of all school children. From time to time, emergency conditions may arise that make travel to and from school unsafe. When this happens the district will make every reasonable effort to notify the public of the decision to cancel school through email, text and the use of the local radio and TV stations.

SCHOOL HOURS:

School hours are from 7:35-3:00 (7:35am-1:10pm on early release Wednesdays). The busses begin dropping students off at 7:35 A.M. Breakfast is served from 7:35 to 7:50 A.M. At 7:50 a warning bell rings telling students to line up for class. Playground supervision begins at 7:35 A.M. and we ask that students not arrive before then because it puts children in danger when they are dropped off early without supervision. At the end of the day, children need to be picked up right away.

SECURITY CAMERAS:

The facility is monitored 24 hours by surveillance cameras. Additionally, busses are monitored with security cameras and audio recordings both inside and out.

SICK CHILDREN:

Children should always be kept home if they are throwing up or are running a fever. Children with communicable diseases should be kept home while they are contagious (according to the recommendations of a doctor). When a child has been running a fever, he/she needs to remain home until he/she has not had a fever for 24 hours without the use of fever reducing medicines. Parents/guardians may request that a child stay inside for a maximum of 2 days after an illness. Beyond 2 days, a doctor's note must be submitted for the child to remain indoors during recess.



STUDENT MESSAGES

With over 300 students, delivering messages to even 10% of our students would be impractical. Please clarify plans for your child's after school activities before he/she leaves in the morning and leave phone messages for those true emergency situations. We do not call students out of class to come to the phone. We are happy to give your child a message if there has been a change in plans in transportation. Please help us by calling in before 2:00 p.m.

STUDENT PLACEMENT:

Every teacher and student has unique talents and needs. We will do our very best to place your child in the class that will ensure maximum learning and at the same time maintain the balance between classes of the same grade level. Many factors are considered in making this decision. Academic, emotional, social, and personal needs of each student are some of the significant factors taken into consideration by the teachers and principal. We do not accept parent requests.

SUPPORT SERVICES:

We have a variety of supportive services available to students at Fairview Elementary. Our school counselor provides support through classroom presentations, small focus groups, and individual counseling. The school psychologist is here one day a week. In addition to social and emotional support, we have Special Education programs offering academic supports beyond those available from the classroom teacher. We are also a Title 1 School. Title One paraprofessionals are in each classroom each day to help all students succeed. If you have concerns about your child, socially, emotionally or academically, discuss them with the classroom teacher to determine the best course of action.

TARDIES:

Any time a student is tardy; he/she must first come to the office and get an attendance slip before going to class. This is required so that the office has accurate attendance records. If a student will be tardy due to a doctor or dentist appointment, please call the school so that we know what is happening. Students with chronic tardiness will be referred to a truancy officer. Students' waivers may also be denied due to chronic tardiness.

TELEPHONES:

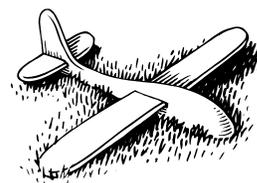
School phones are for school business and emergencies only. Often students will call home from the classroom phone. Please encourage your child to **leave a message** when calling home. If you see the school number on caller ID and call us back, if you have several children, we will not know which of your children tried to reach you. If students come to the office to use the phone, they will be required to have a phone pass from their teacher. We do not call students out of class for phone calls unless there is a serious emergency.

Title 1 Kindergarten:

Fairview qualifies for a Title 1 Kindergarten for the 2018-19 school year. We have to qualify as a school each year and it depends on our kindergarten numbers. Title 1 Kindergarten is an additional session of Kindergarten that will happen in the afternoon. Students who qualify for this service need intensive reading intervention. These students will attend the regular kindergarten class during the morning, stay for lunch and attend the Title 1 class, taught by Mrs. Wells, in the afternoon. Approximately six students will be attending the Title 1 kindergarten at a time. If a student gets caught up during the year, they will be exited from the Title 1 Kindergarten program and another student needing reading interventions will be moved into their place.

TOYS, ELECTRONIC DEVICES, TRADING CARDS, CANDY:

Electronic devices (iPods, MP3 players, CD players, game boys, etc.) are prohibited at school unless they are necessary for a child's education. Toys (including any sort of toy weapon), trading cards, gum and candy are always prohibited at school. If any school employee finds a student being distracted from learning by an item unnecessary to his/her education, the item(s) will be taken and labeled with the child's name. The teacher may keep the item and give it back at the end of the day. However, when the problem becomes habitual, the teacher will bring the item to the office where the child can pick it up after school. If the item (or a similar item) is taken to the office a second time, it is the student's responsibility to ask his/her guardian to come to the school office and claim it. Unclaimed items will be donated to a local charity each summer.



Please realize any item that is not required for a child's education often becomes a toy and should not come to school. This section is not intended to prevent a child from bringing an item such as a soccer ball, basketball, jump rope, etc. to school for use in recess games on the playground. Please make sure that the item is clearly marked with your child's name (first and last) and remind him/her that it needs to be put away during class time. Anything with sentimental value or monetary value should never be brought to school. Weapons and toy weapons must never come to school.

Waivers

We try to allow as many waivers to attend Fairview Elementary as we can. Waivers need to be filled out and turned in the spring of **each year**. The forms need to be filled out online and submitted. We cannot guarantee your child will have a spot at Fairview from year to year. This is a risk that the parent takes when wavering their student. As a staff we may need to deny waivers on the basis of overcrowding, discipline issues, or attendance issues. Waivers may be denied at ANY time of the year due to behaviors.

WEAPONS:

Possession or use of weapons, objects/ substances will be handled according to the D93 Code of Student Conduct. Please note that threatening another (verbally, in writing, or with an object) is very likely to result in a threat/risk analysis by our school psychologist and recommendation to the D93 School Board for expulsion of 12 calendar months.

Please note: toy weapons (including Halloween costume weapons, plastic swords, knives, guns, and water guns) are prohibited at all D93 schools.

WITHDRAWAL:

If you need to withdraw your student from Fairview Elementary, please notify the office at least 3 days in advance so that we are able to check your child out of school properly and prepare the transfer materials necessary for transitioning your child to the new school. Please be sure that all school property, text books and library books have been returned and that the child's lunch account is up to date.

VERIFICATION OF Fairview HANDBOOK REVIEW
2018-2019

This page is to be returned to the child's teacher.

Students' Names _____

Grade(s) (circle) K 1 2 3 4 5 6

Teacher(s) _____

I (print parent/guardian name) _____

have reviewed the student handbook with the child(ren) listed above. I understand that if I have any questions, I need to first contact my student's teacher and if I still have questions, I need to contact the principal.

Signature _____

Date _____