



Fairview Elementary

***Student/Parent
Handbook***

2018-2019

**Fairview Student/Parent Handbook
2018-2019
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FOX CHAPEL AREA SCHOOL DISTRICT VISION

The Fox Chapel Area School District will be recognized as one of the top performing public school districts in the nation. We will:

- **Challenge each student to reach his/her maximum potential level of achievement.**
- **Provide scholarly experiences that deepen understanding, creativity, critical thinking, problem solving, innovation, and collaboration.**
- **Provide an environment that promotes inclusiveness and embraces diversity.**
- **Foster a culture that encourages student involvement in the community and raises awareness of civic responsibilities.**
- **Build relationships with post secondary institutions, businesses, and industry to create and sustain programs that prepare students to excel beyond high school.**

THE FOX CHAPEL ARES SCHOOL DISTRICT
CORE VALUES

***The Fox Chapel Area School District:
Building Pride and Unity
Through
Respect, Responsibility, and Integrity***

Respect:

Valuing self and others
Caring for one's environment
Pride in positive actions

Responsibility:

Accountability
Taking ownership in what you do
Listening and following through

Integrity:

Do the right thing (even when no one is watching)
Honest with self and others
Trustworthy in thoughts, words and actions

FAIRVIEW THEME

2018 – 2019

Take Time to Think



Dear Fairview Families and Students,

Welcome to Fairview Elementary School where teachers, students and families join together to enrich children's lives. Each school year provides us with new opportunities for growth and development as we work toward success for all of our children. We do this through the exceptional curriculum adopted by the Fox Chapel Area School District, the exemplary faculty and staff at Fairview, our caring and supportive families, and by forming strong partnerships among home, school, and community.

This handbook was developed to facilitate home and school communication by informing students and families of the policies, practices, and procedures in place in the Fox Chapel Area School District and at Fairview Elementary School. By outlining our practices, procedures, and expectations, we provide safety, stability, and consistency for our children, as we create a respectful environment that is conducive to learning.

Once again, Fairview greets new and returning students and families to our learning community. May our mutual goal of academic excellence through positive intervention enrich the connections between home and school as we pursue the journey of life-long learning.

Our local community abounds with expertise and culture and we are pleased to be able to take advantage of the learning resources that can be brought into our school. We express our sincere appreciation to our dedicated and caring staff and parents for their on-going support and tireless efforts in making all of our goals possible.

Wishing all of you good health, success and happiness in the 2018-2019 school year.

Yours in Education,

Becky Stephan, Ed.D.
Principal

Every new day begins with possibilities.

It's up to us to fill it with the things that move us toward progress and peace.

Ronald Reagan

Accident Insurance

A limited student insurance policy is available at parental expense. This insurance coverage (which would help to pay doctor, hospital, and dental bills resulting from accidental injury) covers the hours and days when school is in session and also covers the child while he or she attends school-sponsored and supervised activities and trips during the school year, while on school premises, and during travel to and from school. A 24-hour insurance coverage is also available for purchase.

Alone we can do so little. Together we can do so much.

Helen Keller

Arrival and Dismissal

Arrival

School officially starts at 9:00 A.M. with announcements beginning at 8:55. Buses arrive and students may begin entering the building at 8:40 A.M. **Students may not arrive prior to 8:40 as there is no supervision for early arrivals.** Please note that there is no YMCA morning daycare service provided at Fairview. The YMCA program held at O'Hara Elementary provides busing to and from Fairview.

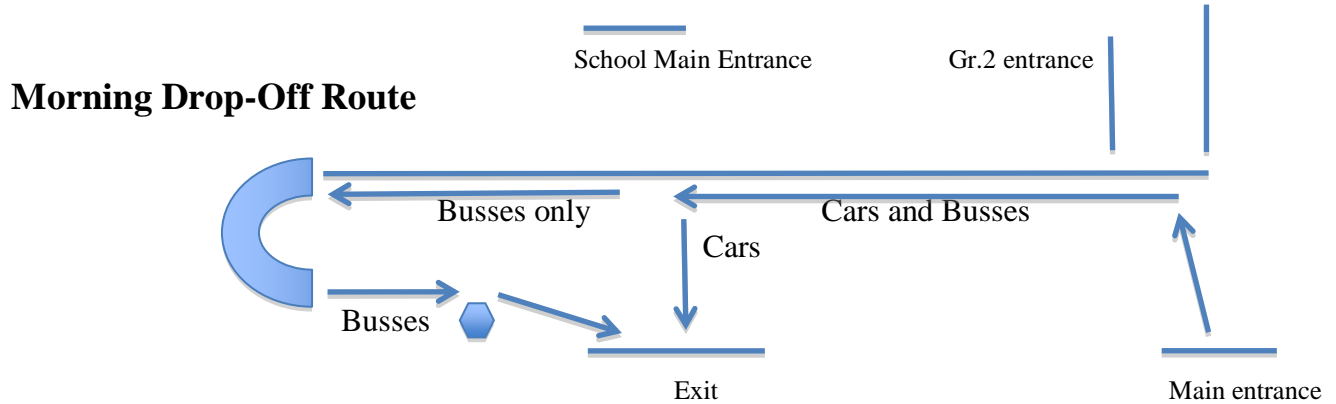
School buses and car riders are to arrive between 8:40 and 8:50 A.M. Students enter the building through one of the two front entrances: second grade doors and the front entrance doors. Students should proceed directly to their classrooms. **Please note that announcements begin at 8:55 A.M. and the instructional day begins promptly at 9:00 A.M.**

Parents who choose to drive their children to school are expected to adhere to the morning drop-off rules, regulations and procedures. Please note that:

- All cars and busses enter via the main driveway entrance.
- **For student and driver safety, from 8:40-9:00 a.m. no cars may exit out of the main driveway entrance. No cars may sit or park along the front curb by the side of the building closest to the main driveway entrance.** If you choose to walk your child to an entrance, please be mindful to park only in a designated parking space.
- Both cars and busses will follow one lane of traffic along the front curb of the school towards the drop-off area.
- **Cars should proceed in the parent drop-off line. Any cars stopped along the sidewalk should allow their child/children to immediately exit the right side of the car. Please have your child prepared to exit the car promptly and do not wait to reach a particular school entrance, as traffic will accumulate behind you and**

cause a line of traffic on Dorseyville Road. Students may enter the building via the second grade wing or the main entrance to the school.

- Cars should then proceed to the posted exit sign and then immediately turn left in front of the exit signs and exit out of the upper driveway exit.
- Busses will continue to drive forward and drop off students at their current drop-off locations. Only busses will be permitted to follow the parking lot loop to exit the school.
- Busses will now stop at a stop sign that is on the right side of the driveway exit. We ask for driver courtesy in allowing busses to take turns with exiting cars for a safe exit to Dorseyville Road.
- Failure to adhere to these regulations could result in legal action.



Dismissal

Bus Dismissal begins at 3:40 P.M. The parents of car riding students are required to send a note to the classroom teacher in the morning and to sign-in at the office before the buses are called at 3:40. Please address in the note whether the pick-up is for a specific date or dates, or every day. Parents must be prompt in arriving for car riders, since students riding home with parents will be called to the front hallway a few minutes before buses are called. A staff member will visually identify the parent, confirm parent sign-in, and then release the student to the parent/guardian/authorized pick-up. **If a teacher or office staff member is not notified in writing that the student will be picked up by car or ride the Boyd or YMCA bus, the student will be sent home on the school bus.**

Please note that there are no exceptions to bus riding assignments. Students must ride their district assigned buses to and from school at all times and therefore may not ride home on another student's bus.

If there is an unexpected change of transportation due to an emergency, please call the school office directly at 412-963-9315. Please indicate to the secretary that your message is urgent and timely and must be delivered immediately and directly to the classroom teacher. Do

not leave an emergency change of transportation message or any timely information on a teacher's email or voice mail since teachers are not always able to check their voicemail or email mail prior to student dismissal. When possible, please notify the school of any sudden need for transportation changes prior to 2:45 p.m., as the office becomes very busy after this time and we want to be sure the teacher and child/children are notified prior to dismissal.

Bus riding students will be called to their buses via the public address system and will board buses at the main and side entrances. Students are expected to walk through the hallways and comply with adult supervision.

Parking along the yellow line (the fire lane along the front of the building) is illegal and never permitted. No one anticipates a school emergency. **Cars parked on the yellow line create a hazard by preventing access for emergency vehicles in an urgent situation, and they deter the efficient movement of school buses. No parking is permitted along the side of the building or along the driveway loop.** Please maintain the safety of our students, staff, and building, by parking in the front, lower, and side lots. **This procedure is to be followed AT ALL TIMES - during student arrival and dismissal, throughout the school day, and during afterschool and evening events.**

There are no problems we cannot solve together, and very few we can solve by ourselves.

Lyndon Johnson

Assemblies

Assemblies are scheduled throughout the school year. These assemblies are funded by The Fairview Parent Teacher Organization (FPTO) and are planned by the FV Learning Team, a sub-committee of the Site Based Management Team. District-related performances are scheduled through the principal. The announcement of school assemblies will be noted on school calendars and weekly school forecasts.

When schools and families team, we offer the best opportunity for student success.

Attendance

Regular attendance in school is extremely important and should be established early. Children achieve more and feel better about themselves when instruction is continuous and when a sense

of belonging is established within the classroom. *Those who learn the importance of regular attendance tend to stay more actively involved and do better in school.* However, we understand that children may become ill. If your child is ill, please call the school office between 8:00 and 8:30 A.M. at 412-963-9315 to report your child's absence. The automated SchoolMessenger System will call parents to verify student absences and remind parents to send an excuse the day the child returns to school. Please note that pre-approved Educational Tour and Trip requests do not receive the SchoolMessenger absence verification call. They also require a written excuse upon the child's return to school.

Pennsylvania public school attendance law requires that all absences be treated as unexcused/unlawful until the school district (school) receives a written excuse indicating the reason(s) for the student's absence. Parents/guardians must submit a written excuse within three calendar days of an absence and will be informed if they fail to provide a written excuse within that time frame. Please note that absences without excuses will be permanently recorded as unexcused/unlawful, and that medical excuses are required for absences of five (5) or more consecutive days and after ten (10) cumulative days of absence. Children under a doctor's care for a contagious disease or those with chronic absences may also be required to submit an excuse from a physician. Pennsylvania school law identifies excused/lawful absences as those related to:

- illness of the pupil
- death of an immediate family member
- medical/dental appointments
- bona fide religious holiday
- quarantine
- pre-approved educational travel
- weather so inclement as to endanger student's health or safety (impassable roads)
- court hearings related to student involvement with county children and youth or juvenile probation office agencies
- authorized school activities (field trips)

Excuses other than those listed above are unexcused/illegal. The parents of chronically absent students may receive a call or visit from Fairview and/or district personnel. Continued concern may result in required excuses from a physician, parental appearance before a magistrate, and/or referral to Children Youth and Family Services.

Please be advised that when there is a scheduled half-day of school on the calendar and a student is absent, he/she will be charged a full day absence.

Educational Tours and Trips, Not School Sponsored

Upon written request, Fox Chapel Area School District policy allows for student absence to participate in an educational tour or trip that is of educational significance to the student. Tours and trip approvals are not intended for trips to local interest, attendance at sporting events, hunting, fishing or shopping trips, or solely to accompany the family on vacation. Parents requesting to take their child on an educational tour/trip may acquire an *Educational Tour and Trip Request Form* from the school office, or downloaded from Fairview’s website page under the category “Resources” and then “District Forms” so that the absence is recorded as legal and excused. *Educational Trip and Trip Request* forms are to be submitted **at least two weeks prior to the trip** in order to process the form and to provide teachers with ample time to compile student assignments. Parents will only be notified if a tour or trip is NOT approved. Students are required to make up work missed during educational trips. Parents are urged to restrict travel on school days since the lack of continuity disrupts instruction for the absent child as well as for the class. Extended trips may require parents to withdraw, and then re-register, students prior to the student’s return to school. **In addition, trip requests are strongly discouraged during CoGAT and PSSA (Grades 3-5) testing weeks. If an Educational Tour/Trip Request is submitted and extends into a testing window with time not available for make-up, the request may be denied. Refer to the district calendar, or the following standardized testing schedule, prior to scheduling family tours and trips.**

2018-2019 State and Local Testing Dates

(please refrain from scheduling family tours/trips during these testing windows)

October 8-12, 2018	CoGAT (grade 4 only)
April 15-26, 2019	PSSA ELA (English Language Arts) (grades 3-8 only)
April 29-May 3, 2019	PSSA Math (grades 3-8 only)
April 29-May 3, 2019	PSSA Science (grades 4 only)
May 6-11, 2019	CoGAT (grade 1 only)

When students return to school after any absence (including pre-approved tours/trips) or late arrival, or leave for an early dismissal, they **must bring a written excuse signed by their**

parent/guardian stating the date(s) of absence(s) and reason(s) for the absence(s).

Absences without excuses (or excuses for reasons other than those approved by Pennsylvania School Law) are recorded as unexcused/unlawful.

Tardiness

Morning procedures are important to a child's success at school; therefore, it is imperative that students arrive before the official start time. Buses arrive and students may begin entering the building at 8:40 A.M. **Please note that announcements begin at 8:55 and the instructional day begins at 9:00 A.M promptly. Students arriving after the 9:00 A.M. start time are tardy.**

We recognize that early appointments and family emergencies do arise. **However, students arriving after the 9:00 A.M. start, regardless of the reason, are tardy and must bring a written excuse indicating the reason for tardiness and be signed in at the office by an adult before proceeding to their classrooms.** Failure to report to the office after entering the building will result in an unexcused absence being recorded for the day. Each group of three (3) tardies shall be considered as one (1) unexcused absence from school for the purpose of state accounting. The parents of chronically tardy students may receive a call, letter, or visit from Fairview and/or district personnel. Continued concern may result in required excuses from a physician for all absences and tardies, parental appearance before a magistrate, and/or referral to Children Youth and Family Services.

Dads don't need to be tall and broad-shouldered and handsome and clever. Love makes them so.

Pam Brown

Beechwood Farms/Environmental Program

In collaboration with Beechwood Farms, all K-4 Fairview students have the opportunity to experience "nature walks." Fifth grade students have the opportunity to experience their "nature walks" during a four-day, three night environmental camp experience. Cooperatively organized by Beechwood Farms and the FCASD, this fifth grade overnight environmental camp experience strives to foster a life-long understanding and appreciation of nature as it enables us to meet the PA academic standards for science.

Any mother could perform the jobs of several air traffic controllers with ease.

Lisa Allther

Before and After School Childcare

Before and after school childcare is not available at Fairview. The YMCA Program at O'Hara Elementary School provides busing to and from Fairview. YMCA Childcare arrangements are made directly with the YMCA at 412-934-9622.

Mankind owes to the child the best it has to give.

UNITED NATIONS DECLARATION

Breakfast-Lunch Programs

Breakfast and lunch are served daily in our school cafeteria. The 2018 -2019 daily lunch price is \$2.55 (a 5 cent per day discount is applied to weekly lunch purchases), milk is \$.75 and breakfast can be purchased at the daily rate of \$1.35. Application forms are available to determine eligibility for free or reduced lunch and breakfast. Parents who choose to pre-purchase breakfast and/or lunch with cash or check for a specified time or amount may do so by bringing money (or sending money with their child) to the cafeteria manager before the 9:00 A.M. school start time. Discounted lunches are transacted on Monday (Tuesdays if the student is absent on Monday, or if school is not in session on Monday). Checks should be made out to the FCASD Cafeteria Fund.

A computerized Point of Sale (POS) system allows parents to pre-pay for meals by depositing money into a debit account for lunch, breakfast, milk, and snacks. To place money on an account, apply for free/reduced eligibility, place a note on your child's account, make payments, and to view all purchases including snacks, please sign up for the online system at www.schoolcafe.com. All students are assigned a Personal Identification Number (PIN) to be used for participation in the POS System. Student PIN numbers follow students to graduation. All students purchasing lunch, whether choosing to set up a pre-paid account or paying cash daily must enter their PIN number as they purchase meals. When a child purchases breakfast, lunch, milk, and snacks in the cafe, he/she enters his/her PIN number and the payment is automatically deducted from his/her account balance. The lunch monitors at Fairview assist children who forget their PIN numbers or children who have not yet utilized the point of sale system.

Snacks are offered in our cafeteria during the lunch periods, and our food service strives to select healthy choices. Baked chips, low-fat ice cream, and fruit snacks are some of the choices. Most snacks are priced between \$.70 and \$1.00. Students are able to purchase an unlimited amount number of snacks, per the district nutrition center, thus it is helpful for parents to monitor snack consumption via the student's lunch account. Students in grades K-2 are permitted to purchase

snacks on Fridays; students in grades 3-5 are permitted to purchase snacks Monday - Friday. Kindergarten students have classroom snacks arranged by teachers and parents. A "No Snack" day may be determined at the discretion of the café manager. If a student owes the cafeteria money, no extras will be allowed to be purchased until the account has money in it again.

Please review the Wellness section of the handbook regarding food allergies.

Additional details regarding the breakfast and lunch programs can be found on the district website www.fcasd.edu under the headings - Back to School 2018 – Lunch Program.

Fox Chapel Nutrition Center

Breakfast and Lunch Program

Free and reduced lunch applications may be completed and returned to school, or completed through the online system at www.schoolcafe.com. The application must be completed every school year. All charges incurred before applying for free or reduced eligibility are the responsibility of the parent/guardian. One meal benefit application may be used for all eligible school children in the family. If you receive notification that you are on the direct certification list, you do not need to fill out an application.

For the Food Service Policy, access to all menus, free and reduced forms, and general information on the Nutrition Center please go to: <http://www.fcasd.edu/about-the-district/food-services.html>

Please contact the FCASD Nutrition Center Secretary, Susan Johnson, for any questions regarding the school breakfast and lunch program or the free and reduced program at 412-967-4409 or Susan_Johnson@fcasd.edu.

808-AR-3. STUDENT FOOD SERVICE CHARGES-DEBT

Due to the large number of students charging their meals, it is necessary to address the issue of delinquent food service accounts.

The Board of School Directors is required to provide healthy meals in accordance with current regulation and policy. The Board of School Directors shall permit students to incur what the Board or its designee considers reasonable charges and that parents/guardians shall be contacted for payment of said charges.

GUIDELINES:

The district shall inform, in writing, students and their parents/ guardians, who incurred a negative balance, of the district's policy regarding food service charges. The Food Service Department of the Fox Chapel Area School District adopted a Point of Service System (P.O.S.S.) for meal purchases in each building. Parents/guardians have the ability to prepay for meals by depositing funds to the students account. All students are issued a Personal Identification Number (PIN) upon entering grade K and will retain a PIN while enrolled in the Fox Chapel Area School District.

A written notice will be sent by mail to parents/guardians whose students have a debt greater than \$13.00, informing them of the balance; and that if the balance is not paid immediately, the student will be provided a qualified lunch at the cost of a school lunch, consisting of a cheese sandwich, fruit, and milk.

Students in grades K-5 and disabled students will always be provided a meal, regardless of their balance due.

Students incurring additional debt will be notified by certified mail of the current balance due, the school board policy, and that the district reserves the right to disallow student involvement in after school activities, as well as seek assistance from the proper agency for legal action, if payment is not remitted.

FCASD District Wellness Policy

Fox Chapel Area School District recognizes that student wellness and proper nutrition are related to students' physical well-being, growth, development and readiness to learn. The Board is committed to providing a school environment that promotes student wellness, proper nutrition, nutrition education and promotion, and regular physical activity as part of the total learning experience. In a healthy school environment, students will learn about and participate in positive dietary and lifestyle practices that can improve student achievement.

To access the entire wellness policy please go to:

<http://www.fcasd.edu/about-the-district/food-services.html?showall=&start=5>

USDA Nondiscrimination Statement and Complaint Procedure

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form , (AD-3027) found online

at: http://www.ascr.usda.gov/complaint_filing_cust.html , and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

(1) Mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;

(2) Fax: (202) 690-7442; or

(3) E-mail: program.intake@usda.gov

This institution is an equal opportunity provider.

Loving a child is a circular business.

The more you give, the more you get, the more you want to give.

Penelope Leach

Building Entry

To enter Fairview during school hours, the entry camera system requires visitors to ring the doorbell to be identified by one of the secretaries and to provide a reason for entry into the school

lobby before signing in and acquiring a visitor's badge at the office window. ***Visitors will be required to provide their car keys to the office upon sign-in to obtain a visitor's badge; the keys will be returned upon receipt of the visitor's badge before exiting the building (this does not apply to celebration or program days).*** Volunteers will have a name specific identification badge. Thank you for accommodating the security measures in place that serve to enhance the safety of our children and staff.

Building Usage

Fairview Elementary is open after school hours for district activities, intramural programs, and for other uses per school board policy. However, Fairview school and student activities take precedence, and other activities may be cancelled if a school program is scheduled. Interested parties are required to complete a **Facilities Use Request Form** (available in the school office) at least two weeks prior to their need. Related rental costs and approvals are determined by the building and district. The party signing the request form is responsible to the district should any damage occur.

Teaching kids to count is fine, but teaching them what counts is best.

Bob Talbert

Bullying/Cyberbullying

Fairview is committed to providing a safe, enjoyable, positive learning environment for all students. Therefore, bullying/cyberbullying are never tolerated in the school, on school grounds, in school vehicles, at designated bus stops, or at school sponsored activities. Intentional acts of written, verbal, physical or electronic bullying/cyberbullying that are severe, persistent and/or pervasive create an atmosphere of fear and intimidation, detract from the safe and orderly environment necessary for student learning, and may lead to more serious violence. Each student is responsible for respecting the rights of others and for demonstrating behaviors conducive to an atmosphere free from any type of bullying.

Creating a Caring School Community

The elementary school guidance program and classroom interventions strive to develop a caring school community and work to positively address conflict and avert bullying. The guidance curriculum introduces and reinforces the following topics through developmentally appropriate lessons taught in grades Kindergarten through grade five:

Accepting Self and Others
Understanding, Identifying and Expressing Feelings
The Importance of Rules and Consequences
Making Responsible Choices
Identifying Bully Behavior
Ways to Handle a Bully
The Power of the Bystander
The Qualities of a Friend
Team Building - The importance of Cooperation
Gossip and Rumor
Conflict Resolution
Point of View

Core components of the program are implemented at the school level, the classroom level, and the individual level.

At the school level, the staff is trained to identify typical developmental and social behaviors of children, the difference between conflict and bullying, what characterizes bullying behaviors, how to assist victims, how to empower bystanders, and how to assist students identified as bullies to choose pro-social behaviors.

At the classroom level, teachers read and discuss stories from the Heartwood Character Education Program that exemplify positive social attributes. They review and reinforce the guidance lessons described above, hold classroom meetings, and intervene with children as needed.

The individual component includes interventions with individual children, teachers, and parents when conflicts or bullying situations occur. Classroom and special area teachers, the school counselor, school psychologist, school-based mental health professional, and/or principal may be called upon to assist in these efforts.

*Children are our most valuable resources.
Herbert Hoover*

Bus Riding-Transportation To and From School

Bus riding, to and from school, is a service (and privilege) provided by the school district. Therefore, all students are expected to follow the bus rules and guidelines. There are three bus rules – SIT - SEAT BELTS - SIX INCH VOICES. Failure to follow rules may result in the loss of bus riding privileges. The bus drivers are responsible for the safety of students on the bus with help from 5th grade student patrols. Bus concerns and concerns regarding behavioral situations on the bus are directed to Mr. Anderson. Questions regarding busing can be answered by the school office (412-963-9315) until 4:30 p.m. or directly by the transportation office (412-963-9600).

*No man can possibly know what life means, what the world means,
what anything means, until he has a child and loves it.
And then the whole universe changes and nothing will ever again seem exactly as it seemed
before. - Lafacadio Hearn*

Cell Phones, Communication and Electronic Devices; Spinners

To ensure a distraction free educational environment, students are not permitted to possess communication, gps, or other type of electronic devices of any kind (including, but not limited to cell phones, iPods, Apple watches, Gyzmos, and other similar type device, cameras, etc.) in classrooms or lockers, on school grounds, or at school sponsored activities. Communication devices accidentally brought to school by students will be kept by the teacher or sent to the office for safe keeping until retrieved by a parent or guardian.

In the event that the classroom teacher would like to permit students to bring their own devices for a specific academic activity, the teacher will provide a separate permission letter that designates the time period and requires parental permission. This permission letter will limit the time frame for use and outline the guidelines regarding student responsibility for use. The district is not responsible for loss, damage, or misuse of any electronic device brought to school by a student. Violations of the guidelines by a student will result in disciplinary action and may result in confiscation of the electronic device.

Spinners and similar type toys may not be brought to school.

*It's great to be great, but it's greater to be human.
Will Rogers*

Classroom Assignments

It is with great care that classroom assignments are determined with input from the grade level teachers and other professional staff members who know and work with our children. This professional team takes thoughtful consideration in appropriately placing students in an effort to create heterogeneous classrooms that balance academic and social structures. Among our considerations are gender, and the support and enrichment needs of our students for services that include, but are not limited to, learning, speech/language, acceleration, gifted and instrumental music programs. While your input is very important to us, parental requests for specific teachers limit our professional staff in making the best educational decisions for our students. **Therefore, parent written or verbal requests for specific teachers are not considered in the classroom assignment process.** Information about your child's individual learning profile, that may help us in our work, may be addressed to the principal in writing by **May 1**. Please note that, while important, parental input is one piece of the multi-faceted process of creating balanced classrooms, it is not the sole factor. Written input submitted from parents regarding a child's learning profile will be shared with the assigned teacher.

Classroom Parties/Celebrations, TAG and Music Box Presentations

Classroom teachers and parent volunteers coordinate classroom celebrations for three holidays: Halloween, the last day of school before the December break, and Valentine's Day. Parents may volunteer for one or all three holiday parties. However, they **MUST SIGN UP as a party volunteer and have the appropriate clearances** prior to the party day. To maintain the safety and well being of our students, **NO ONE** is allowed to be a 'last minute volunteer' or 'stop in' a classroom to say "hello" or 'visit' a holiday party. All party volunteers must contact the homeroom parent by the designated deadline in order to acquire a nametag and be permitted entry to the school/classroom on the day of the event. In addition, parent volunteers and classroom teachers schedule classroom lessons through the school and FPTO sponsored programs. Since the activities planned for these events/lesson/programs are specifically designed to address the age, interest and developmental level of the grade involved, they are not appropriate for siblings. Therefore, we are unable to welcome siblings to accompany volunteers to events held during the school day. Volunteers must have all clearances on file with the district office and a volunteer badge at the Fairview office, issued by the district office.

Fairview Elementary School recognizes proper nutrition as a key component of overall well-being

and readiness to work and learn, and, as a result, food items will not be served during classroom parties or celebrations. Classroom parties and celebrations provide students the privilege of participating in social functions apart from the normal academic program and instructional day, and, as such, are intended to focus on the interactional social benefits offered. Food items are not to be offered or made available for consumption by students or staff during classroom celebrations, thus allowing socialization activities, rather than food, to be the focus.

Confidentiality

Respecting confidentiality is crucial to Fairview Elementary School as it acts to protect the rights of every student. Volunteers at school may notice a student involved in a disciplinary matter or may observe student academic performance in the classroom. These circumstances should be treated confidentially and are not for discussion in, or outside, the school. It is extremely important that volunteers respect the privacy rights of all members of the Fairview community. If volunteers or visitors have concerns about something seen or heard at Fairview, they should speak privately to the appropriate teacher or to the principal. In addition, parent copy volunteers are required to maintain confidentiality about the items (papers, tests) that they copy for teachers and about what they see and hear while working in the school or in the office area.

*There are two types of education...one should teach us how to make a living,
and the other how to live.*

John Adams

If you want to lift yourself up, lift up someone else.

Booker T. Washington

Discipline Plan

Responsibility Training

The Responsibility Training philosophy was adopted by the FCASD to help children become responsible for their learning and behavior. This philosophy enables students to learn self-discipline and to accept responsibility for their behavior by teaching them to evaluate what they are presently doing and to decide whether to continue the present behavior or to make a more responsible choice. Responsibility Training is the basis for our guidance curriculum and our

school discipline plan. It allows individuals to choose behaviors that meet their needs for belonging, success, freedom, and fun.

In order to be consistent, every member of the staff uses the same set of rules, the “Fairview Five.” If a student’s behavior choice does not follow the rules, is not responsible, or is not effective, the student will be asked to evaluate the choice and plan how to make a more effective, responsible choice in the future. Afterward, the staff members involved help the student to be accountable for the plan that was made.

Sharing the load makes anything possible.

Author Unknown

The Fairview Five

In order to maintain the best possible learning environment, the staff has developed the **Fairview Five**, which are behavioral expectations for each child. These include:

1. **Demonstrating respect for all people and property.**
2. **Following directions on the first request.**
3. **Using appropriate language, gestures, and tone of voice.**
4. **Keeping hands, feet, and all objects to oneself.**
5. **Walking quietly in our building.**

If behavior is unacceptable, students may be sent to the time-out room to be supervised in writing a plan for improvement. Appropriate consequences for the behavior may be determined as well. The goal of Fairview’s discipline plan is to help each child choose responsible behavior.

The Time Out Procedure

The Time Out Procedure is an outgrowth of our Fairview Five Discipline Plan. Anyone who has played or watched sporting events knows that a time-out is called when things are not going well or when the team or an individual player needs to stop, regain control, and come up with a new plan of action. The Time Out Procedure in school is designed to teach students to do the same thing. Students are sent to Time Out to remove themselves from a situation where a Fairview Five Rule was broken, to think and write about what they were saying or doing that caused the rule to be broken, and to create a plan for making a more responsible choice in the future. Consequences are assigned based on the nature or severity of the behavior or situation.

Fairview's formal disciplinary procedures are implemented only after individual classroom procedures are followed or if a serious circumstance occurs.

Students move through sequential steps for repeated offenses of like behaviors and discipline will be assigned per the level of infraction and appropriate step. Minor offenses such as disrespectful behavior toward others may result in automatic movement to step 2. Major offenses, such as fighting, stealing, threatening others, physical harm, and harassment may result in automatic movements to higher levels of the plan. Severe offenses will be handled in accordance with district, state, and federal guidelines. Weapons, gestures resembling weapons, or drawing of weapons or violence are prohibited for the safety and well-being of all students, staff, building volunteers, and school visitors. The consequence grid as approved by the FV Site Based Management Team (SBMT) outlines the discipline plan at FV and is available for review in the main office.

When love and skill work together, expect a masterpiece.

John Ruskin (English writer)

Dress Code

Students at Fairview Elementary School are expected to dress in a manner that is conducive to a safe, friendly, learning environment for students and teachers. Therefore, students have the responsibility of wearing clothing that projects a positive attitude of pride in self, school, and community. Students are required to wear appropriate, comfortable, and safe clothing that is neat, clean, and in good taste, and does not distract from the educational process.

In addition, students are required to wear gym-appropriate shoes to climb on the playground equipment. Backless shoes and sandals (flip-flops, clogs, mules, etc.) and heeled shoes and boots with leather soles prohibit safe footing on the climbing apparatus and have been the cause of slipping and sliding accidents; therefore, students wearing them during recess will not be permitted on the playground equipment. Changing into playground appropriate shoes before recess is permitted.

Drug Abuse Resistance Education (DARE)

An officer from the Indiana Township Police Department works with Fairview students in the DARE Program. The primary emphasis of this program is to assist students in recognizing and resisting the pressures that influence them to experiment with drugs and alcohol. The officer meets with students in Kindergarten through grade five. The DARE curriculum builds student self-esteem and teaches students how to say “no” to the social influences that promote the abuse of drugs and alcohol, as it presents positive alternatives.

Teach children responsibility by offering them the opportunities to be responsible.

Author Unknown

Early Dismissal and Late Arrival by Parent Request

Please note that the instructional day at Fairview begins at 9:00 and ends at 3:40 P.M., and that educational activities begin promptly and continue until dismissal. Obviously, some appointments on school time cannot be avoided, and family emergencies do arise. **However, be advised that late arrivals and early departures are reserved for extenuating circumstances only.** Please arrange routine appointments and schedules to respect the integrity of Fairview’s instructional day. By complying, your child’s educational day will not be curtailed, and the education of your child and his/her classmates will not be disrupted.

No child will be excused at any time other than the regular dismissal time without written parent permission.

If an unusual situation should arise that requires a student to leave the school at any time other than the normal dismissal time, the parent or guardian must send a note to the homeroom teacher. All students leaving early must be signed out at the office by the parent or guardian. If the student is to be picked up by someone other than the parent/guardian, the written request for the early dismissal must include the name and the relationship of the person who is picking up the child. The presentation of identification will be requested. For the safety of your child, students are not permitted to leave the building without written notification to the teacher and approval from the principal. As with chronically tardy students, the parents of students with repeated early dismissals may receive a call, letter, or visit from Fairview and/or district office personnel. Continued concern may result in a parental appearance before a magistrate, with a possibility of fines and/or referral to Children and Youth Services.

A mother is not a person to lean on but a person to make leaning unnecessary.

Dorothy Canfield Fisher

Early Dismissal by District Calendar

Periodically, students are dismissed early from school to allow for teachers and staff members to attend a variety of professional development sessions. These sessions are built into the school calendar to allow teachers and staff to enhance their knowledge base by acquiring new ideas and teaching strategies to meet the needs of all of our children.

Educational Services

The special education team at Fairview works as an inclusive model. The Learning Support staff offers support to students in classrooms as well as in the Learning Lab and the Speech/Language Room. The Quest (gifted program) teachers plan and implement activities to assure that the needs of qualifying gifted students are met.

Learning Support and/or Speech/Language Services may be accessed in several ways. After viewing test scores and classroom performance, a teacher or the principal may request a parent meeting to review data and to plan interventions or further assessments. Parents may request services through the classroom teacher, the Response to Instruction and Intervention (RtII) facilitator, the school counselor, and/or the principal.

Response to Instruction and Intervention (RtII) is a process that fosters systemic research-based instruction and interventions for all learners. Instruction and interventions are matched to student needs, and the monitoring of progress is continuous. Teachers regularly collect and analyze student assessment data to measure whole group and individual student progress related to grade level benchmarks and to plan and implement classroom and support interventions. At any time, parents may be invited to discuss their individual child's growth. This approach to monitoring student progress promotes success for all students.

Quest services are processed in a similar manner. After reviewing standardized tests, classroom performance, and grades, the classroom teacher, and/or the principal may request further testing to determine if specialized instruction is necessary to meet the needs of the child. Parents may send a written request for evaluation to the school counselor, Quest teacher, or principal. After receiving parental permission for formal testing, a school psychologist will administer an individual

battery of tests. Data from these assessments, as well as several performance indicators, become part of a Gifted Written Report, which is discussed at a team meeting.

Multiple criteria for placement in the Learning/Speech/Language Support or Quest programs include information from parent and teacher questionnaires, along with classroom, district, state and nationally standardized assessments.

When you look at your life, the greatest happinesses are family happinesses.

Dr. Joyce Brothers

Emergencies

The Fox Chapel Area School District has implemented the **SchoolMessenger** notification system) to provide timely communication to parents and staff members on matters such as district emergencies. The system automatically calls parent/guardian phone numbers, cell numbers or sends a text message to a cell number programmed by parents/guardians into the system to alert them to emergencies. For more details, - see **SchoolMessenger**.

Emergencies will also be made known over local radio and television stations. The following radio and/or television stations provide information regarding delays, cancellations, or early dismissals:

Radio Stations

KDKA (1020 AM)

KQV (1410 AM)

Television Stations

KDKA-TV

WPXI-TV

WTAE-TV

In addition, there will be an announcement on the district's telephone information line at 412 - 967-2500 and on the district's Web site at www.fcasd.edu whenever school delays, cancellations, or early dismissals are enacted.

In the event of a severe storm forecast or other emergency when children are already at school, an early dismissal may occur. Parents/guardians who work or are not at home should plan with their child (children) where to go should such a situation arise. This information will be requested from parents early in the school year on the Student Pick-Up Authorization Form. This form also designates persons to pick up your child (children) for all instances when the student is released from the school. Please ensure that only those persons listed on the form are available to pick up your child (children) in the event of an emergency. Anyone picking up a student will be required to produce photo identification and sign a release form.

In the event your child (children) has a personal means of transportation at school at the time of the emergency or evacuation, your consent is also required before the student will be permitted to leave with their own mode of transportation.

What soap is to the body, laughter is to the soul.

Yiddish Proverb

Emergency Evacuation

Should Fairview students and staff need to evacuate the building for an extended period of time, students and staff will either walk to Beechwood Farms or will be taken by bus to O'Hara Elementary School, depending on the severity of the situation or the length of time needed for evacuation.

Fairview Parent Teacher Organization (FPTO)

The FPTO automatically includes all parents, teachers, and the principal. There are no dues or membership fees. Monthly meetings during the school year (with the exception of December) are held at the school, at which time the members are apprised of the various committee activities and any required voting is done. Occasionally, speakers are invited to attend these sessions. Fundraising activities are held by the FPTO each school year. The proceeds from FPTO fundraisers are used for general activities and for special school programs (speakers, assemblies, cultural diversity events, and class picnics or outings.) The FPTO also coordinates many parent volunteer activities at Fairview and sponsors several family oriented events through the year (Holiday Fair, Science Fair, Fun Fair). All parents are encouraged to participate in FPTO activities. Many of our student activities would not be possible without the support of our FPTO. FPTO officers and all volunteers (those not always under the direct supervision of a principal or professional staff member – field trips, homeroom helpers, field days, etc) must submit copies of three clearances (Criminal Record Check, Pennsylvania Child Abuse History Clearance, and FBI Criminal History Record) to the district office for approval in order to receive a volunteer badge. Clearances must be submitted at least two weeks before you plan to volunteer.. For more details, see **Parent Volunteers** – page 31.

Field Trips

The Fox Chapel Area School District and the Fairview Parent Teacher Organization provide the fees for TAG, Music Box, Carnegie Art Museum, PSO school concerts, and in-school field trips with field trips generally scheduled by teachers. These trips are arranged to enhance and supplement the elementary curriculum. Parents are required to sign a permission slip for field experiences. Children may not participate in out-of-school field trip experiences without written parental permission. Occasionally, there is a nominal fee for some field trips. If payment of the fee is a concern, please contact the principal or school counselor for confidential financial assistance.

"I learned long ago that those who are happiest are those who do most for others."

Booker T. Washington

Heartwood Character Education Program

The district adopted, literature-based, Heartwood Character Education program enhances the district's core values of respect, responsibility, and integrity. The seven universal attributes of the Heartwood program (love, loyalty, courage, respect, hope, honesty, justice) are presented in multicultural stories that stimulate rich classroom discussions and activities. Cognitive research confirms that our minds and hearts respond to, remember, and learn from good stories. The read-aloud children's books and follow-up discussion further support and reinforce the guidance curriculum. Children learn how to apply the universal attributes in their daily lives allowing us to realize our goal of creating a caring school community.

We must remember that one determined person can make a significant difference, and that a small group of determined people can change the course of history.

Sonia Johnson

Health Services

The certified school nurse is an integral part of the educational team, providing guidelines for school personnel so that specific health needs of students are met. The certified school nurse assesses the seriousness of illnesses or injuries that occur during the school day. The certified school nurse also provides, performs, administers, and/or supervises all necessary treatment procedures required by the student population. The certified school nurse will administer minor first aid to students with injuries or illnesses that occur at school. However, serious injury or

illness may necessitate parental notification and possible outside medical attention. These decisions are at the discretion of the nurse, with consideration for the needs of the student.

Each fall, an emergency care card is sent home. Please take the time to carefully complete the card. It should contain not only the business telephone numbers of parents, but also telephone numbers of two people who would be available during the day to assist with your child's illness or injury, should one occur. Please sign the reverse side of the emergency care card and list all health problems that your child might have, including allergies. If, at any time during the school year, the information on the emergency card changes, please notify the school nurse immediately. The emergency card is of vital importance, giving school personnel access to information needed in the event of a student's illness or injury.

Medications should be given at home. Should the need arise for a student to be given medications during school hours, these procedures must be followed:

1. Written instruction signed by a physician with the diagnosis, medication, dosage, length of time to be given, possible side effects, and parent signature are required for all types of medication. Forms are available from the certified school nurse or her designees.
2. It is the parent's responsibility to maintain an adequate supply of medication throughout the school year.
3. Medication must be brought to the school nurse by the parent/guardian in the prescription-labeled container, which must remain at school.
4. If the school nurse is not available, the building principal or designees will accept and sign for the medication.
5. Over-the-counter medications, including cough drops will not be administered, unless prescribed by a physician.
6. The certified school nurse will review all new medication requests.
7. The first dose of medication: When a child has been prescribed a new medication it is the parent's responsibility to give the first dose when the child is at home to ascertain the child's reaction to the medication.
8. Medication will be discarded one week following the expiration date, or at the conclusion of the school year, unless the parent requests return of the medication. Medication will be returned to the parent or an adult designee only.

Exclusion from School

The Pennsylvania and Allegheny County health departments require exclusion of all students who are suspected of or have been diagnosed as having the following communicable diseases:

Illness	A student may return to school
Strep Throat and Scarlet Fever	24 hours after beginning appropriate treatment
Conjunctivitis (Pink Eye)	When judged not infective by a physician or school nurse.
Chicken Pox	When all vesicles (sores) are crusted; approximately five days from eruption of last crop of vesicles.
Pediculosis (Head Lice)	After appropriate treatment has been instituted and child is "nit free" (as judged by the school nurse).
Scabies	After completion of appropriate treatment and judged not infective by a physician or school nurse.
Ringworm	After the first treatment, if body lesions are covered. Neither scalp nor body lesions that are dried need to be covered.
Impetigo	24 hours after beginning appropriate treatment.

The certified school nurse should be consulted if there are any questions or concerns regarding readmission to school.

Sickness and Injuries

Students should **not** be sent to school if they have:

- a fever of 100 degrees or more (students should be fever free without fever reducing medications for 24 hours before returning to school)
- vomiting or diarrhea within the last 24 hours
- a suspicious rash

- a stomachache or fatigue, accompanied by a fever and/or vomiting
- a headache lasting one-two days, or recurring
- red, irritated eyes with pus-like or excessive watery drainage; and/or
- persistent, uncontrollable coughing and sneezing

When children become ill at school, it is the parent's responsibility to provide transportation from school to home. Emergency care cards, completed by parents annually, ensure that children receive the best, and most expedient, care in the event of an emergency or illness at school. Further information on the state mandated services, first aid, immunizations, etc. can be found in the School Health Services Handbook, which can be requested through the school nurse.

Home Learning

Home learning assignments are designed to:

- Provide essential practice in needed skills
- Establish good work habits
- Afford an opportunity for increasing self-direction
- Enrich and extend the in-school learning experience
- Help students learn to budget their time
- Bring students in contact with out of school educational resources

Parents can support this endeavor by providing a quiet, well-lit area for their child to work. It is important for parents to encourage and support their child's/children's learning in and outside of school. Home Learning assignments should take about 10 minutes per grade level (ex. Gr. 2 parents should expect about 20 minutes of homework per night excluding weekends). In addition, students are encouraged to read every evening.

You learn many things from children-how much patience you have for instance.

Franklin P. Jones

Instrumental Music

Beginning in third and fourth grade, instrumental music lessons (string and band respectively) are offered to individuals and small groups of students under the direction of the music department faculty. Elementary string students perform in a winter concert and in the annual String Orchestra Tour. Band students perform in the spring for Fairview students and parents. Rehearsals are in the morning before school on designated days. Interested students and parents may contact one of the instrumental music teachers for specific details regarding participation.

Internet Use

Student Network/Internet User Agreement and Parent Permission Form

In order to use networked resources in the Fox Chapel Area School District, students must sign and return a Student Network/Internet User Agreement - those under age 18 must obtain parental permission. The Internet User form is included with the entry registration packet.

Network activities that are not permitted include (but are not limited to):

- > Sending or displaying offensive messages or pictures
- > Using obscene language
- > Giving personal information, such as complete name, phone number, address or identifiable photo, without permission from teacher and parent or guardian
- > Harassing, insulting, or attacking others
- > Damaging or modifying computers, computer systems, or computer networks
- > Violating copyright laws
- > Using others' passwords
- > Trespassing in others' electronic folders, work, or files
- > Employing the network for commercial purposes, financial gain, or fraud
- > Installation of non-approved software
- > Chat/Instant Message/Blog/Wiki Programs that are not part of classroom instruction
- > Modifying Software Settings
- > Loading or use of unauthorized games, programs, files, or other electronic media

Networking violations may result in the loss of technological access, as well as other disciplinary or legal action as applicable. In addition to the consequence grid below, students will engage in reteaching activities for learning purposes.

Fairview Elementary Technology Consequence Grid

Behavior	KDG – 1st Grade	2nd Grade – 3rd Grade	4th Grade – 5th Grade
Level 1: <ul style="list-style-type: none"> • Modifying Software Settings • Loading or use of unauthorized games, programs, files or other electronic media • Damaging computers, computer systems, or computer networks 	Loss of ALL electronics for 1 week	Loss of ALL electronics for 4 weeks	Loss of ALL electronics for 7 weeks
Level 2: <ul style="list-style-type: none"> • Violating copyright laws • Using other's passwords • Using obscene language • Trespassing in other' laptops, electronic folders, work and files • Chat/Instant message/Blog/Wiki programs that are not part of instruction 	Loss of ALL electronics for 2 weeks	Loss of ALL electronics for 5 weeks	Loss of ALL electronics for 8 weeks
Level 3: <ul style="list-style-type: none"> • Harassing, insulting or attacking others (i.e Cyberbullying) • Sending or displaying offensive messages or pictures • Giving personal information or personal information of others, such as a complete name, phone number, address or identifiable photo, without permission (ie credit card application) • Employing the network for commercial purposes, financial gain or fraud 	Loss of ALL electronics for 3 weeks	Loss of ALL electronics for 6 weeks	Loss of ALL electronics for 9 weeks

*Character is what you do when no one is looking.
Author Unknown*

Morning Announcements

Morning announcements begin at 8:55 every morning. Under the direction of the librarian, all Grade 5 students have an opportunity to do the morning announcements using the public address system in the library. Student announcers introduce themselves, give the date, share the lunch entrees, give the recess report, announce pertinent school information, and start the Pledge of Allegiance. All persons in the building during announcements are asked to wait quietly until the completion of the morning announcements. Staff and visitors are asked to stop movement and talking in the classrooms and hallways during the Pledge of Allegiance, so as to set a good example for our children.

*Safe, for a child, is his father's hand, holding him tight.
Marion C. Garretty*

Non-School Sponsored After-School Activities (i.e. Scouts, Chess, etc)

The parent leaders of each after-school activity will create and distribute permission slips for each session and will take regular attendance. **Parents of participating children are to submit, and have their child return to the teacher, a permission slip for each session that indicates a phone number where the parent can be reached between 3:30 pm and 5:00 pm on that day.**

If a parent forgets to send a permission slip when a child is scheduled to attend a session or meeting, the parent is to call the office and ask the secretary to alert the teacher, AND the parent is to also call the activity leader directly to alert the leader that a note was forgotten. To ensure that no child goes home to an empty house, **children with no note and no parental call** will be sent to the activity or meeting. Following these procedures allows us to alert buses and have children brought back to the school in the event that a child inadvertently gets on a bus when he/she is scheduled to be at an after-school activity.

Parent Resources

Our elementary school counselor is available to support parents. A number of books, tapes, and pamphlets pertaining to various parenting topics are housed in the counselor's office and school lobby and are available for loan. Parents may borrow school materials from the counselor, or parents are welcome to contact the school counselor to locate information on a specific topic(s).

The capacity to care is the thing that gives life its deepest meaning and significance. Anonymous

Parent Teacher Conferences

Parent Teacher Conferences are held during the month of November. However, parents are welcome to arrange additional conferences, as necessary, throughout the year. These additional conferences can be scheduled by contacting the child's classroom teacher through the teacher's individual voice or e-mail or through the school office.

During the November Parent Conference week, students are dismissed early to provide time in the afternoon and early evening for parents and teachers to meet. Conferences are scheduled before school, in the afternoons, and during early evenings after student dismissal.

It is our choices that show that we truly are far more than our abilities.

J.K. Rowling

Parent Volunteers

Fairview Elementary School seeks to utilize parent and community human resources to enhance, expand, and support the educational process at Fairview. We, at Fairview, continually extend ourselves to reach the goal of success for all of our children as we recognize the importance of partnerships with parents, the community, and the broader context of the world. These connections help students to understand their role as citizens, and to recognize how the community cares for, and about, their education. Parent volunteers are an essential part of life at Fairview and provide valuable contributions to our educational program. Parent volunteers coordinate assemblies, fundraisers, classroom celebrations, the Great Expectations afterschool enrichment program, Math Pentathlon, Multi-cultural Night, and our Holiday, Science and Fun Fairs. Additionally, parent volunteers support the Traveling Art Gallery (TAG), Music Box, Book Fair, Book Room, and share work and hobby experiences with classrooms.

Clearances

For the safety of our children, all school volunteers are required to obtain three (3) clearances: PA Criminal Record Check, PA Child Abuse History and the FBI Criminal History Record. Volunteers **MUST** provide copies of the three clearances listed above prior to volunteering in our school. Copies of the Request for Criminal Record Check, FBI Criminal History Record, and Pennsylvania Child Abuse History must be on file at the district office prior to volunteering effective 2015. **No exceptions** will be made regarding clearance information. Once the district office verifies clearances, a Fairview Volunteer Badge will be provided to the school office. Each approved volunteer is required to display his/her badge while volunteering at the school. Volunteer clearances are valid for five years. Volunteers with current clearances within the past five years may submit the current clearances to the district office.

Examples of volunteer responsibilities and activities include:

- PTO/PTA officers
- Junior Great Books
- Great Expectations
- Chess
- Book Fair
- Math Pentathlon
- Yearbook
- Market Day

- Field trip chaperones
- Multiple Intelligence Day
- Guest Speakers
- Assembly/in-school field trip performers
- Traveling Art Gallery (TAG) and Music Box presenters
- Birthday readers
- Classroom Party Coordinator
- Other activities as determined by the building principal

Confidentiality when volunteering

Respecting confidentiality is crucial at Fairview Elementary School as it acts to protect the rights of every student. Volunteers at school may notice a student involved in a disciplinary matter or may observe student academic performance in the classroom. **These circumstances should be treated confidentially and are not for discussion in, or outside, the school.** It is extremely important that volunteers respect the privacy rights of all members of the Fairview community. If volunteers or visitors have concerns about something seen or heard at Fairview, they should speak privately to the appropriate teacher or to the principal. Information (papers, tests) copied for teachers by parent volunteers must remain confidential. The sign-in and badge wearing procedures outlined in the **Visitor** section of this handbook applies to all parent volunteers, as well.

You never stand so tall as when you bend down to help a child.

Author Unknown

Parking

We understand that parking at Fairview can be challenging at times. **HOWEVER, Parking along the yellow line (the fire lane along the front of the building) is illegal and never permitted.** No one anticipates a school emergency. Cars parked on the yellow line create a hazard by preventing access for emergency vehicles in an urgent situation. Please maintain the safety of our students, staff, and building by parking in the front, lower, and side lots. This procedure is to be followed at ALL TIMES - during student arrival and dismissal, throughout the school day, and during afterschool and evening events. Police officers and school district officials may periodically monitor our grounds for compliance. There are visitor parking spaces on both sides of the driveway exit.

Education is simply the soul of a society as it passes from one generation to another.

G.K. Chesterton (English Writer)

Parking During Evening Events

Parking for evening events at Fairview is at a premium. The parking lots at Beechwood Farms and/or Ice Cream World are usually available for our whole school evening events. In the event that Beechwood Farms and/or Ice Cream World lot are not available or sufficient, our next overflow parking alternative would be Hartwood Elementary School. When these lots are being utilized for overflow parking, a parking shuttle will transport Fairview families to and from the school. An event specific flyer or written notification will indicate the exact alternate parking lot location(s). Please do not park on the grass at any time.

Let us put our heads together and see what life we will make for our children.

Chief Sitting Bull

Peer Helpers

The Peer Helpers Program provides opportunities for fifth grade students to help other students during fifth grade recess. Under the direction of the school counselor, peer helpers may assist younger students with spelling words, math facts, or an upcoming test. In addition, peer helpers may assist teachers by organizing materials, putting up new bulletin boards, or helping with projects, games, grading papers, etc.

To become a father is not hard; to be a father is, however.

Wilhelm Busch

Recess

Since outdoor activity and fresh air are integral to student growth and well-being at school, students will go outdoors for recess except during very serious weather conditions. **Therefore, students should be properly dressed and prepared for outdoor recess each day by wearing (or bringing) coats, hats, scarves, gloves or mittens, and rubber-soled shoes or boots.** It is advised, particularly during winter months, that students keep a change of clothing and shoes in their lockers. Students are required to wear gym-appropriate shoes to climb on playground equipment. Backless shoes and sandals (flip-flops, clogs, mules, etc.) and heeled

shoes and boots with leather soles prohibit safe footing on the climbing apparatus and have been the cause of slipping and sliding accidents. Therefore, students wearing them during outdoor recess will not be permitted on the playground equipment. Changing into playground appropriate shoes before recess is permitted. The recess period is 30 minutes daily and students are required to remain outside for the entire recess period unless they have a doctor's excuse.

Play is the work of children.

Friedrich Froebe

Recording by Video-tape, Audio-tape, Photography, Electronic Media

Students, school events, and educational programs are often made the subject of videotape, audiotape, photography, electronic media and the like for use in improving instructional practices and for legitimate public and media purposes. Throughout the school year, your child may be recorded, interviewed, and/or photographed by representatives from newspapers, television or radio stations, as well as, district personnel, or their designees, and these items may be publicly displayed in print and/or electronically in places such as the district and school World Wide Web sites. Parents may object to this practice by submitting a written objection to the Coordinator of Communication, Fox Chapel Area School District, 611 Field Club Road, Pittsburgh, PA 15238. Questions regarding this practice may be directed to the Communications Office at 412-967-2452.

We are here to help one another along the path of life .- Author Unknown

Report Cards/Reporting of Student Progress

Report card information is accessible online using PowerSchool. Parents are able to view student grades/ratings at specified time periods following the quarters. *If needed, parents may contact the school secretary in writing to have a paper copy of the report card mailed home following each quarter.* Kindergarten students receive report cards three times per year, in quarters 2, 3, and 4. Grades 1 through 5 receive report cards in all four quarters. For descriptions of standards-based grading and the rating used by the FCASD, visit <https://web.fcasd.edu/reportcard>. More regular progress information of students in Grades 3-5 can be accessed in PowerSchool throughout each quarter.

Room Parent

This volunteer position, directed by the FPTO Room Parent Coordinator, enables a parent from each classroom to act as the liaison for the homeroom teacher by organizing holiday parties and to support the school by coordinating volunteers for special events like Multiple Intelligence Day and the Fun Fair.

Safety Drills

A variety of safety drills are practiced periodically to ensure student knowledge and comfort with hearing the sounds and participating in the drills.

FIRE DRILLS are held monthly to practice evacuating the building and moving to a safe distance in a timely and safe manner. Fairview students and staff exit the building through designated doors and assemble at a safe distance from the school.

BUS EVACUATION DRILLS are held twice a year to practice the emergency exiting of buses. Bus evacuation drills are generally held in the morning upon student arrival at school, wherein students exit the buses that morning through either the side or rear emergency doors. The bus driver and patrol sponsors assist students with this drill.

LOCKDOWN DRILLS are practiced several times a year, so that all students and staff know where to go and what safety precautions to take in the event of a crisis situation or an intruder either inside or outside of the building. *The procedures for lockdowns are not shared with parents or community members. We communicate to the students that the drills are for their safety in the event of an emergency, and that the greater the number of people who are aware of the procedures, the greater the safety risk to the students, staff, and visitors within the school.*

SEVERE WEATHER DRILL is mandated by the state in early spring each year. Students and staff practice going to a safe location in the building and getting into a safe physical position.

When available, Fairview's DARE officer may be on site to assist with our safety drills.

School Closings, Delays, Weather Emergencies, Emergency Evacuations/Dismissals

Please note the following **school closing**, **school delay**, and **emergency early dismissal** information.

SCHOOL CLOSINGS The Fox Chapel Area School District will cancel school if the health, safety or well-being of our students is threatened due to severe weather or unforeseen circumstances.

DELAYED SCHOOL OPENINGS The Fox Chapel Area School District may issue a “2 hour delay” when serious morning weather conditions (which are expected to moderate later in the day) occur.

When a “2 hour delay” is called, school buses will run two hours later than usual, and classes will begin two hours later than usual. Please note that breakfast **will not** be served on two-hour delay days. However, lunch **will be** served as usual and dismissal will follow its regular schedule. There will be no recess.

In the event that an emergency early dismissal is called due to poor weather conditions or unforeseen circumstances during the school day, we need to know where to send your child(ren). Since parents may not be at home when an emergency early dismissal is announced and phone lines may be very busy or unavailable, we request that you complete the “Student Pick-up Authorization Form” to ensure your child’s safety.

Since young children may feel insecure about changes in dismissal, we encourage you to plan, and periodically discuss, alternate dismissal arrangements with your child(ren). When planning, please note that elementary students may arrive home before middle school and high school students. If your “Student Pick-up Authorization Form” is dependent upon an older sibling, you may need to adjust accordingly.

Our goal is to ensure that all of our children have a parent or guardian waiting for them at home, or are comfortable with their alternate dismissal arrangement in the event of an emergency early dismissal. Therefore, we ask that parents complete the Student Pick-Up Authorization (included in the beginning of year packet) and return it promptly to their child’s teacher. Please inform us if your “Student Pick-up Authorization” changes during the school year, so that we may send you a new form to complete and return.

Weather and other emergencies affecting any or all of the Fox Chapel Area Schools will be made known to parents via the SchoolMessenger System. In addition, weather announcements are indicated on the district telephone information line (412-967-2500), the district web site (www.fcasd.edu), the school website (www.fcasd.edu/schools/Fairview), and announced on the following radio and TV stations:

Radio Stations

Television Stations

KDKA (1020 AM)
KQV (1410 AM)

KDKA-TV
WPXI-TV
WTAE-TV

Happiness lies in the joy of achievement and the thrill of creative effort.

Franklin D. Roosevelt

School Communication (PowerSchool and Friday Folder)

PowerSchool

PowerSchool is our primary source for student and class information. It is an internet platform and online communication tool that serves as an extension to our school website, providing our families with up-to-date student and classroom information. Parents receive login information after their children are enrolled. PowerSchool enhances parent-teacher communication, saves teachers time, and serves as our primary source of specific student and class information.

PowerSchool allows parents to keep track of their children's grades (beginning in grade 3) and receive school and class news, flyers, assignments and calendars. Teachers update PowerSchool pages weekly or as communicated per grade level teams. Parents should login regularly to access the most updated school and classroom information.

Parents who have not received an authorization code for PowerSchool are asked to contact the school for assistance in setting-up their PowerSchool account.

Once you have activated your account, you can use PowerSchool to:

<ul style="list-style-type: none">• Check attendance and grades	<ul style="list-style-type: none">• View your 'Combined Calendar' to see events from the school calendar and your child's own classes and activities.
<ul style="list-style-type: none">• Check your child's latest progress (Grades 3-5) during the quarter.• K students receive report cards in quarters 2,3,4.• Gr. 1-5 receive report cards in all quarters.	<ul style="list-style-type: none">• Read announcements and classroom news
<ul style="list-style-type: none">• You will receive email alerts when grades or attendance absences are posted. (You need to set email notification in PowerSchool in order to receive the reports.)	<ul style="list-style-type: none">• View teacher communication if posted.

How to Set Up your PowerSchool Account

Directions for setting up your PowerSchool Account can be found on Fairview's school website at <http://www.edline.net/pages/Fairview>. Click on the PowerSchool link.

Whenever you login to PowerSchool, you will see shortcuts in the main menu to his or her grades, attendance, calendar, and other helpful information. If you have any questions or experience technical problems, contact the community help desk (community_help@fcasd.edu), at 412-967-2588.

Friday Folder

Fairview's weekly Friday Folder packets provide school information and are posted on the Fairview Elementary School website each week. Monthly and weekly calendars, informational notes, and other important school information are included in the weekly Fairview Friday Folder packet. The Friday Folder packet of information is posted on the school website each Friday (on Wednesday or Thursday during short weeks). Families without access to a computer can request a paper copy of the Friday Folder packet by calling the school office. FPTO and other school related notices must be submitted to the school office for approval by noon on Wednesday in order to be included in that week's packet.

Flyers from community groups are not included in the Fairview Friday Folder packet. District approved flyers are posted under the "COMMUNITY" link, located at the top of the FCASD website homepage, and then under the "Flyers" link.

FPTO offers an email reminder when the Friday Folder packet is posted to parents who request the service. A listing of all new community flyers that have been posted on the school website is also included in the Friday Folder reminder email.

SchoolMessenger Parent Emergency Notification System

The SchoolMessenger Parent Emergency Notification System quickly and accurately delivers emergency information to parents per their preferred method of notification. *PowerSchool offers directions for parents to change their SchoolMessenger mode of contact.*

It's not how you love. It's whose life you change in the wake of yours.

Anonymous

Site-Based Management Team (SBMT)

The SBMT is comprised of two representative parents, a community member, staff members, and the principal, who provide input and guidance to our school community. Standing committees

research and recommend ideas and solutions to the SBMT. SBMT representatives also participate in the interviewing process of some staff members. Meeting once a month during the school year, the SBMT focuses on the district and building strategic plans and works with the principal to make and implement well-thought ideas and decisions for students and staff.

Coming together is a beginning. Staying together is a process.

Working together is success. - Henry Ford

Use of School Grounds

Safe and proper use of the playground and parking areas at Fairview Elementary School by community members is expected. In the best interest of all, the following guidelines must be adhered to:

- Children should be supervised by adults at all times
- Bike riding, roller blading, skating, or skateboarding must only be done on the asphalt/blacktop areas, not on the sidewalk or curbs
- Glass containers of any kind are not permitted
- Use of alcohol and tobacco are forbidden on school property
- Walking dogs on school grounds is not permitted
- School grounds will be considered closed at dusk except on occasions of school-sanctioned events
- Any illegal, dangerous, or destructive activity will not be tolerated and is subject to prosecution by the police
- Weekend parking on school grounds must receive prior approval from the principal

When we give it our all, we can live with ourselves-regardless of the results.

William Wordsworth

Visitors

As part of the Safe Schools Project, all parents, visitors, and volunteers must **sign in and out of the building** at the main lobby window indicating the reason for the visit. ***Visitors are required to provide their car keys to the office upon sign-in to obtain a visitor's badge; the keys will be returned upon receipt of the visitor's badge before exiting the building (this does not***

apply to celebration or program days). Volunteers will have a name specific identification badge. **Visitor and volunteer badges must be worn at all times while in the building.** We thank everyone in our community, in advance, for helping to make Fairview a safe place for our children and staff.

*Don't be a drip - go with the flow.
John Blades, Motivational Speaker*

Weapons

Federal, state, and local laws prohibit any type of weapons on school property or buses. Weapons include any knife, cutting instrument or tool, nunchaku stick, firearm, shotgun, rifle, replica of a weapon, chemical agent, box cutter, kitchen knife, pen knives, keychain knives, or any tool or household item capable of inflicting serious bodily injury. School district policy prohibits students from possessing a weapon or replica of a weapon on the person of the student; in the student's locker; directly or indirectly under the control of the student while on school property or on property being used by the school; on any vehicle providing transportation to or from school or to or from a school sponsored activity. Please be sure that pen-knives and other types of cutting tools remain at home. **Halloween costumes and accessories must be school appropriate and may not include any type of weapon or cutting instrument, any replica of a weapon or any item resembling a weapon.**

*What you think of me, I will think of me. What I will think of me, I will be.
Author Unknown*

Weather Emergencies

Emergencies affecting any or all of the Fox Chapel Area Schools will be made known to parents via the School Messenger System. In addition, there will be an announcement on the district's telephone information line at 412-967-2500 and on the district's web site at www.fcasd.edu whenever there are school delays, cancellations, or early dismissals. In the event of a severe storm forecast or other emergency when children are already at school, an emergency early dismissal may occur. Parents who work or are not at home should plan with their children where to go should such a situation arise. Student Pick-up Authorization Form will be sent to parents at the beginning of school, and parents are asked to promptly return the form to the classroom teacher. (See Emergency Evacuation/PowerSchool).

The following radio and television stations list delays, cancellations, or early dismissals:

Radio Stations

KDKA (1020 AM)

KQV (1410 AM)

Television Stations

KDKA-TV

WPXI-TV

WTAE-TV

Wellness

Fairview Elementary School recognizes proper nutrition as a key component of overall well-being and readiness to work and learn, and, as a result, food items will not be served during classroom parties or celebrations. Classroom parties and celebrations provide students the privilege of participating in social functions apart from the normal academic program and instructional day, and, as such, are intended to focus on the interactional social benefits offered. *Food items may not to be offered or made available for consumption by students or staff during classroom celebrations, thus allowing socialization activities, rather than food, to be the focus.*

Food Allergies - Peanut/tree nut allergy alert

There are children in our school who have serious allergies, particularly tree nut/peanut allergies. Tree nuts include but are not limited to almonds, Brazil nuts, cashews, chestnuts, filbert/hazelnuts, macadamia nuts, pecans, pine nuts (pignolia nuts), pistachios, walnuts. A child with a serious tree nut/peanut allergy can suffer a reaction merely by touching a food containing a tree nut or peanut. Therefore, the following guidelines are in effect:

- The certified school nurse will send letters to parents of students in the classrooms which may have a peanut or tree nut allergic child(ren).
- Classroom will refrain from classroom projects that involve peanut butter or peanut or tree nut shells.
- Parents are asked not to send in student projects that contain peanuts, tree nut and/or their shells.
- Do not include candy or other food treats as part of holiday cards.
- Students who eat peanut butter or tree nut or peanut products are to wash hands with soap **and** water after eating lunch. Similarly, we would appreciate you making sure that your child washes his/her hands with soap and water before leaving for school each morning.

Understanding the complexity of food-allergies in young children is a learning and growing process for all of us; we trust that you understand how deeply important it is for all of us to respect and adhere to these guidelines. Please contact the school nurse, school counselor, classroom teacher, or principal should you have questions or concerns about food-allergies in children or food-allergy related issues.

“The main thing is to keep the main thing the main thing.” - Stephen Covey

Withdrawing a Student from School

When a child is transferring from the Fox Chapel Area School District, the parent or guardian must complete an official student withdrawal form to notify the Fairview office of the new residence, the name of the new school district, and the date of transfer. For records to be transferred to the new school, a release form must also be signed. A one-week notice is requested for completion of the related clerical work.

Siblings at School

Staff, classroom teachers, and parent volunteers coordinate during-the-school-day events for students throughout the school year, such as classroom celebrations, Grade 4 pumkin carving, Multiple Intelligences Day, and FPTO sponsored events such as TAG (Traveling Art Gallery), Music Box, Jingle Shop, Junior Great Books, and the Scholastic Book Fair. Since the activities planned for these celebrations, lessons, and events are specifically designed to address the age, interest, and developmental level of the grade/s involved, siblings attending these events may distract or interfere with volunteers' focus on supporting or working with students. Therefore, we are unable to welcome siblings to accompany volunteers at during-the-school-day events in which volunteers are supporting or working with students. However, volunteers are welcome to attend and/or support many other school events such as Open House, Multicultural Night, Science Fair, musical concerts, Fun Fair, etc.

Success

*To laugh often and love much:
To win the respect of intelligent people
And the affection of children:
To earn the approbation of honest critics
And endure the betrayal of false friends:
To appreciate beauty:
To find the best in others:
To give of oneself:
To leave the world a little better,
Whether by a healthy child,
A garden patch,
Or a redeemed social condition:
To have played and laughed with exultation:
And sung with exultation;
To know even one life has breathed easier
Because you have lived...
This is to have succeeded.*

Ralph Waldo Emerson

FAIRVIEW ELEMENTARY SCHOOL

STUDENT/PARENT HANDBOOK ACKNOWLEDGEMENT FORM 2018 - 2019

Dear Parent/Guardian:

We hope that the information outlined in Fairview's 2018-2019 combined Student/Parent Handbook/Directory provides you with the details and information needed for a successful school year. Please review the Student/Parent Handbook and discuss the applicable sections with your child(ren). Complete this form and return it to your child's teacher by Friday, August 31, 2018.

Please note that a separate signature form is needed for each child. Should you have questions or need additional clarification, please contact your child's teacher or the school office.

We have read and understand the rules, regulations and procedures outlined in Fairview's 2018-2019 Student/Parent Handbook.

Student Signature

Date

Parent/Guardian Signature

Date

This form may be duplicated and will also be:

- sent home with students
- on the Fairview Elementary website