

# FAIRVIEW EAGLES

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Name \_\_\_\_\_

## Student Handbook 2020-2021



## Fairview Elementary School

258 McKnight Street Ashland,  
KY 41102  
(606)324-1528

**This Handbook belongs to:**

**Name** \_\_\_\_\_

**Address** \_\_\_\_\_

**City/Town** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip Code** \_\_\_\_\_

**Phone** \_\_\_\_\_ **Homeroom** \_\_\_\_\_

The Fairview Independent School District does not discriminate on the basis of race, color, national origin, age, religion, marital status, sex or disability in employment programs, career and technical education (vocational) programs, or activities set forth in compliance

with the Office of Civil Rights, Title VI, VII, IX, ADA and Section 504. Any person having inquiries related to harassment/discrimination policies, procedures or practices is directed to contact

**Fairview Independent Schools**  
**On the Web**  
**www.fairview.kyschools.us**

At Fairview Elementary, each teacher has a link to his/her own Web Page. Feel free to visit the Fairview Independent Website at [www.fairview.kyschools.us](http://www.fairview.kyschools.us) and also visit the teacher sites for updated classroom information.

All SBDM policies are available on the Fairview Elementary Website as well as other information and important dates.

**“Building Habits of Success”**

**This Student-Parent-Teacher Handbook has been prepared to help equip students to become proactive, independent achievers who mature into leading contributors to society.**

**Students, parents and teachers will find essential information in this handbook. Please take a few minutes to review all the contents carefully.**

**Expectations**

We have high expectations for ALL students from preschool through fifth grade. The staff wants all children to get the most out of their educational experience. At Fairview Elementary, our excellent team of teachers and staff work to create a **positive and effective learning environment for our students.**

We have high expectations for all our students and enjoy being able to acknowledge those who continually strive for excellence.

Behavior expectations are summed up in our schoolwide “SOAR” acronym and our Big 3 Ideas. These behaviors are positive skills that apply to all kinds of social interactions that our students will face as they grow.

**Eagles’ Steps to Success...**

**S**afety First  
**O**n Task  
**A**lways Do Your Best  
**R**espectful

**The Big 3**

1. Treat Others Right
2. Make Smart Decisions
3. Maximize Your Potential

**2020-2021 Calendar (Subject to change)**

August 27th	First day for students
September 7th	Labor Day- NO SCHOOL
October 1st & 2nd	NO SCHOOL
November 2nd & 3rd	NO SCHOOL
Nov 23th-27th	Thanksgiving Break
Dec 21rd-Jan 1st	Christmas Break
January 4th	School resumes
January 18th	MLK Jr Day - NO SCHOOL

April 5th-9th

Spring Break

May 17th

Last day for students - Tentative

**Technology Programs and Passwords**

<b>Program</b>	<b>Student Password/Login</b>
IXL	

### **Family Resource Center Phone 606-326-1778**

The goal of the FRC is to help meet the needs of all children and their families as a means to enhance student academic success. We believe every child should have the opportunity to do well in school. The activities of the Family Resource Center (FRC) are confidential so that everyone should feel free to ask for assistance. The Fairview Family Resource Center is located at Fairview Elementary and Fairview High School. The center is open from 7:45 A.M. - 3:15 P.M., Monday through Friday, or by appointment. Contact Ashley Carey or Katrina Holmes for more information.

### **Volunteers**

The FES volunteer program provides support to instructional and extracurricular programs, capitalizing on the skills and interests of our volunteers.

Persons interested in participating in the volunteer program should contact the Family Resource Center. All volunteers are required to complete a criminal records check and sign a confidentiality statement on a yearly basis. All forms can be completed at the FRC located at Fairview Elementary.

### **Progress Reports**

Primary and intermediate programs operate on a nine-week grading period. Mid term progress reports will be sent home at all grade levels. There will be a scheduled Parent/Teacher conference with each parent in the fall.

### **Promotion/Retention**

Promotion of a student in Grades 4 and 5 shall be determined by the teachers and the building Principal in accordance with criteria required by Policy 27.1. Promotion of a student in the primary grades will be determined accordance with the Fairview exit criteria by SBDM policy.

Retention may occur if the student fails to:

1. Make satisfactory progress in the class/subjects, based on such criteria as recorded grades/scores on tests, homework and projects and class participation points.
2. Progress satisfactorily on the academic expectations.
3. Parent(s) have been notified of the possibility of the student's retention by midyear or as soon after midyear as the teacher perceives the possibility of retention.

The notification has been sent by letter, signed by the teacher and the Principal. The letter shall describe the problem and request the parent(s) to meet with the Principal and the teacher .

### **Medications**

Medication should be given at home when at all possible. Parents/guardians and health care providers shall complete the required forms before any person administers prescription medication to a student or before a student self-medicates (09.2241 AP21 – Permission Form for Prescribed or Over-the-Counter Medication). Prescription medications shall be administered only as prescribed on the physician/health care provider's written authorization. Prescription medications shall be sent to school in one (1) week increments unless otherwise approved by the Principal or designee. Parent/guardian shall have the ultimate responsibility to provide the school with an adequate supply of medication to enable the orders to be followed. All prescription medication, original or refill, should be sent to school in a pharmacy labeled container that includes the student's name, date, medication, dosage, strength, and directions for use including frequency, duration, and mode of administration, prescriber's name, and pharmacy name, address, and phone number. Changes in the dosage and/or times of administration must be received in the form of a written order from the physician/health care provider OR a new prescription bottle from the pharmacy indicating the change and a note from the student's parent/guardian.

Nonprescription (over-the-counter) medications may be accepted on an individual basis as provided by the parent or legal guardian when a completed authorization to give medication form is on file. The medication should be in the original container, dated upon receipt, and given no more than three (3) consecutive days without an order from the physician/health care provider . Please anticipate these needs when taking your child to his/her physician and pick up the necessary form from the school office before the doctor visit. If medicine is to be given at school the physician can complete the form for you or fax it directly to the school (Fax:606-326-1777).

### **Head Checks**

In all schools and public places the spread of head lice is a potential problem. We ask that you check your child's hair daily in order to prevent this from becoming a problem at Fairview.

## **Fairview Independent Schools Attendance Policy 09.123**

### **Excused Absences**

An excused absence or tardiness is one for which work may be made up, such as:

1. Death or severe illness in the pupil's immediate family,
2. Illness of the pupil,
3. Doctor's or dentist appointment for the student (note required),
4. Religious holidays and practices,
5. Appointment for driver's license permit test or examination,
6. Approved pre-arranged absence,
7. One (1) day for attendance at the Kentucky State Fair,
8. Documented military leave,
9. One (1) day prior to departure of parent/guardian called to active military duty,
10. One (1) day upon the return of parent/guardian from active military duty,
11. Visitation for up to ten (10) days with the student's parent, de facto custodian, or person with legal custody who, while on active military duty stationed outside of the country, is granted rest and recuperation leave,
12. Ten (10) days for students attending basic training required by a branch of the United States Armed Forces, or
13. Other valid reasons as determined by the Principal, including trips qualifying as educational enhancement opportunities.

Unless the Principal determines that extenuating circumstances exist, requests for date(s) falling within State or District testing periods shall not be granted.

The Principal's determination may be appealed to the Superintendent/designee whose decision may then be appealed to the Board under its grievance policy and procedures.

### **Parents to Notify School**

If their child is unable to attend school, parents should call the school no later than the morning of the day of absence. If parents do not call to report the absence, the Principal/designee shall contact the home.

Parents shall also send a written excuse with their child on the next day of attendance. Unless the school receives a call or note, the absence will be counted as unexcused.

### **Types of Absences**

#### **• Excused Absences**

A maximum of three (3) absences per school year may be excused by a note from the student's parent/guardian. Absences exceeding three (3) days per school year may be excused by a physician's

statement. All excuses shall be submitted to the school office within three (3) days of the absence in order to be excused.

### ● **Unexcused Absences**

Absences beyond three (3) days per school year without a physician's statement, which are not excused by an emergency absence extension, shall be unexcused.

Students who have unexcused absences may be permitted, with Principal approval, to make up missed class requirements during supervised after-school study programs or by a method deemed appropriate by the school.

To view the entire attendance policy, go to: [www.fairview.kyschools.us](http://www.fairview.kyschools.us), click on Board Policies and Procedures, Policy 09.123.

### **Visits to the School**

The Fairview Independent School Board welcomes parents and citizens to visit Fairview and the other District schools. All parents and visitors are to enter the school through the main front entrance. Visitors must report to the office, sign-in and then wear a "Visitor" identification tag. Visits to a classroom must be pre-arranged with the teacher to minimize the disruption. If it is necessary for a parent to bring a book, lunch, coat, or deliver a message during school hours, he/she should come to the office. This service can be done through the secretary and prevent classroom interruption.

### **School Hours**

**(Subject to change)** Students checking into school after 8:00 AM or checking out before 3:00 PM will be considered tardy. **Morning announcements will take place at 8:00 AM daily.**

### **Phone Messages**

To limit class disruption, phone messages will be given to the teacher by office staff. We will not transfer calls to the teacher or student. If a parent needs to get a message to their child or child's teacher, a staff member will deliver the message to them.

### **Transportation**

Bus transportation to and from school is offered for all students living within the FES attendance area. Riding a bus is a privilege, not a right.

If a student's misconduct becomes so frequent or disruptive that the driver completes a written Bus Conduct report, then the most likely consequence will be a suspension from riding a school bus.

Parents must request, in writing, permission for their child to ride a different bus or get off at a different bus stop. The written requests must be approved in the school office then given to the bus driver. Without this written request, the student will be placed on their regular bus and will get off at their regular stop.

### **Drop-offs and Pick-ups**

Parents bringing children to school are asked to drop Preschool through 2nd grade off at the main entrance and 3rd through 5th grade off at the gym entrance. If you have more than one child in different grades, please drop off in the area designated for the older child. Please drop students off no sooner than :20 AM and no later than 8:00 AM (arriving after 8:00 AM is recorded as a tardy).

For Preschool and Kindergarten, parents picking up students may park in the rear gravel parking lot off of McKnight Street behind the school. Teachers will escort students out of the building and to cars based on where parents are parked. Parents picking students up at the end of the day may drive through the car loop by the main entrance for 1st and 2nd grade, and in the loop near the gym entrance for 3rd, 4th, and 5th grades.

Parents are asked not to begin lining up until 2:50 PM. The loop in front of the school must be kept open for Emergency vehicles and buses. Anyone arriving earlier than 3:00 PM must line up in the designated areas of the road or in the church parking lot on McKnight Street. Please do not cut in front of vehicles that are waiting in the proper areas. Students will be sent out to the cars in order starting at approximately 3:10 PM.

Pick-up cards will be issued by request to parent/guardians at the beginning of the school year. The cards are to be displayed on the rear view mirror for quick identification of student(s) being picked up. By giving the card to another person you are giving permission for that person to pick up your child in the car loop. Please advise

others that may be picking up your child of the proper pick-up procedures. If a card is ever lost or stolen please contact the school immediately so we can be aware of the situation.

**Students will be dismissed only to a person named on their pick up list or a parent. If it is necessary for another person to pick up the student, this will be permitted only with written permission from the parent/guardian. In order to pick up a student, you must have a photo ID. Due to safety issues we will not accept phone calls to add someone not on the pick-up list.**

### **Policy Concerning Toys and Electronic Devices**

Students are not permitted to bring toys, electronic games or music devices to Fairview Elementary. The only exception to this will be special rewards or functions. The parents will be notified in advance that this and/or other events will be occurring so that proper arrangements can be made for the students to bring these items to school. Parents will either be notified in the weekly newsletter or a note from school personnel.

Consequences- if toys or electronic devices are brought to school at any other time without prior permission from the school personnel said item or items will be retrieved by school personnel and may only be picked up, in person, by the parent or legal guardian by end of school year. The item(s) will not be returned to the student.

We define toys and electronic devices as:

Toys: In addition to items commonly thought of as toys such as dolls, balls, trading cards, stuffed animals and cars, items such as jewelry, hats and keychains, etc.... that a child plays with, will be treated the same as a toy, if the child is playing with the item(s). (but not limited to the examples given)

Electronic Devices: Would be laptop computer, tape or CD players, game boys, cell phone, IPODs,MP3 players, and other handheld games. etc....(but not limited to the examples given)

**FES will not be responsible for lost, stolen or broken electronic devices.**

**All Policies are subject to Change**

## **Discipline Plan**

**Goal:** To produce a discipline plan that will view the child as a complex individual who has behaviors, thoughts, and feelings. At the same time we must also recognize the child's relationship to the community, school and family. This discipline plan will treat children as social individuals who need to be nurtured, trained, allowed to mature and be respected. The discipline plan is designed to help students achieve their personal best. It is also designed to help students understand themselves and work within society's expectation.

### **Objectives:**

- To improve student behaviors by explaining and reinforcing the school rules.
- To improve student behaviors by using positive reinforcement (personal best).
- To decrease the number of minor incidents among students and staff.
- To decrease the number of students which are sent to the office.

School rules and procedures will be modeled, taught and reviewed on a weekly basis by the Staff at Fairview Elementary.

### **School/Classroom Rules**

- Students will follow all directions given by staff (Complete all assignments, stay on task, stay in seat, walk, etc.).
- Students will use appropriate language and a calm, quiet voice tone (low inside voice, no cussing, no put downs, etc.).
- Students will keep hands and feet in the proper place at all time (No kicking, stomping, punching or touching others, etc.).
- Students will walk while inside the school building and be quiet while in the hallways.
- Students will respect people and their property.
- Students are not permitted to chew gum.
- Raise your hand and wait to be called on.
- Stay in your seat during instructional time.
- Toys and electronic devices are not permitted, unless given special instruction from their teacher.

### **Specific Rules and Procedures**

#### **Hallway**

- Students are to walk on the right side of the hallways- 2<sup>nd</sup> block from the wall.
- Walk in a straight line.
- Keep hands and feet to yourself.
- No talking, students will remain quiet while in the hallways.
- When you get to a corner, stop and wait for the teacher to tell you to go.

#### **Recess**

Students are to remember to:

- Respect one another and self by using appropriate behavior.
- Rocks should be left on the ground and not brought into the school.
- Use the stairs on the slide



- Go down the slide on their bottoms, feet first
- Have only two at a time on the teeter- totter
- Sit only on the swings, keeping chains untangled. When finished swinging, slow swing down to a near stop before getting off.

### Lunchroom

- Stand in line behind the person in front of you.
- Keep hands and feet to yourself.
- Use your “inside voice” at all times.
- If you need help, raise your hand and wait for an adult. • Use good manners.(please, thank you) • No playing, throwing or sharing of food, cleanup any mess made.

School-Wide Expectations	All Settings	Hallways	Playground/ Recess	Cafeteria	Restroom	Arrival/ Dismissal	Assembly	Field Trips
<b>S - Safety First</b>	Keep hands and feet to self  Walk when inside the building	Always walk  Walk on the right side  Stop at each corner	Leave rocks alone	Stand in single file  Stay seated at tables unless given direction by an adult	Wash hands with a small amount of soap (push once)	Follow safety procedures in loading zone	Stay in designated area  Keep hands and feet to self  Enter and exit mannerly  Sit appropriately	Stay with assigned adult
<b>O - On Task</b>	Clean up messes	When alone walk directly to your destination	Place trash in trash can	Keep your area clean  Use inside voice	Keep area clean	Go directly to your location	Encourage others to participate  Participate when appropriate	Follow directions of staff and other adults
<b>A - Always Do Your Best</b>	Listen Attentively	Smile to greet others	Include others	Respond Courteously  Keep all food with wrappers in the cafeteria	Wait your turn	Listen for dismissal	Clap when appropriate  Show school spirit	Have a positive attitude that allows for learning
<b>R - Respectful</b>	Take pride in our school	Stay quiet in the halls	Use equipment properly  Wait your turn	Use Manners (please and thank you)  If help is needed, raise hand	Flush toilet or urinal after use  Follow area procedures	Obey bus drivers  Be prepared for dismissal (gather all belongings)	Sit quietly  Focus on program  Ask appropriate questions	Represent our school positively  Be courteous to others  Care for field trip site

**Rewards:**

One of the following rewards will be used weekly by the regular classroom teacher. These rewards are to praise the students who successfully follow the discipline plan. Students with zero check marks all week can earn... (Teacher discretion)

- Extra recess on Friday afternoon (15 - 30 minutes)
- Extra snack day
- Extra computer time.
- Extra Library time (free reading).
- Lunch with the teacher
- Popcorn party

**Consequences:**

1st Offense: Warning (Name on the board) - Talk with student. Focus on "What should you be doing right now?" Have the student verbalize the expectation.

2nd Offense: 5 minutes of minutes of recess lost.

3rd Offense: 10 minutes of recess lost. Lunch seated away from class. Letter sent to parents. Letter must be signed and returned by a parent.

4th Offense: All of recess lost. Parent called and a conference (phone or in person) will be conducted.

5th Offense: Referred to the office for possible suspension or In or After school Detention in accordance with the Kentucky guidelines for a safe and orderly school.

The classroom teacher will be responsible for maintaining current and up to date behavior records. The records will be turned into the office weekly.

In rare cases a student may be prevented from going on a field trip when that student's history of severe misbehavior shows the student poses a marked safety risk. The student would be given alternative instructional activities to be completed in another classroom at school while his/her class is on the trip.

**Referral to the Office**

A referral form will be completed by the teacher and brought to the office by the student; on the form the principal will complete actions taken, return a copy to the teacher and send a copy home with the student for parent signature. The student will return signed form.

The following will result in the student(s) being sent to the Principal for immediate disciplinary action. Most likely consequences are suspension or In or After school Detention (Principals' discretion and following due process)

1. Physical assault to peers or staff. (Example: fist fighting, hitting, biting, slapping, etc.)
2. Verbal assault to staff/students. (Examples: I will kill you, I will black your eyes, I will get you later, sexual harassment, bullying)
3. Destroying school property
4. Weapons, guns or knives on school property
5. Stealing

1st. Offense: Teacher/student, 10 minutes off recess and lunch detention. Parent contacted.

2nd. Offense: Parent conference required and possible suspension

### **Cheating:**

1<sup>st</sup> Offense: Teacher/student conference. Parent contacted. Retake test or redo homework/classwork at time designated by teacher. 5 minutes off recess

2<sup>nd</sup> Offense: Teacher/student conference. Parent contacted. Zero on test/homework/classwork. Loss of recess, lunch detention.

3<sup>rd</sup> Offense: Possible suspension or detention

### **Cheating defined by:**

1. Obtaining answers to tests, quizzes, classwork, or homework by looking at another student's paper.
2. Allowing another student to see and copy answers from your papers.
3. Talking or passing notes, information, or objects while taking a quiz or test.
4. Writing notes on your table, desk, pencil, etc. prior to receiving test or quiz.
5. Attempting to obtain or disseminate the content of a quiz or test of any kind prior to the quiz or test.
6. Copying another person's papers or reports and handing them in as your own.
7. Someone else doing homework/classwork for you and turning it in as your own.

All discipline referred to the office will be handled at the discretion of the Principal. If parents refuse to pick up their child when suspension has been imposed, local law enforcement agencies will be contacted. Proper charges will be filed at that time. Law enforcement officers will determine if Social Services should be contacted

**First Reading:** \_\_\_\_\_

**Second Reading:** \_\_\_\_\_

**Review Date:** \_\_\_\_\_

**SBDM Chair:** \_\_\_\_\_

**Recorder:** \_\_\_\_\_

**"Education is the most powerful weapon which you can use to change the world." Nelson Mandela**

## Extracurricular Activities

### Safety Patrol/Academic Team

- a. 94% attendance for the 4th and 5th grade students.
- b. Maintain a B average.
- c. Recommended by teachers and staff. A negative recommendation by two or more will disqualify a student.
- d. Behavior Policy must be followed by Safety Patrol and Academic Team members.

Three (3) offenses will result in dismissal from the teams.

Documentation of these offenses will be recorded on the discipline form.

E. Job duties - if a student misses or is tardy two or more times during their week to work they will get a warning. If a student misses for the second week they will be on probation. If a student misses their duties for the third week they will be dismissed from Safety Patrol.

F. When being put on Safety patrol all students will be notified that the possibility of probation will occur when state testing from the spring comes back and the students have poor academic performance. If a student has poor performance on the test which includes novice they will be placed on probation.

G. Students who move into the district at the beginning of their 5th grade school year can be considered and recommended for a position on Safety Patrol and/or Academic Team.

H. Academic Team. If a team member misses 3 practices they will be given a warning. On the 4th practice missed they will be placed on probation. With the miss of the 5th practice they will be dismissed from the team.

### Basketball/JFL/Cheerleading/Dance Team

- a. Eligibility Requirements – Students must maintain a “C” average overall in order to remain eligible. Grades (student’s cumulative GPA) will be checked each Monday throughout the season. If the student has not maintained a “C” average, then the student will be ineligible for the week.
  - The student may attend practices and games, but they cannot participate. If during the course of the season a student is ineligible 3 times, the student will no longer be allowed to be on the team.
- b. The student code of conduct, found in the student folder, will be implemented.
- c. Parents, athletes and coaches must show good sportsmanship at all times.
- d. If a student is absent from school on the day of the game or practice, that student will not be allowed to participate in after school extracurricular activities.
- e. If a student has been a discipline problem at school and has had two or more write ups within a week, that student will be ineligible to participate in the extracurricular activity that

week. Also, if a student is suspended they cannot participate. They may go to practice and watch and they may sit on the bench during the game but they cannot participate until the next week.

Amendment to School Safety Patrol Policy: Policy 9.1 Extra Curricular.

Safety Patrol students are to maintain a B, 3.0 average. Students will sign a contract at the beginning of the year stating they understand all Safety Patrol commitments and requirements. Grades will be checked every 9 weeks at the mid term report mark and the end of the 9 weeks grade card. At any time that the students grades falls below at 3.0 they will be sent home a probation letter. If the student fails to bring up their grades by the next grade check, whether midterm or end of the 9 weeks report card, they will be dismissed from Safety Patrol. If a student has started the process of being tested for special education, they will have a 30 school day grace period to be tested and placed in special education. If they are placed in special education they will get one additional probation to obtain the needed 3.0, B average to be on patrol.

### **All Policies are subject to Change**

**“Be sure to put your feet in the right place, then stand firm.” Abraham Lincoln**



*The best and most beautiful things in the world cannot be seen or even touched. They must be must be felt within the heart.*

*Helen Keller*