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Student Name

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Grade

Fairview Elementary School  
Ashland, Kentucky

ACKNOWLEDGEMENT OF RECEIPT OF FAIRVIEW ELEMENTARY STUDENT HANDBOOK  
AS THE PARENT(S) OR GUARDIAN(S) OF

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I (WE) HAVE READ AND DISCUSSED THE STUDENT HANDBOOK WITH YOUR CHILD.

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PARENT/GUARDIAN SIGNATURE DATE

(PLEASE DETACH AND RETURN FORM TO YOUR CHILD'S TEACHER BY AUGUST 14, 2013)

## 2013-14 School Year

The staff and I would like to welcome parents and students back to Fairview Elementary. It is hard to believe how fast the summer has gone. The staff here at Fairview Elementary is very dedicated to the education of your student. We encourage you to have an active role in your child's education. The involvement and encouragement of parents can often help a child's learning.

Please use this handbook as a resource for information concerning any questions that may rise throughout the school year. We will work diligently to provide the best educational opportunities for our students. There may be times you can utilize this book to answer questions you may have regarding certain situations. Please do not hesitate to contact us with any concerns or questions. We at Fairview Elementary know your experience at our school will be excellent.

Christi Dornon, Principal  
Fairview Elementary School  
258 McKnight Street Westwood  
Ashland, KY 41102  
(606) 325-1528

### Ways to Communicate with Us

#### Phone:

Main Office.....	606-325-1528
Fax.....	606-326-1777
Family Resource Youth Service Center.....	606-326-1778

**Email:** The school website is a great tool for you to use if you need to communicate with a teacher. Our school website is <http://www.fairview.kyschools.us>

Uploading your email account into our system is a way for the principal to send you emails throughout the year pertaining to events happening at our school. To upload your email account, please go to our school website and click on the "Click Here for Email Updates" and fill out the appropriate information.

**One Call:** Our school has what we call the "one call" system. This allows us to call every parent in the system for school closings, upcoming events, and anything else that needs to be communicated with the parents. PLEASE MAKE SURE YOUR PHONE NUMBER IS ACCURATE IN OUR SYSTEM.

***FAIRVIEW INDEPENDENT SCHOOLS***  
***2013 – 2014***

August 5	Professional Development (Inflexible)
August 6	Opening Day for Teachers
August 7	First Day for Students (Star Day)
September 2	Holiday – Labor Day
October 3	Planning Day (Teachers Only)
October 4	Professional Development (Inflexible)
November 5	Professional Development (Inflexible)
November 25 - 29	No School – Thanksgiving Break
November 28	Holiday - Thanksgiving
December 23 - January 3	Christmas Break
December 25	Holiday - Christmas
January 1	Holiday-New Year's Day
January 6	Return to school from Christmas Break
January 20	No School (Martin Luther King Day)
February 17	Professional Development (Inflexible)
March 31 – April 4	Spring Break (May be used as make-up days if necessary)
May 12	Last Day for Students (Star Day)
May 13	Planning Days (Teachers Only)
May 14	Closing Day

"Nothing in these regulations should be construed as taking priority over sound judgment or doing the right thing. Every situation is not covered. There may be situations where good judgment will be the only regulation."

The following is a list of infractions and the recommended consequences for each infraction. This is not a comprehensive listing, and the Fairview Independent School Board, Fairview Elementary School SBDM, and the administration of Fairview Elementary School will reserve the right to administer corrective measures for other offenses that might occur.

## **I. GENERAL INFORMATION**

### **PARENT-SCHOOL COOPERATION**

The success of our program is the result of a cooperative effort between students, parents, and staff. When parents or staff members are concerned about students, efforts will be made to establish direct contact. Parents can arrange an appointment by contacting the principal's office. The teachers are encouraged to call parents when the need arises. Parents are encouraged to attend school council meetings, open house, and other activities at the school. We at Fairview Elementary have made a commitment to plan many opportunities for parents to become involved with our school this year. Volunteers are welcome at our school! Please fill out the volunteer information sheet if interested.

### **VISITORS**

All visitors need to enter the front door and immediately report to the office. Visitors are required to sign in, and obtain a pass from the principal's office before entering the hallways. Violation of these procedures may result in being asked to leave the building. Student visitors are not permitted due to disruption of the instructional process and security.

### **EMERGENCY PROCEDURES**

In case of an emergency closing of the school, DO NOT CALL THE SCHOOL. Information regarding emergency closing of school will be announced over the following radio and television stations: WSAZ CHANNEL 3, WCMI 1340 AM/92.7 FM, and WTCR 1420 AM/103.3 FM.

### **FIRE AND TORNADO DRILLS**

Fire drills are required by law and are held periodically to ensure that orderly evacuation of the building may be accomplished without panic. Instructions for evacuation are posted in each room. Please acquaint yourself with these instructions. After the alarm, walk quickly out of the building and stand with you teacher a safe distance from the building.

### **IMMUNIZATIONS**

In accordance with Kentucky Public Health Law, NO CHILD WILL BE ALLOWED TO ENROLL OR ATTEND SCHOOL WITHOUT APPROPRIATE CERTIFICATION OF IMMUNIZATION for diphtheria, polio, measles, rubella, mumps, and tetanus. Immunization documentation must be on a Kentucky state certificate. A record of physical examination by a physician is also required.

#### **Kindergarten Requirements:**

- **Hepatitis B** (series of 3)
- **DTaP** (series of 5 with the last one being after the 4th birthday)
- **Hib** (3 or 4 that are given before the age of 5)
- **Polio** (series of 4 with the last one being after the 4th birthday)
- **MMR** (series of 2 with the first one being after the 1st birthday and the second after the 4th birthday)
- **Varicella** (series of 2 with the first one being after the 1st birthday and the second after the 4th birthday)

### **MEDICATION**

Students are NOT PERMITTED to carry ANY KIND of medication with them at school. This includes over-the-counter medications such as Tylenol. All medication must be brought to the office with a Medication Authorization form signed by the parent describing the procedures to follow. All medication must also remain in the original packaging. Students may come to the office to receive the medication at the proper time.

## **SAFE SCHOOL**

In accordance with the Safe School Act, all students and personnel will enter and exit through the front door only. Parents, visitors, and students are not to wander the hallways.

Parents who are dropping student off for school may park their vehicle and walk their child up to the sidewalk by the cafeteria where they can hand their child off to the supervising teacher who will then walk your child into school.

## **FLOWER DELIVERIES**

Flowers and other items delivered to the school for students will be left in the office until the end of the school day. These types of deliveries cannot interrupt instruction. Balloons or glass items cannot be taken home on the school bus, and parents must make arrangements to get these items home.

## **PHONE MESSAGES**

**Students will be called to the phone only in emergencies and only messages of an urgent nature will be delivered to the students before the end of the school day.** Please make arrangements for after-school plans with your child before the school day begins and inform your child before he/she comes to school. We understand that it is necessary to change plans occasionally, but not daily.

## **DETERMINATION OF FAILURE**

In order for a student to pass a class, s/he must have a final average of the four nine-week grading periods of 59.5% and must have earned a passing grade in two of the four grading periods.

**Report of Fairview Elementary School Failures:** Any fourth or fifth grade student failing two or more academic subjects (English, Reading, Math, Science or Social Studies) during a school year may be retained in that grade for the next year. The principal will make the final decision and may waive the rule with just cause.

**Retention:** All students will have 5 years to complete the primary (Kindergarten- 3<sup>rd</sup> Grade). The principal will make the final decision after consulting with the student's teacher(s) and parent/guardian to determine if the student has gained the appropriate skills to advance to the next grade level.

## **EXTRA-CURRICULAR ACTIVITIES ELIGIBILITY**

Extra-curricular programs shall consist of all activities conducted during the school or non-school hours under the supervision of the school or on and off school campus that are not part of the school curriculum.

**Athletics/Cheerleading/Dance Team/etc. 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.

- The student code of conduct will be implemented.
- Parents, athletes, and coaches must show good sportsmanship at all times.
- 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.

### **Academic Team/Safety Patrol Eligibility**

- A 94% attendance for the 4<sup>th</sup> and 5<sup>th</sup> grade students.
- Maintain a B average
- Recommended by teachers and staff. A negative recommendation by two or more will disqualify a student.
- Behavior Policy must be followed by Safety Patrol and Academic Team members. Three (3) offenses will result in dismissal from teams. Documentation of these offenses will be made.
- Students who move into our school at the beginning of their 5<sup>th</sup> grade school year can be considered and recommended for a position on Safety Patrol and/or Academic Team

## II. ATTENDANCE INFORMATION

### ATTENDANCE

The faculty and staff at Fairview Independent Schools are concerned with the full development of each child's capabilities. It is the responsibility of the parents to ensure attendance. Punctuality and regularity in school attendance are part of the students' training for adult responsibilities. It is vitally important that every child be in attendance each day. Any student who has been absent from school without a valid excuse for three days or more or has been tardy three days or more is considered truant. Absence for less than half a day shall be considered a tardy. (BP#5040)

### PROCEDURES

The following procedures apply to all students in grades K-5, and define the joint responsibility of the home and the school in facilitating accounting procedures. The basic procedures for pupil attendance are as follows:

- a. Parents should phone the school in the event of a student's absence.
- b. If the parent fails to contact the school, the principal or a designated person selected by the principal shall notify the parent (by phone at home or work) of any absence by the student.
- c. The principal or a designated person selected by the principal shall keep an individual record for each student with regard to tardiness, daily absences, and sign-ins and sign-outs.
- d. If a student needs to be picked up early from school it must be done before 2:15.
- e. Students who ride the bus will be dismissed at 2:55. Students who are picked up from school will be dismissed at 3:05. This is being done to allow for buses to get on and off the lot safely and reduce the crowding of the lot.
- f. The lot will be closed in the morning for traffic except for school buses. All students will enter the building in the morning by the cafeteria.
- g. Parents who are dropping students off for school may park their vehicle and walk their child up to the sidewalk by the cafeteria where they can hand their child off to the supervising teacher who will then walk your child into school.

### ABSENCES

After three absences, all further absences will be unexcused unless there is a doctor's note or death in the immediate family. After three days of absence (in a class or per day), a letter will be sent to the parents to notify them of their child's absence. Students who have accumulated more than nine unexcused absences will not be permitted to participate in any extra-curricular activities including athletics, dances, or organizations. Any such student will not be permitted to leave school for a school-sponsored activity such as a field trip. Instructional minutes missed because of a late check-in or an early check-out accumulate and contribute to the total number of days missed. Any exception to this policy is at the sole discretion of the principal or designee.

Letters will be sent to the parents after a student has accumulated three (3) and six (6) total unexcused absences or unexcused absences per class. Legal action may be taken after six (6) unexcused absences.

### EXCUSED ABSENCES

An excused absence is one for which make-up work may be assigned. Elementary students must pick up an admittance slip to class from the attendance clerk when they return to school after an absence. The student must present a note from home, and after three absences, a doctor's excuse will be required for an excused absence. One week will be allowed for all make-up work to be completed for excused absences. It is the students' responsibility to arrange with their teachers for make-up work. Make-up tests/quizzes must be made up after school in a designated room on a designated day.

#### *Excused absences include the following:*

- Doctor's excuse (this includes physician and dentist appointments for which the student receives an excuse).
- Death in the immediate family.
- Participation in school-related activities.

**Excused absences WILL NOT be granted for the following:**

- Missing the bus.
- Helping at home.
- Weather.
- Beauty, barbershop or tanning bed appointments.
- Oversleeping.
- Baby-sitting.
- Illness without a doctor's excuse (after three parent notes).

**TARDINESS**

When a student has accumulated three (3) tardies, he/she will be assigned detention. Each additional tardy will result in one additional day of detention. Students who are late in arriving to school will be considered tardy to first period.

**PRE-ARRANGED ABSENCES/Educational Enhancement**

Parents or guardians should request approval in advance (at least one week) when it becomes necessary for their child to accompany them on out-of-town trips. This will allow the student to secure in advance assignments, which may be handed in upon returning to school. The arrangement will permit teachers to administer tests and to grade homework. Prearrangements must give teachers sufficient time to determine assignments. Each case shall be judged on its own merit. The principal will make the determination if pre-arranged absences will be granted. Pre-arranged absences may not be granted if students have poor grades and/or excessive absences prior to the request.

Emergencies will be exempt.

**Educational Enhancement Opportunity:** To request an absence to attend or participate in an educational activity, an application form must be completed and returned to the school principal at least (5) days prior to the absence. The principal will determine if it will be considered as an excusable absence.

**DIRECTOR OF PUPIL PERSONNEL**

The Director of Pupil Personnel studies school attendance records and are responsible for follow-up by phone and/or home visits when you are absent.

**III. STUDENT SERVICES**

**Fairview FRYSC**

Brenda Hale, Coordinator

Email: [brenda.hale@fairview.kyschools.us](mailto:brenda.hale@fairview.kyschools.us)

Website: [www.fairview.kyschools.us/frysc](http://www.fairview.kyschools.us/frysc)

**What are Family Resource Youth Services Centers?** FRYSC's were created as part of the Kentucky Education Reform Act (KERA). The intent of the centers is to enhance students' abilities to succeed in school by assisting children, youth and families in meeting some of their basic needs. This is done by providing community services at the centers or by linking families to agencies in their communities.

**Who can use a FRYSC?** Centers receive a state grant based on the number of students eligible for free school meals. However, once a center has been established, all children and youth (and their families) enrolled in the schools served by the center can use its services regardless of their income.

**What services can FRYSC provide?**

- **Child Care information**
- **Home visits**
- **Parenting classes**
- **GED/Literacy classes**
- **Health services referral**
- **Referrals to Social Services**
- **Employment counseling**
- **Referrals to substance abuse counseling**
- **Mental health referral services**

- **Resource library**
- **Tutoring**
- **After school activities**
- **Clothing**
- **Volunteer opportunities (for both students and adults)**
- **Project Prom**
- **Veterans' Day Program**

### **Counseling Services**

The local Pathways office will be providing our school with the services of a counselor for our schools.

### **Speech Therapist**

If a student is identified according to Kentucky eligibility guidelines as having a speech or language deficit, he/she will receive services in accordance with their IEP. If the child fails a screening and is identified as "at risk" the speech therapist will supply RTI interventions to the regular education teacher. Those are conducted over a 4 week period. If progress is minimal, or no progress is made, at such time a referral for multidisciplinary evaluation will be completed.

### **School Insurance**

All accidents in school involving property or persons should be reported to the teacher in charge and the principal as soon as possible. All students are covered by insurance carried by the Fairview Board of Education; however, THIS IS A SECONDARY POLICY and benefits will be paid only for those eligible expenses unpaid by your personal family plan. If you have no medical insurance, only those eligible expenses will be paid. Parents should be prompt about filing for eligible benefits to avoid nonpayment. Any claims must be filed within 90 days of the accident.

### **Library**

- The Library Media Center is open to students at 8:00 am.
- Students may check out books by presenting them to the librarian at the circulation desk. The number of books a student may check out at one time varies by grade level.
- Books may be checked out for a period of one week. Books may be renewed by presenting them at the circulation desk, except for books on demand or reserve. Students may ask to have a book reserved.
- Students owing overdue books will lose check out privileges until books are returned.
- Students who lose or damage materials must pay the replacement cost of the material.
- Parents are also invited and encouraged to come to the library and become familiar with the new technology available.

### **Internet Access**

Students are offered access to the Internet through our computer network, but they must have a signed parent permission form on file. This technology is provided for students to conduct research and to complete assigned schoolwork. Access is a privilege, not a right; therefore, all students are expected to follow acceptable use guidelines. Violation of these guidelines will result in loss of access and may result in disciplinary action.

## **IV. STUDENT CONDUCT**

### **Building Rules:**

1. Students may enter the building after 7:00 am and should leave by 3:15 pm unless they are staying for a school-supervised activity.
2. Upon entering the building in the morning students will go to the cafeteria to eat breakfast and then they will be dismissed to go to their classroom and wait by the door for their teacher.
3. All students are expected to be in class by 8:00 am. No students are to be in the halls during the school day without permission from a teacher or the office.
4. Students will be called from class to answer phone calls ONLY in case of emergency. If it is not deemed an emergency, a telephone message will be taken and relayed to the student before the end of the day. The telephone in the office is for business use only and may not be used by students.
5. Parents who are dropping students off for school may park their vehicle and walk their child up to the sidewalk by the cafeteria where they can hand their child off to the supervising teacher who will then walk your child into school.
6. Early dismissals can be no later than 2:15
7. Bus changes can be no later than 2:15

8. **Students who ride the bus will be dismissed at 2:55. Students who are picked up from school will be dismissed at 3:05. This is being done to allow for buses to get on and off the lot safely and reduce the crowding of the lot.**
9. The lot will be closed in the morning for traffic except for school buses. All students will enter the building in the morning by the cafeteria.

### **Care of school property**

1. Students are responsible for taking care of the books and materials issued to them. If lost or damaged, the student must pay for the replacement or repair before report cards or other records are released.
2. Any student who vandalizes a desk, bulletin board, or any piece of school property must either pay for the damage or do whatever repair is necessary to restore what she/he has damaged.
3. Students are asked to keep the inside and outside of the building and surrounding areas as neat and clean as possible.
4. Cubbies are school property and may be inspected at any time by the teacher/principal if there is a reason to believe that something of an illegal nature is secreted there. If the student is available, the student may be asked to be present along with a third party of legal age and the contents of the locker recorded. If the student is unavailable or refuses, the school official may conduct the search anyway. A student's backpack may also be searched if there is suspicion of something illegal being housed there.
5. All lost articles are to be turned in by the finder to the office. The owner, upon proper identification, may reclaim the article. After a reasonable time, unclaimed articles will be donated to charity.
6. Please be alert of the cones on the parking lot and our Safety Patrol Students. Cones will be there for bus safety and guidance of where you can drop your student off.

### **Bus Rules**

1. Students who ride the bus to or from school should get on and off at the designated bus stops.
2. Parents are **STRONGLY** encouraged to be at bus stops for pickup and drop off. If parent knows that he/she will be unable to be at bus stop in time, please make other arrangements and notify the school of any change immediately. You **MUST** make bus changes before 2:15 so that drivers can be notified.
3. The bus driver is, at all times, in full charge of his/her bus. Continued disobedience to his/her requests may result in the suspension of a student's privilege to ride the bus. **RIDING THE BUS IS A PRIVILEGE, NOT A RIGHT!** Any of the following is unacceptable conduct on a bus:
  - a) Abusive or obscene language
  - b) Smoking
  - c) Fighting or pushing
  - d) Throwing objects out of the bus
  - e) Defacing or destroying property or equipment on the bus
  - f) Touching or using any bus controls
  - g) Any other action which is not considered reasonable conduct.
4. When a student is in violation of these rules, the bus driver will file a written bus conduct report with the principal. After investigation the report, the principal will then determine the length of suspension of bus riding privileges.

### **Lunch**

1. The lunch period is designed to provide a balanced diet and proper nutrition, opportunities for meeting with friends, and relaxation.
2. The cafeteria is a place to eat. Please help make it a pleasant place by following simple rules of courtesy and showing respect for the rights of others. Each student is responsible for cleaning the table and floor around the table at which she/he eats.
3. In compliance with federal school lunch program regulation, Fairview Elementary School operates a closed lunch period which means parents or others are not allowed to bring restaurant or fast food to school for their children to eat at lunch.
4. No food or drinks are to be taken down the hall to classrooms.
5. Students are also expected to pass to lunch in an orderly fashion—no running, shoving, or cutting line. Students shall follow proper procedures while traveling to lunch.
6. As of May 29, 2012, all elementary students will receive free meals. However, additional items can be purchased daily by the following: cash, personal check, or myschoolbucks.com, no charges for ala carte items. Please make sure your child's account is up to date. You may do so by the following: cash, at Point of Service, myschoolbucks.com, or personal check at Point of Service.
7. Students who are selling candy for a fund-raising project may not sell to students until after 3:30.

## **STUDENT DISCIPLINE**

The Fairview Independent school system is striving for excellence in education. In order to pursue excellence, discipline is vital. Students must have an environment conducive to learning that is free of interruption that would interfere with that pursuit. Effective discipline is a top priority for Fairview Elementary School. In accordance with board policy #5035, the school council shall determine standards and general regulations applicable to all pupils within Fairview Elementary School. Each teacher shall be responsible for the discipline and control of pupils assigned to him/her and within his/her appropriate supervisory assignment. Transported and non-transported students shall be responsible to the principal and/or their supervisor for their conduct from the time that they leave home until the time they return home.

### **General Discipline Rules**

Teacher/supervisors may administer reasonable punishment in order to enforce reasonable rules. Punishment shall be in proportion to the offense and the teacher/supervisor shall not display malice or anger in administering the punishment. Teacher/supervisors shall be consistent and fair in administering punishment to all students. (BP#5036) The discipline policy progresses through five levels of increasing severity. The levels are as follows:

- Level 1: classroom discipline handled by teacher
- Level 2: detention before or after school
- Level 3: Paddling
- Level 4: suspension/Court Referral
- Level 5: expulsion

**LEVEL 1:** Teachers are responsible for maintaining an atmosphere conducive to learning in their own classrooms. They are to set appropriate rules and to administer reasonable punishment to those who break the rules. Accurate records should be kept of offending students and action used to correct the misconduct. In general, teachers' actions should include the following:

1. Talking with the student about the problem.
2. Calling the parents and keeping the student after school.
3. Employing other actions such as contracts, parent conferences, etc.
4. Documenting every disciplinary action for each student.

If a student fails to comply with a teacher's attempts to maintain classroom discipline, that teacher will have the option of paddling the student with the parent's written permission or the student may be sent to the principal's office.

**LEVEL 2:** Students who misbehave in the halls, cafeteria, or on other school grounds will be assigned a detention before or after school. When a student is assigned to detention, he/she will be given at least one day's notice in writing. The student is to report to detention hall by 3:05 pm or 7:30 a.m. on the assigned day, sit quietly for 30 minutes, and then are dismissed. Accurate records of assigned students and their offenses will be kept by the detention hall supervisor. Offenses requiring detention hall assignment include the following:

- a. dress code violation
- b. Inappropriate display of affection (touching, hand holding, kissing, etc.)
- c. spitting in the buildings
- d. abusive arguing
- e. using side doors before school or between classes
- f. littering
- g. in the halls during class without permission
- h. being in unauthorized areas
- i. sitting on lunchroom tables
- j. leaving food/trays on tables
- k. throwing food
- l. food in unauthorized areas (computer lab, library, classrooms)
- m. failing to get utility slip for admission to class following absence
- n. wearing a hat in the building
- o. wearing sunglasses in the building
- p. bringing a radio, C.D. player, mp3 player, mobile phone, or other electronic device to school  
(Items will be confiscated and returned only to a parent/guardian on the first offense. On the second offense, the item is kept for the remainder of the school year. The school is not responsible for lost or stolen electronic devices.)

- q. running in the hall
- r. disrespect for those in authority
- s. use of profanity
- t. gambling
- u. forgery
- v. horseplay (rough or boisterous play—no exchange of blows)
- w. skipping school for less than ½ day; number of detentions assigned will equal the time skipped
- x. tardy to school

**Paddling** : Corporal punishment may be administered by the teacher or principal with two witnesses. One witness for the teacher must be the principal. The principal must also have two witnesses. The principal will not administer corporal punishment for the teacher unless:

- a. the teacher has agreed to paddling, but the parent does not want that teacher to paddle, or
- b. the teacher does not want paddling, but the parent chooses paddling over MAGIC room or Suspension.

IF A PARENT PREFERS ALTERNATIVE METHODS OF DISCIPLINE, THE PARENT MUST SIGN A FORM

DENYING CONSENT FOR PADDLING. Parents will be notified each time their son/daughter is to be paddled. Parents may be present for the paddling if they choose. If a parent does not give permission for paddling, other disciplinary action will be taken based on the student's previous behavior.

**LEVEL 4: Suspension /Court Referral:** In accordance with board policy #5038.1, serious or repeated misbehavior; violations of state or federal law, or violation of school rules or pupil personnel policies may result in the suspension or expulsion of a pupil. These actions include the following:

- a. willful disobedience of defiance of authority
- b. the threat of force or violence
- c. assault, battery, or abuse of other persons
- d. the use or possession of alcohol or other controlled substances
- e. stealing
- f. destruction or defacing of property
- g. carrying or use of dangerous weapons
- h. other incorrigible bad conduct on school property, or off school property at school-sponsored activities.

The principal may suspend a student for up to three (3) days without the consent of the superintendent or may suspend a student up to ten (10) days with the consent of the superintendent; however, the principal must report any such action in writing immediately to the superintendent and to the parent or guardian.

No suspensions may be made unless the due process procedures described below are followed.

1. Oral or written notice of the charges which constitute the cause for suspension must be given the pupil.
2. The evidence supporting the charges must be explained to the pupil if he/she denies the charges.
3. The pupil must be given the opportunity to respond to the charges.

As a general rule, the above procedures are followed prior to removal of the student; however, if the principal believes that immediate suspension is necessary to protect persons, property, or to avoid disruption of the academic process, the pupil may be suspended immediately. A conference shall be held between the principal, the pupil, and his/her parents or guardians prior to readmission.

#### **LEVEL 5: Expulsion**

Exclusion from school for a period longer than ten (10) days is considered to be expulsion. Only the Board of Education may expel a student. A student may be brought before the Board for expulsion only after a reasonable effort on the part of the school to resolve the situation has failed. This effort should include conferences with the principal, teacher, parent and student, with the use of guidance and social agencies that are available. As described in board policy #5039, any student using or having in his possession while on school property or under the supervision of school personnel while off school grounds any controlled and/or illegal substance or substance that simulates a controlled substance will be expelled from attending Fairview Elementary School for the remainder of the school year, following a due process hearing. First-time offenders will be suspended for ten (10) school days upon notification of the superintendent. During the suspension, a due process hearing before the Board will be scheduled. First-time offenders may be admitted back to school following the 10-day suspension if they are enrolled in and attending a school-approved treatment program; however, after reviewing the case, the Board may increase the suspension period. Repeat offenders will be suspended pending a Board hearing which will result in expulsion for the remainder of the school year. Students found in possession of a gun or other deadly weapon will be referred to the police and brought before the Board of Education for expulsion for a period of no less than one year.

# SCHOOL SONG

Of all the schools we love Oh Fairview best  
The little ones, big ones, and all the rest  
We'll always cling to you and faithful be  
No matter where in later life we chance to be  
The memories of you will be so dear  
And you will always fill our hearts with cheer  
We'll always love you best Oh Fairview School, Fairview  
School  
Rah! Rah! Rah!

**It's a Great Day to be a  
Fairview Elementary  
Eagle!**