

# Fairview Elementary School

STUDENT HANDBOOK  
2015-2016

Fairview Elementary School  
110 Clontz Road  
Monroe, NC 28110

School Phone: 704-753-2800  
Cafeteria Phone: 704-753-2802  
After School Phone: 704-753-2803  
Library Phone: 704-753-2805  
School Fax: 704-753-2804

Kelly S. Thomas  
Principal

Ashley Melton  
Assistant Principal

## SCHOOL CLIMATE

### VISION STATEMENT

Our vision for the students at Fairview Elementary is for them to achieve academic growth and acquire the 21<sup>st</sup> century skills required to be globally competitive. We also want them to respect the diversity of others through compassion and empathy.

### MISSION STATEMENT

Fairview Elementary School is a place where students achieve their highest potential in order to become critical thinkers and passionate lifelong learners.

### COMMITMENTS AND PRIORITIES

- The School as a **Community**
- Commitment to Building **Character**
- Creating a **Climate** for Learning
- Providing a Rigorous and Relevant **Curriculum**

### SCHOOL GOALS

- Safe and Orderly School Environment
- High Performing Students
- Informed and Involved Community
- Effective Organizational Development
- Quality Teachers, Administrators and Staff

### SAMPLE CHARACTER THEMES

- **Respect** (self-respect, respect for authority, respect for others and tolerance)
- **Responsibility** (dependability, perseverance, initiative, effort and being a good example)
- **Self-discipline** (learning from discipline, self-control, patience and keeping a good conscience)
- **Citizenship** (compassion, humility and service)

### SCHOOL SPIRIT

- **Colors:** Purple and Yellow
- **Mascot:** Wildcat Willy

### FAIRVIEW ELEMENTARY WEBSITE

<http://fves.ucps.k12.nc.us>

### SCHOOL HOURS

7:00 Begin Unloading Bus Riders  
7:05 Begin Unloading Car Riders  
7:30 Tardy Bell  
2:00 Dismissal Bell  
2:05 Begin Loading of Bus and Car Riders

## AFTER-SCHOOL CARE

UCPS operates an after-school program on our campus. This program is designed to offer students supervised care in the afternoons. If you cannot pick your child up by 2:10 pm or will not be home for bus delivery, you are asked to enroll in an after school program. If you need more information, please call the director at 704-753-2803. She is available after 1:30 pm on the days school is in session.

## ATTENDANCE AND REPORTING ABSENCES

### WRITTEN EXCUSES

All absences require written notes explaining the cause. The parent or guardian must sign notes. If the child goes to the doctor, a note should be sent to the school. **You have three days following any absence to provide a note. Without a note, the absences will be coded unexcused.** Attendance is directly correlated to academic performance. We cannot teach if students are not here on a regular basis.

### TARDY POLICY

In order to teach your child, we must insist that your child arrive at school on time. The children may enter the building at the front when the assistants walk outside at 7:05 AM. Traffic is not as heavy first thing in the morning. It is suggested that you arrive during this time and not close to the tardy bell. The warning bell rings at 7:25; the tardy bell rings at 7:30. You should not consider this your target time. Arrival at this time is not to be the norm. Students in the classroom will be actively engaged in the learning process. **After 7:30 AM, you must park and sign your child in at the office. Children not seated in class at 7:30 AM will be tardy.** Your child will be given an excused tardy if you present a note from the doctor or dentist upon arrival. Students who ride the bus are never counted tardy because of a late bus. Every child has the opportunity to ride the bus. **Checking out early also counts as a tardy.**

### ELEMENTARY SCHOOL ATTENDANCE AND TARDIES BOE Policy 4-1 (a)

The attendance policy includes consequences for excessive tardiness. Parents may access the full policy by referring to the UCPS website.

Students in grades K-5 who are absent 20 days (excused, unexcused or OSS) can be retained.

### TARDIES

At the 10<sup>th</sup> unexcused tardy or early leave, the student will be referred to the school attendance counselor for discussion with parents. At the 15<sup>th</sup> unexcused tardy or early leave, the student and parents will be required to meet with the school principal to determine a plan that allows the student to be on time and in school all day. A student who has been tardy/early leave 20 times may be referred to Truancy Court.

### EARLY SIGN OUT

Students leaving early for a doctor's appointment will be given an excused early sign out. The parent should present the appointment card or send in a note from the doctor the next day for it to be excused. Students who become sick during the day will also be excused. **Early dismissal will count the same as a tardy. Since early dismissals are a disruption to the learning of students, they are discouraged except in special circumstances. Parents may not pick students up directly from the classrooms. Students must be called to come to the office after they are signed out through the computer system.**

## **DISMISSAL POLICY - EFFECTIVE 08-24-15**

In order to ensure safe dismissal and safe bus drop off of your children, we ask that all transportation changes be made in writing to the classroom teacher. **In order to avoid interruption of the end of the day dismissal procedures, you will not be allowed to sign your child out or make transportation changes after 1:30 pm.** If this interrupts a doctor's appointment, please plan to pick your child up by 1:30 pm. Thank you for your cooperation with helping to keep Fairview running smoothly.

## **CELEBRATIONS**

### **CLASS PARTIES**

Teachers have the option to have three (3) classroom parties during the year: Winter break, Valentine's Day, and End-of-Year. This decision is at the discretion of the teacher.

### **BIRTHDAYS**

Birthday parties are not allowed. Parents may bring treats (healthy treats should be encouraged) during the student's lunch time if they would like to celebrate their child's birthday at school. All food must be commercially prepared, have the ingredient label on the packaging and cannot be homemade.

Invitations to parties after school or on the weekend must be sent to all students in the class. The teacher *will* not facilitate in passing out student party invitations to select students.

### **SPECIAL DELIVERIES**

Balloons or flowers delivered to the school for students will be held in the office only. Students may pick them up at the end of the day. Remember, these are not allowed on the school bus and balloons should be non-latex.

## **COMMUNICATION**

### **STUDENT/SCHOOL INFORMATION**

Student work and other pertinent school information will be sent home on Mondays (or the first day of the school week). Please go through the contents of the folder thoroughly and notify the teacher if you have any questions.

### **PARENT/GUARDIAN CONTACT INFORMATION**

Parents will be asked to fill out a student information sheet at the beginning of the year with emergency contact information. A child must reside with a parent or legal guardian. **If, during the year, the parent changes employment and/or phone numbers, the school office needs to be informed. If your child has allergies or a disability, you should fill out the form included in your information packet.**

### **TELEPHONE USAGE**

The school phone number is 704-753-2800. If you reach the recording, please leave a message. Calls made before or after school hours are recorded on a voice messaging system. Students are allowed to use the phone for emergencies only. Please make after school plans prior to sending students to school. Emergency changes will be handled on an individual basis and verification of a change not made in writing or via fax must be made by a staff member. Office staff personnel will deliver messages.

## **PARENTAL CONCERNS AND QUESTIONS**

The school is dedicated to providing open communication with parents. Effective communication will solve many issues. Parents are encouraged to contact the teacher first with concerns. Parents should call before 7:15am or after 2:15pm to avoid class disruptions. You can also reach the teacher by email. If an issue is not resolved to the satisfaction of both parties, the principal will be involved at that time.

## **STUDENT AGENDA**

**A parent/guardian must sign the student agenda nightly.** This is a daily method of communication between home and school.

## **CURRICULUM AND GRADING**

Curriculum standards are based on the Common Core Standards written in the North Carolina Standard Course of Study and overseen by the North Carolina Department of Public Instruction. Fairview Elementary creates an interactive and collaborative learning environment, which provides challenging, diverse curricula, innovative personnel, and the integration of current technology.

### **HOMEWORK**

Homework is generally given in small quantities on a nightly basis. There will be no homework assigned on weekends. Homework is given to reinforce skills previously taught. A student will develop responsibility and good study habits with regular homework. Students should record their assignments in this agenda. You should expect to see the agenda every weekday.

### **MAKE-UP WORK FROM STUDENT ABSENCES**

Upon returning from an absence, students will be given two days to make up the work missed for each day absent. When arrangements are not made to make up the missed work, or if the work is not completed in time, the student will not receive credit.

Students will receive their make-up work on the first day back to school following their absence. Asking teachers to gather make-up work and write directions for missed assignments disrupts the normal school day and takes away instructional time [adopted by the Site Based Leadership Team on 11-23-09].

## **STUDENT PROGRESS REPORTS**

Report cards will be sent home every six weeks. **A parent conference is required for the first reporting period.** The teacher will schedule a time for the meeting. Students who score below grade level on state/county assessments or do not meet grade level expectations will have a **Personalized Education Plan (PEP)**. Parents of students with PEP's will be required to meet with the teacher to review the plan at the beginning, middle and end of the school year to document progress.

## **CRITERIA FOR HONOR ROLL**

### **A HONOR ROLL**

1. Students must have all "A's" in reading, math, science and social studies. They must have a "3" or "4" in written composition. There can be no "N's" in any subcategories.
2. Students must have an "S" in the following areas:
  - Art
  - Music
  - Physical Education
  - Computer Technology
3. Students must have an "S" in all areas of citizenship, behavior and work habits

### **A-B HONOR ROLL**

1. Students must have "A's" or "B's" in reading, math, science and social studies. They must have a "3" or "4" in written composition. There can be no N's in any subcategories.
2. Same criteria as in #2 for "A" HONOR ROLL
3. Same criteria as in #3 for "A" HONOR ROLL

### **K-2 GRADING SCALE**

- 4 – Exceeds grade level expectations
- 3 – Meets grade level expectations
- 2 – Performs below grade level expectations
- 1 – Performs well below grade level expectations

### **K-2 WRITING**

- 4 - Consistently applies writing strategies and conventions taught
- 3 – Most of the time applies writing strategies and conventions taught
- 2 – Some of the time applies writing strategies and conventions taught
- 1 – Rarely applies writing strategies and conventions taught

### **3-5 GRADING SCALE**

- A = 90-100 Well Above Average/Excellent Performance
- B = 89- 80 Above Average Performance
- C = 79-70 Average Academic Performance
- D = 69-60 Below Average Performance
- F = 59-0 Significantly Below Average Performance

S = Satisfactory

N = Needs Improvement

U = Unsatisfactory

### **3-5 WRITING**

- 4 – Consistently applies strategies and exceeds grade-level expectations in composition, conventions, stamina and independence
- 3 – Most of the time applies strategies and meets grade-level expectations in composition, conventions, stamina and independence
- 2 – Some of the time applies strategies and is below grade-level expectations in composition, conventions, stamina and independence
- 1 – Does not yet apply strategies and is well below grade-level expectations in composition, conventions, stamina and independence

## **EXPECTATIONS AND DISCIPLINE**

### **BEHAVIOR EXPECTATIONS FOR STUDENTS**

1. I will listen and follow directions.
2. I will respect others and their property.
3. I will keep hands, feet and objects to myself.
4. I will work, walk and talk quietly.
5. I will be prompt and prepared.

### **DISCIPLINE POLICY**

Fairview follows the Union County Public Schools Discipline Policy as mandated by the School Board. You can access this policy on the UCPS website. 4-3a Student Discipline – Elementary School

### **OFFICE REFERRALS**

Teachers and staff will complete a written referral for behaviors that are severe or in violation of the UCPS Discipline Policy 4-3a. The administration will follow the consequences outlined by the policy. Please see the UCPS Discipline Policy included in your information packet or on the UCPS website.

### **PROPER SCHOOL ATTIRE**

Baggy pants, hats or headwear (unless for medicinal or religious purposes), tank tops, spaghetti straps, shorts above fingertip length, or skate shoes are not allowed to be worn at school. Bare midriffs should not be displayed.

## **FINANCES**

### **RETURNED CHECK PROCEDURE**

We will gladly accept checks; however, in the event your check is returned for insufficient funds, your account will be debited electronically for the face amount and a \$25.00 fee. Federal Automated Recovery Systems (FARS) has been contracted by UCPS for the electronic collection of returned checks.

### **REPLACEMENT FEES**

- All students will be provided with one free agenda to record homework on a nightly basis. If the agenda is lost, a replacement fee of \$5.00 will be charged.
- Students and staff will be required to wear ID badges. These will be provided free of charge by the school; a \$1.00 replacement fee will be charged if the badge is lost.
- Students are encouraged to check out books from our media center, or their teachers may provide them with a book from the literacy lab. All books must be returned. A bill will be sent home for lost or damaged books.

## HEALTH

### **MEDICINE**

In order for a child to receive medication (prescription or over-the-counter) at school, proper UCPS paperwork must be completed by the child's doctor. The medication and medication form must be delivered to the school by an adult. All medication is then stored in a secured cabinet in the health room and dispensed through the nurse's office. The medication cannot be sent to or from school with the student. The entire UCPS medication policy may be viewed online at [www.ucps.k12.nc.us](http://www.ucps.k12.nc.us)

### **ACCIDENTS AT SCHOOL**

In spite of rules and safety precautions, accidents do occur. When accidents of a serious nature occur, we will notify the parents. It is very important that the school has current and accurate information in case of emergency.

### **ILLNESSES**

Students with a fever (100 degrees or higher) are not allowed to remain at school. Parents/guardians will be contacted to pick the student up in a timely manner. Students must also be fever free for 24 hours before returning to school.

Students are encouraged to remain in class where learning is occurring unless there are clear signs and symptoms of illness. Parents will be contacted if illnesses are suspected and arrangements will be made for the student.

### **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) BOE Policy 4-14**

All student records will be current and maintained with appropriate measures of security and confidentiality. Student records will be released promptly when a student transfers to another school.

## MEALS/SNACKS

### **SCHOOL BREAKFAST AND LUNCH PROGRAM**

Breakfast is served daily but cannot be charged. Students must be in line by 7:20am in order to eat breakfast. Students may pay for breakfast and lunch daily, weekly or monthly. Checks should be made payable to Fairview Elementary School. Checks should include your child's lunch number, which will be issued at the beginning of the year. You are encouraged to send money in on Mondays if possible. If you want your child to only purchase a dessert one day per week, you should notify the cafeteria and teacher in writing.

Money must be in envelopes labeled as follows:

Student Name: \_\_\_\_\_  
Student Cafeteria Number: \_\_\_\_\_  
Breakfast Amount: \_\_\_\_\_  
Lunch Amount: \_\_\_\_\_  
Dessert Amount: \_\_\_\_\_  
Total Amount of Money Sent: \_\_\_\_\_

Paid Breakfast	\$1.15
Paid Lunch	\$2.30
Reduced Breakfast	Free

Reduced Lunch      \$0.40

Visitors and adult lunches will be charged a la carte

**No soft drinks in cans or bottles are allowed at school or on field trips. Parents may bring special treats for the class; however, all food must be commercially prepared.**

Parents can have access to their child's lunch account and make electronic payments through [lunchprepay.com](http://lunchprepay.com)

Any questions related to the lunch program or cafeteria policies should be directed to the cafeteria manager by calling 704-753-2802.

### **SNACKS**

Teachers will notify parents regarding the time their students will have snack each day. Students may have water bottles; only water is allowed in the bottles. Students can purchase snacks from the cafeteria if needed; however, these snacks are only sold first thing in the morning during breakfast time. Snacks should be of a healthy nature.

## SAFE SCHOOL PLAN (Summarized)

1. Terrific Kids are recognized each month with a ceremony and certificate
2. School guidance counselor instructs all classes on conflict resolution and bullying
3. Bus cameras are utilized for providing and maintaining safe and orderly transportation
4. All bus riders are monitored constantly each morning and afternoon to and from the bus lot
5. Teacher assistants are assigned car duty each morning and afternoon to provide supervision for all car riders
6. Playground area is inspected frequently and needed improvements are made
7. Plans are in place and procedures are practiced for: fire drill, bomb threat, tornado drill, emergency evacuation, and lockdown drill
8. A first responder team is in place with all members certified in CPR and first aid
9. The Union County Public Schools Discipline Policy is followed as mandated by the School Board. You can access this policy on the UCPS website. 4-3a Student Discipline – Elementary School
10. Phones are accessible in all classrooms within the school
11. All exterior doors will be locked during school hours so that any **visitor on campus must report to the main office** and sign in to receive a visitor sticker. This sticker is to be worn by all visitors at all times in the school building. Any violation of this county policy will be dealt with by the Union County Public Schools Central Office and Union County Sheriff's Office.
12. Sixteen security cameras are in operation and monitored

## **TRANSPORTATION**

### **BUS SAFETY**

Bus transportation to and from school is provided for students who live within the transportation area. Students must abide by the bus rules and behave in a safe and orderly manner while on the bus. Riding a bus is a privilege and must not be abused. Necessary action will be taken by school officials to ensure that all students conduct themselves appropriately at all times. **Please review the bus rules with your child to help prevent any behavior problems.**

### **BUS RULES**

1. Remain seated in your assigned seat at all times.
2. Follow all directions given by the bus drivers.
3. Keep hands, feet and objects to yourself.
4. Respect self, others, and their property.
5. Avoid making comments that can be hurtful to others or cause problems.

### **CONSEQUENCES**

Bus Conduct notes will be issued to students who do not follow bus rules.

**1<sup>st</sup> Conduct Note:** Student will be given a written warning

**2<sup>nd</sup> Conduct Note:** 1 day bus suspension

**3<sup>rd</sup> Conduct Note:** Up to 3 days bus suspension

**4<sup>th</sup> Conduct Note:** Up to 5 days bus suspension

**5<sup>th</sup> Conduct Note:** Up to 10 days bus suspension

**6<sup>th</sup> Conduct Note:** Suspension of bus riding privileges for the remainder of the school year

**Severe Clause:** All consequences are subject to the principal's discretion. Violent or abusive behavior may lead to immediate suspension from the bus. **A student may not ride any other bus while under suspension of bus riding privileges.**

### **RIDING A DIFFERENT BUS**

When needing to ride a different bus other than the one assigned to the student, a written note (including address of destination and parent or guardian signature) must be sent to school with the student in the morning.

The school must be aware of child care arrangements at the receiving (drop-off) address. If no responsible party is present at drop-off, and no prior arrangements have been made with the school, students will be returned to school for pick-up by a parent or guardian. If in doubt, Fairview will ALWAYS err on the side of caution for the safety of the student.

### **AUTOMOBILE PASSENGER SAFETY**

We are fortunate to have a circle drive for loading and unloading students. The loading and unloading zone begins at the sidewalk in the front of the school. This will be the area supervised by school personnel each morning and afternoon. **Never unload a student on the bus lot.** Students must be dropped off between 7:05 and 7:30 am and picked up by 2:10 pm. **Students must remain in the car until an assistant comes out front. You must never drop off a student and leave before the building opens to students at 7:05 AM.** All students should be ready to unload once the cars come to a complete stop. **Students should then open their own door and not wait for a staff member to open and**

**close the door;** this will help make the car line run efficiently. If you need to assist your child, it may be necessary for you to park in a marked parking space in the main lot.

### **MORNING PROCEDURES**

Students will be unloaded from the awning that leads to the bus lot to the end of the sidewalk in front of the K-1 side of the building. Pull all the way forward until traffic stops during morning arrival. **Do not wait to unload students at the front doors.** Never stop directly in front of the building if there is a line of cars behind you. **All students will unload on the passenger side of the car to ensure safety.** School personnel will supervise students as they exit vehicles and in the hallways as they walk to class.

### **AFTERNOON PROCEDURES**

All cars should line up starting at the awning that leads to the bus lot. Cars should use both the inner and outer loops around the parking lot. **No passing is allowed unless directed by the staff on duty.** All students will be loaded on the passenger side of the car to ensure safety. Name signs should be placed in the front window to expedite loading. All students must be picked up by 2:10. No students may be loaded into the front seat of a car by school personnel; students should be 12 years old to ride in the front. **All parents are expected to wait in line and not walk inside to pick a child up from the gym or office. Any changes in transportation (car or bus) must be made before 1:30 pm.**

## **SUPPORTING OUR SCHOOL**

### **VOLUNTEER PROGRAM**

Parents and community members have spent thousands of hours as part of our volunteer program. Volunteers are valued members of our school. You are welcome to join the program. For more information, please call the PTO volunteer coordinator or Rachel Seighman, Guidance Counselor. **You must have a completed criminal background check on file in order to volunteer. To better serve our students, people volunteering inside a classroom should not bring young children. Young children may not attend field trips.**

### **PARENT-TEACHER ORGANIZATION (PTO)**

All parents are cordially invited to become members of the Fairview Elementary School PTO. The PTO recruits active volunteers to work on various school projects. The PTO also helps the school by sponsoring fundraising events. Funds help to provide goods and services to enhance learning opportunities for students.

## **SUPPORTING YOUR CHILD AT HOME**

### **STRATEGIES GOOD READERS USE**

#### **Making connections between prior knowledge and the text:**

Readers pay more attention when they relate to the text. They comprehend better when they think about the connections they make between the text, their lives and the world.

**Asking Questions:** This keeps reader engaged and helps to clarify understanding

**Visualizing:** Active readers make visual images in their minds based on the words they read

**Making Inferences:** (Also known as drawing conclusions or reading between the lines) Readers use clues from the text to think ahead and make a judgment

**Determining Important Ideas:** Readers must differentiate between the less important ideas and key ideas to determine the central meaning of the text

**Synthesizing Information:** This involves combining new information with existing knowledge to form an original idea

**Repairing Understanding:** Readers need to stop and clarify their understanding when confusion disrupts meaning by rereading

Source: *Strategies That Work* by Stephanie Harvey

### **QUESTIONS PARENTS CAN USE NIGHTLY TO HELP IMPROVE READING ABILITY**

#### **Content/Comprehension:**

- Tell me what's been going on so far.
- What have you learned about the main characters?
- Why is the setting important to this story?
- What's the main problem in the story?
- What are some important points to remember from this chapter?
- How did the pictures/diagrams help you understand the text?
- How do the headings and subheadings help?

#### **Decoding:**

- Does that sound right?
- Does that make sense?
- What part of the word do you know?
- That's a long word. Let's break it into parts.

#### **Fluency:**

- Make the reading sound like talking.
- Listen to me read these sentences then repeat after me.
- You aren't pausing at the end of sentences. Let's try it together.
- Now that you've practiced that page, try it again a little faster.

#### **Strategic Reading:**

- This book doesn't have pictures. What are you seeing in your mind?
- What do you think will happen next? Why do you think that?
- Is there anything confusing to you as you read this?
- Does this book remind you of any other books you have read?
- What connections are you making to your own life?

#### **After Reading:**

- Can you summarize in your own words what you just read?
- What do you think the author's message is?
- Share a part of the book you really liked. Why did you like that part?
- What do you think makes you a good reader?
- What do you think you could do to be an even better reader?

#### **DISCLAIMER:**

This handbook cannot cover every situation that may occur throughout the year. Fairview Elementary administration retains the right to alter or vary the application of these policies at any time. This handbook is intended to help parents, students and school personnel work together in the best interest of our students. Many guiding statements are included in this document, however, they are just a guide and do not entirely cover each situation. As new policies or regulations are developed by the school board, the State government or Federal government, additions and/or deletions will be made to this handbook at the appropriate time. Every effort will be made by school employees to help students understand what is expected of them at school. Please refer to the *UCPS Elementary Student Handbook* for a comprehensive listing of the county-wide rules and policies.

*Please contact the school office for any other information at any time (704-753-2800). We look forward to a very successful and productive year for all! Thank you in advance for taking the time to read our Student Handbook and for being an important part of your child's education.*

