

**FAIRGRIEVE ELEMENTARY
SCHOOL**



**STUDENT/ PARENT
HANDBOOK**

2008-09

FAIRGRIEVE ELEMENTARY SCHOOL

Dear Parents,

On behalf of the entire staff, I would like to welcome you and your child to Fairgrieve Elementary School. The school staff invites, encourages and values your active involvement as a partner in your child's education. We seek your support and commitment in helping your child achieve, to the best of his/her capabilities, during the upcoming school year. Please communicate with your child's teachers, the support staff or myself as often as you feel is necessary regarding any questions or concerns which you may have about your child's needs, performance or the school program.

This handbook has been compiled to acquaint you and your child with the procedures, policies and activities of our school. Please take the opportunity to review the handbook with your child and to keep it available throughout the school year for future reference.

If you have any questions concerning our school, or any of the procedures or information contained in this handbook, please do not hesitate to call our school at 593-5550.

Through working together, we can make this school year very successful and rewarding for your child.

Sincerely,

Jean Ciesla
Principal

Please sign below and return this page to your child's teacher.

I have read and understand the contents of this handbook.

Parent Signature

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BOARD OF EDUCATION

Mrs. Robert Ireland	President
Mr. Matt Geitner	Vice President
Mr. Daniel Pawlewicz	Clerk
Mrs. Robbin Griffin	Member
Mr. Robert Somers	Member
Mr. Brian Hotaling	Member
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The regular monthly meetings of the Board of Education are held the second and fourth Tuesday of each month at 7:00 PM in the Fulton Education Center. Special Board meetings or a change in the regular meeting schedule are announced in local papers. All School Board meetings are open to the public.

The Board of Education is the legislative body responsible for policies and regulations governing public education within schools. It delegates the overall management of these policies to the Superintendent of Schools as its Chief Executive Officer.

CENTRAL ADMINISTRATIVE STAFF

Mr. William Lynch	Superintendent of Schools	593-5510
Mrs. Elizabeth Connors	Executive Director of Instruction & Assessment	593-5509
Mrs. Kathy Nichols	Business Administrator	593-5500
Mrs. Cindy Garrett	Director of Curriculum & Technology	593-5568
Mrs. Terry Warwick	School Lunch Manager	593-5515
Mrs. Geri Geitner	Director of Student Support Program	593-5520
Mrs. Kathy O'Brien	Director of Special Education	593-5520
Mr. Thomas Greer	Director of Personnel	593-5537
Mr. Ken Avery	Director of Health, Physical Education & Athletics	593-5525
Mr. Jerry Seguin	Director of Safety & Transportation	593-5514
Mr. Bill Price	Manager Bldg., Grounds & Security	593-5527

BEHAVIORAL GUIDELINES

Our goal at Fairgrieve School is to promote and develop in each child self-respect, feelings of self-esteem, dignity, responsibility, a sense of citizenship and consideration of others. In order to achieve these objectives, parents and school staff must actively work together to promote appropriate student behavior.

EVERY STUDENT IS EXPECTED TO:

1. Follow our school district behavioral expectations: Be respectful, Be Responsible and Be Safe
2. Arrive at school on time.
3. Go directly to his/her assigned area when entering the building in the morning, after lunch or after any other school designated activity.
4. Travel in the building quietly and orderly.
5. Treat others the way that you would want to be treated.
6. Take care of school and personal property.
7. Set a positive example for others.

RESPECTING THE RIGHTS OF

EVERYONE IN THE SCHOOL, is the most important of all the student expectations. Therefore, no child may threaten to hurt another person, verbally abuse or deliberately and maliciously engage in pushing, hitting, kicking or any physical aggression directed towards students, teachers or any school personnel or property.

Such behavior will not be tolerated under any circumstances and students will be subject to disciplinary actions which may include: a.) removal from the classroom for a specified period of time and informing the student's parent; and/or b.) suspension from school for a specified period of time up to five (5) days. If a child is suspended from school, his/her parent or guardian will be required to accompany the student upon his/her return to school. At this time, a conference will be arranged between the student, parent, principal and the classroom teacher to discuss a plan of action to address the student's behavior management needs.

Playground

1. Treat all students and adults with consideration and respect.
2. Students are to follow the direction of the monitors.
3. Use playground equipment safely and correctly.
4. Throwing objects is prohibited.
5. No rough play is allowed, ie., no pushing, shoving or hitting or wrestling.
6. Failure to play safely outside or on the playground equipment will result in the loss of the privilege to play outside or use equipment for a period of time.

Bathrooms

1. Respect school property.
2. Dispose of litter properly.

3. Use bathroom facilities properly.
4. Use facilities promptly and return to classroom directly.

Hallways

1. Walk at all times.
2. Go directly to/from destination.
3. Walk quietly.
4. Groups of students walking in the hallway are to walk single file on the right hand side of the hallway.
5. Students will respect student work which is displayed on the walls in the hallway.

Cafeteria

1. Speak quietly.
2. Food throwing is prohibited.
3. Treat all students and adults with consideration and respect.
4. Walk at all times.
5. Students must raise their hand to gain permission to move out of their seat.
6. Students will use good table manners.
7. Students should keep their table and the area around it clean and orderly.

Bus Transportation Waiting Area

In order to maintain a safe and orderly dismissal to busses, the following rules will be enforced:

1. Speak quietly.
2. Remain seated in bus line.
3. Be respectful to adults and students.
4. Refrain from eating or drinking in the gym.

BUS CONDUCT

In order to provide for safe transportation while riding on school buses, the following must be observed by all students.

Each student must:

1. Obey and show respect for the driver at all times.
2. Enter and leave the bus in an orderly manner, with no running, pushing or other disturbing activities.
3. Remain seated until the bus has come to a complete stop.
4. Not throw any articles about the bus or out a window.
5. Keep head, hands and arms inside the bus at all times.
6. Use proper and acceptable language at all times.
7. Be prompt; the driver is on a schedule.
8. Face forward when the bus is in motion.

9. Ride on his/her own bus except when excused by both the parent and the principal (written, signed note). The same holds true for getting off the bus. Students must get off at their home or bus pick-up point.

Transportation is a service provided by the district and it can be denied to a pupil in case of misconduct. In the event that a child misbehaves on the bus, a Misconduct Report will be completed by the driver and forwarded to the building principal. Continued instances of child misconduct will result in parental contact. Should the child continue to behave inappropriately on the school bus, the privilege of riding the school bus may be suspended for several days and in extreme situations, possibly denied for the remainder of the school year.

Misconduct Consequences

The following consequences will be reinforced if a student does not respect the school rules and Code of Conduct:

Level I Misconduct

Behaviors which are disruptive to school environment and are uncooperative or disrespectful to others.

Inappropriate Behaviors:

- * Disturbing class
- * Vulgar language toward students
- * Inappropriate dress
- * Repeated tardiness
- * Failure to complete assignments

Consequence

- Warning
- Review Expectations
- Parent contact
- Time out from classroom
- Loss of privileges
- Detention

Level II Misconduct

The repeated occurrence of behaviors that disrupt the school environment.

Inappropriate Behaviors:

- * Refusal to comply with reasonable request of an adult
- * Abusive language toward others
- * Continual disruption of classroom/school
- * Harassment or threats toward others
- * Stealing
- * Throwing of food

Consequence

- Review Expectations
- Parent contact and/or conference
- Detention
- Behavior Contract
- Suspension (in or out of school)

Level III Misconduct

Actions that may endanger the health and safety of self, others, or school property.

Inappropriate Behaviors:

- * Abusive language or threats directed toward staff
- * Drug, alcohol or tobacco use
- * Fighting
- * Property damage
- * Possession of weapon

- * Leaving school without permission
- * Misuse of fire alarm

Consequences

- Review Expectations
- Parent Contact
- Suspension
- Superintendent's Hearing
- Notify law enforcement
- Referral to community agency

All suspensions may require a conference with the parent, student, teacher and principal prior to the student's return to the classroom.

OUR CHARACTER EDUCATION

PROGRAM will also focus on the following monthly themes:

September	Respect
October	Responsibility
November	Gratitude
December	Empathy
January	Tolerance
February	Honesty
March	Perseverance
April	Self Control
May	Effort
June	Citizenship

OFFICE HOURS

All offices are open daily throughout the school year from 8:00 AM- 4:00 PM except for legal holidays. During the summer, school buildings are open from 8:00 AM- Noon and to 1:00-3:00 PM.

LATE ARRIVING STUDENTS

Parents are encouraged to be sure to have their child arrive at school prior to 8:45 AM. If a student is arriving to school after 8:45 AM, the student needs to stop at the main office to notify the staff of his/her arrival.

PERMISSION TO LEAVE SCHOOL DURING THE DAY

If a student needs to be excused from school during the school day, the following procedure is to be used:

1. A signed request is to be sent to school and given to the child's teacher.
2. The request is then forwarded to the main office for approval.
3. Parents must sign their child out using the sign out sheet in the office.
4. No child is to be released by the classroom teacher without permission from the office. The teacher will send the child to the office to meet their parent. (Parents are not to proceed to the classroom during the school day unless permission has been obtained.)



5. Students will not be released to anyone other than a parent, guardian or authorized person, delegated with legal authority over the student.
6. In an emergency, parents may notify the school by phone to have a student excused and arrangements will be made.

WEATHER AND EMERGENCY CLOSING OF SCHOOL

Please listen to your radio on snowy or icy mornings in the event of a school closing. School delays and closing are announced on the following radio stations:

Radio Stations

WZZZ	WSYR	WTKW
WYYY	WHEN	WXRA
WNTQ	WSEN	WNDR
WAQX	WRVO	WRHP
WZOZ	WSGO	

Television Stations

WTVH Channel 5 WIXT Channel 9
WSTM Channel 3

In the event that school is closed early once the school day has begun, it will be announced on the radio. **Please do not call the school as the school's telephone lines will need to be open in order to receive information from the central office and the bus companies with regard to student dismissal.**

ATTENDANCE

Success in school is dependent upon regular attendance and arriving at school on time. We would hope that your child is absent only when he or she is ill.

Upon returning to school, the student **must** have a written excuse signed by you which states the reason and date of the absence. If your child is late, we also require a written excuse explaining the tardiness. If the school does not receive a written excuse following a child's absence from school, the absence is considered illegal.

The Education Law of New York State considers the following reasons as being legal absences from school:

Sickness
Death in the Family
Impassable Roads
Quarantine
Religious Observance
Attendance at a Medical Clinic

If an excuse does not state the reason for the absence, then it must be considered illegal.

CRITERIA FOR ATTENDANCE AWARDS

The criteria for exemplary attendance are the student has had no more than one absence or has missed only a portion of a day for the entire school year.

The criterion for honor attendance is the student has been absent from school three days or less for the entire school year.

Perfect Attendance awards will also be given for each quarter of the school year.

LIBRARY BOOKS

If library books are damaged or become lost during the school year, the student is expected to pay for the lost or damaged books.

VISITORS TO THE SCHOOL

Parents and volunteers are always welcome at Fairgrieve Elementary School, however, due to security procedures, all visitors are required to use the main entrance, sign in and be issued a visitors tag. The tag allows the visitor to go only to the designated area within the school. Visitors are not allowed to proceed to classrooms unless prior permission has been arranged by the office and classroom teacher.

HEALTH

The school nurse's responsibility is to provide emergency care for illnesses or injury occurring while the student is under the jurisdiction of the school. This is limited to first aid care only. No student who is ill or injured can be sent or taken home unless an adult is there. In the case of both parents working, it necessitates the school having an emergency number so we can contact someone who will be responsible for the child.

It is necessary that the school have a uniform policy regarding student medication in order we may carry out, to the fullest extent, our responsibility of creating and maintaining a healthful school environment for our children.

It is against State Law for a school nurse to give medication without a doctor's order. All medications are to be kept in the health

office and administered by the nurse. Please read the following guidelines carefully:

School Policy on Any Medication

1. School must receive written permission from parent or guardian.
2. School must receive a written note/ instructions from child's doctor stating name of medication, amount of dose, time of dose and length of administration.
3. Medication must be in pharmacy labeled, child-proof container.
4. Parent or guardian must bring in the medicine to nurse's office.

"Any medication" refers to all medications, including over-the-counter (OTC) medications such as Aspirin, Tylenol or various cough syrups.

Medicine should never be sent to school loose in plastic bags or Tupperware-type containers. The nurse cannot give medications safely or legally unless these steps are followed.

Your cooperation is appreciated.

Illness

Communicable illnesses or infections may require your child to be absent from school.

If your child has a cold with copious yellow-green nasal drainage, irritability and fatigue, they should stay home.

Conjunctivitis or pink eye has symptoms of red-pink eyes, watering, itching or pain and yellow drainage with the eyelashes sometimes crusting over. This needs medical

attention with medication for at least 24 hours before returning to school.

If your child has vomiting, diarrhea, a fever 100°F or above, please keep them home until these symptoms have subsided for 24 hours.

Strep throat requires medication for at least 24 hours before returning to school.

Any skin rash that is not known to the nurse needs to be diagnosed by a physician and a note will be required for their return to school.

Health problems should be pointed out to the nurse and classroom teacher as soon as possible to plan ahead for treatment and unforeseen events, bee stings, allergies, etc.

Please note that if your child has a medical concern we ask that you or a person designated by you, ie.-close friend, grandparent or aunt or uncle, go on a field trip with your child if possible.

State Education Law states that for any injury requiring your child not to participate in Physical Education requires a note from the doctor for the extent of absence and release to return to normal activity.

If your child needs to use crutches, wheelchair or other accessories, please send in a note from their physician.

SCHOOL HOURS

Grades K-6 8:35 AM- 3:14 PM

When students are dismissed at the end of the day, they should leave the building and board their bus as soon as possible.

No children who are walkers or who are dropped off by their parents should arrive at school and enter the school building before 8:35AM, unless having breakfast which begins at 8:20AM.

LATCH KEY/CHILD CARE

A latch key program, operated by the Fulton YMCA, is available at Fairgrieve Elementary School. If you are interested in information or in registering your child, please call the YMCA at 598-8273.

LUNCH HOURS

11:00 - 11:40AM	Kindergarten
11:35 - 12:15PM	Grade 1
11:55 - 12:35PM	Grade 2
12:20 - 1:00PM	Grade 3
12:40 - 1:20PM	Grade 4
1:05 - 1:45PM	Grade 5
1:20 - 2:00PM	Grade 6

SAFETY CALL PROGRAM

A Safety Call Program will be initiated each day of school. Parents should notify the school (the nurse's office at 593-5558) in the event that their child will be absent from school. If the child is absent from school and we have not received a phone call from the parent, the school staff will initiate a call to the child's parent either at their home or work number to inform them of their child's absence from school. We believe that this is a very important service to insure the safety and well being of all of our children.

REPORT CARDS AND PARENT/TEACHER CONFERENCES

Report Cards are issued four times a year, on the Tuesday or Thursday following the close of the 10-week period (11/18/08, 2/10/09, 4/21/09, 6/25/09). Parent-Teacher Conferences will be held following the 1st and 3rd reporting periods (11/21/08 & 4/24/09).

STUDENT RECORDS

Parental access to their child's records is guaranteed under law. We ask that requests to examine records be made at least 24 hours in advance to allow the complete gathering of all materials. Please call the school office for arrangements to be made.

CAFETERIA

Breakfast and lunches are available to all students. A student may purchase a complete lunch or a la carte items. Both white and chocolate milk are available. **Due to safety concerns, a microwave will no longer be available during lunch time for student use.** For more information, please call the school office at 593-5550.

FREE AND REDUCED LUNCHES

At the beginning of the school year, Free and Reduced Lunch Applications are sent home with each child. Even though your child may have received free or reduced lunches the previous year, a new application must be filled out each school year. Elem. Student Lunch \$1.75; Breakfast \$1.25; Milk .55c; Reduced Lunch/Breakfast .25c.

SCHOOL SUPPLIES

School Supplies such as paper, pens, pencils, crayons, erasers, and so forth, should be provided by the parents. Students should remind their parents if they are in

need of school supplies. A school store is operated a few days a week where some supplies can be purchased.

TELEPHONE

The school telephone is to be used for emergency purposes only. Permission must be obtained through the main office.

FIRE DRILLS AND BUILDING EVACUATION

In the event of an emergency, the building will be evacuated quickly and orderly.

1. When indicated, all students and teachers are to leave their rooms in an orderly manner.
2. Walk quickly but do not run.
3. Teachers will accompany their classes from the building. Student attendance will be taken once outside the building.
4. In the event an exit is blocked, students and staff should be familiar with alternate exits and should exit the building through such an exit.
5. Students and staff are to assemble at designated areas outside the school building.
6. Students and staff are to return to their classrooms when given directions from the main office.

LOST AND FOUND

If a student loses anything, he should report his loss to the main office as soon as possible. Articles which have remained in the lost and found for an extended period of time will be donated to charity.

CHANGE OF PUPIL'S RECORDS

When a parent needs to be contacted by the school, it is essential that we have current information. Please call the school office or send in a note to the classroom teacher if there is a:

1. Change of telephone number at work or at home.
2. Change of person and/or number to be contacted in an emergency.
3. Change of address.

FAMILY COURT ORDERS

In the event that a court order has been issued by Family Court affecting your child, it is essential that a copy of the most current court order be on file in the main office at school.

EMERGENCY CONTACT NUMBERS

It is extremely important that the main office have emergency phone numbers of someone who can be contacted in the event that it is necessary for you to be contacted during the school day and you are not available at home or work.

It is also necessary for the school to have the location of an emergency drop off site for your child in the event that you are not home when the bus takes your child home at the end of the school day.

TRANSFERRING STUDENTS

Should you move during the school year to another district, please stop in the office for the necessary transfer papers. This should be done before the student leaves his/her home school.

PERSONAL APPEARANCE

We would like to encourage all students to come to school in appropriate clothing and neatly dressed and well groomed. We strongly believe that proper dress and grooming have a direct relationship to a student's feeling of self confidence and for proper attitude towards success in school.

PERSONAL BELONGINGS

Every year students bring in valuable items to play with and show to their friends. These items very often end up damaged, broken or lost. Therefore, students are asked not to bring valuables to school unless the child has permission from their classroom teacher.

FOR PARENTS

Fairgrieve Elementary school offers two opportunities for parents to become involved in programs:

* *Fairgrieve Elementary School PTO* - The Parent/Teacher Organization offers parent information and opportunities to volunteer and ways to enrich student programs. Meetings take place on the second Tuesday of each month at the Fairgrieve Library at 4:00 PM. (Refreshments and child care will be provided.)

* *Site Based Planning Committee* - The committee is a collaborative planning group made up of teachers, administrators, parents and community members who work cooperatively to improve programs at Fairgrieve. Meetings take place on the fourth Tuesday of each month from 5:30 PM to 6:30 PM in the Library. Members are always welcome!

If you are interested in more information regarding these groups, please call 593-5550.

Fulton City School District School-Parents/Guardians Compact

The school and parents/guardians are committed to working cooperatively to provide for the successful education of our children.

We, the parents/guardians, are committed to:

- Collaborating with constituent groups to build a positive school community for students, parents, and staff.
- Being active in our children's school and being supportive of their learning and development.
- Requesting, as needed, information and support from the school staff and local agencies to support our children's development.
- Supporting our children's education through monitoring and assisting our children in attendance, homework, and school performance.
- Communicating with our children's teachers about their educational needs.
- Participating in school activities and committees to support our children and school.

We, the school district, are committed to:

- Sharing appropriate program information (including Title I) with parents during the school's Open House night and throughout the school year.
- Offering parents opportunity to plan, review, and improve school programs through the site-base committee.
- Providing parents with assessment results for their children.
- Providing high quality curriculum and instruction for our children's educational programs.
- Providing communication between teachers and parents through parent-teacher conferences, frequent reports to parents on their children's progress, access to staff, and opportunities to participate in their children's school activities.
- Assuring that parents may participate in appropriate parent workshops and appropriate educational activities.

October 08