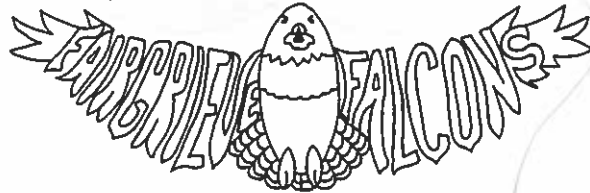


FAIRGRIEVE ELEMENTARY SCHOOL



- ◆ **Be Respectful**
- ◆ **Be Responsible**
- ◆ **Be Safe**
- ◆ **Be A Problem Solver**

STUDENT/ PARENT HANDBOOK

2015-16

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 593-5550.

By 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.

Child's Name: _____

Teacher: _____

I have read and understand the contents of this handbook.

Parent Signature

Date

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BOARD OF EDUCATION

Mr. David Cordone	President
Mr. Dan Pawlewicz	Vice President
Mrs. Barbara Hubbard	Clerk
Mr. Tim Crandell	Member
Mr. Robert Briggs	Member
Mr. David Carvey	Member
Mrs. Christine Plath	Member

The regular monthly meetings of the Board of Education are held the second and fourth Tuesday of each month at 7:30 PM in the Fulton Education Center. Special Board meetings or a change in the regular meeting schedule or location 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.

FULTON SCHOOL DISTRICT MISSION STATEMENT

The mission of the Fulton School District, in cooperation with students, parents, and entire community, is to enable students to develop the knowledge and skills needed for relevant, life-long learning and to become responsible, resourceful, respectful and productive citizens.

GUIDING PRINCIPLES

1. The Fulton City School District shall create a safe, secure and positive learning environment fostering effective relationships among students, parents and staff.
2. The Fulton City School District shall communicate effectively and intentionally throughout the district and with all communities of which it is a part.
3. The Fulton City School District shall provide quality educational experiences which meet the needs of all learners.
4. The Fulton City School District shall be fiscally responsible through using sound and efficient practices in all matters.

CENTRAL ADMINISTRATIVE STAFF

Mr. William Lynch	Superintendent of Schools	593-5510
Mrs. Elizabeth Connors	Executive Director of Instruction & Assessment	593-5509
Mr. Thomas Greer	Director of Personnel	593-5537
Mrs. Kathy Nichols	Business Administrator	593-5500
Mrs. Stephanie Maturo	Director of Technology	593-5568
Mrs. Terry Warwick	School Lunch Manager	593-5515
Mrs. Geri Geitner	Director of Student Support Program	593-5520
Mrs. Kathy Adams	Director of Special Education	593-5520
Mr. Chris Ells	Director of Health, Physical Education & Athletics	593-5525
Ms. Carri Waloven	Director of Literacy & UPK	593-5782
Mr. Greg Henrie	Transportation Supervisor	593-5514
Mr. Jerry Seguin	Facilities, Operations & Transportation	593-5527

James R. Fairgrieve Faculty List – 2015-16

Classroom Teachers:

<u>Grade</u>	<u>Room</u>	
K	101	Mrs. Lucy Hawthorne
K	104	Mrs. Kristy Occhino
K	103	Mrs. Jennifer Fournier
K	107	Mr. Justin Johnson
1	111	Mrs. Becky Crisafulli
1	112	Mrs. Lynne Field
1	113	Mrs. Beth Hudson
2	202	Mrs. Sharon Lachut
2	200D	Ms. Stephanie Ruta
2	200A	Mr. Drew White
3	204	Mrs. Laurie Merry
3	205	Mr. Scott Earl
3	203	Mr. Dan Sherman
4	209	Ms. Heidi Nagelschmidt
4	208	Mrs. Colleen Kehoe Warner
4	210	Miss Mary Sheldon
5	213	Ms. Martha Pelcher
5	216	Mrs. Katie Sutton
5	215	Mrs. Doreen Forbes
6	212	Mr. Richard Bush
6	218	Mr. John Mercer
6	219	Mrs. Kerrie Stanard-Phillips
K/1/2SC	110	Ms. Laurie Long
2&3 SC	206	Ms. Emily McCarthy
3/4/5SC	207	Mrs. Katie Mannise
Spec.Ed.Supt.-Mrs. Sarah Katzman/Rm 214		
Spec.Ed.Supt.-Mrs. Alaina Morawski/Rm 201B		
Spec.Ed.Supt.-Mrs.Nicole Garofalo/Rm 201A		
Spec.Ed.Supt.-Mrs. Anne Roberts/Rm 211A		
Teaching Assistant - Ms. Colleen Ambuske		
Teaching Assistant - Mrs. Nancy Percy		
Teaching Assistant – Ms. Laurie Prall		
Teaching Assistant – Ms. Rosalind Nichols		
Teaching Assistant – Mrs. Renee Manwaring		
Library – Mrs. Barbara Senecal		
Music/Rm 096 – Ms. Hope Lawton		
Art/Rm 109 – Ms. Kelly Allen		
Phys. Ed. – Ms. Corry Zion		
Phys. Ed. – Mr. Kevin Ahern		
Band/Rm 105 – Ms. Joanne Sherwood		
Strings/Rm 2 – Ms. Claire Wilcox		
Speech/107A – Mrs. Annmarie Dromgoole		
Speech/Rm 109A- Ms. Shannon Brazill		
Reading/Rm 207A – Mrs. Sandra White		
Reading/Rm 217 – Mrs. Veronica Williams		
Reading/Rm 217 – Mrs. Patricia DeGelorm		
Math/Rm 200 – Ms. Kristine Kaufman		

School Phone Numbers

Principal/Office	593-5550
	593-5551
Fairgrieve Fax	593-5561
Nurse	593-5558
Psychologist	593-5560
School/Home	593-5913
Liaison	
Library	593-5556
Head Custodian	593-5552
Cafeteria	593-5567

Principal – Ms. Jean Ciesla
 Typist/Secretary – Ms. Sharon Marshall
 Receptionist/Teacher Aide – Mrs. Michele Overton
 Nurse – Mrs. Lori Dempsey/Rm 098
 Psychologist – Mr. Robert Magee/Rm 097A
 School/Home Liaison–Mrs. Ariana Suhr/Rm 205A
 Head Custodian – Mr. Phillip Cobb
 2nd Shift Custodial Supervisor.– Mr. Dennis Storie
 Custodians – Ms. Ellen Raff, Mr. Jeff Tetro,
 Mrs. Lori Bartlett

Teacher Aides/Lunch Monitors:

Mrs. Donna Bowers	Mrs. Carol Gardner
Mrs. MariBeth Miller	Mrs. Brandy Paulich
Ms. Lisa Arcadi	Ms. Linda Reed
Mr. Jared Hyde	Ms. Vanessa Fuller
Mrs. Jennifer Bennett	Mrs. Debra Capozzi
Mrs. Deborah Joice	Mrs. Rebecca Crucitti
Mrs. Tracey Dygert	Mrs. Christie Carr
Mrs. Victoria Merkley	Mrs. Amy Paro
Mrs. Lola Duger	Mrs. Dolores Cooper
Ms. Kimberly Brockway	Ms. Laura Myers
Ms. April Salisbury	Mrs. AnneMarie Waugh
Mrs. MaryKathryn Messina	Mrs. Valerie Flood
Mr. Roy Loomis	

BOCES Interpreter Ms. Alice Scott
 BOCES Interpreter Mrs. Marie Kinney

Head Start-UPK/Rm 106:

Robin France, Teacher
 Mary-Lou Hasto, Teacher Assistant
 Alicia Graham, Teacher Aide
 Pam Rosencranz, Nurse
 Laura Lloyd, Tina Eusepi
 Family Advocate
 Janis Thorn, Cook Aide

Behavioral Expectations

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.

Schools are successful when they help children grow academically, socially and emotionally. For this to happen, it is imperative that we have a safe environment that is supportive and conducive to growth. By setting forth clear expectations and directly teaching students about those expectations, it is our goal to create an atmosphere for learning at Fairgrieve Elementary School. The expectations are:

- ***Be Respectful***
- ***Be Responsible***
- ***Be Safe***
- ***Be A Problem Solver***

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.

Every student is expected to:

1. Follow the behavioral expectations developed for each area of the school that are aligned with our building-wide expectations.
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

Classrooms

1. Listen to the speaker/teacher
2. Be kind, be honest and share
3. Wait your turn
4. Say positive things and use appropriate language in school and with technology

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. Stay to the right hand side of the hallway.
5. Students will respect student work which is displayed on the walls in the hallway.

Cafeteria

1. Treat all students and adults with consideration and respect.
2. 10 minute quiet period at the start of each lunch period.
3. Speak quietly when talking.
4. Students will use good table manners.
5. Students must raise their hand to gain permission to move out of their seat.
6. Walk at all times.
7. Students should keep their table and the area around it clean and orderly.
8. Food throwing is prohibited.

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, i.e., 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.

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.

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 the parent, the principal and the Transportation Department (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 Discipline Referral will be completed by the bus 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.

Discipline Referrals

In the event that a student does not follow the behavior expectations, a minor or major discipline referral will be completed. MAJOR behavior problems are those that cannot be managed in the classroom and require administrative intervention. MINOR behavior problems are low-level behaviors that might disrupt the teaching or the activity but are dealt with by the staff member. Three minor behaviors problems in one week would result in a major referral.

Minor behavioral violations would be documented but the child would not be sent to the principal's office. Major problem behaviors would result in the student being sent to the office. Following is a list of definitions of misbehaviors:

FULTON CITY SCHOOL DISTRICT
Positive Behavior Interventions and Supports

MAJOR AND MINOR BEHAVIOR INCIDENT DOCUMENTATION

(Grades K-6)

Revised: August 2015

Description of Behavior	MAJOR (as it appears on referral form)	MINOR (as it appears on referral form)	Description of Behavior
Language that is profane, obscene, harassing, disrespectful or hurtful directed at another individual.	Abusive Language	Inappropriate Language	Language that is profane, obscene or disrespectful and is <i>not</i> specifically directed at another person.
Acts that involve physical contact with the intent to harm another person.	Physical Aggression	Physical Contact Horseplay	Contact that is not malicious in nature, but poses a potential, but unintended, safety risk or causes a minor disruption. Public displays of affection.
Refusal to follow directions in a timely manner despite redirection; arguing with an adult or talking back.	Overt Defiance	Non-compliance	Reluctance to follow adult directions in a timely manner.
Socially rude interactions with adults or peers. This behavior is often more intense and/or longer in duration than that of a "minor."	Disrespect	Disrespect	Rude responses or interactions that are not repeated and do not continue after adult intervention.
Making a statement that is untrue. Copying another's work and/or presenting it as one's own or providing answers for another student.	Lying Cheating	—	—
Mutual participation in an incident involving physical violence	Fighting	—	—
Creation of a hostile environment by conduct or verbal threats, intimidation or abuse that has or would have the effect of unreasonably and substantially interfering with a student's educational performance, opportunities or benefits, or mental, emotional or physical well-being. Also see DASA definitions.	Harassment	—	—
Harassment (see above) that reflects an actual or perceived imbalance of power; is repeated or cumulative, and intentional. Cyberbullying is bullying that utilizes social media or electronic communications. Also see DASA definitions.	Bullying Cyberbullying	—	—

Description of Behavior	MAJOR (as it appears on referral form) Major Disruption	MINOR (as it appears on referral form) Minor Disruption	Description of Behavior
<p>Behavior causing an interruption in a class or an activity that cannot be redirected or contained by verbal directions from the supervising adult. This is behavior is often more intense and/or longer in duration than that of a "minor."</p>			<p>Behavior that interrupts instruction or an activity, but is corrected and not repeated after the supervising adult intervenes.</p>
<p>Substantial destruction or disfigurement of property that is intentional.</p>	<p>Property Damage Vandalism</p>	<p>Property Misuse</p>	<p>Use of materials for a purpose other than intended which causes minor disruption or potential, but unintended, safety risk.</p>
<p>Signing a document with another person's name or presenting a document that does not have a legitimate signature or purpose. Taking materials or objects that belong to another person without appropriate permission.</p>	<p>Forgery Theft</p>	<p>_____</p>	
<p>Intentional misuse of technology resources in violation of FCSD's acceptable use policy, district policies or procedures regarding student use of electronic devices and/or the internet.</p>	<p>Acceptable Use /Technology Violation</p>	<p>Electronics/Technology Violation</p>	<p>Use of cell phone or other personal electronic devices during the instructional day for calls, messaging or other purposes. Personal electronic devices should be off and put away throughout the instructional day except as authorized by district policy for the purpose of school activities.</p>
<p>Student exits the classroom, assigned location or building without permission.</p>	<p>Out of Assigned Area</p>	<p>_____</p>	

Description of Behavior	MAJOR (as it appears on referral form)	MINOR (as it appears on referral form)	Description of Behavior
<p>Possession, distribution or consumption of any kind of tobacco product. Possession, distribution or consumption of any kind of alcohol. Possession, distribution or unauthorized use of any drug, including illegal drugs, imitation, "look alike" or synthetic drugs, prescription drugs or over the counter medications not taken in accordance with district medication administration policies. Possession of paraphernalia typically used for drugs, including e-cigarettes/vapor pipes. Possession of combustible materials such as matches or lighters.</p>	<p>Use/Possession of Tobacco, Alcohol, Drugs, Combustibles</p>		
<p>A weapon is an object that could cause serious physical injury or death. Common objects can be considered weapons only if they are used in a way that causes substantial risk of serious physical injury or death, or actually causes serious physical injury.</p>	<p>Use/Possession of Weapon</p> <p>Weapon means a firearm as defined in 18 USC 921 for purposes of the Gun-Free Schools Act. It also means any other gun, BB gun, pistol, revolver, shotgun, rifle, machine gun, disguised gun, dagger, dirk, razor, stiletto, switchblade knife, gravity knife, brass knuckles, sling shot, metal knuckle knife, box cutter, cane sword, electronic dart gun, Kung Fu star, electronic gun, pepper spray or other noxious spray, explosive or incendiary bomb, or other device, instrument, material or substance that can cause physical injury or death when used to cause physical injury or death.</p>		
		<p>Dress Code Violation</p>	<p>Inappropriate dress as outlined by Code of Conduct and the student handbook guidelines.</p>

Fairgrieve Elementary **BEHAVIOR INCIDENT DOCUMENTATION**

Student Name: _____ Grade/Classroom Teacher: _____

Person Making Referral: _____ Date of Incident: _____ Time: _____

Location (check one): Classroom Hallway Playground Assembly/Field Trip Cafeteria Bus
 Bus Loading Zone/Room Gym Art Music Library Computer Lab Office Bathroom

Others Involved (check one): None Peers Teacher Staff Substitute Unknown

MAJOR BEHAVIOR

INFRACTION

(Administrative Review Required)

CHECK ONLY ONE:

- Abusive Language
- Physical Aggression
- Overt Defiance
- Disrespect
- Lying/Cheating
- Fighting
- Harassment
- Bullying/Cyberbullying
- Major Disruption
- Property Damage/Vandalism
- Forgery/Theft
- Acceptable Use/
Technology Violation
- Out of Assigned Area
- Use/Possession of:
 - Drugs
 - Weapon
 - Tobacco
 - Alcohol

MINOR BEHAVIOR

INFRACTION

(Addressed by supervising adult)

CHECK ONLY ONE:

- Inappropriate Language
- Physical Contact
- Non-Compliance
- Disrespect
- Minor Disruption
- Property Misuse
- Dress Code Violation
- Electronics/
Technology Violation

PERCEIVED MOTIVATION

(Complete for Majors and Minors)

CHECK ONLY ONE:

- Obtain Peer Attention
- Obtain Adult Attention
- Obtain Items/Activities
- Avoid Tasks/Activities
- Avoid Peer(s)
- Avoid Adult(s)

This is the 3rd minor behavior infraction in one week.

REFERRING STAFF ACTION AND INTERVENTIONS (Check all that apply to this behavior)		
	ACTION	Date(s)
<input type="checkbox"/>	Student Conference	
<input type="checkbox"/>	Parent Contact	
<input type="checkbox"/>	Re-teaching	
<input type="checkbox"/>	Mediation	
<input type="checkbox"/>	Loss of Privilege	
<input type="checkbox"/>	In class "Cool Down"	
<input type="checkbox"/>	Consultation with other staff/principal	
<input type="checkbox"/>	Behavior Contract	
<input type="checkbox"/>	Intervention Team Referral	
<input type="checkbox"/>	Other:	
<input type="checkbox"/>		
<input type="checkbox"/>		

INCIDENT DESCRIPTION: _____

Administrative action taken: Student Conference Time in Office
 Loss of Privileges: _____ Detention/Restriction: _____
 Parent Contact Date/Time: _____ Bus Suspension Date(s) _____
 ISS Date(s) _____ OSS Date(s) _____

ADMINISTRATOR'S COMMENTS: _____

Administrator's Signature: _____ Date: _____

Consequences:

The staff at Fairgrieve is committed to dealing with child misbehavior in a positive and proactive fashion. Occasionally, negative consequences must be employed. It is important to note that in order for consequences to be effective, they must be logical and efficient.

Consequences for major behaviors may include, but are not limited to:

- Out of class time out
- Lunch restriction
- Call home
- In School Suspension
- Out of School Suspension
- Loss of privileges
- Referral to Youth Court
- Superintendent's Hearing

Awards

Students are recognized for positive behavior in the following ways:

- Expectation Expert
- Virtue of the Month
- Principal's Award
- Academic Excellence Awards (Quarterly)
- Cafeteria Award
- Special Area Awards
- Most Improved Award
- Perfect Attendance Awards (Quarterly)
- Attendance Awards (End of Year)

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 criteria for honor attendance is the student has been absent from school 2-3 days for the entire school year.

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

Students having chronic tardiness issues will make them ineligible for attendance awards.

Morning Express

Morning Express is our morning program that gives our entire school community a way to start each school day together and in a positive way. The program begins at 8:50 a.m. daily. Parents and families are welcome to attend

Character Education Program

The focus for each month is as follows:

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

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 during the school day unless prior permission has been arranged by the office and classroom teacher.

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 closings are announced on the following radio stations:

Radio Stations

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

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 and television. 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.

Office Hours

The office is open daily throughout the school year from 8:00 a.m.-4:00 p.m. except for legal holidays. The summer hours are from 8:00 a.m.-Noon and 1:00-3:00 p.m.

Arrival and Dismissal Procedures –

8:20 a.m. - Buses begin to arrive at the school and students wait in the gymnasium. Students that walk to school or are dropped off should enter through the Emery St. entrance and arrive at approximately 8:20 a.m. if he/she is having breakfast and 8:40 a.m. for all others.

Students being dropped off in the morning should enter through the Emery St. side of the building. If you find it necessary to walk your child into the building, please park your vehicle in a designated parking spot and enter through the main entrance. Any parent walking their child to class will need to obtain a visitors pass. Please remember that following Morning Express, daily instruction begins and parents are asked to refrain from proceeding to the classrooms unless prior approval has been given by the teacher.

8:40 a.m. - Students proceed to their classrooms

8:50 a.m. - All students should arrive by 8:50 a.m. or they will be marked late. After 8:50 a.m., all doors are locked and you will need to enter through the main entrance. Once at the main entrance push the button on the black box to the right of the doors in order to obtain access to the main office.

8:50 a.m. - 3:20 p.m. - Regular School Day (USE MAIN ENTRANCE ONLY.) No interruptions in the classrooms unless approved by the teacher.

3:20 p.m. - Dismissal begins.

Walker Dismissal3:20 p.m.

Student Pickup at Emery St.:

Only students with last name A-M, unless other arrangements have been made3:20 p.m.

Only students with last name N-Z, unless other arrangements have been made3:30 p.m.

The students that are picked up at dismissal by their parent/guardian on a daily basis will need to notify their teacher and the office in writing. The office will then have a list of those students, and it will not be necessary to sign your child out everyday.

If you do not typically pick up your child and you will need to do so, please send a note to school with your child in the morning or call the office by 2:30 p.m. Please discuss with your child that you will meet him/her at the Emery St. area.

Afternoon School Aged Childcare Program3:20-5:45 p.m.

(Sponsored by the Fulton YMCA – call 598-9622 to inquire.)

Arrival & Dismissal Expectations

1. Be Respectful
 - Keep your hands to yourself
 - Be nice to everyone
 - If it is on the ground, leave it on the ground
2. Be Responsible
 - Make prior arrangements for a change in pick up
 - Be accountable for your actions
3. Be Safe
 - Walk
 - Only cross the yellow line with an adult
 - Only leave with the adult responsible for you
4. Be A Problem Solver
 - Think before you act
 - Make good choices
 - Tell an adult about any problems

Late Arriving Students

Parents are encouraged to be sure to have their child arrive at school prior to 8:50 AM. If a student is arriving to school after 8:50 AM, the student will be marked late. A written excuse for the tardiness should be provided by the parent.

Latchkey/Child Care

A Latchkey Program operated by the Fulton YMCA is available for students. If you are interested in information or in registering your child, please call the YMCA at 598-8273.

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.

Use of Bicycles, Skateboards and Roller Blades on School Property

Students may ride their bicycles to school, however, they must walk their bicycles on school sidewalks. As soon as students arrive at school, they should park and lock their bicycles in the appropriate area. The school is not responsible for stolen or damaged bicycles.

Skateboards, roller skates and roller blades are not allowed on school property. If a student brings these items to school, they will be confiscated and held until a parent comes to school and picks them up.

Attendance

Success in school is dependent upon regular attendance and arriving at school on time.

In the event your child 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 the school does not receive a written excuse following a child's absence from school, the absence is considered illegal. If an excuse does not state the reason for the absence, then it must be considered illegal.

Attendance Policy

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

Notification of unacceptable attendance and tardiness will be sent to parents.

Permission to Leave School During the Day/Early Release

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 the school and given to the school'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 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. All students leaving prior to 3:20 p.m. will have a notation on his/her attendance record and the reason for the early release.

7. In an emergency, parents may notify the school by phone to have a student excused and arrangements will be made.

Report Cards & Parent/Teacher Conferences

Report cards are issued four times a year, following the close of the 10-wk. period (11/18/15, 2/3/16, 4/20/16, 6/23/16). Parent-Teacher Conferences will be held following the 1st reporting period: One full day comprised of either the evening of Thursday, 11/19/15 (4-7 PM) and/or Friday, 11/20/15. Conferences will be held following the 3rd reporting period: ½-day comprised of either the evening of Thursday, 4/21/16 (4-7 PM) or the afternoon of Friday, 4/22/16 (12-3 PM).

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.

Lunch Hours

11:00 – 11:40 AM	Kindergarten
11:35 – 12:15 PM	Grade 1
11:50 – 12:30 PM	Grade 2
12:20 – 1:00 PM	Grade 3
12:35 – 1:15 PM	Grade 4
1:05 – 1:45 PM	Grade 5
1:20 - 2:00 PM	Grade 6

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. Elementary Student Lunch \$2.25 Breakfast \$1.50; Milk .60c; 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.

Did You Forget?

Occasionally a student may forget to bring something to school. A parent may drop off a forgotten lunch or assignment at the Main Office. The office will then notify the teacher, and the child will be allowed to go to the office for the item.

Telephone/Cell Phones

The school telephone is to be used for emergency purposes only. Permission must be obtained through the main office. Students are discouraged to bring cell phones to school as the school is not responsible for these items. **(If a student chooses to bring a cell phone to school, it must be off and put away during the entire school day.)**

Electronic Devices/Items from Home

Students are encouraged to leave all personal items at home. If a student chooses to bring an electronic device or other item to school please note that the school is not responsible for lost or stolen items. Taking pictures using an electronic device such as from a cell phone or video device is prohibited. If a student misuses an electronic device/item from home, the item will need to be picked up by a parent/guardian and the child will no longer be allowed to bring the item to school.

Building Security and Safety

Fire drills and emergency evacuations are practiced on a regular basis. For security reasons these plans are not published. If you wish to review these procedures, the principal would be happy to share them with you. All doors, except the Front entrance are locked during the instructional day. Visitors need to follow a sign-in procedure posted on the door.

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/she should report his/her 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.

Library Books

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

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.

Dress Code

The intent of the dress code is to foster an environment that is safe and conducive to teaching and student learning. It is also intended to provide guidance to help develop appropriate habits to prepare students for their role in the work place and society.

All students, district personnel, student teachers/interns, volunteers and contract personnel are expected to give proper attention to personal cleanliness and to dress appropriately for school, school functions and job responsibilities. Students and their parents have the primary responsibility for acceptable student dress and appearance. All district personnel should exemplify and reinforce acceptable student dress and help students develop an understanding of appropriate appearance in the school setting.

Student Dress Code - A student's dress, grooming and appearance, including hair style/color, jewelry, make-up and nails shall:

1. Be safe appropriate for the function and not disrupt or interfere with the educational process.
2. Recognize that extremely brief garments, pajamas and see through garments are not appropriate. Extremely brief garments are defined as including, but not limited to, tube tops, tank tops, shirts that cannot be tucked in or reveal midriff, short shorts, short skirts, short dresses, bathing suits, halter tops, spaghetti straps and revealing necklines (front and/or back).
3. Ensure that underwear is completely covered with and not visible through outer clothing.
4. Students are prohibited from wearing hats, bandanas and other head coverings inside a school facility during the school day unless for valid religious reasons, specially permitted school function and/or a medical reason as confirmed in writing by a physician.
5. Include footwear at all times. Footwear that is a safety hazard will not be allowed.

6. Not include items that are vulgar, obscene, pornographic, libelous or denigrate others on account of race, color, religion, creed, national origin, gender, sexual orientation, weight or disability.
7. Not promote and/or endorse the use of alcohol, tobacco or illegal drugs and/or encourage other illegal or violent activities.

The building principal may declare other rules for special days, for example Hat Day.

Each building principal or his or her designee shall be responsible for informing all students and their parents of the student dress code at the beginning of the school year and any revisions to the dress code made during the school year.

Students who violate the student dress code shall be required to modify their appearance by covering or removing the offending item and, if necessary or practical, replacing it with an acceptable item. Any student who refuses to do so shall be subject to discipline, according to the district's progressive discipline policy.

Code of Conduct

The Fulton City School District Code of Conduct can be found at: WWW.FULTON.CNYRIC.ORG
If you would like a copy of this document, please call or send a note to the main office.

Non-Smoking Policy

Fairgrieve School and school grounds are SMOKE FREE and DRUG FREE!

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.

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.

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 at 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 degrees 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 to you, i.e. – 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 the 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.

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 in 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.

August 15

Student name _____ Teacher name _____

Fulton City School District Elementary School Age Student Acceptable Use Regulation

Fulton City Schools offer a variety of electronic resources for our students. The district provides this service to help you be successful in your education. It is the general policy that all computers on our network will be used in a responsible, efficient, ethical, and legal manner.

Responsible users may use the Computer Resources to:

- Access educational software
- Research assigned classroom projects
- Access educational sites

Responsible users may not use Computer Resources:

- For any illegal purpose, including copyright violations
- To access images, movies, or sound which contains, pornography, profanity, obscenity, or language that offends or tends to degrade others or is inappropriate in an educational setting

Responsible users shall:

- Respect the privacy of others
- Provide no personal information about yourself or others. This includes home telephone numbers, home e-mail addresses, home addresses, pictures with name identifications, or information regarding specific student location at any given time
- Protect their password by not sharing it with others. The user shall use passwords only belonging to them
- Respect the network as a shared resource. The user shall not deliberately attempt to interfere with the work of others
- Observe all laws including copyrights and licensing agreements
- Print only with permission

Any of the following intervention strategies and disciplinary actions may be used by administrators, and are not limited to:

Minimum Action

- Meeting with the parent, teacher, and/or administrator

Additional Actions as Deemed Appropriate

- Required to receive additional assistance in learning proper use before student is allowed to continue the use of computer equipment
- Loss of access technology resources
- Responsible for the cost of damaged equipment
- Possible in-school or out-of-school suspension

Student: I have read (or it has been explained to me) and agree to follow the FSCD Acceptable Use Regulation. I understand that any violation of the procedures may result in the loss of technology privileges.

Student Signature: _____ Date: _____

Written: May 25, 2005