

# FAIRGRIEVE ELEMENTARY SCHOOL

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

## STUDENT/ PARENT HANDBOOK

2019-20

# FAIRGRIEVE ELEMENTARY SCHOOL

**Mission:** The goal of Fairgrieve Elementary is to bring everyone together to learn lifelong skills and to be a good person.

**Vision:** Fairgrieve Elementary will be a top performing elementary school in the region.

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 Sampsell  
Principal

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**BOARD OF EDUCATION**

Mrs. Robbin Griffin	President
Mrs. Fallon Cooper	Vice President
Mr. Timothy Crandall	Clerk
Mrs. Brenda Abalgore	Member
Mr. David Cordone	Member
Mr. Nicholas DeGelorm	Member
Mrs. Lynn Lyons	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. Brian Pulvino	Superintendent of Schools	593-5510
Mrs. Elizabeth Conners	Executive Director of Instruction & Assessment	593-5509
Mr. Thomas Greer	Director of Personnel	593-5537
Mrs. Kathy Nichols	Business Administrator	593-5500
Mr. Dominick Lisi	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 Ed. & Athletics	593-5525
Ms. Heather Witter	Director of Literacy & UPK	593-5782
Mr. Greg Henrie	Transportation Supervisor	593-5514
Mr. Elmer (Al) Crump	Facilities, Operations & Transportation	593-5527

## James R. Fairgrieve Faculty List – 2019-20

### Classroom Teachers:

<u>Grade</u>	<u>Room</u>	
K/SES	101	Mrs. Lucy Hawthorne
K	104	Mrs. Kristy Occhino
K	103	Mrs. Jennifer Fournier
1	111	Mrs. Becky Crisafulli
1/SES	112	Mrs. Sarah Katzman
1	113	Mrs. Christie Li
2/SES	205	Mrs. Alaina Morawski
2	206	Mr. Drew White
2	207	Ms. Renee Ferlito
3	204	Mr. Justin Johnson
3/SES	202	Mr. Scott Earl
3	203	Ms. Kelly Jordan
4/SES	209	Ms. Heidi Nagelschmidt
4	208	Ms. Kristen Budd
4/SES	210	Mrs. Doreen Kelly
5	214	Mr. Erik Russell
5/SES	216	Mrs. Katie Sutton
5	215	Ms. Amanda Wolsley
6	217	Ms. Lauren Stall
6/SES	219	Mr. Todd Terpening
K,1,2	SC 200D	Ms. Laurie Long
2,3	SC 200A	Mrs. Erin McCarthy
4,5,6	SC 200	Mrs. Katie Mannise

Spec.Ed.Supt.-Ms. Amanda Martin/Rm 110  
Spec.Ed.Supt.-Mr. Alan Weaver/Rm 201B  
Spec.Ed.Supt.-Mrs. Nicole Garofalo/Rm 201A  
Spec.Ed.Supt.-Mrs. Anne Roberts/Rm 218  
Spec.Ed.Supt.-Mr. Mitchell Alpha/Rm 211  
Teaching Assistant - Ms. Colleen Ambuske  
Teaching Assistant – Ms. Michelle Pawlenko  
Teaching Assistant – Ms. Laurie Prall  
Teaching Assistant – Mrs. Renee Manwaring  
Teaching Assistant – Mrs. Laurie Jackowski  
Teaching Assistant – Mrs. Phyllis White

Library – Mrs. Barbara Senecal  
Music/Rm 096 – Ms. Hope Lawton  
Art/Rm 109 – Ms. Kimberly Kittleson  
Phys. Ed. – Ms. Corry Zion  
Phys. Ed. – Mr. Kevin Ahern  
Band/Rm 2 – Ms. Stephanie Mata  
Strings/Rm 105 – Ms. Kelly Evans  
Speech/107A – Mrs. Shannon Brazill  
Speech/Rm 109A - Ms. Kelli Carsten  
Speech/Rm 3 – Mrs. Christine Cowden  
Reading/Rm 213 – Mrs. Sandra White  
Reading/Rm 212 – Mrs. Veronica Williams  
Reading/Rm 212 – Mrs. Patricia DeGelorm  
Math/Rm 200B – Mrs. Laurie Merry

Note: To access a teacher’s e-mail address, first go to the Fulton City School District website and click on the “Contact” menu. At the bottom of the list (below the line for Transportation) – “click here for more contact info.” Search for the teacher name and click on their e-mail address to send them a message.

### School Phone Numbers

Principal/Office: 593-5550  
Press 1 – Absences  
Press 2 – Nurse  
Press 3 – Custodian  
Press 4 – School Nutrition  
Press 5 – Library  
Press 6 – Another School in the District  
Press 0 – Main Office  
Press # - to Dial by Name  
Fairgrieve Fax: 593-5561

Principal – Ms. Jean Sampsell  
Typist/Secretary – Mrs. Mari Beth Miller  
Receptionist/Teacher Aide – Mrs. Anne Waugh  
Nurse – Mrs. Heather Russell/Rm 098  
Psychologist – Ms. Tamibeth Campbell/Rm 097A  
School/Home Liaison–Mrs. Ariana Suhr/Rm 205A  
Coach – Mrs. Renee Hendrickson/Rm 207A  
Head Custodian – Mr. Robert Acker  
2nd Shift Custodial Supervisor–  
Custodians – Mr. Jeff Tetro, Mr. Chase Sereno ,  
Mrs. Mabel Truax

### Teacher Aides/Lunch Monitors:

Mrs. Donna Bowers	Mrs. Carol Gardner
Mrs Christie Carr	Mrs. Jennifer Bennett
Ms. Linda Reed	Mrs. Deborah Joice
Mrs. Kim McEachen	Mrs. Sally Parkhurst
Ms. Rachel Richardson	Mrs. Leah Demars
Ms. Maribeth Holland	Mrs. Colleen Guernsey
Mrs. Brandy Paulich	Ms. Justina Aldrich
Ms. Kimberly Brockway	Mrs. Amy Paro
Mrs. Valerie Flood	Mrs. Dolores Cooper
Mrs. Noelle Bryant	Mrs. Amy Vogel
Ms. Kelly Coffey	Ms. Brittanie Brockway
Ms. Sara DelBrocco	Mrs. Kimberley Atwater

UPK/Rm 107: Shannon Mayfield, Teacher  
Keely Haesaert, TA

Head Start-UPK/Rm 106: Robin France, Teacher  
Mary-Lou Preema , Teaching Assistant  
Alicia Graham, Teacher Aide  
Pam Rosencranz, Nurse  
Janis Thorn, Cook Aide  
Heidi Ziervogel, Family Advocate

### Cafeteria:

Ms. Amie Munger

## **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 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 behavior 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)  
2019-2020

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.	<b>Abusive Language</b>	<b>Inappropriate Language</b>	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.	<b>Physical Aggression</b>	<b>Physical Contact Horseplay</b>	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.	<b>Overt Defiance</b>	<b>Non-compliance</b>	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."	<b>Disrespect</b>	<b>Disrespect</b>	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.	<b>Lying Cheating</b>	-----	
Mutual participation in an incident involving physical violence	<b>Fighting</b>	-----	
Creation of a hostile environment by conduct or	<b>Harassment</b>	-----	

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 (see above) that reflects an actual or perceived imbalance of power; is repeated or cumulative, and intentional. Also see DASA definitions.	<b>Bullying</b>	-----	

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."	<b>Major Disruption</b>	<b>Minor Disruption</b>	Behavior that interrupts instruction or an activity, but is corrected and not repeated after the supervising adult intervenes.
Substantial destruction or disfigurement of property that is intentional.	<b>Property Damage Vandalism</b>	<b>Property Misuse</b>	Use of materials for a purpose other than intended which causes minor disruption or potential, but unintended, safety risk.
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	<b>Forgery Theft</b>	-----	

to another person without appropriate permission.			
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.	<b>Acceptable Use /Technology Violation</b>	<b>Electronics/Tech nology Violation</b>	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.
Student exits the classroom, assigned location or building without permission.	<b>Out of Assigned Area</b>	-----	

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. Possession of combustible materials such as matches or lighters.	<b>Use/Possession of Tobacco, Alcohol, Drugs, Combustibles</b>	-----	
A weapon is an object that could cause serious physical injury or death. Common objects can be considered weapons only if they are used	<b>Use/Possession of Weapon</b>  <b>Weapon</b> means a firearm as defined in 18	-----	

<p>in a way that causes substantial risk of serious physical injury or death, or actually causes serious physical injury.</p>	<p>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 stun 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>-----</p>	<p><b>Dress Code Violation</b></p>	<p>Inappropriate dress as outlined by Code of Conduct and the student handbook guidelines.</p>

## **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:

- Loss of privileges
- Lunch restriction
- Call home
- In School Suspension
- Out of School Suspension
- 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 (On A Roll)
- Attendance Awards:
  - Exemplary Attendance 96% & Above
  - Honorary Attendance 91%-95%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 8:40 a.m. Tuesday-Friday. Parents and families are welcome to attend on any day. (Please note, we will not have Morning Express on Mondays to allow time for the social-emotional curriculum lessons using the Second Steps Program.)

## **Character Education Program**

The focus for each month is as follows:

- ❖ September      Respect/Curiosity
- ❖ October        Responsibility/Teamwork
- ❖ November      Gratitude
- ❖ December      Empathy/Kindness
- ❖ January        Tolerance/Forgiveness
- ❖ February       Honesty/Integrity
- ❖ March           Perseverance
- ❖ April            Self Control
- ❖ May             Effort/Leadership
- ❖ June             Citizenship/Love of Learning

## **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, have identification, sign in and be issued a visitor's 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 local media on snowy or icy mornings in the event of a school closing. School delays and closings are announced on the following stations:

## **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 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 by grade level. Students that walk to school or are dropped off please enter through the Emery St. entrance and arrive at approximately 8:20 a.m. if he/she is having breakfast and 8:30 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 at 8:30 a.m. Any parent walking their child to class will need to show identification and obtain a visitors pass. Please remember that following Morning Express (Tues.-Fri.), instruction begins and parents are asked to refrain from proceeding to the classrooms unless prior approval has been given by the teacher.

**8:30 a.m.** - Students proceed to their classrooms

**8:40 a.m.** - All students should arrive by 8:40 a.m. or they will be marked late. After 8:40 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 silver box to the left of the doors in order to obtain access to the main office.

**8:40 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.** - Student dismissal begins.

Walker Dismissal ..... 3:20 p.m.  
Student Pickup at Emery St. .... 3:20 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 every day.**

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 **12:00 noon**. Please discuss with your child that you will meet him/her at the Emery St. area.

**\*\*\* Please note that students should not be dropped off at the front of the building or front parking lot. Students must be accompanied by an adult when crossing the road (bus circle).**

Afternoon School Aged Childcare Program .....3:20-5:45p.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 8:40 AM. If a student is arriving to school after 8:40 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, scooters and roller blades are not encouraged as proper storage for these items is not available.

## **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.
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 (11/13/19, 1/29/20, 4/17/20, 6/25/20). Parent-Teacher Conferences will be held: Thursday 11/14/19; Friday, 11/15/19; and Monday, 11/18/19. Spring “Student Led Conferences” will be held: Thursday, 3/12/20 and Friday, 3/13/20.

### **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 and free to all students.** A student may purchase an additional complete lunch or a la carte items. Elementary Student Lunch \$2.35; Breakfast \$1.60; Milk .60c. 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

### **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 bring identification and follow the building sign-in procedure.

## **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 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 sleepwear (notably fleece and flannel pajama pants) and see through garments are not appropriate. Extremely brief garments are defined as including, but not limited to, tube tops, tank tops with less than a two finger strap, shirts that cannot be tucked in or reveal midriff, short shorts not reaching midthigh when standing, short skirts and short dresses not at midthigh when seated, bathing suits, halter tops, spaghetti straps and revealing necklines (front and/or back).
3. Ensure that underwear is completely covered at all times with and not visible through outer clothing.
4. Students are prohibited from wearing hats, bandanas, hoods and other head coverings inside a school facility during the school day unless for valid religious reasons, specifically

- 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, weight, national origin, ethnic origin, ethnic group, religion, religious practices, disability, sex, sexual orientation, gender (including gender identity and expression) or any other legally protected status.
  7. Not depict, 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](http://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 -**

Please consider attending our PTO or Site-Based meetings.

*\*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 school-aged 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 ensure the best learning environment for our students at Fairgrieve. Meetings take place on the fourth Tuesday of each month from 5:30 PM to 6:30 PM in the Main Office. 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.

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