

FAIRVIEW SCHOOL DISTRICT MISSION

Developing the whole student. Achieving excellence in academics, athletics and the arts.

FAIRVIEW ELEMENTARY SCHOOL MISSION 2004-2011

The mission of the Fairview Elementary School is to empower all students to reach their highest potential for academic achievement, character growth, wellness, and respectful/responsible citizenship through quality staff, a seamless academic and social curricula, and partnerships among family, community and school.

Fairview Elementary School Belief Statements

- We believe that the entire school community, teachers, parents, and students should be held accountable to do their part.
- We believe that a well-educated, positive, supported and supportive staff is essential to the educational process.
- We believe that all students should enjoy school, feel safe and secure and enjoy some individual needs.
- We believe that every individual has value and talents that will be respected and fostered.
- We believe that curricula should be developmentally appropriate focusing on academic, social and emotional growth.

ETHICS STATEMENT

The Fairview School District is a community of students, teachers, administrators, staff, Board of Directors, parents, and Fairview residents. Together our mission is to empower ourselves to realize our potential for excellence, character growth, and responsible citizenship. Understanding that this mission can be achieved only through the cooperative efforts of the whole, we all must foster an environment where integrity, honesty, and responsibility prevail.

Let us, then, pledge to do what is right and good because we respect ourselves and others.

The Fairview School Community Ethics Pledge

As a member of the Fairview School Community, I pledge to conduct myself at all times with honor, integrity and pride in myself, my family, my school, and my community. As a person of honor,

I will respect academic honesty in all my scholastic efforts. I will, at all times, strive to reach the highest academic achievement of which I am capable. I will **not** cheat, plagiarize, represent the work of others as my own, or allow others to copy my work.

I will respect others in all of my words and actions. I will treat teachers, staff, students, and community residents as I would want them to treat me. I will respect others' privacy, and I will not deprive them of their right to be happy and successful in the school community.

I will respect property. I will take pride in my campus and preserve its appearance. I will treat the property of others as private.

I will respect myself in everything I do. I understand that my academic work, my conduct with others, my attitude toward property, my personal honor, and the honor of my school community are my personal responsibility. I will uphold this code by observing it myself and by helping the school community to observe it, too. I understand that I have a responsibility to report violations of the honor code.

I will do the right thing because it is right.

Should I break this pledge, I recognize that consequences will follow.

Respect Pledge

We at Fairview Elementary pledge to respect one another, be trustworthy and fair.

We will care about each other, and will be good citizens.

Above all else, we will take responsibility for our actions, in our quest to build a better you, a better me and a better school.

Time Schedule

Office hours	7:30 a.m. – 4:00 p.m.
Teacher's Hours	8:05 a.m. – 3:35 p.m.
Student Arrival	8:45 a.m.
Student Dismissal	3:25 p.m.

PLEASE NOTE unless participating in the YMCA Day Care Program or an instrumental music lesson, students may not enter the elementary school prior to 8:35 a.m. Supervision is provided in Mrs. Ferringer's room (in the first grade pod) at that time. Our staff has instructional planning time from 8:05-8:45 a.m. each day.

A child is considered late if entering the school after 9:00a.m.

Attendance

Regular attendance is one of the most important factors for a successful elementary education. Attendance has a stronger impact on academic progress than any other factor. Attendance at school is required by the Pennsylvania School Code until the student reaches age seventeen.

Attendance Guidelines

The day the student returns to school after an absence, an excuse, signed by the parent or guardian must be returned to the teacher. Failure to submit an appropriate excuse note within three (3) days will result in the absence being declared unexcused and unlawful.

According to Public School Code of the Commonwealth of Pennsylvania, Title 22, Chapter 11 Sections 24, 25 and 26 the only legal reasons for being absent from school are:

1. Personal illness.
2. Death in the immediate family.
3. Quarantine.
4. Religious holidays approved by the Department of Education.
5. Educational trips – limited to 10 per year. Extended trips require a meeting with the principal for approval. Educational trip requests must be submitted, in writing, to the principal prior to the trip.
6. Natural disaster or severe weather conditions.

A letter will be sent informing parents once a child has been absent a total of 8 days without a doctor's excuse. After 12 days of absence, a letter will be sent home regarding the need for a doctor's excuse to deem any future absences legal. Any educational trips with prior approval and doctor's excused absences will not be considered excessive absences.

Students accumulating two (2) unexcused/unlawful absences will receive a courtesy notice. Students accumulating three (3) unexcused/unlawful absences will receive a Notice of Illegal Absences. The Notice of Illegal Absences is an official warning pertaining to future unexcused/unlawful absences. After the Notice of Illegal Absences any unexcused/unlawful absences may result in legal action taken by the local magistrate. The consequences of the legal action are a hearing and a monetary fine based on 1333, Article XIII of the Pennsylvania School Code.

Arriving Late or Leaving Early

A student arriving late to school will be considered tardy until 12:00 p.m. A student arriving after 12:00 p.m. will be considered one-half day absent. If a student leaves before 9:15 a.m., the day will be considered a whole day absence. Any student that is out of school for 3 hours or more will be considered absent ½ Day. Less than 3 hours out of school will not have an absence assigned.

Releasing a Student from School Security Procedures

Every effort should be made to schedule appointments at times other than school hours. If it is necessary to schedule an appointment during the school day, a parent, guardian, or person designated by them is to pick up the student in the school office. No student is allowed to "wait outside." **The person picking up the student must go to the main lobby and sign the child out. Do not wait at the classroom door for children.**

If you are intending to pick up your child at our 3:20 p.m. dismissal time, **you must come to the main lobby to sign your child out.** Your child will be released from homeroom and will meet his/her parents in the main lobby. **Any changes in regular bus dismissal require a note from home to your child's teacher.**

Educational Trip Policy

The school district may excuse a pupil from school attendance in order to participate in a non-school district sponsored educational tour or trip if the following conditions are met:

1. The pupil's parents or guardian, prior to the trip, must submit to the school district a written request for the excusal,
2. The pupil's participation on the trip or tour has been approved by the building principal,
3. There is an adult who is directing and supervising the pupil during the trip or tour who is acceptable to both the parents or guardian and building principal.

*The school district limits the number of educational trip days to ten (10) per year. Any educational trip beyond 10 days requires the approval from the principal.

Note: Students must obtain all class work and assignments in advance.

Perfect Attendance

To achieve Perfect Attendance for the year, a student must not have any absences, tardies or early releases.

Visitors on School Property

All visitors to the school building and property within the school district during normal hours shall be required to register in the main office immediately upon arrival and prior to leaving any school building. All visitors in the building must wear a visitor's badge.

Parent – Teacher Visitation/Contacts

Teachers are pleased to discuss with parents any questions or concerns about their child or educational program. However, the educational program functions best with the fewest interruptions during the school day. Parents are requested to make appointments with teachers to discuss concerns.

Reasonable efforts will be made to give 24 hour notice to teachers concerning parent conferences/visitations. Prior to visiting the classroom, parents must stop at the school office.

Global Connect Automated Call System

Fairview School District has implemented an automated call system called Global Connect. This system will be notifying you of cancellations, delays, early closings, and other information regarding school events.

Emergency Closing Procedures

In the event of inclement weather, it is possible for school to be cancelled, delayed, or dismissed early. The following procedures are in effect:

1. Global Connect automated call system will be initiated.
2. Public announcements of decisions will be communicated via local radio, television and newspapers as the situation requires or permits.
3. In closing schools for inclement weather, every effort will be made to activate the Global Connect system and make a public announcement prior to 6:00 a.m.
4. During some inclement situations, the district will use a *two-hour delay* in opening. This will also be communicated via Global Connect calls, local radio and television. In this event, buses will run two hours later than normal.
5. If schools are to be dismissed early due to emergency conditions, announcements will be made via Global Connect calls, local radio and television as soon as the decision is made.
6. **Please discuss with your child, in the event of early dismissal, where they are to go and how to get into the house if no one would be home.** An emergency dismissal form should be on file with the office.
7. Parents should use their best judgement when sending students out in inclement weather.
8. It is very important to listen to the local radio and television stations in the above situations. **Do not call the school.** This only causes tie-ups in our phone lines creating a very difficult situation.

Transportation

The following list of rules titled: "Don't lose your riding privilege!" will be posted in each school bus:

1. Observe the same conduct as in the classroom.
2. Be courteous; use no profane language.
3. Do not eat or drink on the bus.
4. Keep the bus clean.
5. Cooperate with the driver.
6. Do not be destructive.
7. Stay in your seat.
8. Keep head, hands, and feet inside the bus.
9. Bus driver is authorized to assign seats.

If an infraction of the rules occurs, the bus driver will complete a "Bus Conduct Report" and submit it to the Director of Transportation. The Director of Transportation will forward the form to the appropriate building principal for action.

The building principal will take the appropriate disciplinary measures commensurate with the offense. Due process procedures will be followed; one copy of the form will be sent to the parents of the student involved, one copy will be sent to the Director of Transportation, and one copy will be kept on file by the building principal.

Lunch Program

Point-Of-Service

The Fairview School District has a computerized Point-of-Service payment system for all school meals purchased in the district's cafeterias.

Every student in the district will have their own personal cafeteria account based on their current student ID number. The account acts much like a debit card, where after depositing money into the account the balance is reduced for purchases in the cafeteria.

At the Fairview Elementary School, the cashier will ask each student for his or her name at checkout. The cashier will then access the student's account using a computerized class roster system.

At the Fairview Middle School and Fairview High School, students will access their accounts on keypads located at every register.

We are encouraging parents to deposit money into their child's account, although they may still pay cash daily. When depositing money into your child's account, please place it into the envelope provided, with all information on the front completely filled out. Please write your child's ID number on your check or if sending cash write their ID number on a slip of paper and enclose it with the cash in the envelope.

If your child/children qualify for free or reduced price lunches please be assured that this information is securely contained within the system and the meal will be processed just as it is for all other students.

If you are concerned about a food allergy that your child has, please notify the cafeteria with this information. A warning will appear on the cashier's screen for a quick review of the items on the student's meal tray. If more serious food allergies exist, please contact the school nurse.

If you have any questions, please contact our Food Service Coordinator, Loriann Squires at 474-2600 ext. 9 5237.

Parents may choose to join their children for lunch in the cafeteria, **beginning the second nine weeks. Reservations must be made with the cafeteria /main office the day prior to the lunch.** This is necessary to accommodate increased lunch counts that may result from visitors. **The National School Lunch Program prohibits lunches purchased at fast food restaurants from being brought to school and served to children where school lunches are provided.** Therefore, do not bring fast food to school for your student.

Cafeteria Rules

The lunch period will be 30 minutes in length. This will allow time for your children to be taken to and from the cafeteria. Cafeteria rules are as follows:

1. Be quiet in line and pay attention to your tray.
2. Keep hands, feet, and milk cartons to yourself.
3. Talk quietly at your table.
4. Please pick up paper and anything else you drop so that the next class has a neat place to eat.
5. Be patient when taking your tray to the window. Do not push or shove.
6. Show respect for adults and others.

Birthday Treats / Party Invitations

We look forward to celebrating your child's birthday at school. We make the day special by announcing your child's name on the loud speaker and having them come to the office for a birthday pencil from Dr. Horn. Many of the younger grade teachers recognize their students' birthdays with a birthday crown. ***It is not necessary that you send anything to celebrate this day,*** as your child is saluted in a variety of other ways to signify their special day. If you choose to send something, please select from the following items and it will be distributed during the lunch period: pretzels, pre-cut veggies (carrots, celery, etc.), yogurt sticks, cheese sticks, 100% juice, or popcorn.

► ***Students may bring party invitations to school ONLY when the entire classroom is invited.***

Teachers are not permitted to pass out party invitations or give out phone numbers/addresses to parents or students.

Recess

Children are given the opportunity, weather permitting, for fresh air and exercise during the school day. Please dress accordingly. Boots, hats, snow pants and gloves are necessary during the winter months. (Recess will be inside if the wind chill factor falls below 20°.)

All children are to go outside when weather conditions permit unless a note is written to the teacher stating that a child must stay indoors because of illness.

Playground Rules

1. Obey the adult on duty.
2. Play safely.
3. Be kind to others.
4. Use equipment properly.
5. Get permission from the adult on duty to enter the building.

Guidelines for Computer Use

1. Place headphones on head carefully.
2. Ask for teacher assistance to adjust monitors.
3. Push keys in an acceptable manner.
4. Ask for teacher assistance with printer.
5. Log all the way out of your computer.
6. Replace headphones on hooks.
7. Leave the lab in acceptable condition.
8. Follow all teacher rules.

Lost and Damaged School Materials

Textbooks, workbooks, and library books issued by teachers are the student's responsibility. If a student destroys or loses any of these items and/or other district material, a replacement cost will be charged to the student's family.

Dress Code

Students must at all times be dressed in a manner that is conducive to a businesslike, scholastic atmosphere. Dress or grooming which is overly distracting to others and therefore disruptive to the educational process is prohibited. Shoes or appropriate sandals must be worn at all times. Pants and skirts shall be worn at the appropriate waistline – underwear must be covered. Decency, proper hygiene, and decorum, as interpreted by the administration and staff, is to be maintained at all times. The wearing of hats, caps, scarves, hoods, headbands, and other headgear will not be permitted in the building. Halter-tops, tube tops, tank tops, sleeveless shirts, see-through tops, mesh shirts, tops with spaghetti straps and other types of suggestive clothing which shows bare shoulders, midriff, will not be permitted. All shorts and skirts must be at least fingertip length with the arms hanging straight down while standing straight. Any item with vulgarity, profane or inappropriate messages or those which advertise sex, alcohol, weapons, violence, tobacco, or other drug usage are not permitted. No chains larger than a thin neck chain (no more than 1/8" thick) or spiked jewelry is permitted. Students who violate this policy will be sent to the office and will be required to obtain appropriate clothing before returning to class. Students who do not comply with a request to deal with inappropriate dress, or who habitually violate the code, shall receive disciplinary consequences. All clothing decisions are at the discretion of the administration.

Hairstyles such as Mohawks, and the coloring of hair in non-typical fashion are highly discouraged. It is at the principal's discretion to ask a child to modify a hairstyle that causes disruption within the learning community.

Students' Personal Belongings

Each student's name and grade, should be marked on all their belongings. (Example: coats, gloves, bookbags, etc.) This will assist in returning lost items. Items found in school are kept in the Lost and Found box in the office or hang on the coat rack in the hallway. If you are missing clothing items at home, it's a good idea to check at school.

Students are NOT permitted to use walkmans, radios, electronic games, pagers or cell phones during school or in the school building. The school will not assume responsibility for them. Trading cards and toys are not to be brought to school. The administration encourages students to leave these items home.

Bullying and the HALT Program

Bullying is a form of harassment – All students have the right to learn in a supportive, caring and safe environment without fear of being bullied. Bullying is anti-social behavior and affects everyone; it is unacceptable and will not be tolerated.

Bullying is defined as deliberately hurtful behavior. It is often difficult for those being bullied to defend themselves. The three main types of bullying are: physical (hitting, kicking, theft); verbal (name calling, racist remarks); and indirect (spreading rumors, excluding someone from social groups.) **NO STUDENT SHOULD HAVE TO ENDURE ANY SUCH MISTREATMENT.**

Because of the negative and often profound impact that bullying can have on people's states of mind and their ability to work, as well as injecting a disruptive element in the educational process, students are encouraged to report **any** bullying they are experiencing, even if it occurs outside of school – (such as messages sent to them at home on their computers or phone calls. Copies of such messages will be helpful toward the prosecution of the offender.) Parents, faculty, and staff should also report any suspected or witnessed cases of bullying so that immediate action may be taken.

The Fairview School District is taking proactive steps to stop and prevent bullying by instituting the HALT program using Olweus Bullying Prevention techniques. This research-based, school wide program has been used successfully in schools all over the country and around the world with positive results.

It is a coordinated effort by all the adults in the school to supervise and intervene when bullying occurs. As part of the program, students participate in weekly class meetings to learn about the effects of bullying, what they can do about it, and how they can work with adults at school to put a stop to it, even as bystanders. Additional information will be available throughout the school year.

Please report any bullying incidents to the principal or guidance counselor.

Discipline Philosophy, Goals, and Policies

The primary goal of the school is to offer its students the best education possible. This goal may only be achieved when student behavior and the general school atmosphere allow teachers to teach and students to learn without disruption or inappropriate behavior.

In order to achieve this goal, a well-defined set of behavioral limits and consequences is established throughout the school. The objective of a behavior policy is the reinforcement of positive behavior. Students must accept and acknowledge that they have a choice between appropriate and inappropriate behavior. When they choose to exceed the defined limits, they must accept the disciplinary consequences of that choice.

Disciplinary consequences are not punishments but the earned result of inappropriate behavior. The goal of any disciplinary action is the correction of unacceptable behavior. Students must know what kind of behavior is expected in the future.

The primary responsibility for the classroom discipline rests with the classroom teacher. The teacher must establish and enforce consistent and justifiable behavioral limits within the classroom based on the Respect Pledge and reinforce positive behavior. In addition, the teacher assumes the responsibility of helping to enforce school-wide limits outside the classroom.

The administration has the primary responsibility to work with the school in reinforcing appropriate behavior. Communication between the school and the home must be open and supportive in both directions. Students have the responsibility to be familiar with the limits and consequences defined by their teachers and to behave in a positive manner.

School Rules: Be Respectful, Be Responsible, and Be A Good Friend.

Possible Consequences

Consequences encountered for inappropriate behavior increase in significance. The teacher defines classroom consequences. School-wide consequences include:

1. **Warning**
2. **Time out**
3. **Parent contact by telephone.**
4. **Loss of recess**
5. **Behavioral Contract / Behavioral Plan**
6. **ISS – In School Suspension**
7. **OSS – Out of School Suspension**
8. **Expulsion**

Specific School-Wide Limits and Consequences

Several policies have been adopted by the School Board to cover specific areas of behavior. Violations in these areas (substance abuse/tobacco use, weapons, terroristic threat, sexual harassment) will be handled in accordance with these policies. Please see the principal or the District website for more information on these policies.

Marking Procedures and Report Cards

Each teacher is responsible for the grade a student receives which reflects the student's achievement in the subject according to his ability and efforts.

A cumulative record/report card for each student, which includes yearly grades, attendance information, and standardized test scores along with demographic information, is maintained in accordance with the regulation governing confidentiality and parental access. A parent may request access to their child's record by contacting the principal or the guidance counselor. Any request for providing records to outside agencies must be accompanied by a signed parental release form.

Reporting to parents is accomplished in the following ways:

1. Reports cards are issued four times per year at nine-week intervals in Grades K-4 in all subject areas. Grades K-4 report cards will be issued in November, January, April and June. The final grade will be a composite of the total year's work.
2. Parent-Teacher conferences are conducted at the end of the first quarter in Grades K-4. Parents may schedule these conferences during open house.

3. Interim progress reports are sent to parents of students in Grades K-4 whose progress for a given marking period has been unsatisfactory. These are usually mailed to parents in the middle of each marking period. They serve as a proactive, preventative measure so that steps can be taken to help a student improve and correct a situation that may lead to failure.

Guidelines for Student Placement

Assignment of students to classes is a high priority in our elementary school. The classroom assignment involves many factors focusing on the following guidelines:

1. Educational factors (academic, social, emotional, physical) will be the primary determinants in student placement decisions.
2. Attention will be given to heterogeneous balance in each classroom regarding: the number of boys and girls, the total number of students, and their learning needs.
3. The professional staff will recommend student placement. Final placement decisions will be approved by the principal.
4. Parents are welcome to complete a parent involvement form to provide information. Any input that you provide will serve as another source of information, regarding your child's placement. **You may not request specific teachers.** Care is given to each child's placement, whether or not written information is submitted by the parent.
5. After placement decisions are made, factors such as fluctuating enrollment, changes in teacher assignment, possible teacher transfer/resignation/ retirement, schedule of classes and/or additional educational information could alter an assignment.

Our main goal is to address the needs of all children through a fair and consistent placement process. We appreciate the cooperation and help of parents in implementing these guidelines.

Homework Guidelines

1. Homework is an important and integral part of the educational program of the Fairview Elementary School. It is an extension of daily instruction for the purpose of reinforcement, enrichment, and practice of skills and concepts developed in the classroom.
2. Homework's purpose is to enhance learning. Good homework assignments include the practice of skills already developed, the study of materials presented in class, and assignments that are extensions of class work. Homework may also include reading a good book for information, doing a project, interviewing a resource person, visiting a local historical site, writing a story or a research report, or watching an educational program. These kinds of assignments can be exciting and aid in classroom discussions.
3. Teachers have a right to expect that homework assignments are completed promptly. Teachers also have a responsibility to inform parents and to solicit their help when homework assignments fall below the expectations of the teacher. Homework will not exceed ten percent of the total quarter grade.

Students in grades 2, 3, and 4 are responsible for keeping a homework log or notebook, writing down and completing homework as assigned.

Suggested parental responsibility regarding homework:

- Check homework daily.
- Confer with teacher if child is unclear about assignment.
- Show interest.
- Take assignments as a serious matter.
- Answer questions.
- Assist in planning time.
- Provide proper atmosphere.
- Remove distractions: i.e., radio/TV/music.
- Provide necessary supplies.
- Save magazines for reference.
- Look at finished assignment for: *neatness *accuracy *completeness.
- Contact the teacher if you have any questions regarding homework or homework policies.
- **Return homework on time**

Time Guidelines for Homework

The age of the student and the length of the school day are considered in determining the amount of time required for homework. The time that students take to do homework varies. Some students may take longer than others to complete a particular assignment.

On average, students should work as follows on homework (NOT INCLUDING HOME READING):

Kindergarten: 10-15 minutes per day
First Grade: 15-20 minutes per day
Second Grade: 20- 30 minutes per day
Third Grade: 30-40 minutes per day
Fourth Grade: 40-50 minutes per day

*** Please contact your child's teacher if your child is consistently spending too much time on homework assignments.

Testing

The Fairview School District has established a testing program to assess student progress as well as to monitor educational programs. The standardized achievement testing takes place each spring at all levels as indicated:

Kindergarten - Dynamic Indicators of Basic Early Literacy Skills Assessment (DIBELS); Developmental Reading Assessment (DRA)

Grade 1 – Dynamic Indicators of Basic Early Literacy Skills Assessment (DIBELS); Developmental Reading Assessment (DRA)

Grade 2 - Dynamic Indicators of Basic Early Literacy Skills Assessment (DIBELS); Stanford Achievement Test for Reading, Math and Language; Developmental Reading Assessment (DRA)

Grade 3 – PSSA for Reading and Math; Otis-Lennon School Ability Test; Developmental Reading Assessment (DRA)

Grade 4 – PSSA Test for Reading, Math.

Support Team

The hub of the instructional support system is the **Support Team (ST)** which assists the classroom teacher in planning and implementing strategies that are designed to produce success.

Referrals to the ST are made by the classroom teacher, parent, or school personnel having specific concern for the child. All referrals to the team are made through the principal who is the designated team leader. The team meets twice a month to process referrals and to initiate ST support services.

Guidance Services

A full time guidance counselor is available to assist in the academic, personal, and social development of your child. The goals of the elementary guidance program revolve around coordinating services to make school an enjoyable and successful experience. Referral for counseling services may be made by contacting the counselor directly or through the Support Team referral process.

Fairview Elementary has a K-4 classroom developmental program which assists the children in understanding themselves and others while supporting appropriate behavior and social skills. The goals of the program are achieved through classroom lessons, small groups, and individual counseling sessions. The focus of the classroom lessons are K-4 conflict resolution model, 1-4 diversity education, and a Grade 3 career exploration unit.

Psychological Services

The Fairview School District provides the services of a school psychologist on a full-time basis. The school psychologist serves as a member of the Support Team assisting in the development of strategies for successful school programming. Referrals for psychoeducational evaluations are processed through ST.

Special Education

The Fairview School District is committed to providing programs and services that meet individual student needs. The Pennsylvania Department of Education's policies and procedures define the process for accessing special education services. The law supports parent involvement in these procedures and we require parent input in every phase of the educational process. These procedures include an initial referral to our building level Support Team with possible evaluation if needed. This evaluation may result in an Individualized Education Plan (IEP) or a Service Plan addressing recommendations for specially designed instruction.

The Fairview School District believes that students with special needs are best served in the general educational setting using special education resources to supplement and support the regular education process. Special programs tailored to meet our students' educational needs include: Gifted Support, Autistic Support, Learning Support, Speech and Hearing support and Emotional Support. Other consultative services are contracted through the Intermediate Unit including: a physical therapist, occupational therapist, deaf and hard of hearing consultant, vision consultant, and assistive technology services.

Title I Program

The Title I program of Fairview School District is a federally funded program to improve teaching and literacy learning for all children to enable them to meet challenging, academic content and performance standards. Specific guidelines are followed to achieve this purpose.

The Fairview School District concentrates the Title I funding at Fairview Elementary School in all grade levels for language arts instruction. Eligible students are provided learning opportunities in small groups during school hours as well as tutoring services offered after school. The Title I staff includes one full-time teacher and one part-time teacher as well as 8 part-time Literacy Aides. Title I continues to provide parent involvement opportunities throughout the year to assist families with their child's learning.

Eligible students are primarily identified by performance on standardized tests. Ongoing assessments incorporated in the language arts program also provide added information. All students are ranked advanced, proficient, basic or below basic on these assessments. Students at a basic or below basic level are eligible for Title I support and receive interventions in the classroom upon parent notification.

The No Child Left Behind Act of 2001 gives you the right to ask for the following information about each of your child's classroom teachers and their paraprofessional assistants:

- Whether the state has licensed or qualified the teacher for the grades and subjects he or she teaches.
- Whether the teacher is teaching under an emergency license or other provisional status by which state licensing criteria have been waived.
- The teacher's college major, whether the teacher has any advanced degrees, and the subject of the degrees.
- Whether any instructional aides or paraprofessionals provide services to your child and their qualifications.

School Nurse

The school nurse is the staff member responsible for protecting and promoting the health of all students. She works closely with teachers, administrators and parents to maximize each child's potential to learn and grow. Parents should share information and concerns regarding a student's health to assist the nurse in providing quality care. In addition to health screenings, the nurse provides health education and counseling, manages communicable diseases, and promotes a supportive relationship between the school and community. Special Services include assistance with food or clothing and referrals for vision and medical services.

Health Screenings

Certain health procedures are mandated and done on a yearly basis by the school nurse. These include:

- Height and Weight screening – All students
- Vision screening – All grades
- Hearing screening – Grades Kdg, 1, 2, 3 and others as needed

School Health Services

The health status of a child directly effects the child's educational performance. Therefore, when a child is registered for kindergarten, the school nurse begins compiling a confidential health history. This record is maintained throughout the child's school career. Parents are urged to share with the school nurse any additions or changes to the health history. Each fall, a medical update form will be sent home so the nurse can remain current on medical concerns. An acetaminophen permission form is also included in the update. Emergency cards are sent home at the beginning of each school year. **It is very important that these be completed in full and returned to school as soon as possible.** There is space on the emergency card to indicate any health problems the school should be aware of as well as numbers to be called if your child should become ill or injured at school. **An additional emergency contact person other than the parent must be listed.**

Physical Examinations

Pennsylvania State Law requires children attending school to receive a physical examination at the following stated intervals: The original entry (kindergarten or first grade), sixth grade, and eleventh grade. It is recommended that examinations be done by your family physician. A family physician can best evaluate your child's health and assist you in obtaining necessary treatments or corrections. When your child is due for a physical you will receive notification along with a form for your physician to fill out. Children not examined by a family physician will be examined by the school physician.

Dental Examinations

Pennsylvania law requires that children attending school receive a dental examination in grades K or 1, 3, and 7. It is recommended that these examinations be done by your family dentist since he can best evaluate your child's health and assist you in obtaining necessary treatments and corrections. Children not examined by a private dentist will be examined by the school dentist.

Immunizations

Pennsylvania state law requires the following immunizations be completed before a child may enter school:

- 4 Doses of **tetanus*** (one dose on or after the 4th birthday)
- 4 Doses of **diphtheria***
- 3 Doses of **polio** (oral) or 4 Doses of **IPV**
- 2 Doses of **measles****
- 1 Dose of **mumps****
- 1 Dose of **rubella** (German measles)**
- 3 Doses of **hepatitis B**
- 1 Dose of **varicella** (chicken pox) or history of the disease

*Usually given as DTP, DtaP, DT, or TB

**Usually given as a MMR

When your child receives any immunization, record what was given and the date. Send these to the school nurse so that they may be recorded on the health record.

Medication

If at all possible, medication should be administered at home. Medications will be administered during school hours only when failure to take such medicine would jeopardize the health of a student and he/she would not be able to attend school if the medication were not made available. All medications are dispensed from the health room. Students are not to carry medication with them during school hours.

In order for school employees to dispense medication, the following requirements must be met:

For Prescribed Medication:

1. We must receive authorization from the physician and the parent/guardian stating what the medication is, what it is for, the dosage, and the time it is to be given.
2. We must receive the medication in a current, properly labeled prescription bottle or original container.

For Non-Prescribed Medication:

1. We must receive written parental permission stating what the medication is, what it is for, the dosage, and time to be given.
2. Medication must be properly labeled and in its original container.
3. Each change in medication (dosage, time, or kind) throughout the year requires a new authorization form signed by both parent/guardian and physician when applicable. Forms must be renewed annually.
4. Students will be responsible to report to the health room to receive their medication at the proper time.

Medications Away from the School Building

1. When administration of the medication is required in accordance with this policy while on field trips, sports activities or competitions, or other school-related activities away from the school building, in the absence or unavailability of the school nurse, the following procedure shall be observed:
 - a. A written consent form (AP2103) signed by the parents/guardians of the student authorizing non-medical school personnel to give the medication to the student shall be provided in advance of the activity.
 - b. The school nurse or parent/guardian shall provide the appropriate dosage of medication to the professional employee of the district who will be supervising or chaperoning the field trip or out-of-building activity. The school nurse or parent/guardian shall give the original container which includes the student's name, dosage amount, and specific written instructions as to the time of admission to the responsible adult.
 - c. Professional employees or other staff of the district will witness the student take the medication at the designated time, make a written record of the same, and return the written record to the school nurse. During field trips or other out-of-building activities, the professional employee or other district staff shall maintain all medication for students to be administered during the course of the field trip in a secured container, and shall maintain the container in their possession during the field trip, sports activity or other out-of-building activity to prevent theft of the medications.

Communicable Diseases

Control of communicable diseases is an important part of maintaining the health of school children. Students who have been diagnosed by a physician or are suspected by the school nurse to have certain communicable diseases will be excluded.

A student who has been excluded from school due to symptoms of the following diseases may return to school without a physician's excuse if they remain out of school the following number of days:

1. Chicken Pox - Blisters must be dried; no drainage.
2. Respiratory streptococcal (strep) infections (including scarlet fever) 24 hours after starting antibiotic.
3. Head Lice - until judged non-infective by school nurse. Must be nit free.
4. Infectious Conjunctivitis (pink eye) and/or Impetigo Contagiosa - 24 hours after starting antibiotic.
5. Scabies – a physician's excuse must accompany student's return to school.

Media Notification

Our students, educational programs, school events and community-oriented activities are sometimes made the subject of recording by video tapes, audiotape, photography, or the like for use as instructional and informational tools. The district will allow students to be recorded, interviewed, and/or photographed for legitimate public purposes.

Throughout the school year, students may be interviewed, and/or photographed by newspaper, television stations, and district communications office personnel or their designees and these items may be publicly displayed. We will permit this to occur unless parents have placed a written objection on record with the school principal. Any written objections must be filed at the beginning of the school year with the child's school principal. If parents do not file a written objection, their silence will serve as implied consent.

Fairview Elementary Teacher Organization

Our Fairview Elementary Parent Teacher Organization is an organization which exists for parents and teachers to work together for the benefit of children. The PTO sponsors many of the special programs and field trips for children. Parents are encouraged to become active members. Get involved and help your child grow and learn.

Communication with students during school hours

Generally, students receiving telephone calls during school hours are not called to the telephone. The office will take a message and forward it to the student. Only in emergency situations are students removed from class or another school activity to receive a telephone call. There is a telephone for student use in the office. If there is any type of abuse of this service, a student's rights to use this phone may be curtailed or prohibited. Cell phones may not be used while school is in session. If they are confiscated, they will not be returned until the following school day.