

# STUDENT HANDBOOK

## WELCOME TO FAIRVIEW ELEMENTARY SCHOOL

We are committed to serving your children and offering the best educational setting possible.

The Parent-Student Handbook is designed to inform families of the rights and responsibilities of students and the procedures of our elementary school. We ask that each parent read and discuss the contents of this handbook with their child. We look forward to a successful year.

## THE FAIRVIEW ELEMENTARY STAFF

Fairview Area Schools  
1879 E. Miller Rd.  
Fairview, MI 48621  
(989) 848-7009  
[www.fairview.k12.mi.us](http://www.fairview.k12.mi.us)

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## Fairview Area Schools

### Directory

#### Address

1879 E. Miller Rd.  
Fairview, MI 48621

#### School Phone Numbers

School Directory: (989) 848-7000  
K-12 Office: (989) 848-7009  
Fax (989) 848-7070  
Web Site: [www.fairview.k12.mi.us](http://www.fairview.k12.mi.us)

#### Board of Education

Beth Miller, President	Anne Tompkins, Vice President
Janice Handrich	Diana Danhoff, Secretary
Jon Ford, Trustee	Merianne Tappan, Treasurer
Herb Trader, Trustee	

#### Administration

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Rick Handrich, Counselor/Lead Teacher 9-12	rhandrich@fask12.org
Amy Clouse, Teacher/Lead Teacher K-8	aclouse@fask12.org

#### Athletic Director

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#### Teachers

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**Paraprofessionals**

Lynn Layman	Cindy Troyer
Mel Haskin	Renee Nutt
Pat Crane	Solomon Handrich

**Maintenance/Custodial**

Rich Ellis, Director of Maintenance  
 Tammy Babcock, Custodian  
 Jerry Babcock, Custodian  
 Frieda Oaks, Custodian

**Food Service**

Mary Schrock, Supervisor  
 Shondra Hoover  
 Alicia Hall

**Transportation**

Lynn Handrich, Driver  
 Jenny Oliver, Driver  
 Dave Kauffman, Driver

**Technology**

Mark Trim, Director

# I. THE SCHOOL DAY

## MICHIGAN SCHOOL CODE

Michigan School Code 15, Section 73 Compulsory Education: "Every parent, guardian, or other person in the State of Michigan, having control and charge of any child between the ages of six and eighteen years, shall be required to send such a child to the public, private or home schools during the entire school year and such attendance shall be continuous and consecutive for the school year fixed by the school district in which such a child is enrolled."

## FAIRVIEW ELEMENTARY ATTENDANCE

We here at Fairview Schools feel that childhood is an important time of growth and development. Therefore, attendance is very important, it teaches the child responsibility and the value of reliability.

Students with regular attendance are more likely to learn and have success in school. When a student is frequently absent, he or she misses the presentation of new skills or information. The opportunity to ask questions or get assistance is reduced. Gaps can occur in learning that affect performance in other skills. For students who do not easily pick up skills, the resulting loss is even more severe.

Michigan law makes school attendance the responsibility of the parent or guardian. When there are frequent absences or tardies, the school is obligated to enforce the compulsory attendance law.

There are reasons for absences that are beyond the student's control, such as illness or family emergencies. Other schedules affecting the family, such as vacation times or medical appointments, cannot always be done outside of the school day; although we ask that you do so as much as possible. The school will work with parents on any reasonable request in these cases: advance notification is always expected.

The truancy procedure will be initiated when a child misses 6 days. All absences are counted regardless of the purpose of the absence.

Written notices will be sent to parents. If no improvement occurs, a second notice will be sent. If a third notice is necessary a referral will be made to the truant officer.

## ARRIVAL/DISMISSAL TIMES

Grade Levels	Arrival Times	Start Time	Dismissal
K-5	7:50 a.m.	8:00 a.m.	3:30 p.m.
6-8	7:45 a.m.	8:10 p.m.	3:25 p.m.
9-12	7:45 a.m.	8:10 a.m.	3:25 p.m.

The arrival times are preferred times. We realize some families have children in different grade levels and will most likely arrive together. The buses arrive by 7:50 a.m. Students will be expected to be in class by the start time.

### Transportation

**Bus riders:** Riding the bus is a privilege, not a right! The bus driver is in complete charge of his/her bus and is authorized to assign seats and enforce discipline on the bus. Students are expected to follow bus rules and regulations. If students disregard these rules, they will lose their privilege to ride.

#### STUDENTS RIDING THE BUS SHOULD:

1. Obey the directions and requests of the bus driver.
2. Remain seated while the bus is in motion.
3. Not throw anything.
4. Help keep the bus clean by not bringing food or drink (except lunches) onto the bus.
5. Not eat, drink, or chew gum on the bus.
6. Not use vulgar or profane language.
7. Not fight or horseplay.
8. Not vandalize or in any way damage the bus.
9. Follow school bus rules for appropriate behavior.

Violations of bus rules will result in appropriate penalties being enforced up to and including suspension from riding the bus. Bus drivers will keep parents informed of any misbehavior on the bus and will issue a written warning. The warning slip must be signed by the student's parent/guardian before he/she may ride the following day.

Suspension from the bus will occur for repeated or serious misbehavior. Parents will be notified of suspensions and will assume responsibility for transporting the student to and from school. Parents must meet with the building principal before a suspended student rides the bus again. Each time a student is suspended from the bus, the number of days will increase.

## BUS PASSES

Students must ride on buses to which they are assigned, unless other arrangements are made with the office. A written note from parent/guardian or telephone confirmation is required for any changes. The office will then issue a bus pass which must be given to the bus driver. A student will not be allowed to ride on a different bus without a pass. Arrangements must be made as soon as students arrive at the school in the morning. **All calls for bus notes must be made prior to 2:30 p.m. to ensure delivery to your child.**

## REPORTING A STUDENT ABSENT

The Elementary maintains a 24 hour voice mail at 848-7009. When you know that a student will be absent, we ask that you call the school and leave a message including the student's name, teacher, and reason for the absence. If you prefer, a note may be sent in advance or with another child in the family. This is to ensure that all students are safe (not in an accident or picked up by a stranger).

## SCHOOL CANCELLATIONS OR DELAYS

On very stormy or foggy days please listen to any of the following TV or Radio stations for information on either delayed openings or school closings:

<b>Radio</b>	<b>TV</b>
<b>WUPS 98.5 WAVE 107.7</b>	<b>WWTW TV 9 Cadillac</b>
<b>WATZ 99.3 WAVC 93.9</b>	<b>WPBN TV 7 &amp; 4 Traverse City</b>
<b>WKBK 106.7 WLXT 96.3</b>	<b>WBKB TV 11 Alpena</b>
<b>WGRY 100.3 WCML 91.7</b>	<b>WGTU TV 29</b>
<b>WPHN 90.5 WJKC 104.7</b>	<b>WFOX Fox 33</b>

Closings are aired on a regular basis each morning. PLEASE DO NOT call the school to find out if school is closed because of inclement weather as we need to keep the telephone lines open to handle emergencies. You may also go to our web page for school closing information. **[www.fairview.k12.mi.us](http://www.fairview.k12.mi.us)**. We use a messaging alert system as well. The information is taken from your child's registration. Please keep all numbers up to date.

## DROPPING OFF STUDENTS

Parents may bring students to school. Students should be dropped off in front of the building, either near the High School doors or at the Central Office entrances. Students may go directly to the cafeteria for breakfast, or wait in the main entrance until 8:00 a.m.

## BICYCLES

Students riding bicycles to school should park them in designated areas. They are to remain there until school is dismissed.

## WALKERS

Students who walk to school should walk on the sidewalks (where available). Since bus transportation is available for all students, Fairview does not provide crossing guards.

## TEXTBOOKS/LIBRARY BOOKS

All basic texts, classroom supplies, and library books are loaned to the students for their use during the school year. Textbooks and library books are to be kept clean and handled carefully. Students will be charged a fine based on the teacher's judgment for abuse, misuse, or loss of books or equipment. Fines are paid in the K-12 central office. Students will not be allowed to receive their final report card unless financial responsibilities are met.

## PHYSICAL EDUCATION

Students will attend physical education. All students must participate unless there is a medical or health excuse from the doctor.

A pair of gym shoes should be kept at school for physical education. Older students may be expected to bring a change of clothes.

## RECESS

All children are expected to go outside for recess every day except in inclement weather. Students are not sent outdoors if it is raining or very cold (temperature with wind chill below 0 degrees). Therefore, any student well enough to attend school should be well enough to go outside. If your child is recovering from an illness and needs to stay in from recess more than one day, please send a note from the doctor to that effect.



All students MUST wear boots, hats, and gloves once there is snow on the ground. Children in Kindergarten – 3<sup>rd</sup> must have snow pants. All students must have shoes to wear in the building after removing their outdoor footwear.

## PLAYGROUND SUPERVISION

Students are supervised during inside and outside recess. The teachers are in complete charge of the recess areas. Rules have been established for both inside and outside recess. Students are expected to follow all rules and use equipment properly. Playground rules are posted in each classroom.

## PLAYGROUND RULES

More than 100 children are on the playground during most recess times. It is important that a few simple rules are followed by everyone.

1. Follow the directions of the adult in charge.
2. Use equipment properly.
3. Remain on the playground.
4. Keep hands and feet to yourself.
5. No tackling.
6. No snowball throwing.
7. If you take something outside bring it back in.
8. Keep the playground litter free.

All general school rules apply to playground behavior.

## FOOD SERVICE

Fairview Area Schools has complete breakfast and lunch programs, which are in line with State and Federal guidelines. Government financial support is available to students based on family income. Please apply for free or reduced meals even if you feel you won't qualify. Fill out the application that is included in the first day packet. For more information on the program, please call Mary Schrock at 848-7045. If your income changes during the year please feel free to turn in an application at any time. More applications may be obtained in the K-12 Central Office or Cafeteria.

Menus are sent home the first Wednesday of every month along with a bill if your child's account is overdrawn. The menu is also posted on the school website. Students need to return their lunch folders the next school day, any payment should be enclosed with the order. Students who are absent will receive a credit for the meals missed. Please notify the office if your child will be coming in late, otherwise your child's lunch will be cancelled.

Students need to follow the Cafeteria Rules. Compliance with these rules is expected so all can enjoy their lunch.

1. Use inside voices
2. Walk at all times
3. Eat your lunch.
4. Do not bother other people
5. Take care of all of your waste materials and return trays to kitchen.
6. Wait to be dismissed

## DISMISSAL

Students are to leave the building and school grounds when dismissed, unless staying for a school event and have permission from their parents.

## PICKING UP STUDENTS

Parents picking up students before dismissal time should report to the office and sign their child out. Students need to be picked up at the office. If a non-parent is to pick up the student, parents must inform the office in advance.

## EARLY CLOSURE

PLEASE NOTIFY THE SCHOOL, IN ADVANCE, OF ANY ALTERNATE PLANS FOR YOUR CHILD TO GET HOME, IF SCHOOL IS DISMISSED EARLY.

Check our web site at [www.fairview.k12.mi.us](http://www.fairview.k12.mi.us) concerning early closures.

We do not have time, in the event of early closure, to let students make calls to see where they are to go.

In the event of an early school dismissal, students should know what is expected of them when parents are absent. For example:

1. Do they have a key for the house or know where one is kept?
2. Is a neighbor available with a number so the child can notify their parent that they returned safely?

## II. BEHAVIOR, CITIZENSHIP, AND RESPONSIBILITY

Students come to school to learn. We want that experience to be enjoyable. They should expect that they will be safe, their belongings secure, and their right to learn protected from unnecessary distractions or interference.

Fairview Area Schools has implemented the *CHARACTER COUNTS!* Program. We are stressing the six pillars of character. They are Fairness, Trustworthiness, Respect, Responsibility, Caring, and Citizenship.

Students need to learn responsibility and respect just as they learn to read and write. The adults in their world must provide high expectations, good guidance, and fair consequences or rewards.

Each teacher establishes guidelines and procedures for the classroom. There are also rules for behavior expected on the playground, lunchroom, bus, and other locations or activities.

Students are under the authority of and are responsible to the adult that is supervising them and their activity. Teachers, paraprofessionals, and bus drivers are the first line of accountability.

Persistent or serious behavior problems are referred to the building principal. As a general rule the procedure followed for referrals will be:

1. First referral: Conference with principal.
2. Second referral: Conference with principal and adult that initiated discipline slips. The parent will be notified.
3. Third referral: Conference with parent and Principal.
4. Fourth referral: Parent conference with development of a behavior contract that will define the consequences of further referrals.

### DISCRIMINATION

It is the policy of the Fairview Area Schools (policy #5035) not to discriminate against, nor to permit harassment, of any student, parent, staff member, community member or public person on the basis of race, gender, ethnic, or racial background, religion or sexual orientation. Such discrimination shall not be permitted in regards to employment or participation in educational programs and activities.

The district has designated the superintendent of schools as the compliance officer and Title IX coordinator. Any applicant, employee, student, parent, guardian or member of the public who alleges discrimination or harassment shall immediately report the incident to:

Lee Sandy, Superintendent  
Fairview Area Schools  
1879 East Miller Road  
Fairview, MI 48621

Should it be necessary, the next level of appeal shall be to:

The Office of Civil Rights  
US Dept. of Education  
Bank One Center, Suite 750  
600 Superior Avenue East  
Cleveland, OH 44114-2641

Phone: 215-522-4970      Fax: 216-522-2573  
Email address: [OCR.Cleveland@ed.gov](mailto:OCR.Cleveland@ed.gov)

## SQUIRT GUNS AND SMOKE BOMBS

Anyone having or using squirt guns, water balloons, smoke bombs, or the like will be suspended from school. These items are not allowed in school or on the school grounds.

## POSSESSION, USE, OR DISTRIBUTION OF TOBACCO, DRUGS, OR ALCOHOL

The Fairview Board of Education policy clearly prohibits possession, use, or distribution of tobacco, drugs, and/or alcohol on school premises or as any part of a school sponsored activity.

## CERTAIN EMERGENCIES

It is understood that exceptional circumstances may arise in certain cases. The principal reserves the right to handle such cases on an individual basis when he believes that this would be in the best interests of the students and the school.

## DISCIPLINE AND VIOLENT ACT POLICY

The state Legislature has enacted legislation that will impact our students at Fairview.

1. Assault upon another student: (fighting)  
The school is required to expel a student in grades 6-12 found guilty of assaulting another student. Expulsion can be up to 180 school days.
2. Student assault upon a school employee:

Students found guilty of assaulting a school employee must be permanently expelled from the school system. The legislation applies to all students grades 6-12.

(The state defines physical assault as: Intentionally causing or attempting to cause physical harm to another through force or violence.)

3. Verbal assault: threatening to do bodily harm to another by force, which creates a well founded fear of actual harm, with the ability to carry out the act.
4. Bomb threats: Requires expulsion of up to 180 days.

## DRESS CODE

The students of Fairview Area School are expected to attend school properly dressed in accordance with good taste and the acceptable standards of the local community.

1. Students must wear shoes at all times.
2. Hats and sunglasses may only be worn on the playground. They must be removed when in the building.
3. Skirts and shorts must be at fingertip length and not too tight.
4. Pants and shorts with holes: holes must be lower than fingertip length
5. The following are not permitted:
  - a. Clothing that inappropriately exposes the body or undergarments such as, but not limited to: baggy, torn or low cut pants; tank tops, halter tops, spaghetti straps (must have an over the shoulder cut like a sleeveless blouse), shirts with revealing necklines, large armholes, see through or bare midriffs.
  - b. Clothing printed with vulgar language, sexual innuendos, or references to illegal drugs, tobacco or alcohol products, or any other offensive or questionable message.
  - c. Chains, spiked accessories, and choke chains.
6. When a student's dress in the classroom causes a disruption to the educational setting, they will be removed from the class and parents will be contacted about the problem. The student will be told that they may no longer wear the article of dress that is causing the problem in the class.

Students not conforming to these standards will be asked to change their clothes, and may be sent home to do so. Continuous violation of this policy will be viewed as persistent disobedience and will result in a suspension.

## EXCEPTIONAL BEHAVIOR

The Fairview staff is committed to enabling all students to participate successfully in classroom and other activities. However, there are times when a student will act in a manner that seriously disrupts the school environment. Normal interventions may change the behavior and allow the students to return to the classroom or activity. When interventions do not change the behavior, the student needs to be removed from the school setting until staff and parents agree that he or

she is ready to return. Parents are expected to respond to a request for removal by picking up the child or arranging for someone to get the student.

## RESTITUTION

Disciplinary action and restitution will be imposed on students who deliberately destroy or deface property belonging to, rented by, or on loan to the school system (including automobiles) or persons employed by the school. Restitution may also be imposed on students directing the same actions towards other people's property or other students.

## DRUG AND WEAPON FREE SCHOOL

Fairview Elementary is a drug and weapon free school. This means that any person bringing illegal substances or weapons into the school or onto the school grounds is subject to penalties under school regulations and the laws of the State of Michigan.

## REPORTS TO LAW ENFORCEMENT AND SOCIAL SERVICE AGENCIES

By law the school is required to report certain offenses to the police. Parents will be notified of such a report and have the opportunity to be present if a student meets with law enforcement officers.

School staff is required to report any suspected cases of child sexual abuse, physical abuse, or child neglect.

## DISCIPLINE POLICY

In order to preserve their privilege of school attendance, students are expected to exhibit good citizenship and acceptable behavior. The Fairview Board of Education recognizes that minor disciplinary difficulties will sometimes occur, even in well-ordered and well controlled classrooms. However, when a student is guilty of gross misdemeanors or is persistently disobedient, The Board shall order or authorize his/her suspension or expulsion whenever the interests of the school demand it. Any physical handicaps, if any, of any pupil shall be taken into consideration. (Section 340.618 Michigan School Code of 1955 as amended)

Permanent pupil expulsion is solely determined by the Board of Education. Temporary pupil suspension is delegated to the superintendent or principals as the superintendent deems appropriate. The factors considered in the suspension/expulsion of a pupil include the following.

1. The criminal or offensive nature of any pupil's actions or behavior.

2. The effect of a student's actions on maintenance of class or school program or the safety, health, physical condition, and general welfare of other school pupils and school employees.
3. Pupils with bodily or health conditions or habits detrimental to the school may be excluded.

No teacher, principal, or superintendent is required to attempt to physically disarm any person on school grounds that possess a lethal weapon of any nature.  
Alleged criminal acts committed on school property are to be reported to the Sheriff's Department, or State Police.

### III. HEALTH AND SAFETY

#### IMMUNIZATIONS AND HEALTH RECORDS

Michigan law states that all students entering any school in Michigan need to have an up-to date immunization record and a valid Birth Certificate.

The school keeps health records on all students. Health records must be kept current. We urge parents to notify the school of any major or significant change in health that occur.

#### PRESCRIBED MEDICATIONS

Prescription medication may be administered through the office when the proper forms have been completed. Only medications in their original containers with student name, an identified dosage will be administered. Forms are available through the office.

#### EMERGENCY CARDS

Parents are asked to fill out an emergency form when they enroll their child in our school. At the beginning of each school year we will send home an information update sheet or a new enrollment card. Please review and make changes so that we can keep our records current.

#### ACCIDENTS AND ILLNESS

Students involved in minor accidents (small cuts, scratches) will be cared for by the school secretary. If it is necessary for a child to be sent home because of a serious accident the office or the secretary will notify the parents to come and get the child.

If the parent cannot be reached, the person designated on the child's emergency card will be notified. If neither the parent the second person designated can be reached, the principal will have to decide what to do. If in his judgment, the child needs a doctor and the emergency card has been signed, the child will be taken to a local doctor or hospital, and an accident report will be filed.

In all cases, EVERY EFFORT will be made to reach and notify the parents of the child. **The school needs to know of any residence or emergency phone number changes in case of emergencies.**

## INSURANCE

FAS school insurance does not cover illness or injury of a student at school. Parents may purchase insurance for their child if they so choose.

## IV. STUDENT RECORDS BIRTH CERTIFICATES

The State of Michigan, Public Act 84, (The Missing Children Act,) requires that the school have a copy of each student's birth certificate. This must be on file before the student attends school. Students not having a birth certificate will not be allowed to attend school.

## RESIDENCY

Students attending Fairview Area Schools must be residents of the Fairview School District. Upon enrollment, parents must provide the street address of their residence. If there is any question of residency, the school may request further proof from the parents.

## STUDENT FILES

Cumulative files (CA-60's) contain birth certificates, health records, report cards, state and standardized test results, and other items relevant to student progress or information. If a student is referred for special education or disability services, a separate confidential file is kept with that documentation.

## FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

The custodian of records may make certain directory information available without parental/guardian or eligible students consent if public notice of the categories of information designated as directory information has been given. After such public notice has been given the parents/guardian has the right to object to the release of the information within a specified reasonable time period. Directory information for this District includes the following information about the student: The students name, picture; major field of study; participation in recognized activities and sports and related information; grade placement; and honors and awards received.



A parent or eligible student may review and inspect the student's educational record upon request to the administrator authorized to safeguard that record. A list of the type and location of any educational record maintained by the Fairview Area School district will be available for inspection. The right to challenge, hearing and written explanation will be explained to each parent or eligible student as he reviews the record.

A parent or eligible student may challenge the content of the record on the grounds that it is inaccurate, misleading or otherwise in violation of the privacy or other rights of the student. The matter will be reviewed informally at the building or department level. If the matter is not settled it may be formally challenged. A formal challenge procedure will be provided upon request.

Student information (name, address and telephone number) may be released to the public including the military, unless a signed written request from the parent/guardian expresses the desire to withhold the information. Student pictures, articles of their athletic accomplishments, academic success and/or extracurricular activities may be published.

### NON-CUSTODIAL PARENT/S

In case of children of divorced/single parents, divorce laws stipulate that the custodial parent alone has the responsibility for the custody care, control, and education of said child. Under the Family Educational Rights and Privacy Act, parents shall have access to their child's educational records. FERPA regulations presume equal access for BOTH parents, unless there is a court order or legal document to the contrary.

In the event of a request for access to a child's records or to a parent-teacher conference from a non-custodial parent, it shall be the procedure of the principal to inform the custodial parent that the school will grant access unless the custodial parent produces the required documentation.

## V. SERVICES: GUIDANCE AND COUNSELING

The Guidance and Counseling Department of Fairview Schools has a counselor available to assist students with their personal, social, and educational development. The guidance counselor assists students to become more productive, self-reliant and realize their unique potential.

Guidance services may be provided through group instruction, small group counseling or individual counseling. Services may be initiated by the counselor, or by staff, parents, self, or other referral sources. Parent contacts are made for a variety of reasons and parent input and cooperation is often an integral part of many counseling situations.

Assistance and support between staff and parents through awareness, discussion, and providing pertinent resource information is also an ongoing guidance function.

## SPECIAL SUPPORT PROGRAMS

Fairview Elementary School has the following programs to provide additional support to students:

Title I  
Special Education  
Social Work  
Speech Therapy  
Physical therapy  
Occupational Therapy  
At-Risk  
School Success

For information on any of these programs or how to access assistance please contact the elementary office.

## INSTRUCTIONAL PROGRAM

In accordance with the No Child Left Behind Act, the school encourages the participation of parents/guardians in their child's education. Parents/Guardians are invited to attend meetings for Title I, Individual Educational Plans and educational pathways selected by their child. Assistance in understanding Title I law and special education will be provided upon request. Parent/Guardians will be kept abreast on their child's progress through grade requests, report cards and progress reports mailed home. Each student will have a written plan for their education that is to be signed by the parents and returned to school. Education plans will be reviewed annually.

## OUTSIDE AGENCIES

It is the policy of Fairview Area Schools to cooperate with the following agencies to provide appropriate services to students with parental consent.

Probate Court  
Department of Social Services  
Protective Services  
Law Enforcement Agencies  
Community Mental Health  
Thunder Bay Community Health Service, Inc.  
School Success

## VI. PARTNERSHIP BETWEEN HOME AND SCHOOL

### WEEKLY FOLDERS

Each student is provided a folder in which to take papers, meal orders, and other information home. These folders are sent home every Wednesday. Parents are asked to sign and return the folder the next day. Students are expected to care for their folder and pay for the replacement of lost or damaged folders.

### REPORT CARDS

Report cards are sent home four times a year. Each marking period is approximately nine weeks long.

#### KINDERGARTEN – Grade 2

Report cards are outcome based and indicate specific skills that children are or are not able to perform. Teachers will use the following rating scale for grades which is a standards based grading system. Each standard will be marked with one of the following scores.

- 4 Proficient
- 3 Mastery
- 2 Basic
- 1 Novice

#### GRADES 3-5

Report cards indicate: Mathematics, Language Arts, Physical Education, Reading, Science, Social Studies, Spelling, and Writing. The teachers will use the following for grades:

#### GRADES 3-5

- A Superior
- B Above Average
- C Average
- D Below Average
- E Not Passing

## ASSESSMENT

<u>Grades</u>	<u>Test</u>	<u>Area of Assessment</u>
K-5	Northwest Testing	Math, Reading, English, Language Arts
3rd	M-STEP	Math, Reading
4th	M-STEP	Math, Reading, Science
5 <sup>th</sup>	M-STEP	Math, Reading, Social Studies

## PARENT-TEACHER CONFERENCE

Parent-Teacher conferences are held in the fall and spring of each school year. They are an excellent opportunity to meet your child's teacher and discuss progress in school.

1. Before the conference, it is helpful to decide what you would like to discuss with the teacher.
2. Ask how you can help your child to do his/her best in school. If the teacher suggests a plan, try to follow through with it.
3. One of the most important parts of the conference begins when you leave the school. Discuss with your child what happened at the conference by first pointing out his/her strengths and then the areas that need improvement. Make certain your child understands that you and the teacher are working together in his/her best interest.

## ADDITIONAL PARENT CONFERENCES

Parents are welcome and encouraged to come to school to talk with their child's teacher. Appointments should be made to coincide with the teacher's schedule so as not to interrupt or interfere with a teacher's class. Please call the K-12 Central Office at 848-7009 to set up an appointment.

## PROMOTION AND RETENTION

Promotion or retention is the responsibility of the classroom teacher, administration and the superintendent according to the guidelines set by the school board policy 7600R. Retention of elementary students requires parental notification at least six weeks before the end of the school year. Parents may appeal the retention of a student to the superintendent.

## CONCERNS AND QUESTIONS

Parents are encouraged to bring concerns or questions to the school staff. Classroom issues should be directed toward the teacher. Other items should be directed toward the principal. If you

do not feel you have been dealt with satisfactorily, the communication begins with the classroom teacher, to the principal, to the superintendent, and ends with the school board.

## PARENT INVOLVEMENT AT SCHOOL

Parents are encouraged to lend suggestions and time to their child's school. There are opportunities to volunteer in classrooms or in the Title I Program. Chaperones are needed for field trips. Parents may attend and participate in board meetings and school improvement sessions.

## VISITING THE CLASSROOM

Parents are a necessary part of any child's education. We welcome parents to visit their child's classroom. **To avoid disruptions, we ask that you schedule your visit with your child's teacher.**

## VII. MISCELLANEOUS

### LABELS, BOXTOPS, AND FAMILY FARE GROCERY

Parents can help the school supplement funds for equipment, assemblies, and special events in three ways.

Campbell Soup product (including Swanson and Franco-American) labels are collected and redeemed for equipment.

Boxtops from General Mills Cereal and Betty Crocker Products can be sent to the school. They can be redeemed for 10 cents each.

We take part in the Family Fare's Grocery Store's *YES Card*. You must sign up at the store to have a percent of your purchases donated to the school. Our group number is 13705. Unless you sign up for this program no one benefits from your purchases.

We also accept Spartan UPC labels.

### LOST AND FOUND

Occasionally a child loses a possession. A *Lost and Found* box is provided for lost clothing, equipment, etc. Valuables will be kept in a safe place. Parents can help by marking clothing and other personal property. The school is not responsible for unclaimed items.

### TELEPHONE

Use of the telephone by students is limited to emergency calls and school business calls only. **Calls for permissions to attend parties and ride buses with friends, etc. will not be permitted.** These matters should be taken care of at home.

## CELL PHONES,RADIOS, TOYS, AND VIDEO GAMES

Students may **NOT** bring radios, tape players, walkmans, CD's, expensive toys, video games, collection cards, or cell phones to school. The school does not take responsibility for their loss, damage, or theft. Please clearly label any objects that are brought to school.

## FIRE AND TORNADO DRILLS

Students are to follow the instructions of their teachers during fire and tornado drills. Exit instructions are located in each room.

## KINDERGARTEN ROUND-UP

In the spring of each year, Kindergarten Round-Up is held to locate and screen our next year's Kindergarten students.

The screening process is very important and every prospective student is screened. If you have a preschooler who will be ready for school next year, please call the K-12 Central office for an appointment. You will be asked to bring your child's birth certificate and immunization record with you.

## SCHOOL PICTURES

School pictures are taken each fall by an independent company. You will be notified as to the date.