



Fairview Elementary

Student/Parent Handbook

2020-2021

** All district policies referenced in the handbook are available in their entirety on the district website.*



2020-2021 Fox Chapel Area School District Calendar

2020-2021 Fox Chapel Area School District Calendar

August 2020				
3	4	5	6	7
I	I	I	P	FC
10	11	12	13	14
P/C	P	P	P	FC
17	18	19	20	21
				(5)
24	25	26	27	28
31				

September 2020				
	1	2	3	(10)
X				(14)
7	8	9	10	11
				(18)
14	15	16	17	18
				(24)
21	22	23	24	25
X				
28	29	30		

October 2020				
			1	(28)
				2
				(33)
5	6	7	8	9
		E/+		(38)
12	13	14	15	16
				E/C (43)
19	20	21	22	23
				R (48)
26	27	28	29	30

November 2020				
E/CONF	CONF+			(52)
2	3	4	5	6
				(57)
9	10	11	12	13
				(62)
16	17	18	19	20
		E/+ (65)	X	X
23	24	25	26	27
X				
30				

December 2020				
	1	2	3	(69)
				(74)
7	8	9	10	11
				(79)
14	15	16	17	18
		(82)	X	X
21	22	23	24	25
X	X	X	X	
28	29	30	31	

January 2021				
				X
				1
				(87)
4	5	6	7	8
			(91)	FC
11	12	13	14	15
P				R (95)
18	19	20	21	22
				(100)
25	26	27	28	29

February 2021				
				(106)
1	2	3	4	5
			(109)	P
8	9	10	11	12
X/M				(113)
15	16	17	18	19
				(118)
22	23	24	25	26

March 2021				
				(123)
1	2	3	4	5
				(128)
8	9	10	11	12
				E/C (133)
15	16	17	18	19
				E/R (138)
22	23	24	25	26
X	X	X		
29	30	31		

April 2021				
			X	X
			1	2
				(143)
5	6	7	8	9
				(148)
12	13	14	15	16
				(153)
19	20	21	22	23
				(158)
26	27	28	29	30

May 2021				
3	4	5	6	7
				(163)
				(168)
10	11	12	13	14
				(173)
17	18	19	20	21
				(178)
24	25	26	27	28
X				
31				

June 2021				
		K/E		E/C (182)
FC	P/C	1	2	3
				4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

1st Grading Period – October 23 – 43 days
 2nd Grading Period – January 14 – 48 days
 3rd Grading Period – March 19 – 42 days
 4th Grading Period – June 4 – 49 days

November 2 – Elem/Sec Early Dismissal & Parent Teacher Conference Day
 November 3 – Parent Teacher Conference Day (No School for Students)
 June 4 – Last Day for Students = 162 Days (unless makeup days are required)
 June 8 – Last Day for Professional Staff = 195 Days (unless makeup days are required)

First Semester	
8/10-12	New Teacher Induction Days
8/13, 18, 19 & 20	Professional Development Days
8/14 & 21	Full Clerical Days
8/17	Professional Development/Clerical Day
8/24	First Day for Students
9/7	Labor Day
9/28	Fall Break
10/14	Elem/Sec Early Dismissal
10/23	Elem/Sec Early Dismissal & Clerical Day
11/2	Elem/Sec Early Dismissal & Parent Teacher Conference Day
11/3	Parent Teacher Conference Day
11/25	Elem/Sec Early Dismissal
11/29-30	Thanksgiving Break
12/24-1/1	Winter Break

Second Semester	
1/15	Full Clerical Day
1/18	Martin Luther King Jr. Day & Professional Development Day
2/12	Professional Development Day
2/15	Presidents' Day or Makeup Day
3/19	Elem/Sec Early Dismissal & Clerical Day
3/26	Elem/Sec Early Dismissal
3/29-4/2	Spring Break
5/31	Memorial Day
6/2	Kennywood Day & Early Dismissal
6/4	Last Day for Students
6/8	Elem/Sec Early Dismissal & Clerical Day
6/8	Commencement
6/7	Full Clerical Day
6/8	Professional Development/Clerical Day

I	New Teacher Induction Day
C	Clerical Day
FC	Full Clerical Day (No School for Students)
P	Professional Development Day (No School for Students)
E	Elem/Sec Early Dismissal
X	Holiday/Break/No School
+	Act 80 Day
CONF	Parent Teacher Conference Day
K	Kennywood Day
R	Report Cards Available
M	Makeup Day (if Necessary)

April 19-May 7 shaded areas indicate PSSA testing windows. January 4-15 and May 17-28 shaded areas indicate Keystone Exams testing windows. Refer to the FCASD website (www.fcasd.edu) for specific grades tested in each time frame. Makeup days, if necessary, will be February 15, 2021, and then added on to the end of the school year, beginning June 7, 2021. Please consult building, website, and the district's art and activities calendar for building-level early dismissal dates, school activities, and other special events.

* All district policies referenced in the handbook are available in their entirety on the district website.



FINAL 3/9/2020

FOX CHAPEL AREA SCHOOL DISTRICT

Vision

The Fox Chapel Area School District will be recognized as one of the top-performing public school districts in the nation.

Toward that end we will:

- Challenge each student to reach his/her maximum potential level of achievement.
- Provide scholarly experiences that deepen understanding, creativity, critical thinking, problem-solving, innovation, and collaboration.
- Provide an environment that promotes inclusiveness and embraces diversity.
- Foster a culture that encourages student involvement in the community and raises awareness of civic responsibilities.
- Build relationships with postsecondary institutions, businesses, and industry to create and sustain programs that prepare students to excel beyond high school.

Fox Chapel Area's mission and vision statements are part of the district's overall [strategic plan](#).

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FOX CHAPEL ARES SCHOOL DISTRICT
CORE VALUES

*The Fox Chapel Area School District: Building
Pride and Unity Through Respect, Responsibility, and
Integrity*

Respect:

- Valuing self and others
- Caring for one's environment
- Pride in positive actions

Responsibility:

- Accountability
- Taking ownership in what you do
- Listening and following through

Integrity:

- Doing the right thing (even when no one is watching)
- Honest with self and others
- Trustworthy in thoughts, words and actions

Accident Insurance

** All district policies referenced in the handbook are available in their entirety on the district website.*



A limited student insurance policy is available at parental expense. This insurance coverage (which would help to pay doctor, hospital, and dental bills resulting from accidental injury) covers the hours and days when school is in session and also covers the child while he or she attends school-sponsored and supervised activities and trips during the school year, while on school premises, and during travel to and from school. A 24-hour insurance coverage is also available for purchase.

Arrival and Dismissal

Arrival:

School officially starts at 9:00 A.M. with announcements beginning at 8:55.

Buses arrive at approximately 8:40 A.M. and students riding the bus will enter the building through the main entrance or 3rd grade hallway entrance.

- Busses will continue to drive forward and drop off students at their current drop-off locations. Only busses will be permitted to follow the parking lot loop to exit the school.
 - Busses will stop at a stop sign that is on the right side of the driveway exit. We ask for driver courtesy in allowing busses to take turns with exiting cars for a safe exit to Dorseyville Road.

Car Riders *may begin arriving to the building at 8:30 A.M to start the school year.* This is a change from previous years when students could not be dropped off until 8:40. We will be extending the time until further notice to accommodate an anticipated increase in car riders.

******New Procedure for Car Rider Drop Off***

New for the 2020-2021 school year, we will be rerouting our drop off locations for cars and busses.

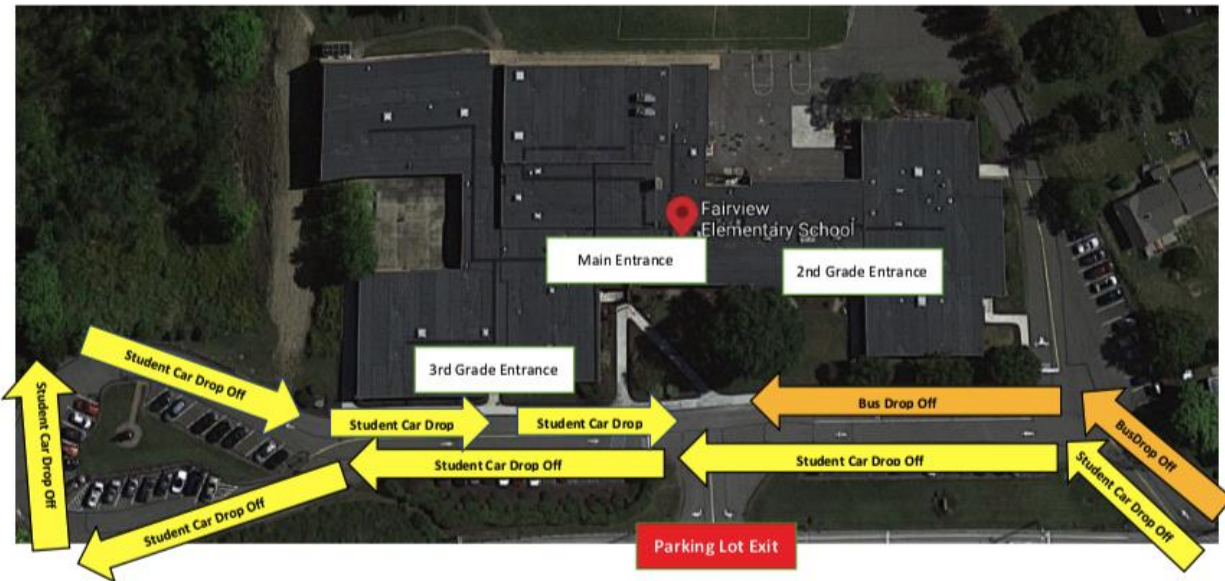
- When entering the parking lot to drop off your student at the start of the day, please enter the lot and remain in the left hand lane. **All buses will not be dropping off students in the right hand lane, which was previously designated as the car rider drop off area.**
- Continue in the left lane until you enter the loop at the end of the parking lot staying in the left hand lane until you reach the sidewalk near the 3rd grade entrance of the building.
- Once you have reached the sidewalk staff members will be present to greet students. ***Drivers should remain in the car and while students exit on the driver's side of the vehicle closest to the sidewalk.***
- All students will enter the 3rd grade entrance of the buildings.
- All drivers that have unloaded their vehicles should follow traffic through the parking lot exit. Staff will be on hand to direct traffic entering and exiting the parking lot.
- Please note that there is no YMCA morning daycare service provided at Fairview. The YMCA program held at O'Hara Elementary provides busing to and from Fairview.

MORNING DROP OFF

** All district policies referenced in the handbook are available in their entirety on the district website.*



Fairview Elementary Arrival Map



Dismissal:

Dismissal at Fairview Elementary begins at 3:30 P.M.

Car Riders

Car rider dismissal will begin at 3:30. The parents of car riding students are required to send a note to the classroom teacher indicating that they will be picking up their student. Please address in the note whether the pick-up is for a specific date or dates, or every day. Parents must be prompt in arriving for car riders, since students riding home with parents will be the first students dismissed from school.

******New Procedure for Car Rider Pick Up***

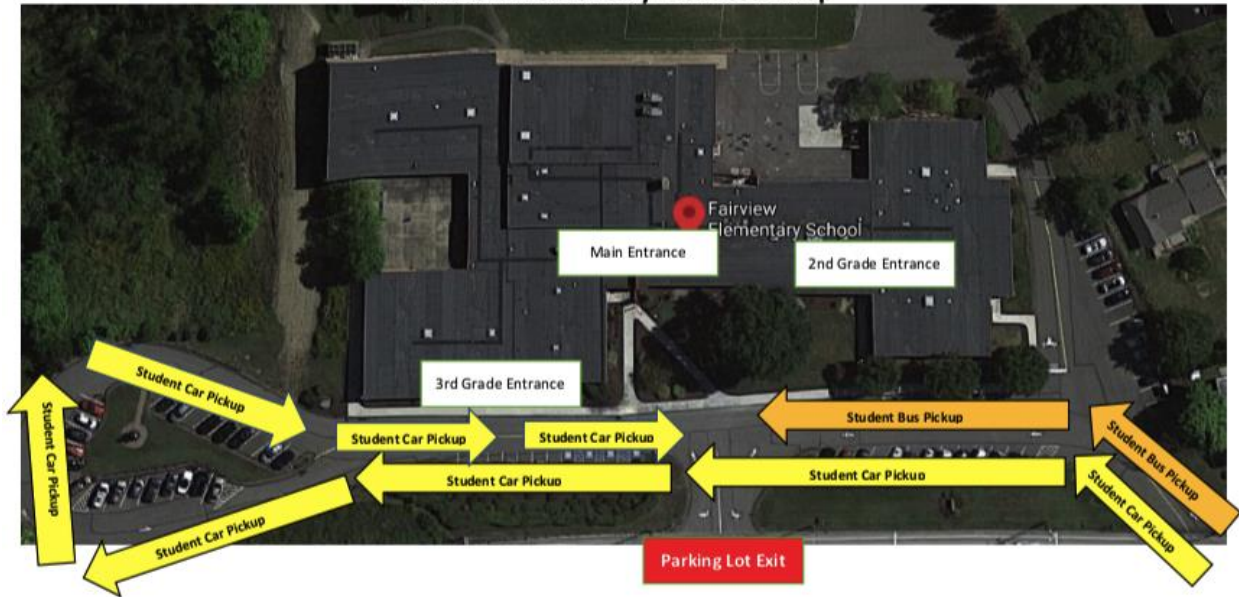
New for the 2020-2021 school year, we will be doing a curbside parent pick up during dismissal.

- All students will be given a name placard to place on the visor of their car for parent pickup.
- We ask that parents display this placard on their visor each time a student is picked up.
- When entering the parking lot to pick up your student at the end of the day, please enter the lot and remain in the left hand lane.
- Continue in the left lane until you enter the loop at the end of the parking lot staying in the left hand lane until you reach the sidewalk near the 3rd grade entrance of the building.
- As cars near the sidewalk of the 3rd grade entrance, staff members will read the name placard in your visor, check your driver's license and radio for your student(s) to be brought to your car.
- All students will enter cars on the sidewalk or the driver's side of the car.
- Once students are in their vehicles and safely buckled, cars will proceed to the exit of the parking lot. We will have a staff member directing traffic to allow for cars and buses to safely exit.

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Afternoon Pickup Fairview Elementary Dismissal Map



Please note that there are no exceptions to bus riding assignments. Students must ride their district assigned buses to and from school at all times and therefore may not ride home on another student's bus.

If there is an unexpected change of transportation due to an emergency, please call the school office directly at 412-963-9315. Please indicate to the secretary that your message is urgent and timely and must be delivered immediately and directly to the classroom teacher. Please do not leave an emergency change of transportation message or any timely information on a teacher's email or voice mail since teachers are not always able to check their voicemail or email mail prior to student dismissal.

When possible, please notify the school of any sudden need for transportation changes prior to 2:45 p.m., as the office becomes very busy after this time and we want to be sure the teacher and child/children are notified prior to dismissal.

Assemblies

Assemblies are scheduled throughout the school year. These assemblies are funded by The Fairview Parent Teacher Organization (FPTO) and are planned by the FV Learning Team, a sub-committee of the Site Based Management Team. District-related performances are scheduled through the principal. The announcement of school assemblies will be noted on school calendars and weekly school forecasts.

Attendance ~ Policy 204*

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Regular attendance in school is extremely important and should be established early. Children achieve more and feel better about themselves when instruction is continuous and when a sense of belonging is established within the classroom. *Those who learn the importance of regular attendance tend to stay more actively involved and do better in school.* However, we understand that children may become ill. If your child is ill, please call the school office between 8:00 and 8:30 A.M. at 412-963-9315 to report your child's absence. The automated SchoolMessenger System will call parents to verify student absences and remind parents to send an excuse the day the child returns to school. Please note that pre-approved Educational Tour and Trip requests do not receive the SchoolMessenger absence verification call. They also require a written excuse upon the child's return to school.

Pennsylvania public school attendance law requires that all absences be treated as unexcused/unlawful until the school district (school) receives a written excuse indicating the reason(s) for the student's absence. Parents/guardians must submit a written excuse within three calendar days of an absence and will be informed if they fail to provide a written excuse within that time frame. Please note that absences without excuses will be permanently recorded as unexcused/unlawful, and that medical excuses are required for absences of five (5) or more consecutive days and after ten (10) cumulative days of absence. Children under a doctor's care for a contagious disease or those with chronic absences may also be required to submit an excuse from a physician. Pennsylvania school law identifies excused/lawful absences as those related to:

- illness of the pupil
- death of an immediate family member
- medical/dental appointments
- bona fide religious holiday
- quarantine
- pre-approved educational travel
- weather so inclement as to endanger student's health or safety (impassable roads)
- court hearings related to student involvement with county children and youth or
- juvenile probation office agencies
- authorized school activities (field trips)

Excuses other than those listed above are unexcused/illegal. The parents of chronically absent students may receive a call or visit from Fairview and/or district personnel. Continued concern may result in required excuses from a physician, parental appearance before a magistrate, and/or referral to Children Youth and Family Services.

Please be advised that when there is a scheduled half-day of school on the calendar and a student is absent, he/she will be charged a full day absence.

Educational Tours and Trips, Not School Sponsored (Policy 204.1*)

Upon written request, Fox Chapel Area School District policy allows for student absence to participate in an educational tour or trip that is of educational significance to the student. Tours and trip approvals are not intended for trips to local interest, attendance at sporting events, hunting, fishing or shopping trips, or solely to accompany the family on vacation. Parents requesting to take

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their child on an educational tour/trip may acquire an *Educational Tour and Trip Request Form* from the school office, or downloaded from the district's website using the following link: [Educational Tour and Trip Form](#)

Educational Trip and Trip Request forms are to be submitted **at least two weeks prior to the trip** in order to process the form and to provide teachers with ample time to compile student assignments. Parents will only be notified if a tour or trip is NOT approved. Students are required to make up work missed during educational trips. Parents are urged to restrict travel on school days since the lack of continuity disrupts instruction for the absent child as well as for the class. Extended trips may require parents to withdraw, and then re-register, students prior to the student's return to school. **In addition, trip requests are strongly discouraged during CoGAT and PSSA (Grades 3-5) testing weeks. If an Educational Tour/Trip Request is submitted and extends into a testing window with time not available for make-up, the request may be denied. Refer to the district calendar, which can be found on the district website for designated testing dates.**

When students return to school after any absence (including pre-approved tours/trips) or late arrival, or leave for an early dismissal, they **must bring a written excuse signed by their parent/guardian stating the date(s) of absence(s) and reason(s) for the absence(s)**. Absences without excuses (or excuses for reasons other than those approved by Pennsylvania School Law) are recorded as unexcused/unlawful.

Tardiness:

Morning procedures are important to a child's success at school; therefore, it is imperative that students arrive before the official start time. Buses arrive and students may begin entering the building at 8:40 A.M. **Please note that announcements begin at 8:55 and the instructional day begins at 9:00 A.M promptly. Students arriving after the 9:00 A.M. start time are tardy.** We recognize that early appointments and family emergencies do arise. **However, students arriving after the 9:00 A.M. start, regardless of the reason, are tardy and must bring a written excuse indicating the reason for tardiness and be signed in at the office by an adult before proceeding to their classrooms.**

Failure to report to the office after entering the building will result in an unexcused absence being recorded for the day. Each group of three (3) tardies shall be considered as one (1) unexcused absence from school. The parents of chronically tardy students may receive a call, letter, or visit from Fairview and/or district personnel. Continued concern may result in required excuses from a physician for all absences and tardies, parental appearance before a magistrate, and/or referral to Children Youth and Family Services.

Before and After School Childcare

** All district policies referenced in the handbook are available in their entirety on the district website.*



Before and after school childcare is not available at Fairview. The YMCA Program at O'Hara Elementary School provides busing to and from Fairview. YMCA Childcare arrangements are made directly with the YMCA at 412-934-9622.

Breakfast-Lunch Programs

Breakfast and lunch are served daily in our school cafeteria. The 2020 -2021 daily lunch price is \$2.55 milk is \$.75 and breakfast can be purchased at the daily rate of \$1.35. Application forms are available to determine eligibility for free or reduced lunch and breakfast. Parents who choose to pre-purchase breakfast and/or lunch with cash or check for a specified time or amount may do so by bringing money (or sending money with their child) to the cafeteria manager before the 9:00 A.M. school start time.

A computerized Point of Sale (POS) system allows parents to pre-pay for meals by depositing money into a debit account for lunch, breakfast, milk, and snacks. To place money on an account, apply for free/reduced eligibility, place a note on your child's account, make payments, and to view all purchases including snacks, please sign up for the online system at www.schoolcafe.com. All students are assigned a Personal Identification Number (PIN) to be used for participation in the POS System. Student PIN numbers follow students to graduation.

All students purchasing lunch, whether choosing to set up a pre-paid account or paying cash daily must enter their PIN number as they purchase meals. When a child purchases breakfast, lunch, milk, and snacks in the cafe, he/she enters his/her PIN number and the payment is automatically deducted from his/her account balance. The lunch monitors at Fairview assist children who forget their PIN numbers or children who have not yet utilized the point of sale system.

Snacks are offered in our cafeteria for purchase during the lunch periods once all students have purchased their lunches. Students in grades K-2 are permitted to purchase snacks on a designated day each week; students in grades 3-5 are permitted to purchase snacks Monday - Friday. Kindergarten students also have classroom snacks arranged by teachers and parents. A "No Snack" day may be determined at the discretion of the café manager. If a student owes the cafeteria money, no extras will be allowed to be purchased until the account has money in it again.

Please review the Wellness section of the handbook regarding food allergies.

Additional details regarding the breakfast and lunch programs can be found on the district website [Food Services](#).

Fox Chapel Nutrition Center Breakfast and Lunch Program:

Free and reduced lunch applications may be completed and returned to school, or completed through the online system at www.schoolcafe.com. The application must be completed every school year. All charges incurred before applying for free or reduced eligibility are the responsibility of the parent/guardian. One meal benefit application may be used for all eligible school children in the family. If you receive notification that you are on the direct certification list, you do not need to fill out an application. For the Food Service Policy, access to all menus, free

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and reduced forms, and general information on the Nutrition Center please go to: <http://www.fcasd.edu/about-the-district/food-services.html> Please contact the FCASD Nutrition Center Secretary, Sandy Stewart, for any questions regarding the school breakfast and lunch program or the free and reduced program at 412-967- 4409 or Sandy_Stewart@fcasd.edu.

808-AR-3. STUDENT FOOD SERVICE CHARGES-DEBT

Due to the large number of students charging their meals, it is necessary to address the issue of delinquent food service accounts.

The Board of School Directors is required to provide healthy meals in accordance with current regulation and policy. The Board of School Directors shall permit students to incur what the Board or its designee considers reasonable charges and that parents/guardians shall be contacted for payment of said charges.

GUIDELINES:

The district shall inform, in writing, students and their parents/ guardians, who incurred a negative balance, of the district's policy regarding food service charges. The Food Service Department of the Fox Chapel Area School District adopted a Point of Service System (P.O.S.S.) for meal purchases in each building. Parents/guardians have the ability to prepay for meals by depositing funds to the students account. All students are issued a Personal Identification Number (PIN) upon entering grade K and will retain a PIN while enrolled in the Fox Chapel Area School District.

A written notice will be sent by mail to parents/guardians whose students have a debt greater than \$13.00, informing them of the balance; and that if the balance is not paid immediately, the student will be provided a qualified lunch at the cost of a school lunch, consisting of a cheese sandwich, fruit, and milk.

Students in grades K-5 will always be provided a meal, regardless of their balance due. Students incurring additional debt will be notified by certified mail of the current balance due, the school board policy, and that the district reserves the right to disallow student involvement in after school activities, as well as seek assistance from the proper agency for legal action, if payment is not remitted.

FCASD District Wellness Policy Fox Chapel Area School District recognizes that student wellness and proper nutrition are related to students' physical well-being, growth, development and readiness to learn. The Board is committed to providing a school environment that promotes student wellness, proper nutrition, nutrition education and promotion, and regular physical activity as part of the total learning experience. In a healthy school environment, students will learn about and participate in positive dietary and lifestyle practices that can improve student achievement. To access the entire wellness policy please go to:

http://www.fcasd.edu/cms/lib/PA50000431/Centricity/Domain/55/246_Student_Wellness.pdf

USDA Nondiscrimination Statement and Complaint Procedure In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American

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Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) Mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW Washington, D.C. 20250-9410;
- (2) Fax: (202) 690-7442; or
- (3) E-mail: program.intake@usda.gov

Building Entry

To enter Fairview during school hours, the entry camera system requires visitors to ring the doorbell to be identified by one of the secretaries and to provide a reason for entry into the school lobby. In an effort to enhance the safety and security of our students and staff, we utilize the Raptor Visitor Management System. The system tracks all visitors, contractors, and volunteers who come into the school and provides alerts or anyone who may jeopardize the safety of our students and staff.

All visitors must be buzzed in at each school and immediately report to the office window. Visitors then must present a valid state-issued driver's license or ID, which is entered into the Raptor system. A badge is issued identifying the name of the visitor, the date, and the time of the visit. Visitors return the badge prior to exiting the building and the visitor is signed out of the system.

The safety of our students and staff is a high priority. The Raptor Visitor Management System is just one of the tools we use to make our school safer. For questions / comments / concerns, contact Mr. Joseph Kozarian, School Safety and Security Coordinator, at 412-967-2448 or joseph_kozarian@fcasd.edu. For more information on the Raptor Management System, visit Raptor Technologies at www.raptortech.com. Thank you for accommodating the security measures in place that serve to enhance the safety of our children and staff.

Building Usage

Fairview Elementary is open after school hours for district activities, intramural programs, and for other uses per school board policy. However, Fairview school and student activities take precedence, and other activities may be cancelled if a school program is scheduled. Interested parties are required to complete a **Facilities Use Request Form** (available in the school office) at least two weeks prior to their need. Related rental costs and approvals are determined by the building and district. The party signing the request form is responsible to the district should any damage occur.

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Bullying/Cyberbullying – Policy 249*

Fairview is committed to providing a safe, enjoyable, positive learning environment for all students. Therefore, bullying/cyberbullying are never tolerated in the school, on school grounds, in school vehicles, at designated bus stops, or at school sponsored activities. Intentional acts of written, verbal, physical or electronic bullying/cyberbullying that are severe, persistent and/or pervasive create an atmosphere of fear and intimidation, detract from the safe and orderly environment necessary for student learning, and may lead to more serious violence. Each student is responsible for respecting the rights of others and for demonstrating behaviors conducive to an atmosphere free from any type of bullying.

Creating a Caring School Community

The elementary school guidance program and classroom interventions strive to develop a caring school community and work to positively address conflict and avert bullying. The guidance curriculum introduces and reinforces the following topics through developmentally appropriate lessons taught in grades Kindergarten through grade five:

- Accepting Self and Others
- Understanding, Identifying and Expressing Feelings
- The Importance of Rules and Consequences
- Making Responsible Choices
- Identifying Bully Behavior
- Ways to Handle a Bully
- The Power of the Bystander
- The Qualities of a Friend
- Team Building - The importance of Cooperation
- Gossip and Rumor
- Conflict Resolution
- Point of View

Core components of the program are implemented at the school level, the classroom level, and the individual level.

At the school level, the staff is trained to identify typical developmental and social behaviors of children, the difference between conflict and bullying, what characterizes bullying behaviors, how to assist victims, how to empower bystanders, and how to assist students identified as bullies to choose pro-social behaviors.

At the classroom level, teachers read and discuss stories from the Heartwood Character Education Program that exemplify positive social attributes. They review and reinforce the guidance lessons described above, hold classroom meetings, and intervene with children as needed.

The individual component includes interventions with individual children, teachers, and parents

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when conflicts or bullying situations occur. Classroom and special area teachers, the school counselor, school psychologist, school-based mental health professional, and/or principal may be called upon to assist in these efforts.

FV counselor, Stefanie Lipke will be instructing students using the district adopted social emotional learning program, Second Step. K-3 units of focus will include: Skills for Learning, Empathy, Emotion Management, and Problem Solving. Grades 4-5 units of focus will include: Empathy and Skills for Learning, Emotion Management, and Problem Solving. Please contact Mrs. Lipke, FV Counselor, for more information at stephanie_lipke@fcasd.edu.

Bus Riding-Transportation To and From School

Bus riding, to and from school, is a service provided by the school district. There are three bus rules that students are expected to follow while riding the bus

1.) SIT 2.) SEAT BELTS 3.) SIX INCH VOICES. The bus drivers are responsible for the safety of students on the bus with help from 5th grade student patrols. Bus concerns and concerns regarding behavioral situations on the bus are directed to Mr. Anderson. Questions regarding busing can be answered by the school office (412-963-9315) until 4:30 p.m. or directly to ABC Transit @ (412)-828-9000.

Classroom Assignments

It is with great care that classroom assignments are determined with input from the grade level teachers and other professional staff members who know and work with our children. This professional team takes thoughtful consideration in appropriately placing students in an effort to create heterogeneous classrooms that balance academic and social structures. Among our considerations are gender, and the support and enrichment needs of our students for services that include, but are not limited to, learning, speech/language, acceleration, gifted and instrumental music programs. While your input is very important to us, parental requests for specific teachers limit our professional staff in making the best educational decisions for our students. ***Therefore, parent written or verbal requests for specific teachers are not considered in the classroom assignment process.*** Information about your child's individual learning profile, that may help us in our work, may be addressed to the principal in writing by **May 1st**. Please note that, while important, parental input is one piece of the multi-faceted process of creating balanced classrooms, it is not the sole factor. Written input submitted from parents regarding a child's learning profile will be shared with the assigned teacher.

Classroom Parties/Celebrations, TAG and Music Box Presentations

Classroom teachers and parent volunteers coordinate classroom celebrations for three holidays: Halloween, the last day of school before the December break, and Valentine's Day. Parents may volunteer for one or all three holiday parties. However, they **MUST SIGN UP as a party volunteer and have the appropriate clearances** prior to the party day. To maintain the safety and well-being of our students, **NO ONE** is allowed to be a 'last minute volunteer' or 'stop in' a classroom to say "hello" or 'visit' a holiday party. All party volunteers must contact the homeroom

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parent by the designated deadline in order to acquire a nametag and be permitted entry to the school/classroom on the day of the event. In addition, parent volunteers and classroom teachers schedule classroom lessons through the school and FPTO sponsored programs. Since the activities planned for these events/lesson/programs are specifically designed to address the age, interest and developmental level of the grade involved, they are not appropriate for siblings. Therefore, we are unable to welcome siblings to accompany volunteers to events held during the school day. Volunteers must have all clearances on file with the district office and a volunteer badge at the Fairview office, issued by the district office.

Fairview Elementary School recognizes proper nutrition as a key component of overall well-being and readiness to work and learn, and, as a result, food items will not be served during classroom parties or celebrations. Classroom parties and celebrations provide students the privilege of participating in social functions apart from the normal academic program and instructional day, and, as such, are intended to focus on the interactional social benefits offered. Food items are not to be offered or made available for consumption by students or staff during classroom celebrations, thus allowing socialization activities, rather than food, to be the focus.

Confidentiality

Respecting confidentiality is crucial to Fairview Elementary School as it acts to protect the rights of every student. Volunteers at school may notice a student involved in a disciplinary matter or may observe student academic performance in the classroom. These circumstances should be treated confidentially and are not for discussion in, or outside, the school. It is extremely important that volunteers respect the privacy rights of all members of the Fairview community. If volunteers or visitors have concerns about something seen or heard at Fairview, they should speak privately to the appropriate teacher or to the principal. In addition, parent copy volunteers are required to maintain confidentiality about the items (papers, tests) that they copy for teachers and about what they see and hear while working in the school or in the office area.

Dress Code

Students at Fairview Elementary School are expected to dress in a manner that is conducive to a safe, friendly, learning environment for students and teachers. Therefore, students have the responsibility of wearing clothing that projects a positive attitude of pride in self, school, and community. Students are required to wear appropriate, comfortable, and safe clothing that is neat, clean, and in good taste, and does not distract from the educational process. In addition, students are required to wear gym-appropriate shoes to climb on the playground equipment. Backless shoes and sandals (flip-flops, clogs, mules, etc.) and heeled shoes and boots with leather soles prohibit safe footing on the climbing apparatus and have been the cause of slipping and sliding accidents; therefore, students wearing them during recess will not be permitted on the playground equipment. Changing into playground appropriate shoes before recess is permitted.

Early Dismissal and Late Arrival by Parent Request

** All district policies referenced in the handbook are available in their entirety on the district website.*



******For the 2020-2021 school year, all students departing for an earlier dismissal will be brought to their parents at the main entrance after a Photo ID is verified.***

Please note that the instructional day at Fairview begins at 9:00 and ends at 3:40 P.M., and that educational activities begin promptly and continue until dismissal. Obviously, some appointments on school time cannot be avoided, and family emergencies do arise. **However, be advised that late arrivals and early departures are reserved for extenuating circumstances only.** Please arrange routine appointments and schedules to respect the integrity of Fairview's instructional day. By complying, your child's educational day will not be curtailed, and the education of your child and his/her classmates will not be disrupted. **No child will be excused at any time other than the regular dismissal time without written parent permission.** If an unusual situation should arise that requires a student to leave the school at any time other than the normal dismissal time, the parent or guardian must send a note to the homeroom teacher.

All students leaving early must be signed out at the office by the parent or guardian. If the student is to be picked up by someone other than the parent/guardian, the written request for the early dismissal must include the name and the relationship of the person who is picking up the child. The presentation of identification will be requested. For the safety of your child, students are not permitted to leave the building without written notification to the teacher and approval from the principal. As with chronically tardy students, the parents of students with repeated early dismissals may receive a call, letter, or visit from Fairview and/or district office personnel. Continued concern may result in a parental appearance before a magistrate, with a possibility of fines and/or referral to Children and Youth Services.

Early Dismissal by District Calendar

Periodically, students are dismissed early from school to allow for teachers and staff members to attend a variety of professional development sessions. These sessions are built into the school calendar to allow teachers and staff to enhance their knowledge base by acquiring new ideas and teaching strategies to meet the needs of all of our children.

Educational Services

The special education team at Fairview works as an inclusive model. The Learning Support staff offers support to students in classrooms as well as in the Learning Lab and the Speech/Language Room. The Quest (gifted program) teachers plan and implement activities to assure that the needs of qualifying gifted students are met.

Learning Support and/or Speech/Language Services may be accessed in several ways. After viewing test scores and classroom performance, a teacher or the principal may request a parent meeting to review data and to plan interventions or further assessments. Parents may request services through the classroom teacher, the Response to Instruction and Intervention (RtII) facilitator, the school counselor, and/or the principal. Response to Instruction and Intervention (RtII) is a process that fosters systemic research-based instruction and interventions for all learners. Instruction and interventions are matched to student needs, and the monitoring of progress is

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continuous. Teachers regularly collect and analyze student assessment data to measure whole group and individual student progress related to grade level benchmarks and to plan and implement classroom and support interventions. At any time, parents may be invited to discuss their individual child's growth. This approach to monitoring student progress promotes success for all students.

Quest services are processed in a similar manner. After reviewing standardized tests, classroom performance, and grades, the classroom teacher, and/or the principal may request further testing to determine if specialized instruction is necessary to meet the needs of the child. Parents may send a written request for evaluation to the school counselor, Quest teacher, or principal. After receiving parental permission for formal testing, a school psychologist will administer an individual battery of tests. Data from these assessments, as well as several performance indicators, become part of a Gifted Written Report, which is discussed at a team meeting. Multiple criteria for placement in the Learning/Speech/Language Support or Quest programs include information from parent and teacher questionnaires, along with classroom, district, state and nationally standardized assessments.

Electronic Devices

Students are not permitted to possess radios or communication devices of any kind, including but not limited to radios, smart watches, FitBits, iPods, iPads, MP3 players, cell phones or other electronic devices on school grounds, at school-sponsored activities, or on school buses except with permission of the building principal or the classroom teacher as outlined below.

- In the event that the classroom teacher would like to permit students to bring their own device for a specific academic activity, the teacher will provide a separate permission letter that designates the time period and requires parental permission.
- This permission letter will limit the time frame for use and outlines the guidelines regarding student responsibility for use.
- The district is not responsible for loss, damage, or misuse of any electronic device brought to school by a student.
- Violations of the guidelines by a student will result in disciplinary action and may result in confiscation of the electronic device and require parent/guardian pick up of the device.

Toys should be left at home unless a teacher requests that a specific item be brought in for an educational or special purpose. **The school is not responsible for lost or broken toys or electronics.**

Emergencies

The Fox Chapel Area School District has implemented the **SchoolMessenger** notification system to provide timely communication to parents and staff members on matters such as district emergencies. The system automatically calls parent/guardian phone numbers, cell numbers or sends a text message to a cell number programmed by parents/guardians into the system to alert them to emergencies. For more details, - see **SchoolMessenger**.

Emergencies will also be made known over local radio and television stations. The following radio

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and/or television stations provide information regarding delays, cancellations, or early dismissals:

Radio Stations: KDKA (1020 AM) KQV (1410AM)

Television Stations: KDKA-TV, WPXI-TV, WTAE-TV

In addition, there will be an announcement on the district's telephone information line at 412 - 967-2500 and on the district's Web site at www.fcasd.edu whenever school delays, cancellations, or early dismissals are enacted.

In the event of a severe storm forecast or other emergency when children are already at school, an early dismissal may occur. Parents/guardians who work or are not at home should plan with their child (children) where to go should such a situation arise. This information will be requested from parents early in the school year on the Student Pick-Up Authorization Form. This form also designates persons to pick up your child (children) for all instances when the student is released from the school. Please ensure that only those persons listed on the form are available to pick up your child (children) in the event of an emergency. Anyone picking up a student will be required to produce photo identification. In the event your child (children) has a personal means of transportation at school at the time of the emergency or evacuation, your consent is also required before the student will be permitted to leave with their own mode of transportation.

Fairview Five

In order to be consistent, every member of the staff uses the same set of classroom rules, the "Fairview Five." If a student makes an unexpected behavioral choices, the student will be asked to evaluate the choice and plan how to make a more effective, responsible choice in the future. Afterward, the staff members involved help the student to be accountable for the plan that was made.

The Fairview Five

In order to maintain the best possible learning environment, the staff has developed the **Fairview Five**, which are behavioral expectations for each child. These include:

- 1. Demonstrating respect for all people and property.**
- 2. Following directions on the first request.**
- 3. Using appropriate language, gestures, and tone of voice.**
- 4. Keeping hands, feet, and all objects to oneself.**
- 5. Walking quietly in our building.**

If behavior is unexpected, students may be sent to the time-out room to be supervised in writing a plan for improvement. Appropriate consequences for the behavior may be determined as well. The goal of the plan is to help each child choose responsible behavior and learn from their unexpected choices.

The Time Out Procedure

The Time Out Procedure serves as a time and place for students to reflect on their unexpected behaviors and develop a plan for the future. Anyone who has played or watched sporting events knows that a time-out is called when things are not going well or when the team or an individual player needs to stop, regain control, and come up with a new plan of action. The Time Out

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Procedure in school is designed to teach students to do the same thing. Students are sent to Time Out to remove themselves from a situation where a Fairview Five Rule was not followed, to think and write about what they were saying or doing that caused the unexpected behavior, and to create a plan for making a more responsible choice in the future.

Consequences are assigned based on the nature or severity of the behavior or situation. When a student goes to the Time Out room they make a plan for improvement and move through sequential steps for repeated offenses of like behaviors. Based on the frequency and serenity of the infraction students will move to an appropriate step for a consequence. Minor offenses such as disrespectful behavior toward others may result in automatic movement to step 2. Major offenses, such as fighting, stealing, threatening others, physical harm, and harassment may result in automatic movements to higher levels of the plan. Severe offenses will be handled in accordance with district, state, and federal guidelines. Weapons, gestures resembling weapons, or drawing of weapons or violence are prohibited for the safety and well-being of all students, staff, building volunteers, and school visitors. The consequence grid as approved by the FV Site Based Management Team (SBMT) outlines the discipline plan at FV and is available for review in the main office.

Fairview Parent Teacher Organization (FPTO)

The FPTO automatically includes all parents, teachers, and the principal. There are no dues or membership fees. Monthly meetings during the school year (with the exception of December) are held at the school, at which time the members are apprised of the various committee activities and any required voting is done. Occasionally, speakers are invited to attend these sessions. Fundraising activities are held by the FPTO each school year. The proceeds from FPTO fundraisers are used for general activities and for special school programs (speakers, assemblies, cultural diversity events, and class picnics or outings.) The FPTO also coordinates many parent volunteer activities at Fairview and sponsors several family oriented events through the year (Holiday Fair, Science Fair, Fun Fair). All parents are encouraged to participate in FPTO activities. Many of our student activities would not be possible without the support of our FPTO. FPTO officers and all volunteers (those not always under the direct supervision of a principal or professional staff member – field trips, homeroom helpers, field days, etc) Prospective volunteers will need to submit their clearances via the [Raptor system](#). The district will no longer accept hard copies of clearances nor emailed clearances to volunteers@fcasd.edu. However, this email address will still be active for volunteer questions.

Field Trips

The Fox Chapel Area School District and the Fairview Parent Teacher Organization provide the fees for TAG, Music Box, Carnegie Art Museum, PSO school concerts, and in-school field trips with field trips generally scheduled by teachers. These trips are arranged to enhance and supplement the elementary curriculum. Parents are required to sign a permission slip for field experiences. Children may not participate in out-of-school field trip experiences without written parental permission. Occasionally, there is a nominal fee for some field trips. If payment of the fee

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is a concern, please contact the principal or school counselor for confidential financial assistance.

Heartwood Character Education Program

The district adopted, literature-based, Heartwood Character Education program enhances the district's core values of respect, responsibility, and integrity. The seven universal attributes of the Heartwood program (love, loyalty, courage, respect, hope, honesty, justice) are presented in multicultural stories that stimulate rich classroom discussions and activities. Cognitive research confirms that our minds and hearts respond to, remember, and learn from good stories. The read-aloud children's books and follow-up discussion further support and reinforce the guidance curriculum. Children learn how to apply the universal attributes in their daily lives allowing us to realize our goal of creating a caring school community.

Health Services

The certified school nurse is an integral part of the educational team, providing guidelines for school personnel so that specific health needs of students are met. The certified school nurse assesses the seriousness of illnesses or injuries that occur during the school day. The certified school nurse also provides, performs, administers, and/or supervises all necessary treatment procedures required by the student population. The certified school nurse will administer minor first aid to students with injuries or illnesses that occur at school. However, serious injury or illness may necessitate parental notification and possible outside medical attention. These decisions are at the discretion of the nurse, with consideration for the needs of the student.

Medications (*policy 210*) should be given at home. Should the need arise for a student to be given

medications during school hours, these procedures must be followed:

1. Written instruction signed by a physician with the diagnosis, medication, dosage, length of time to be given, possible side effects, and parent signature are required for all types of medication. Forms are available from the certified school nurse or her designees.
2. It is the parent's responsibility to maintain an adequate supply of medication throughout the school year.
3. Medication must be brought to the school nurse by the parent/guardian in the prescription- labeled container, which must remain at school.
4. If the school nurse is not available, the building principal or designees will accept and sign for the medication.
5. Over-the-counter medications, including cough drops will not be administered, unless prescribed by a physician.
6. The certified school nurse will review all new medication requests.
7. The first dose of medication: When a child has been prescribed a new medication it is the parent's responsibility to give the first dose when the child is at home to ascertain the child's reaction to the medication.
8. Medication will be discarded one week following the expiration date, or at the conclusion of the school year, unless the parent requests return of the medication. Medication will be returned to the parent or an adult designee only.

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Exclusion from School ~ *Sickness and Injuries*

The Pennsylvania and Allegheny County health departments require exclusion of all students who are suspected of or have been diagnosed as having the following communicable diseases:

<u>Illness</u>	<u>A student may return to school</u>
Strep Throat and Scarlet Fever	24 hours after beginning appropriate treatment
Conjunctivitis (Pink Eye)	When judged not infective by a physician or school nurse.
Chicken Pox	When all vesicles (sores) are crusted; approximately five days from eruption of the last crop of vesicles.
Scabies	After completion of appropriate treatment and judged not infective by a physician or school nurse.
Ringworm	After the first treatment, if body lesions are covered. Neither scalp nor body lesions that are dried need to be covered.
Impetigo	24 hours after beginning appropriate treatment.

The school nurse should be consulted if there are any questions or concerns regarding readmission to school at 412-963-9315.

Students should **not** be sent to school if they have:

- a fever of 100 degrees or more (students should be fever free without fever reducing medications for 24 hours before returning to school)
- vomiting or diarrhea within the last 24 hours
- a suspicious rash
- a stomachache or fatigue, accompanied by a fever and/or vomiting
- a headache lasting one-two days, or recurring
- red, irritated eyes with pus-like or excessive watery drainage; and/or
- persistent, uncontrollable coughing and sneezing

When children become ill at school, it is the parent's responsibility to provide transportation from school to home. Emergency care cards, completed by parents annually, ensure that children receive the best, and most expedient, care in the event of an emergency or illness at school. Further information on the state mandated services, first aid, immunizations, etc. can be found in the School Health Services Handbook, which can be requested through the school nurse.

Home Learning

Home learning assignments are designed to:

- Provide essential practice in needed skills
- Establish good work habits

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- Afford an opportunity for increasing self-direction
- Enrich and extend the in-school learning experience
- Help students learn to budget their time
- Bring students in contact with out of school educational resources

Parents can support this endeavor by providing a quiet, well-lit area for their child to work. It is important for parents to encourage and support their child's/children's learning in and outside of school. Home Learning assignments should take about 10 minutes per grade level (ex. Gr. 2 parents should expect about 20 minutes of homework per night excluding weekends). Students are also encouraged to read every evening.

Instrumental Music

Beginning in third and fourth grade, instrumental music lessons (string and band respectively) are offered to individuals and small groups of students under the direction of the music department faculty. Elementary string students perform in a winter concert and in the annual String Orchestra Tour. Band students perform in the spring for Fairview students and parents. Rehearsals are in the morning before school on designated days. Interested students and parents may contact one of the instrumental music teachers for specific details regarding participation.

Internet Use

(Student Network/Internet User Agreement and Parent Permission Form)

In order to use networked resources in the Fox Chapel Area School District, students must sign and return a Student Network/Internet User Agreement - those under age 18 must obtain parental permission. The Internet User form is included with the entry registration packet.

Network activities that are not permitted include (but are not limited to):

- Sending or displaying offensive messages or pictures
- Using obscene language
- Giving personal information, such as complete name, phone number, address or identifiable photo, without permission from teacher and parent or guardian
- Harassing, insulting, or attacking others
- Damaging or modifying computers, computer systems, or computer networks
- Violating copyright laws
- Using others' passwords
- Trespassing in others' electronic folders, work, or files
- Employing the network for commercial purposes, financial gain, or fraud
- Installation of non-approved software
- Chat/Instant Message/Blog/Wiki Programs that are not part of classroom instruction
- Modifying Software Settings
- Loading or use of unauthorized games, programs, files, or other electronic media

Networking violations may result in the loss of technological access, or other disciplinary

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actions.

Non-School Sponsored After-School Activities

The parent leaders of each after-school activity will create and distribute permission slips for each session and will take regular attendance. **Parents of participating children are to submit, and have their child return to the teacher, a permission slip for each session that indicates a phone number where the parent can be reached between 3:30 pm and 5:00 pm on that day.** If a parent forgets to send a permission slip when a child is scheduled to attend a session or meeting, the parent is to call the office and ask the secretary to alert the teacher, AND the parent is to also call the activity leader directly to alert the leader that a note was forgotten. To ensure that no child goes home to an empty house, **children with no note and no parental call** will be sent to the activity or meeting. Following these procedures allows us to alert buses and have children brought back to the school in the event that a child inadvertently gets on a bus when he/she is scheduled to be at an after-school activity.

Parent Resources

Our elementary school counselor is available to support parents. A number of books, tapes, and pamphlets pertaining to various parenting topics are housed in the counselor's office and school lobby and are available for loan. Parents may borrow school materials from the counselor, or parents are welcome to contact the school counselor to locate information on a specific topic(s).

Parent Teacher Conferences

Parent Teacher Conferences are held during the month of November. However, parents are welcome to arrange additional conferences, as necessary, throughout the year. These additional conferences can be scheduled by contacting the child's classroom teacher through the teacher's individual voice or e-mail or through the school office.

Parent Volunteers

Fairview Elementary School seeks to utilize parent and community human resources to enhance, expand, and support the educational process at Fairview. We, at Fairview, continually extend ourselves to reach the goal of success for all of our children as we recognize the importance of partnerships with parents, the community, and the broader context of the world. These connections help students to understand their role as citizens, and to recognize how the community cares for, and about, their education. Parent volunteers are an essential part of life at Fairview and provide valuable contributions to our educational program. Parent volunteers coordinate assemblies, fundraisers, classroom celebrations, the Great Expectations afterschool enrichment program, Math Pentathlon, Multi-cultural Night, and our Holiday, Science and Fun Fairs. Additionally, parent volunteers support the Traveling Art Gallery (TAG), Music Box, Book Fair, Book Room, and share work and hobby experiences with classrooms.

Clearances

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For the safety of our children, all school volunteers are required to obtain three (3) clearances: PA Criminal Record Check, PA Child Abuse History and the FBI Criminal History Record. Volunteers **MUST** provide copies of the three clearances listed above prior to volunteering in our school. Copies of the Request for Criminal Record Check, FBI Criminal History Record, and Pennsylvania Child Abuse History must be on file at the district office prior to volunteering effective 2015. **No exceptions** will be made regarding clearance information.. Volunteer clearances are valid for five years.

Examples of volunteer responsibilities and activities include:

- PTO/PTA officers
- Junior Great Books
- Great Expectations
- Chess
- Book Fair
- Math Pentathlon
- Yearbook
- Field trip chaperones
- Multiple Intelligence Day
- Assembly/in-school field trip performers
- Traveling Art Gallery (TAG) and Music Box presenters
- Birthday readers
- Classroom Party Coordinator
- Other activities as determined by the building principal

Confidentiality when volunteering

Respecting confidentiality is crucial at Fairview Elementary School as it acts to protect the rights of every student. Volunteers at school may notice a student involved in a disciplinary matter or may observe student academic performance in the classroom. **These circumstances should be treated confidentially and are not for discussion in, or outside, the school.** It is extremely important that volunteers respect the privacy rights of all members of the Fairview community. If volunteers or visitors have concerns about something seen or heard at Fairview, they should speak privately to the appropriate teacher or to the principal. Information (papers, tests) copied for teachers by parent volunteers must remain confidential. The sign-in and badge wearing procedures outlined in the **Visitor** section of this handbook applies to all parent volunteers, as well.

Parking During Evening Events

Parking for evening events at Fairview is at a premium. Out of respect of our neighboring local businesses, we ask that you only park on campus or in the designated overflow parking areas, when applicable. When these lots are being utilized for overflow parking, a parking shuttle will transport Fairview families to and from the school. An event specific flyer or written notification will indicate the exact alternate parking lot location(s).

Peer Helpers

The Peer Helpers Program provides opportunities for fifth grade students to help other students

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during fifth grade recess. Under the direction of the school counselor, peer helpers may assist younger students with spelling words, math facts, or an upcoming test. In addition, peer helpers may assist teachers by organizing materials, putting up new bulletin boards, or helping with projects, games, grading papers, etc.

Public Attendance at School Events – Policy 904**

The Board welcomes the public at activities and events sponsored by the district, but the Board also acknowledges its duty to maintain order and preserve school facilities during such events (tobacco/nicotine, free admittance, service animals).

Recess

- Research supports the importance of physical activity and active play for children, so we do our best to get students outside for fresh air whenever possible.
- If the “feels like” temperature is 22 degrees or higher, and the field/playground surfaces are usable, we will have outdoor recess.
- Three different apps/websites are reviewed when making our decision: CBS Weather, Weather Bug, Weather.com.
- The field tends to get very muddy and there will be days where we have to keep students on the track area and/or blacktop as a result of this.
- For indoor recess, students will have access to indoor recess bins filled with board games, indoor active games, craft and art supplies, etc. thanks to the support of PTO and families.
- Please remind students to wear heavy coats, gloves, scarves, and hats on cold weather days. Parents are welcome to have students keep extras in their lockers.
- If students are not dressed appropriately to safely enjoy outdoor play, they may be asked to remain indoors for recess.

Report Cards/Reporting of Student Progress

Report card information is accessible online using PowerSchool. Parents are able to view student grades/ratings at specified time periods following the quarters. *If needed, parents may contact the school secretary in writing to have a paper copy of the report card mailed home following each quarter.* Kindergarten students receive report cards three times per year, in quarters 2, 3, and 4. Grades 1 through 5 receive report cards in all four quarters. For descriptions of standards-based grading and the rating used by the FCASD, visit <https://web.fcasd.edu/reportcard>. More regular progress information of students in Grades 3-5 can be accessed in PowerSchool throughout each quarter.

Room Parent

This volunteer position, directed by the FPTO Room Parent Coordinator, enables a parent from each classroom to act as the liaison for the homeroom teacher by organizing holiday parties and to

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support the school by coordinating volunteers for special events like Multiple Intelligence Day and the Fun Fair.

Safety Drills

A variety of safety drills are practiced periodically to ensure student knowledge and comfort with hearing the sounds and participating in the drills. When available, officers may be on site to assist with our drills and provide feedback to staff. Teachers, counselors, and administrators monitor and check-in with students and staff throughout and after safety drills. Anyone who is visibly upset or who has voiced concerns is referred to our counselor. If a student would benefit from counselor support, the parent is informed.

- **BUILDING EVACUATION DRILLS**
 - Students and staff evacuate to a designated off-site location with the support of local first responders.

- **BUS EVACUATION DRILLS**
 - Held twice a year
 - Bus driver and staff members assist students with exiting the rear of the bus

- **FIRE EVACUATION DRILLS**
 - When the alarm is pulled, the principal announces on the intercom that “this is only a drill.”
 - Held monthly to practice evacuating the building and moving to a safe distance in a timely and safe manner

- **LOCKDOWN DRILLS**
 - Helps make students and staff aware of where to go and what safety precautions to take in the event of a crisis situation or an intruder inside or outside of the building.
 - Held a minimum of twice a year

- **SEVERE WEATHER DRILLS**
 - Mandated by the state to be held in the spring each year.
 - Students and staff practice going to a safe location and getting into a safe physical position within the building

School Closings and Delays

The Fox Chapel Area School District will cancel school if the health, safety or well-being of our students is threatened due to severe weather or unforeseen circumstances.

Delayed School Openings

The Fox Chapel Area School District may issue a “2 hour delay” when serious morning weather conditions (which are expected to moderate later in the day) occur. When a “2 hour delay” is

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called, school buses will run two hours later than usual, and classes will begin two hours later than usual. Please note that breakfast **will not** be served on two-hour delay days. However, lunch **will be** served as usual and dismissal will follow its regular schedule. There will be no recess.

School Communication

PowerSchool

PowerSchool is our primary source for student and class information. It is an internet platform and online communication tool that serves as an extension to our school website, providing our families with up-to-date student and classroom information. Parents receive login information after their children are enrolled. PowerSchool enhances parent-teacher communication, saves teachers time, and serves as our primary source of specific student and class information. PowerSchool allows parents to keep track of their children's grades. Teachers update PowerSchool pages weekly or as communicated per grade level teams.

Friday Folder

Fairview's weekly Friday Folder packets provide school information and are posted on the Fairview Elementary School website each week. Monthly and weekly calendars, informational notes, and other important school information are included in the weekly Fairview Friday Folder packet. The Friday Folder packet of information is posted on the school website each Friday (on Wednesday or Thursday during short weeks). Families without access to a computer can request a paper copy of the Friday Folder packet by calling the school office. FPTO and other school related notices must be submitted to the school office for approval by noon on Wednesday in order to be included in that week's packet.

Flyers from community groups are not included in the Fairview Friday Folder packet. District approved flyers are posted under the "COMMUNITY" link, located at the top of the FCASD website homepage, and then under the "Flyers" link.

FPTO offers an email reminder when the Friday Folder packet is posted to parents who request the service. A listing of all new community flyers that have been posted on the school website is also included in the Friday Folder reminder email.

SchoolMessenger Parent Emergency Notification System

The SchoolMessenger Parent Emergency Notification System quickly and accurately delivers emergency information to parents per their preferred method of notification.

Site-Based Management Team (SBMT)

The SBMT is comprised of two representative parents, a community member, staff members, and the principal, who provide input and guidance to our school community. Standing committees research and recommend ideas and solutions to the SBMT. SBMT representatives also participate in the interviewing process of some staff members. Meeting once a month during

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the school year, the SBMT focuses on the district and building strategic plans and works with the principal to make and implement well-thought ideas and decisions for students and staff.

Title IX: Section 504 and ADA

The Fox Chapel Area School District is an equal rights and opportunity school district. The school district does not discriminate on the basis of race, color, age, creed, religion, gender, sexual orientation, ancestry, national origin, or handicap/disability. The district shall make reasonable accommodations for identified physical and mental impairments that constitute disabilities, consistent with the requirements of federal and state laws and regulations.

Additional information pertaining to civil rights, school district policies, and grievance procedures can be obtained by contacting the compliance officers listed below between 8 a.m. and 4 p.m. Monday-Friday. This notice is available from the compliance officers in large print, audiotape, and in Braille.

David P. McCommons, Ed.D. (412/967-2456)
Timothy A. Mahoney (412/967-2435)
Fox Chapel Area School District
611 Field Club Road
Pittsburgh, PA 15238

Tobacco/Nicotine - Policies 222 & 223

The board recognizes that tobacco, nicotine, and nicotine delivery products present a health and safety hazard that can have serious consequences for both users and nonusers and the safety and environment of the schools.

Visitors

As part of the Safe Schools Project, all parents, visitors, and volunteers must **sign in and out of the building** at the main lobby window indicating the reason for the visit. Volunteers will have a name specific identification badge. **Visitor and volunteer badges must be worn at all times while in the building.** We thank everyone in our community, in advance, for helping to make Fairview a safe place for our children and staff.

Weapons

Students should never bring any item to school that could be considered hazardous to their health and well-being and/or the health and well-being of others. Examples include: cigarettes or tobacco products, any kind of knife regardless of the size, sticks, sharp objects, toy guns/swords/knives, etc., or any item that can be interpreted as a weapon. Students who bring any type of weapon, sharp

** All district policies referenced in the handbook are available in their entirety on the district website.*



object, or look-alike weapon to school are subject to district discipline procedures. **Halloween costumes and accessories must be school appropriate and may not include any type of weapon or cutting instrument, any replica of a weapon or any item resembling a weapon.**

Weather Emergencies

When weather conditions cause local roads to become hazardous, schools may be delayed or closed. Delays, closings, and early dismissals will be announced on the school website (<http://www.fcasd.edu/ohara-home.html>), on local news websites, over the local television and radio stations. Please listen to the following radio and/or television stations for information regarding delays, cancellations or early dismissals:

- * KDKA (1020 AM)
- * KQV (1410 AM)
- * WTAE (Channel 4)
- * KDKA –TV (Channel 2)
- * WPXI-TV (Channel 11)

- When school is delayed for two hours, the starting time will be 10:40 AM. Students should be at their bus stop two hours later than their regular scheduled time. No breakfast will be served on two-hour delay days.

Emergencies affecting any or all of the Fox Chapel Area schools will be made known on the school website (<https://www.fcasd.edu/fairview>), over local radio and television stations.

- There will be an announcement on the district Web site at www.fcasd.edu whenever there are school delays, cancellations or early dismissals.
- In addition, the Fox Chapel Area School District has implemented the School Messenger notification system to provide timely communication to parents and staff members on matters such as attendance and district emergencies. The system automatically calls parent/guardian phone numbers, cell numbers or sends a text message to a cell number programmed by parents/guardians into the system to alert them to emergencies. This system can also send email alerts in case of an emergency. You can add phone numbers and emails to this system through your child's PowerSchool page.
- In the event of a severe storm forecast or other emergency, when children are already at school, an early dismissal may occur. Parents/guardians who work or are not at home should plan with their child (children) where to go should such a situation arise. Each school will request this information from parents in the early fall of the school year on the Student Pick-Up Authorization Form. This form also designates persons to pick up your child (children) for all instances when the student is released from the school. Please ensure that only those persons on the form attempt to pick up your child (children). Anyone picking up a student will be required to produce photo identification and sign a release form.

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- In the event your child (children) has a personal means of transportation at school at the time of the emergency or evacuation, your consent is also required before the student will be permitted to leave with their own mode of transportation.

Wellness ~ Food Allergies

Fairview Elementary School recognizes proper nutrition as a key component of overall well-being and readiness to work and learn, and, as a result, food items will not be served during classroom parties or celebrations. Classroom parties and celebrations provide students the privilege of participating in social functions apart from the normal academic program and instructional day, and, as such, are intended to focus on the interactional social benefits offered. *Food items may not to be offered or made available for consumption by students or staff during classroom celebrations, thus allowing socialization activities, rather than food, to be the focus.*

Food Allergies - Peanut/tree nut allergy alert

There are children in our school who have serious allergies, particularly tree nut/peanut allergies. Tree nuts include but are not limited to almonds, Brazil nuts, cashews, chestnuts, filbert/hazelnuts, macadamia nuts, pecans, pine nuts (pignolia nuts), pistachios, walnuts. A child with a serious tree nut/peanut allergy can suffer a reaction merely by touching a food containing a tree nut or peanut. Therefore, the following guidelines are in effect:

- The certified school nurse will send letters to parents of students in the classrooms which may have a peanut or tree nut allergic child(ren).
- Classroom will refrain from classroom projects that involve peanut butter or peanut or tree nut shells.
- Parents are asked not to send in student projects that contain peanuts, tree nut and/or their shells.
- Please do not include candy or other food treats as part of holiday cards.
- Students who eat peanut butter or tree nut or peanut products are to wash hands with soap **and** water after eating lunch. Similarly, we would appreciate you making sure that your child washes his/her hands with soap and water before leaving for school each morning.

Understanding the complexity of food-allergies in young children is a learning and growing process for all of us; we trust that you understand how deeply important it is for all of us to respect and adhere to these guidelines. Please contact the school nurse, school counselor, classroom teacher, or principal should you have questions or concerns about food-allergies in children or food-allergy related issues.

**FAIRVIEW ELEMENTARY SCHOOL
STUDENT/PARENT HANDBOOK ACKNOWLEDGEMENT FORM
2020 - 2021**

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Dear Parent/Guardian:

We hope that the information outlined in Fairview's 2020-2021 combined Student/Parent Handbook/Directory provides you with the details and information needed for a successful school year. Please review the Student/Parent Handbook and discuss the applicable sections with your child(ren). Complete this form and return it to your child's teacher by Friday, August 28, 2020.

Please note that a separate signature form is needed for each child. Should you have questions or need additional clarification, please contact your child's teacher or the school office. We have read and understand the rules, regulations and procedures outlined in Fairview's 2020-2021 Student/Parent Handbook.

Student Signature

Date

Parent/Guardian Signature

Date

** All district policies referenced in the handbook are available in their entirety on the district website.*

