

FAIRVIEW ELEMENTARY SCHOOL

2019-2020

Grades K-5

STUDENT HANDBOOK

Mission Statement

The Mission of Fairview Area Schools is to provide a safe and nurturing environment that enables and inspires all students to achieve academic excellence, mature emotionally, and progress socially so they may become independent, responsible citizens.

Vision Statement

Fairview Area Schools will engage students, their families, and the community in its culture of academic excellence and genuine caring that unlocks, builds, and protects their futures.

1879 East Miller Road
Fairview, Michigan 48621
Web site address: www.fairview.k12.mi.us
Telephone: 989-848-7009
Fax: 989-848-7070

TABLE OF CONTENTS

Arrival Time	7
Assessments	19
Attendance Policy	6
Bicycles	9
Bullying and Harassment	13
Bus Passes	8
Cancellations or Delays	8
Cell Phones/Electronic Devices	22
Directory	3
Discipline & Violent Act Policy	12
Discrimination Policy	12
Dismissal	10
Dress Code	13
Emergencies	13
Emergency/Early Closing Procedure	11
Emergency Forms	15
Exceptional Behavior	14
Family Educational Rights and Privacy Act (FERPA)	16
Food Service	10
Illness/Accidents	15
Immunization & Health Records	15
Instructional Program	17
Parent Involvement	6
Parent/Teacher Conferences	20
Physical Education	9
Playground	10
Possession, Use or Distribution of Tobacco, Drugs, Alcohol, and Vapes.....	13
Prescribed Medications	15
Promotion and Retention	21
Recess	9
Reporting Absences	8
Report Cards	18
Rules for Riding the Bus	7
Student Records	16
Transportation	7
Truancy	7
Visitors	21

Fairview Area Schools Directory

Address: 1879 East Miller Road 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

Board of Education

President	Anne Tompkins
Vice President	Jon Ford
Secretary/Treasurer	Merianne Tappan
Trustee	Janice Handrich
Trustee	Amber Larrison
Trustee	Herb Trader
Trustee	Mike Alchin

Administration

Superintendent /K-12 Principal	John Sattler	jsattler@fask12.org
Director of Curriculum, Instruction, and Assessment	Amy Clouse	aclouse@fask12.org

Athletics

Athletic Director	Melony Haskin	mhaskin@fask12.org
-------------------	---------------	--

Central Office Staff		
Finance Director	MaryJo Green	mjgreen@fask12.org
Payroll Secretary	Chelsea Fuhr	cfuhr@fask12.org
K-12 Secretary	April Evans	aevans@fask12.org

Teachers		
Kindergarten	Stephanie Bishop	sbishop@fask12.org
1 st Grade	Holly Tompkins	htompkins@fask12.org
2 nd Grade	Kami Winton	kwinton@fask12.org
3 rd Grade	Franceska Gilbert	fgilbert@fask12.org
4 th Grade	Kellsie Chischilly	kchischilly@fask12.org
5 th Grade/K-8 Music	Amy Cobb	acobb@fask12.org
K-5 Special Ed/TitleTeacher	Katherine Breed	kbreed@fask12.org
Title I/II & 5th Grade	Amy Clouse	aclouse@fask12.org
Title I Teacher	Naomi Clouse	nclouse@fask12.org
M.S./H.S- Social Studies	William Palek	wpalek@fask12.org
M.S. English/Lit./H.S. Performing Arts	Robert Porth	rporth@fask12.org
M.S. Science/Elementary PE	Marc Winton	mwinton@fask12.org
M.S. Special Education	Kari King	kking@fask12.org
H.S. Virtual Learning/Counselor	Rick Handrich	rhandrich@fask12.org
H.S./M.S.English/Health Teacher	Bobbi Ross	bross@fask12.org
M.S./H.S. English	Shawn Esch	sesch@fask12.org
H.S. Math/PE	Troy Ross	tross@fask12.org
H.S. Science	Birte Sumerix	bsumerix@fask12.org
M.S/H.S. Math, Art, Robotics	Michael Stone	mstone@fask12.org

<u>Paraprofessionals</u>		
Lynn Layman	Cindy Troyer	Nancy Jones
Solomon Handrich	Lisa Force	Renee Nutt
Rebecca Carley		

Maintenance/Custodial	
Director of Maintenance	Rich Ellis
Custodian	Tammy Babcock
Custodian	Jerry Babcock
Custodian	Frieda Oaks
Food Service	
Supervisor	Mary Schrock
	Shondra Hoover
	Alicia Hall
Transportation	
Driver	Dave Gardulski
Driver	Jenny Oliver
Driver	Dave Kauffman
Technology	
Director	Mark Trim

PARENTAL INVOLVEMENT PLAN

In keeping with PA 107 of 2004, the Fairview Area School' Board of Education has approved this plan on Monday, December 13, 2004. This Plan is to be distributed annually by being included in the student handbooks.

The Fairview Area Schools' Board of Education encourages the involvement of parents in the educational processes of the schools. To encourage parental involvement, the Board and Staff have designed the following plan.

1. Parent-Teacher conferences shall be formally scheduled at least once each semester.
2. Teachers will send home progress reports part way through each card marking period, or as needed.
3. Parents, and where possible, students will be invited to participate in or serve on planning groups or committees.
 - Title I Planning (twice annually)
 - Human Reproduction
 - Ad Hoc Committees (as needed)
 - Study Committees (as needed)
 - School Improvement team (monthly)
 - Special Education Planning (as scheduled)
 - Curriculum Review (as directed by the Board of Education)
 - Class Sponsors
 - Volunteers
4. Parents and students have the opportunity to utilize the Power School program to access grades, attendance and email the teachers.

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 and 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 time 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.

TRUANCY

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

Written notices will be sent to parents. Fairview will be using the Oscoda County protocol for truancy. Per protocol, the Superintendent will refer students missing 10 or more days per semester to the truancy officer for further proceedings under Michigan law.

ARRIVAL/DISMISSAL TIMES

Grade Levels	Arrival Times	Start Time	Dismissal
K-5	7:45 a.m.	8:00 a.m.	3:00 p.m.
6-8	7:45 a.m.	8:00 a.m.	3:00 p.m.
9-12	7:45 a.m.	8:00 a.m.	3:00 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 7:45 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 onto the bus.
5. Not use vulgar or profane language.
6. Not fight or horseplay.
7. Not vandalize or in any way damage the bus.
8. 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 a 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 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 voicemail 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.

SCHOOL CANCELLATIONS OR DELAYS

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

Radio
WATZ - 99.3

TV
9 and 10 News - Cadillac

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. 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 class. 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 – 3rd 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 the equipment properly.

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 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 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?

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.

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:

John Sattler, 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

STUDENT DISCIPLINE

The state has enacted legislation that requires school officials to consider the following seven factors before suspending or expelling a student.

The student's age;
Disciplinary history;
Disability;
The seriousness of the behavior;
Whether the behavior posed a security risk;
Restorative practices; and
Whether a lesser intervention would properly address the behavior

FIGHTING

Fighting is prohibited at Fairview Area Schools. Fighting could result in suspension and possibly lead to expulsion.

BULLYING/HARASSMENT

Bullying/Harassment of any type is prohibited at Fairview Area Schools. All cases of harassment will be referred to the administration. Students who engage in any act of harassment while at school or any school function in connection to or with any district sponsored activity or event, or while in route to or from school are subject to disciplinary action, up to and including suspension or expulsion. As may be required by law, law enforcement officials shall be notified. Please refer to the anti-bullying policy located on our website www.fairview.k12.mi.us.

POSSESSION, USE, OR DISTRIBUTION OF TOBACCO, DRUGS, ALCOHOL, OR VAPING PRODUCTS.

The Fairview Board of Education policy clearly prohibits possession, use, or distribution of tobacco, drugs, alcohol, and vaping products or other inhalants on school premises or as any part of a school sponsored activity. Violation of this policy will result in suspension up to expulsion.

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.

DRESS CODE

The students of Fairview Area Schools are expected to attend school properly attired in accordance with good taste and the accepted standards of the local community.

1. Students must wear shoes.
2. Hats, bandanas and sunglasses cannot be worn during the school day.
3. Dresses/Skirts and shorts must be at least fingertip length.
4. The following are not permitted:
 - A. Clothing that inappropriately exposes the body or undergarments such as but not limited to: low cut pants; halter tops, spaghetti straps shirts, shirts with revealing necklines, see through (no open or t-backs) 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. Wallet chains, spiked accessories, and choke chains
5. 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 issue.

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 suspension.

DISRUPTIVE BEHAVIOR

The Fairview staff is committed to enabling all students to participate successfully in the 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.

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.

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.

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.

PRESCRIPTION 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 cards. 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.

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 may be residents of the Fairview School District or a School of Choice participate. 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 (FERPA)

The custodian of records may make certain directory information available without parental/guardian or eligible student 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 student's 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 records 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 and 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. Add language of pictures prohibited form.

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.

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

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 of their child's progress through grade requests, report cards and progress reports mailed home.

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

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 5

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 for reading and mathematics will be marked with one of the following scores.

- (4) EXPERT - The student consistently and at times exceeds the standard as it is described in the Common Core Standards.
- (3) MASTERY - The student consistently meets the standard as it is described in the Common Core Standards.
- (2) BASIC - The student is beginning to, and occasionally does meet the standard as it is described in the Common Core Standards.
- (1) PROBATIONARY - The student is not meeting the standard as it is described in the Common Core Standards.

GRADES 3-5

Report cards indicate that for the following subjects physical education, 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

Assessments

	FALL	WINTER	SPRING
Kindergarten	I-Ready Reading I-Ready Math Alpha ID Concepts of Print Letter Sounds Spelling Inventory K KRA	I-Ready Reading I-Ready Math DRA Alpha ID Concepts of Print Letter Sounds Spelling Inventory K/Primary KRA	I-Ready Reading I-Ready Math DRA Alpha ID Concepts of Print Letter Sounds Spelling Inventory Primary KRA
1st	I-Ready Reading DRA	I-Ready Reading DRA	I-Ready Reading DRA
2nd	I-Ready Reading I-Ready Math DRA Math Fluency +, -	I-Ready Reading I-Ready Math DRA Math Fluency +,-	I-Ready Reading I-Ready Math DRA Math Fluency +, -

3rd	I-Ready Reading I-Ready Math DRA Math Fluency X, /	I-Ready Reading I-Ready Math DRA Math Fluency X, /	I-Ready Reading I-Ready Math DRA Math Fluency X, /
4th	I-Ready Reading I-Ready Math DRA Math Fluency X, /	I-Ready Reading I-Ready Math DRA Math Fluency X, /	I-Ready Reading I-Ready Math DRA Math Fluency X, /
5th	I-Ready Reading I-Ready Math DRA Math Fluency X, /	I-Ready Reading I-Ready Math DRA Math Fluency X, /	I-Ready Reading I-Ready Math DRA Math Fluency X, /

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 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, before it goes to the principal/superintendent, and ends with the school board.

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 and sign in at the office.

MISCELLANEOUS LABELS BOX-TOPS 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.

Box tops 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.

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 permission 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, CD's, expensive toys, video games, and/or collection cards to school. The school does not take responsibility for their loss, damage, or theft. Cell phones are not to be used during school hours 8 - 3. Students using cell phones during school hours will have their device confiscated.

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.