

## **Our School**

---

---

Fairview Elementary School is a 4K-4 school with specialists available in the areas of Art, Music, Physical Education, Library Media Technology, School counseling, Reading, Special Education, English as a second language, and Gifted/Talented programming.

## **Plymouth School District's Mission Statement**

---

---

To encourage everyone to see and be his/her personal best through successful learning experiences... **BECOME YOUR BEST.**

## **Our Vision Statement**

---

---

**Fairview School promotes a climate which provides all individuals with the opportunity:**

- To participate in a safe, nurturing connected environment in which risks and authentic problem solving are encouraged.
- To grow and realize their potential and individual strengths.
- To develop the knowledge, skills and responsibility to control their own destiny by providing a balance between creativity, challenge and achievement.

## **Belief Statements**

---

---

- All children are accepted.
- All children, parents, and staff are important members of our school community.
- Students need to take ownership for their learning and behavior.
- All children have a high potential for learning.
- Education actively involves students in meaningful experiences through a variety of teaching strategies.
- Parent involvement is essential to the educational process.
- Community plays an important role in our school community.

## **Attending School**

### **Visitor/Volunteers**

Parents and volunteers are always welcome at Fairview. Upon arriving please remember to stop in the office to sign in and receive a visitor's tag. When visiting during the school day, please park in the parking lot and enter through the main doors. Your help and support is vital.

### **Arrival at School**

School begins each day at 8:45 a.m. with dismissal time at 3:45 p.m. We care about your child's safety. We ask that you do not arrive at school prior to 8:35 a.m. This ensures that your child's teacher can devote full attention to preparing for the busy day ahead. General supervision is provided outside (as a necessity - this is not a recess) beginning **after** 8:35 a.m.

If your child comes to school **after the start** of the day, please have them stop in the office to "Sign In".

### **Dismissal from School**

At the **end of the school day** we need your help to ensure the safety of all students. The area in front of school is reserved for busses. If your child will meet you outside, we request that **you park on the outside of the 'horseshoe'** so that your child can walk on the sidewalk to your car without crossing the road or going between busses or in front of a car.

If you come **into** school at the **end** of the day, please park, if possible, on the **inside** of the 'horseshoe.' (This allows more room on the outer circle for those not coming into school and prevents children from crossing the road at the busiest time of the day.) We also ask that you wait for your child(ren) quietly in the area in front of the office until the bell rings. This insures that teachers can keep teaching and students can keep learning right up until the end of the school day. Following these guidelines will help to ensure the safety of all children.

Please send a note if there is a change in your child's daily procedure for going home. Without a written note, standard dismissal procedures will be

followed. **Phone calls from parent or guardian should be used only as a last resort.**

### **Attendance**

Regular attendance is expected of all students of Fairview School. Students who are absent from school, whether for excused or unexcused reasons, will be expected to make up, to every extent possible, all missed work. Any student who comes to school after the start of the school day or leaves before the close of the school day must sign IN and/or OUT in the school office.

Students missing more than half of a school day cannot attend school functions after school.

### **Tardiness**

Students are expected to be in school by 8:45 a.m. Those students arriving after 8:45 a.m. will be considered tardy.

### **Absences**

All excused absences require a parent/guardian explanation, in writing, which is to be submitted to the classroom teacher at the time the student returns to school. All absences should be reported to the school office by 8:45 a.m. by **calling the automated attendance number at 892-5005** (Fairview is number 4). If your child does not arrive at school and you have not reported him/her absent, we will make every attempt to contact you - at home or work. We want to be sure he/she is safe. Excused absences are limited to the following:

1. Illness- When a child is ill, the parent is expected to contact the school office by 8:45 a.m.
2. Family emergencies
  
3. Critical appointments- A request to have a student excused from classes during the school day should be sent the day of the early dismissal. When possible, medical and dental appointments should

be made during non-school hours (like the third Wednesday afternoon of each month).

4. Religious holidays
5. Family trips- Families should make a sincere effort to plan family vacations to correspond with the scheduled vacation days of the school year.

If you cannot match family vacations with school vacation, you must notify the principal by completing a **student request to be absent form** available in the office. Please make arrangements with the teacher before the trip to have missed schoolwork completed.

### **Truancy**

The research on children's attendance in school indicates that when students are absent from school excessively, they develop "splinter skills". This means that they only learn part of whole concepts. Splinter skills may not affect children early in their education, but as they develop and need to rely on those basic concepts, they will tend to struggle with more abstract and critical thinking skills. State Law indicates that any child absent more than 5 days a semester or 10 days in any given school year is considered excessive. It is the policy and practice of the district to notify parents quarterly when children are absent more than 5 days. At this point the school may also request that any further absences require a doctor's excuse. If the absences continue, the school is obligated to proceed with filing of truancy. Truancy is any unauthorized absence from school.

### **Inclement Weather/Snow Days**

When it becomes necessary to close or delay the start of school due to inclement weather, this information will be made available to parents through broadcasts on local radio stations and the Plymouth School District website ([www.plymouth.k12.wi.us](http://www.plymouth.k12.wi.us)). Keep in mind that teachers and schools cannot contact every parent when we have emergency dismissal. Children will be dismissed to the location listed on the emergency school closing form completed by parents at the start of each school year.

When weather appears to suggest possible closing, either prior to the beginning of school or during the day, parents should listen to one of the following radio and television stations:

WHBL	1330 AM Sheboygan
WJUB	1420 AM Plymouth
WIXX	101.1 FM
WXER	FM 104.5 and WCZN AM 95
WKIT	Fm 98.1
WTMJ	Television Channel 4
FOX 11	Green Bay TV Channel 11
NBC-26	Green Bay TV Channel 26
WITI	Milwaukee TV Channel 6
WISN	Milwaukee TV Channel 12

These stations, as early as possible, will give specific information regarding the status of school operations.

### **Student Clothing and Appropriate Dress**

It is felt that a school is a place worthy of respect and therefore worthy of effort on the part of students with supervision by their parents/guardians to be dressed and groomed in a manner consistent with good judgment, good taste, and cleanliness. Students are not permitted to wear clothing that is distracting, causes classroom disruptions, or is inappropriate for the school setting. Clothing that displays sexual innuendoes, profanity, or advertises alcohol, tobacco, or other drugs will not be permitted. Shoes must be worn at all times and be appropriate for outdoor play. No ‘heelies’ (shoes with retractable wheels) are allowed. Apparel or accessories advocating violence are not acceptable.

Students are expected to go outdoors in the winter, provided it is above 0 degrees Fahrenheit and the wind is not blowing excessively. Children are required to wear boots and snow pants to be allowed to play off of the blacktop. It is recommended that students wear hats, mittens, boots, etc. when they are sent to school starting with the first snowfall. In other words, the school will ensure your child wears proper clothing if it is available.

Warm weather dress may include shorts of appropriate length after warm weather starts. Bare midriff shirts or tops are not considered acceptable, nor are T-shirts that are indecent or inappropriate. Parents may be called in the event their child is inappropriately dressed, or an ‘accident’ occurs.

Physical Education requires children to wear shorts or pants and tennis shoes for gym class.

Students are not to wear hats inside the school building. Shoes must be worn at all times.

## **To and From School**

---

---

### **Bus Behavior**

The bus ride is an extension of the school day. Bus riding is a privilege. In the event misbehavior occurs, a series of greater consequences will be imposed. Bus drivers issue Unsatisfactory Bus Conduct Reports to parents and principals of inappropriate student behavior. This assures that needed communication is maintained in such instances. Forfeiture of riding privileges could result from repeated violations.

### **Regulations for the Bus Riders**

1. All riders shall remain seated when the bus is in motion.
2. Keep head, hands, and arms inside the bus.
3. All riders shall remain in the seat assigned to them.
4. Scuffling, fighting, and obscene language are forbidden.
5. Bus riders will not litter the bus with food or other debris.
6. The rider will pay for damage to the bus, other than regular usage.
7. Bus riders need to be at the loading place at the scheduled time in mornings and/or afternoons.
8. Students must provide their own transportation when the bus is missed at home or school.
9. 4-year-old kindergarten students will only be dropped off if an adult is present.

### **Johnson Bus Services, Incorporated**

The Plymouth Jt. School District contracts busses and drivers through Johnson School Bus Services, Incorporated. Their phone number is 893-5941. Comments concerning the operation of bussing services should be addressed to either Johnson School Bus Services, Inc., or the school office.

### **Request for change to pick-up and/or drop-off sites**

Forms to request a change in school bus pick-up and/or drop-off points require a **five day notice** prior to the initiation of school district approval. Requests are to remain within the student's same attendance area and approval will also be dependent upon available room on the bus.

Forms are available in the school office and must be returned there for principal's signature.

### **Safety Patrol/Crossing Guards**

Selected fourth grade students provide safety patrol before and after school on Kensington Avenue at Salem Drive, Bishop Street, and Fairview Drive. Students are expected to follow directions of the student in charge of that corner. Please be alert for children crossing before and after school.

### **Bicycle Safety**

Students who ride bicycles to school should observe the following rules to ensure the safety of all the students:

1. Students must obey the rules set by the city for bicycle safety, including wearing a helmet.
2. Students riding their bicycles will be required to follow the direction of the crossing guard when crossing the street. Bicyclists are to walk their bikes across the street at crossings.
3. Bicycles are not to be ridden on school property, nor are they allowed to interfere with walkers.
4. Bicycles brought to school must be kept in the bicycle rack provided by the school. The area police department recommends using locks to secure the bicycle.
5. The school is not responsible for the theft or damage of bicycles on school grounds.
6. We recommend that students in kindergarten and first grade do not ride bicycles to and from school.
7. These same rules apply to scooters, skateboards, and roller blades.

***Remember... Be a smart bicyclist... Wear A Helmet!***

## **Academics**

---

### **Curriculum**

Fairview teachers are committed to focusing on the child through the recognition of and respect for different learning styles. Our instructional program is organized to emphasize process instead of product. That means that we put more emphasis on how a student understands the problem than on just getting the correct answer.

Our school supports a variety of different teaching styles and classrooms may vary in the routines, materials and methods. However, we also support the need for consistency in the overall education of all students. The Plymouth School District has a scope and sequence for each of the grades to ensure that students will cover the proper curriculum. Grade level curriculum guides will be distributed in the fall, and can be accessed through the Plymouth School District website ([www.plymouth.k12.wi.us](http://www.plymouth.k12.wi.us)). Through parent conferences, report cards, and other communications with your child's teacher, you should have a good picture of your child's progress.

Included in the fourth grade curriculum is a unit about Human Growth and Development. The school counselors will present this curriculum at a parent meeting prior to the teaching of the unit. Parents are welcome to preview the material at any time. If parents request for their child/children to be excluded from this unit they should do so with a written request to the school principal.

### **Homework**

In general, homework is an extension of the school day and can influence a child's success at school. As a parent reading with your child daily is the most important homework you should do. The amount, frequency, and nature of the assignments should be based on the teacher's professional judgment and should reflect the student's grade level, subject, and needs. Homework can be both that of work not finished during the school day as well as supplemental work. In elementary schools the amount of time will

vary from 20 minutes to an hour daily. A good parameter is about 10 minutes per grade.

Parents are encouraged to find suitable areas for study at home and monitor student progress. To assist with the development of study skills, students in **grades 3-4 will be using their daily planner**. Parents are encouraged to review their child's daily planner each day to ensure all work is completed. Student planners are available for an additional cost. Should a student not have his/her class work completed, he/she may be requested to participate in a study hall during recess time to complete work.

### **Achievement Testing**

The school district participates in the required Wisconsin State Assessment System at the 3<sup>rd</sup> through 4<sup>th</sup> grade levels during late October and the month of November. **It is important that families do not plan vacations or appointments during this time period.** Additional achievement tests may be given locally as determined by the administration. Achievement testing measures what a student is actually doing in a specific area, such as reading, math, or science. This type of testing identifies areas of strength as well as areas that may need more work. The reason for these tests is to obtain information that will help in developing a positive educational program for your child.

Remember, tests are not a perfect picture of your child. Don't judge your child on this one test alone. Some children just have difficulty taking tests. This test is only one indicator on who your child is.

Children who are well rested and have had a nutritious breakfast usually do better on the test. Children who are in school on a regular basis also do better. Confidence is also important. Let your child know that you are supportive of their efforts.

### **Library/Computer Technology/Materials**

Our school is equipped with books, computers and other learning tools. Students are responsible for any materials or fines that are issued. Lost or severely damaged books will need to be paid for at current replacement costs. Parents may be held liable for any willful damage occurring to computers and/or related technology.

## **Non-Custodial Parent**

We recognize the importance of parental involvement. Some families have more than one household.

- Non-custodial parents may participate in all activities, including conferences. Parent/teacher conferences or meetings initiated by the school or district will generally be scheduled only once.
- Non-custodial parents are entitled to have access to school records unless access to those records has been restricted by court order and a copy is on file at school.
- Non-custodial parents may release their child from school unless the custodial parent has presented the school with a court order or other legally binding document that prohibits such a release.
- Non-custodial parents should complete a *Parent Request for Student Information form* and return it to the school office if they would like to receive school mailings of report cards, newsletters and events.

## **Promotion/Retention**

Each student who demonstrates proficiency on grade-level benchmarks leading to mastery of the state standards shall be promoted to the next grade level of instruction.

In order to be promoted from fourth to fifth grade, students must successfully complete one of the following criteria:

- Pass all subject areas at the end of the year and score “basic” or above on four of the five subtests on the fourth grade Wisconsin Knowledge and Concepts Examination.
- or
- Successfully complete the requirements of an alternative promotion plan which has been approved by the building principal.

Occasionally it is necessary for a child to repeat a grade. This decision is based on the best interests of the child in question. Parents will be contacted when the teacher is concerned about poor performance. A building consultation team will determine what additional help is needed for the child. Continuous communication and parental support is necessary throughout the process.

## **Field Trips**

Our students have the opportunity to participate in a variety of field trips during the school year. Parents will be advised of each field trip's destination and the method of transportation in advance. Should an injury occur away from school, every attempt will be made to contact that child's parent(s). If school authorities are unable to obtain permission for medical treatment, permission will be granted via the field trip release.

Field trips are taken to highlight and support the learning that takes place in the classroom. On field trips, teachers want to emphasize the educational aspects of the field trip. Therefore, we recommend that parents do not send money for the purpose of shopping. The district, teachers, and/or chaperones are not responsible for money and/or possessions brought on the trip. Parents may be asked to contribute to the cost of field trips during the year.

Parents volunteering to chaperone will be responsible for several students during the trip. Due to this responsibility, **siblings or other children are not allowed on trips.**

**Students are expected to ride the bus to and from a field trip.**

Exceptions for a student to ride with their parent will only be made with a **written request approved by the principal** prior to the trip.

## **Conferences/Report Cards**

Frequent communication greatly helps your son or daughter's education. Report cards are distributed three times a year and parent-teacher-student conferences are scheduled twice during the year. Parents can make the conference more meaningful by returning the appointment slip promptly, making a list of any concerns before arriving, and sharing information about their children. Parents or teachers may request additional conferences if they feel the need.

## **Supplies**

In order for our students to perform as well as possible, certain “school tools” are essential. In June, school supply lists will be issued with report cards. All new students will receive lists at the time of registration. In addition, each teacher will remind students of required supplies when school begins or when an item needs replacement. Supplies should not be a hardship to a family. If you need assistance please call the school office.

### **Personal Items**

Children should not bring items such as cars, dolls, trinkets, electronics, trading cards (unless otherwise specified), etc. to school. **The school is not responsible for any broken, destroyed, or stolen items.** If these items are brought to school, they may be taken away and returned later.

## **Personal Responsibility Plan**

---

One of the major components of a brain compatible learning environment and of a quality school is the absence of threat. Our school staff believes people are essentially good, therefore we select programs that capitalize upon students’ ideas, strengths and skills to help them learn ways to solve problems. We desire to teach self-discipline and want school to be a successful experience for all children. Our goal is to help students make responsible, caring choices. Children need to be aware of our expectations for their performance and their behavior. Our expectations must be appropriate, consistent, and fair. The most effective plan avoids problems in the first place. School environments that are open, loving, and allow children to participate in many activities leave little room for misbehavior.

It is important for children to develop inner control, self-discipline, and personal responsibility. In order to help students achieve these goals, the following guidelines have been established.

If your child chooses not to follow these guidelines, he/she will receive a blue slip (a piece of paper summarizing the situation and used as a means of communicating between students, parents, and staff). We try to condense what can sometimes be a long story into a small space.

Please know that while a given action may sound trivial, often it is the circumstances surrounding a situation or the student's reaction to the adult on duty that warrants the writing of a blue slip.

When a child receives a blue slip, the student is expected to bring the slip home and show it to his/her parent/guardian. We then ask that you, the adult, sign the blue slip and return it to school the next day to indicate that you have seen it. Consequences will be determined based on the frequency and the severity of the action and may include but are not limited to missing a recess, staying after school, a phone call to parents, seeing the principal, etc. Repeated blue slips will result in a parent conference.

**\*\* Special circumstances require special consequences. \*\***

Please read and discuss the following Code of Conduct with your child(ren). The Fairview Staff greatly appreciates your time and effort.

### **Code of Conduct**

#### **At Fairview School, we believe that:**

- All students have a right to learn and develop in an orderly environment.
- All students have a right to feel safe in school, to work and play without fear of being bothered or hurt.
- All students have a right to be safe at school and to be protected with rules that encourage a safe environment.
- All students have a need to know how to make good choices and opportunities to practice making them in a caring environment.
- All students have a need to learn how to get along with other children and adults.

#### **We also feel respect is very important to each child's growth. We believe that each student:**

- Will be respected as an individual.
- Will be expected to respect the rights of other students to learn and to be safe.
- Will treat other students with respect and politeness.
- Will respect other peoples' belongings.
- Will grow in respect for him/herself.

**At Fairview School, we believe each student has a job to:**

- Try to do their best.
- Listen and follow directions.
- Allow others to do their job peacefully.
- Assist others who need help.

**Student expectations include:**

- Quiet and courteous behavior at all times.
- Positive classroom participation and involvement.
- Appropriate language and activities at recess and in the classroom.
- Keep hands, feet, and objects to yourself.
- Walking safely throughout the building.
- No gum chewing in school.
- Seek permission of the adult in charge before leaving their classroom or the playground.

**Harassment and Sexual Harassment**

It is the policy of Fairview School to maintain a learning and working environment that is free from any type of harassment. Students and employees shall be informed annually of this prohibition via the parent/student handbook, employee handbook, or other such publications. The School Board shall comply with the Wisconsin statutes that require school boards to provide an instructional program designed to give students knowledge of effective means by which they may recognize, avoid, prevent, and halt physically or psychologically intrusive or abusive situations that may be harmful to them.

Forms of harassment may include, but are not limited to, bullying, hazing, intimidation or threatening words inflicted through physical, verbal, written or electronically transmitted means. Such conduct based on race, religion, color, national origin, ethnicity, disability, gender, sex or sexual orientation is strictly prohibited. Students and others are prohibited from retaliating against those who report incidents of harassment or who assist in an investigation. Students and others who retaliate shall be subject to discipline.

Employees who participate in, allow, or knowingly fail to enforce this policy will be subject to disciplinary action. Furthermore, as may be

required by law, law enforcement officials shall be notified of any harassment activities.

Students engaging in any harassment-type behavior that is in any way connected to any activity sponsored or supported by the District will be subject to disciplinary actions up to and including suspension or expulsion. Students who feel they have been harassed in any way should notify his/her classroom teacher, guidance counselor or principal immediately. Students may also take their concerns to any teacher or counselor and ask for assistance. A formal complainant of any type of harassment behavior can be made following the Plymouth School Board Policy 511.1 detailed at the Plymouth School District Web Site: <http://www.plymouth.k12.wi.us> Any inquiries, questions or complaints regarding these policies should be directed to

Carrie Dassow, Assistant Superintendent (Title IX Coordinator)  
Plymouth School District  
125 Highland Ave.  
Plymouth, WI 53073  
892-2661

or

Susan Williamson (Title II/section 504)  
Plymouth School District  
125 Highland Ave.  
Plymouth, WI 53073  
893-4353

**Legal Ref.:**

Wisconsin Statutes 118.01(2)(d), 118.13, 120.13(1), 948.51(2)  
Title VI of the Civil Rights Act of 1964  
Title IX of the Education Amendments of 1972  
Section 504 of the Rehabilitation Act of 1973  
Americans With Disabilities Act  
US Constitution, Equal Protection Clause of the 14<sup>th</sup> Amendment

**Hallway Guidelines**

1. Walk
2. Use quiet voices.
3. Hold equipment in your hands.
4. Keep hands to yourself.
5. No one in the hallway before the first bell rings without prior permission from teacher or accompanied by parent.
6. If a student chooses to run, talk loudly, or use equipment in the hallway, he/she will be told to sit down for five minutes.

### **Playground Guidelines**

1. Respect others and their property.
2. If you have a problem/are hurt, tell the supervisor outside.
3. Use equipment properly (i.e., no running up the slide, etc.).
4. Respect playground supervisors and peers.
5. Try to remember to use the bathroom on the way out to recess. If not, ask permission.
6. Children will wear appropriate clothing as determined by the weather of the day, the playground conditions, and the staff in charge.
7. Wear boots and snowpants to play off the blacktop in winter.
8. Line up immediately when the bell rings.
9. Use quiet voices in line.
10. Football, soccer, 'pop-up,' etc. will be played off of the blacktop.
11. Swings are for swinging (one per person).
12. If a student chooses not to follow the guidelines, he/she will be given a verbal warning. If the behavior continues, the student will be given a blue slip and a consequence to be determined.

### **Lunchroom Procedures**

1. Use quiet voices.
2. Use proper table manners.
3. Clean up after yourself.
4. Scrape your tray.
5. Raise your hand when finished and wait to be dismissed.
6. If a student chooses to throw food, he/she will clean up the lunchroom.
7. Excessive noise will be a warning first, then a blue slip.
8. Continued disruption will result in the student being separated from the group.

### **Dismissal Procedures**

1. Bus riders will stand quietly in their lines.
2. Please send a note to school if your child or children will be having a change in their procedure for going home (Example: parent pick up, note for different bus or going home with a friend). Without a written note, standard dismissal procedures will be followed.

### **Dangerous Objects at School**

Objects that could be dangerous, or are brought to school with the intent to cause harm to others, are strictly prohibited. Fairview School staff will continue to promote a positive school culture where students feel safe and learn appropriate conflict resolution strategies. Students who threaten others or demonstrate violent behaviors will be given appropriate consequences.

### **Suspension**

Suspension occurs when serious or repeated behavior disrupts the educational process and/or endangers the property, health or safety of others. Suspensions can extend from Fairview's discipline policy and /or the District code of conduct. A suspension becomes a permanent part of a student's behavioral record.

## **Health**

---

---

### **Immunizations**

State law requires all public and private school students to present written evidence of immunization against certain diseases (measles, rubella, polio, chicken pox, diphtheria, tetanus, and whooping cough) within 30 school days of admission. The law also requires hepatitis B vaccine for all students entering school. These requirements can be waived only if a properly signed health, religious or personal conviction exemption is filed with the school. These immunization dates are to be provided on a form and signed by the parent or legal guardian. Immunization forms are available in the school office.

### **Student Accident Insurance**

The Plymouth School District **does not provide** any type of health, dental, or life insurance coverage for injuries incurred by your child while at school. We encourage you to review your personal insurance program. If you feel that your insurance may not be adequate, or if you do not have insurance, you may wish to consider the insurance protection made available through Student Assurances Services, Inc. A brochure explaining coverage and costs may be obtained from your school's office.

### **Medication Policy**

Medication should be administered to students by their parents/guardians at home whenever possible. In the event this is not possible, proper written consent must be given to designated school personnel to administer medication. **Each medication requires a separate authorization form. This authorization form can be found on the district website: ([www.plymouth.k12.wi.us](http://www.plymouth.k12.wi.us))**

#### **For Non-prescription Medications:**

Parent/Guardian written authorization is required.

#### **For Prescription Medications:**

Parent/Guardian written authorization and Practitioner written authorization is required.

**No medication will be administered by school personnel or its agents until the consent forms are completed and on file with the school.**

Medication authorization and administration forms will be kept and stored confidentially as required under Wis. Stat. 118.29(4).

All medication must be in the **original container** labeled with the student's name, correct dosage, time and quantity to be given. All medication will be kept in a securely locked cabinet or storage area only accessible to those who have been given the authority to administer medications to students.

**Parents are responsible for bringing medication to school and picking up unused medication** within 10 days after the medication is discontinued. **Students are not allowed to transport their medication to and from school.**

School personnel who administer medications to students will have been provided orientation and training. By law, school personnel may not cut tablets. If your child needs to receive half a tablet, have this done at home or by the pharmacy filling the prescription.

Current school policy does not allow non-FDA approved drugs (herbal medication or dietary supplements) to be administered at school.

### **Illness At School**

In the event your son or daughter becomes ill at school, our office will call you at home or work to make arrangements for transportation home. Parents or “emergency” persons are asked to remove sick children from school as soon as possible for the comfort and security of the sick child, as well as other children.

Students are expected to go outside for recess daily. A doctor’s excuse is required if you request that your child stay in for recess for more than one day.

### **Head Lice**

When head lice become known at school, the school must take action promptly. Because head lice are a troublesome, contagious problem the school district has guidelines in place to help manage the problem.

If a student is found to have head lice, he or she will be sent home. The student must be treated with a lice-killing product and, once treated, may return to school. If parents are vigilant about treating head lice, including removing the nits (eggs), it is much easier to keep the problem from becoming widespread.

Sending children home who have head lice is not a punishment but a precaution. If you need help or information about treating head lice please contact the school office to be put in contact with the school nurse.

Because this pest is often spread at school, our schools, on an infrequent basis, may schedule “head checks”. In the event we find something that resembles lice or nits, we will contact that child’s parent or guardian. If deemed necessary, the infected child will be sent home.

### **Latex**

In recent years there has been an increase in the number of people with allergies to latex products. There are several students and staff members with this allergy in the Plymouth School District. Reactions can range from skin conditions to a severe respiratory crisis. People are not born with latex allergies. Sensitivity occurs with repeated exposures. Therefore, products **containing latex such as balloons are not permitted on school** properties. Many other common materials contain latex. Please check labels before sending these items to school.

### **Accident Reports**

Should a serious injury occur at school, school officials would attempt to diagnose the severity of the injury. All attempts will be made to locate the affected child’s guardian or parent. Updated emergency numbers are a necessity!

If a parent is unreachable and hospitalization is required, school officials and emergency medical technicians will take needed action.

### **Internet Access**

---

Electronic communication and information access is a necessary educational tool for faculty and students. It is the policy of Plymouth School District to provide access to such electronic forms of media for faculty, staff, and students. The Internet is a global network that will provide your child with access to a wide range of information and ability to communicate with people from around the world. Use of the Internet for educational projects will assist in preparing your child for success in life and work in the 21<sup>st</sup> Century.

The levels of access to the Internet provided to your child will vary according to the educational purpose and your child's age. At elementary schools, students will only be accessing the Internet under the direct supervision of a staff member. Staff will be using bookmarks to access sites that will supplement their curriculum. This approach at the elementary level limits access to inappropriate material.

A vast majority of material on the Internet is positive, however, like all media, a portion is not. The District's Acceptable Use Policy restricts access to material that is inappropriate in the school environment. Fairview School provides as much supervision as humanly possible and filters to limit access to inappropriate sites. It is not possible to have complete control of the Internet and it is not possible to completely block out all objectionable topics. As parents and teachers we must teach students to be responsible consumers of information. Students in classes will be encouraged to explore local and worldwide information sources in a responsible manner.

Students are given user names and passwords to access their storage place on our server. Students are not to share their user name and password with anyone. The use of someone else's username/password is essentially identity theft and that everyone involved (both the perpetrator and the person implicated by username) will be punished equally. The student who shares his/her password demonstrates poor responsibility just the same as the student that uses someone else's username/password.

Parents are asked to sign a waiver annually giving permission to allow your child to use computers to access the Internet. A copy of the Manual of Acceptable Use is available on the district's website.

## **Miscellaneous**

---

---

### **Parent-Teacher Organization**

Parent-Teacher Organization meets often throughout the year. Parents are strongly encouraged to become active members and attend meetings. Please check with the school office of the dates of the meetings. Your support can and does make a difference. The association helps the school in a variety of ways.

## **Tornado Warnings**

In the event of a tornado warning, students will proceed to the designated tornado shelter. Students will stay in the designated area until the warning is cancelled. Buses will not pick up students during such an emergency.

## **Lunch**

Students are expected to eat lunch daily. A 'hot lunch' is available for purchase through the district's computerized hot lunch program. The debit program is a family, not individual, account. Deposits to a family account can be made at any school. Parents/custodians need to maintain a prepaid balance in their family's account in order for their child/ren to eat hot lunch daily. The price of one elementary hot lunch is \$2.20, which includes a carton of milk.

Applications for federally funded free or reduced lunch are available in both the school and the district office, and are kept confidential.

Children may bring a cold lunch to school. Milk may be purchased to drink through the debit system pre-paid account at \$.35 per carton. When packing a cold lunch for your child, remember to pack a healthy lunch. Always include a fruit or vegetable. Pre-packaged lunches are expensive and not healthy. They are often high in fat and sodium. Do not include soda or candy.

The price for an adult hot lunch is \$3.45, which comes out of the family debit account. Please notify the school the **day before** (or prior to 9:00 a.m. of that morning at the latest) if you are planning to have lunch so that we may include you in our lunch count.

## **Healthy Snacks**

Within classrooms each teacher sets aside a time for the students to have a snack. Children are asked to bring a healthy snack from home to eat during this time. Healthy snacks include: fruit, cereal, vegetables, cheese and crackers, bagels, granola bars, etc. Parents are asked to supervise the selection of snacks that are brought to school. Let's work as a team to help our children make good choices in regards to forming healthy habits now which will affect them in their future.

## **Performance Release**

Plymouth Public Schools reserve the right to record, tape, and/or publish the appearance, property, or possessions of it's students by means of live performance, video tape, sound recording, web sites, photographs or printed material made by Plymouth Public Schools or their agent of assign, authorizes the editing, reproduction, copyright, sales, exhibition, broadcast, and/or distribution of said materials without limitation.

Any individual wishing to wave the above authorization needs to submit in writing, to the building principal, a written letter requesting exemption from the above policy. This policy does not take precedent over any state or federal laws relating to student privacy.

## **Guidelines for Pets in the Classroom**

We respectfully request that no animals or pets be brought to school. While disappointing to some, it is better than dealing with allergic reactions, bites, salmonella, etc. Exceptions may be made to support the curriculum through the principal on a pre-approved, individual basis.

## **Friday Folders**

Each week students will receive a Friday Folder that will provide families with important school information and notices. Also included in Friday Folders is information related to community activities.

**Friday Folders should not be used for personal invitations such as birthday parties.** Invitations to birthday parties or private social events should **only** be handed out at school when **all** the children in the classroom are being invited.

## **NCLB Parents' Right-to-know**

The No Child Left Behind Act (NCLB) of 2001, Public Law Number 107-110, has strong provisions that support parents' right-to-know. Two main provisions of NCLB are to notify parents of their right:

- to request information regarding the professional qualifications of the students' classroom teachers and any paraprofessionals providing support to the child and
- timely notice when a student has been assigned, or has been taught for 4 or more consecutive weeks, by a teacher who is not highly qualified.

Every Plymouth School District classroom teacher as well as all substitute teachers are officially licensed by the Wisconsin Department of Public Instruction and therefore highly qualified.

For further information regarding a specific teacher's qualifications, please contact the school principal or refer to the Wisconsin Department of Education, Teacher Licensing Web Site:  
<https://www2.dpi.wi.gov/lic-tll/home.do>

Assessment results and overall district and school performance data is available at the school district's web site:  
<https://www.plymouth.k12.wi.us>

### **NON-DISCRIMINATION POLICY**

The Plymouth Jt. School District is committed to equal educational opportunity for all students in the district. It is the policy of the Plymouth school District pursuant to §118.13, WI Statutes, and PI 9, that no person, on the basis of sex, race, color, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional, or learning disability, may be denied admission to any school in this district or be denied participation in, be denied the benefits of, or be discriminated against in any curricular, extracurricular, pupil services, recreational or other program.

This policy also prohibits discrimination under related Federal statutes, including Title VI of the Civil Rights Act of 1964 (race, color, and national origin). Title IX of the Education Amendments of 1972 (sex), and Section 504 of the Rehabilitation Act of 1973 (handicap) and the Americans with Disabilities Act of 1990 (disability). Formal complaint procedures regarding educational opportunities can be found at Plymouth School Board Policy 511.1 found at the district web site: <http://www.plymouth.k12.wi.us>

Any inquiries, questions or complaints regarding these policies should be directed to

Carrie Dassow, Assistant Superintendent (Title IX Coordinator)  
 Plymouth School District  
 125 Highland Ave.  
 Plymouth, WI 53073  
 892-2661

or

Susan Williamson (Title II/section 504)  
 Plymouth School District  
 125 Highland Ave.  
 Plymouth, WI 53073  
 893-4353

## Table of Contents

---

FAIRVIEW SCHOOL STAFF E-MAIL DIRECTORY.....	1
SIGNATURE STATEMENT/BUILDING SCHEDULE.....	2
OUR SCHOOL.....	3
PLYMOUTH SCHOOL DISTRICT’S MISSION STATEMENT.....	3
VISION STATEMENT.....	3
BELIEF STATEMENTS.....	3
ATTENDING SCHOOL.....	4
VISITOR/VOLUNTEERS.....	4
ARRIVAL/DISMISSAL .....	4
ATTENDANCE.....	5
TARDINESS.....	5
ABSENCES.....	5
TRUANCY.....	6
INCLEMENT WEATHER/SNOW DAYS.....	6
STUDENT CLOTHING.....	6
7	
TO AND FROM SCHOOL.....	7
8	
BUS BEHAVIOR.....	8

REGULATIONS FOR THE BUS RIDERS.....	8
JOHNSON BUS SERVICES.....	9
REQUEST FOR CHANGE TO PICK-UP AND/OR DROP OFF.....	9
SAFETY PATROL/CROSSING GUARDS.....	9
BICYCLE SAFETY.....	9
ACADEMICS.....	10
CURRICULUM.....	10
HOMEWORK.....	11
ACHIEVEMENT TESTING.....	11
LIBRARY/COMPUTER TECHNOLOGY.....	12
NON-CUSTODIAL PARENT.....	12
PROMOTION/RETENTION.....	12
FIELD TRIPS.....	13
CONFERENCES/REPORT CARDS.....	14
SUPPLIES.....	14
PERSONAL ITEMS.....	14
PERSONAL RESPONSIBILITY PLAN.....	14
CODE OF CONDUCT.....	15
HARASSMENT AND SEXUAL HARASSMENT.....	16-17
HALLWAY GUIDELINES.....	18
PLAYGROUND GUIDELINES.....	18
LUNCHROOM PROCEDURES.....	19
DISMISSAL PROCEDURES.....	19
DANGEROUS OBJECTS AT SCHOOL.....	19
SUSPENSION.....	19
HEALTH.....	20
IMMUNIZATIONS.....	20
INSURANCE.....	20
MEDICATION POLICY.....	20
ILLNESS AT SCHOOL.....	21
HEADLICE.....	22
LATEX.....	22
22	
ACCIDENT REPORTS.....	22
INTERNET ACCESS.....	23
MISCELLANEOUS.....	24
PARENT-TEACHER ORGANIZATION.....	24
TORNADO WARNINGS.....	24
LUNCH.....	24
HEALTHY SNACKS.....	25
PERFORMANCE RELEASE.....	25
GUIDELINES FOR PETS IN THE CLASSROOM.....	25
FRIDAY FOLDERS.....	26
NCLB PARENTS' RIGHT-TO-KNOW.....	26
NON-DISCRIMINATION POLICY.....	27
<b>FAIRVIEW ELEMENTARY STAFF FOR 2011-12.....</b>	<b>28</b>
<b>FORM TO BE RETURNED TO SCHOOL OFFICE.....</b>	<b>29</b>