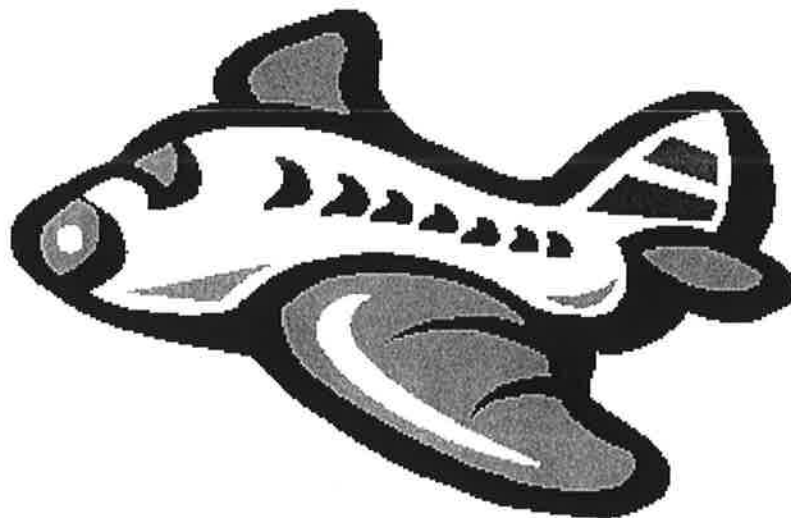


FAIRVIEW VETERANS  
MEMORIAL  
SCHOOL  
2017 - 2018  
A  
GREAT PLACE TO  
LEARN





## Fairview Memorial Elementary School Handbook

*Dear Parents/ Guardians and Students,*

Welcome back to those of you who have been part of the Fairview Veterans Memorial Elementary School Community and welcome to our new students and families. It's exciting and we can't wait to begin!

The staff of Fairview Elementary School has prepared this handbook to help your child to understand the exciting and challenging experiences he or she will have at Fairview Elementary School. We are excited to begin a new year working with both students and parents.

The school is organized to serve all the children, yet at the same time we are constantly seeking better ways to meet the needs of each individual youngster. **The home and the school working together make an essential team for achieving this objective.** Should you have any questions, concerns or suggestions please contact me at 413-594-3501. Students will use Student Planners in grades 1 - 5. Please review and sign these each and every night. These books are tools to see what is happening in the classroom and to keep communication open between home and school. We have an excellent on-going program for Positive Behavior Reinforcement. Our Program is called "Soar to Success". Talk with your child about this program and if you should have any questions, please call me.

We urge and desire your active cooperation and participation in this partnership and look forward to a most pleasant and profitable relationship. Welcome back to school and a new Year! It is going to be great!!!! We will continue with Breakfast in the Classroom this year. The students will all have access to a free

breakfast right in the classroom. At 8:30 am when the bell rings, the students will enter the class and have the opportunity to eat breakfast and begin their morning work. Because of this new program, the students that are dropped off should not arrive at School before 8:15 a.m. All Students receive a "free" universal lunch and breakfast.

Students that will be dropped off in the morning should be dropped off in the front of the building. Our busses will be dropping students off in the back of the building. We ask that no cars drop children off in the back of the building or pick up.

We have established a system for our buses to run smoothly. Please refrain from asking for your child to take another bus home to a friend's home. Our buses are carrying enough children that we do not want to add more children to them. Let's work together and make this the best year ever! Thanks in advance for helping to make this a smooth transition to our new School.

Mrs. Lemieux  
Principal

## SCHOOL Mission STATEMENT

Fairview School believes in educating the whole child, mentally, physically and socially as part of our Fairview Family. We believe in encouraging a culture of achievement and a commitment to becoming lifelong learners. We believe the key to success is differentiated instruction that meets the needs of all learners. Here at Fairview we strive to develop a culture that fosters mutual respect and cooperation among students, staff, and families resulting in higher student achievement. With our positive behavior support program, we teach the students to "Soar to Success" by staying safe, offering a helping hand, aiming to achieve and respecting one another.

## SCHOOL ADMISSIONS

Children of school age who reside in the city will be entitled to attend the public School as will certain non-resident students according to *Massachusetts General Laws*. A student shall not be admitted to or connected with a school unless he/she complies with state law regarding vaccinations and immunizations.

Advance registration for prospective kindergarten students will take place in the spring. Every student seeking admission to school for the first time must present a birth certificate and equivalent proof of age to the principal or designee and proof of immunization as required by state law and district policy.

## Lunch Room Schedule

1 <sup>st</sup> lunch	11:15 -11:45	Grade K
	11:30-12:00	Grade 1
2 <sup>nd</sup> lunch	12:00-12:30	Grade 2 & 4
3 <sup>rd</sup> lunch	12:30-1:00	Grade 3 & 5

### Lunch Program:

**All students will receive a free lunch!**

## ATTENDANCE AND DISMISSALS

Regular daily attendance is important to a child's success in school. **All students are expected to be in school daily.** If a child is tardy, parents are expected to come into the building after 8:40 and sign their child in. School begins at 8:30am and ends at 2:38pm.

All pupils are asked to bring a note from home if they are:

- 1) Absent for any reason.
- 2) Being dismissed early
- 3) Being picked up by anyone other than a parent/guardian at dismissal time.
- 4) An absence of more than a week is planned.

- 5) Going home in a way other than that assigned at school opening. (PLEASE NOTE: We are unable to verify verbal requests over the phone. All dismissals should be by a note or by an authorized person.)
- 6) Planning to move out of Chicopee (*notify office in advance so transfers and reports can be prepared*)

STUDENT DISMISSAL PRECAUTIONS
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Early Dismissal

Each school is responsible for the safety of students during the school day. No child shall leave the school grounds at any time other than general dismissal except with written permission from a parent or guardian and the building Principal's authorization. Elementary pupils shall not be released except in the care of a parent (*who is known to be such*) guardian, or other authorized person. Please do not dismiss the students early to avoid traffic. It's important your child has closure to his /her day.

Children of estranged parents shall be released only upon written request of the parents or other individual who holds physical custody of the child who is the parent or guardian registered on the school record. Parents are responsible for advising the school where the child is residing or of any restraining orders or court orders, which affect parental rights with respect to such students. A photograph of the person upon whom the restraining order is placed would be helpful.

### Requests for Early Dismissals

Requests for early dismissal must be in writing and signed by a parent or legal guardian. Such requests shall be subject to the approval of the building Principal or other designated official. All students must have a note or a parent visible at the school. Phone dismissals will not be accepted.

## Health and Medications

### Staff

The Chicopee School Committee staffs and directs the school health program. A registered nurse is available on a full-time basis as an advisor for the overall School Health Program for consultation and preventative health programs.

### Emergency Information-

At the beginning of the year, Emergency Information Forms are distributed to each child. It is extremely important that the information on this form be filled be accurate and kept up to date. There must be a way of reaching parents, guardians, or alternates promptly, should an illness or accident occur. The forms ask for the name of a person to be notified in cases of emergency in the event that the parents cannot be reached. Please be sure that the



persons you name are willing and able to serve in this capacity. Please also use local people. *Please be sure the school has a working phone number, where a parent can be reached.*

### Physical Examination - Requirements-

A report of a complete physical examination including an up-to-date record of immunizations is required for each child prior to entrance into school. Physical examinations performed within twelve months of the opening of school will meet the requirement. School children must have four complete physical examinations between kindergarten and twelfth grade. These examinations are required before beginning kindergarten and for seventh, and eleventh graders. A child transferred from another school system shall be examined as an entering child, unless school health records are transferred with the child showing that he/she has had an adequate health appraisal.

Since many children have physical examinations during the summer for attendance at summer school or camps, would you please ask your physician to complete a regulation school health record form at that time. They have the proper form in their office and upon parental request, will forward it to your child's school directly when it is complete.

All vaccines must be up to date. Any child with-out updated vaccines, will be asked to get the vaccines within a specific time frame. If vaccines are not given within the time frame, the student will be excluded from school in accordance with MA State Laws until the proper written documentation is provided. Parents are encouraged to provide documentation if their child is given any new vaccines during the school year.

## POLICY REGARDING DISPENSATION OF MEDICATION IN SCHOOL

As a rule, medication is not to be given in school. Medicine is treatment and as such is not part of the school health services. Medication usually can be scheduled around the length of the day that students are in school. In the exceptional case where medication is to be dispensed during the school day the following must be submitted to the school nurse.

- 1) A written, signed and dated request with instructions for dispensing medication from the student's physician.
- 2) A written, signed and dated request from the parent.

Only an R.N. or L.P.N must dispense medication given on a daily basis as part of a student's educational program, which is covered by M.G.L. Chapter 94C the Controlled Substances Act.

Additionally the school nurse will maintain an updated "students with disabilities" and an updated "daily" medication schedule and file this list with the Principal at the beginning of each school year. Information from this list is pertinent to each classroom teacher will also be supplied to them by the school nurse.

The medication shall be kept in the Clinic under lock and key and taken in the presence of:

- 1) The nurse if she is in the building
- 2) The Principal, The Vice-Principal

The bottle of medicine shall be issued by a pharmacist and the label shall have the:

- 1) Name of the child
- 2) Name of the physician
- 3) Name and strength of medication
- 4) The amount of dosage
- 5) Schedule for administration of the medication

EXCEPT FOR EMERGENCY FIRST AID, TREATMENT IS THE PARENT'S RESPONSIBILITY.

<p>PRESCRIBING MEDICATION ADMINISTRATION DURING FIELD TRIPS</p>
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1. The School Principal shall notify the School Nurse when Field trips are being arranged.
2. The School nurse may delegate prescription medication administration to another responsible adult while a child is on a field trip.
3. Written consent from the parent or guardian for the named responsible adult to administer the medication shall be obtained.

4. Written consent from the parent or guardian for the administration of emergency drugs (i.e., Epi-pen, asthma inhalers) shall include emergency phone numbers, emergency transportation information and conditions under which medication should be administered.
5. The School Nurse shall instruct the responsible adult on how to administer the medication to the student.

#### STUDENT ACCIDENT INSURANCE POLICY

The School Committee will provide parents with the opportunity to purchase accident insurance for students from kindergarten through grade 12.

#### STUDENT POLICY ON PERSONAL APPEARANCE

Neatness, cleanliness and modesty in dress are standards that all students should strive for. Any student who does not meet these minimal standards will be subject to disciplinary action. All students must keep in mind the following requirements:

1. The health and safety of the student(s) must not be jeopardized.
2. Dress and grooming must be neat and clean.

3. The student(s) dress and appearance must not distract from the educational process.
4. Good judgment would indicate that certain types of clothing are inappropriate in the school setting. Examples of inappropriate dress include the following: see-through clothing, short shorts, hats, bandannas, bare backs, bare midriffs, soiled or torn clothes, and inappropriate printed material or graphics displayed on clothing, such as clothing advertising alcoholic beverages and/or any sexual connotations. A jacket is an item that is not a shirt, blouse, sweater, or sweatshirt. Students will be asked to remove or change the inappropriate article of clothing.
5. A student may wear any article of clothing that pertains to sincerely help religious beliefs or philosophical beliefs with advance written permission from his/her parents or guardians and with approval of principal.
6. Sneakers should be worn for Physical Education and on the play-ground. Clogs, sandals or flip-flops should not be worn to school.

### APPROPRIATE CLOTHING

All students are expected to go outside for recess unless the weather prevails. Children should dress appropriately for outside activity (i.e. mittens, hats and boots). No child will be excused without a written medical reason.

### **Immunization Requirements-**

For school attendance children must be adequately immunized unless exempted for medical or religious reasons. EVIDENCE OF REQUIRED IMMUNIZATIONS MUST BE PRESENTED BEFORE ENTERING THE CHICOPEE SCHOOL SYSTEM.

### **Sickness and Accidents at School-**

If a pupil is sick or has an accident of sufficient seriousness to warrant it, the school will get in touch with the parents. It is the responsibility of the parents to take the child home and arrange for needed medical attention. The school will administer first aid only. Parents are asked to pick up their children in the Clinic. For your child's sake, as well as for the sake of others, please keep your child home if he/she is not well.

### **Scoliosis-**

Postural Screening also known as screening for Spinal Curvature is now required by law yearly for children in grades five through nine. The examination is done by observing the student in various positions. It is vital to carry out the screening during the growth spurt years. Because these changes often develop slowly and without pain. Early detection and treatment, if needed, is an important preventative public health strategy. Parents of students who are found to need further evaluation by their own physician will be notified.

### **Fluoride Program-**

Students may participate in a weekly fluoride rinse program.

## SCHOOL- HOME RELATIONSHIPS

### A. Conferences

1. Parent Teacher conferences are scheduled by the teacher during the school year at his/her discretion. "Parents and teachers working together can accomplish more than either working alone". There are scheduled Parent Teacher conference dates; the Teacher will contact you.
2. If you perceive a problem or have a question concerning your child's progress, please contact the classroom teacher and a conference will be arranged.
3. If you perceive a problem at home that may affect the youngster in school (i.e., death in the family, a separation, (ect.) the classroom teacher/Principal should be notified.
4. Please make an appointment to see the principal if repeated efforts to resolve problems with your child's teacher have been unsatisfactory or if you have a question of a general nature.

## B. Other Services

If you wish other professionals to evaluate your child, (i.e. speech, guidance) contact teachers, guidance counselors, Team Chairpersons or Principal. The process to initiate such services will be explained to you.

\*\*\*"The Chicopee Public Schools does not discriminate on the basis of race, color, sex, religion, national origin, sexual orientation, age or disability in admission to, access to, employment in, or treatment in its programs and activities."

## C. Visiting

CORI Checks need to be done on all parents or guardians wishing to volunteer in school or to go on any field trip. Please call the office for more information.

1. An evening "OPEN HOUSE" is scheduled early in the school year for you to familiarize yourself with your child's curriculum and classroom environment. This year's Open House will be scheduled for October 5<sup>th</sup>, 2017.
2. Parents are welcome to visit classes in session. It is suggested that you contact (by note or phone) your child's teacher or Principal as to when you plan to visit as there are forms for you to fill out for confidentiality. This will help you avoid times when your child may be involved in other activities. Please check in at the school office and get a visitors pass.



## B. Parental Participation

We encourage you to support the Fairview Support Group. Membership is \$5.00 per family. Meeting times for the PTO will be announced in a notice. They are generally held at 6 p.m. in the evening Fairview Elementary conference room or library . There are some meetings held after school.

### SNOW DAYS / EARLY DISMISSAL

In case of extremely bad weather, school may be closed for the day or delayed an hour. Announcements are made over radio station WHYN and TV. Stations channel 22 and 40 starting at 6:00 A.M. Please do not call the school. If schools are closed early because of inclement weather, it will be announced over the radio and television stations. A Connect Ed message will also be sent to your phone number on file.

### LOST AND FOUND

All items are kept in a storage box in the cafeteria. Parents are urged to visit the school to claim lost articles. It is recommended that name labels be placed on sweaters, jackets, and other items for easier return. The school accepts no responsibility for items not claimed by the last day of school.

## TRANSPORTATION

### Bus Rules and Regulations

The Chicopee Public Schools are deeply concerned with the safe journey to and from school for all pupils. All students must abide by the rules of sitting safely, and appropriate behavior on the bus. If a student is not compliant, a parent will be contacted and a consequence may be issued.

### Procedures for parent transportation

Children should not be dropped off at school before 8:15 a.m. Children should be dropped off in the front of the school and picked up in front of the school. This will leave the school bus area for the arrival and departure of buses. No cars are allowed in the back of the building.

## PARENTAL RESPONSIBILITY FOR STUDENTS BEFORE AND AFTER SCHOOL

The School Committee is responsible for the bus transportation of students, within certain mileage limitations set out in its policy. In lieu, thereof, for those students who walk to and from school, the District provides crossing guards for students and initial supervision in the areas of the school building within fifteen (15) minutes before the school, day and fifteen (15) minutes after dismissal.

Parents are responsible for students who arrive more than fifteen (15) minutes prior to the school day, or who leave school grounds after dismissal, or remain on school grounds fifteen (15) minutes following dismissal. Supervision will not be provided beyond those limitations, unless the student is authorized to remain on school grounds for a school-related reason.

If it is determined by the building principal, after two (2) occasions of a student arriving more than fifteen (15) minutes prior to the school day or remaining on school grounds after the fifteen (15) minute dismissal period, that adequate arrangements have not been made for transportation of the student by the parent, the parent will be notified, in writing, that the student will be directed onto the appropriate bus .

## SCHOOL ACTIVITIES AND AFTER SCHOOL PROGRAMS

Fairview School offers many student and parent-student activities during the school year Open House, Bingo for Books, Family Picnic, Parenting Classes, Parent Education Nights and Fun Night for parents and students are just a few.

Many cultural performances are presented to our students with the help of the Chicopee Cultural Council to expand out student's interests.

### After School:

These activities are done by the Fairview Staff to provide extra help for our students. Dates to be announced.

MCAS Prep-Reading

MCAS Prep-Math

Before School - Homework Help

Other programs will be added as the year progresses based upon interest and budgeting constraints.

**School Calendar and Menus:**

These are distributed on a monthly basis via your child.

**Report Cards:**

First Report Cards will be distributed to parents at Parent Teacher Conferences the week of December 8<sup>th</sup>, 2017.

Report Cards will be distributed 3 times, Fall, Winter and Spring

Report cards are to be signed by the parent/guardian and returned ASAP to the teacher. If you wish an additional copy please request one from the office.

**School Council:**

The School Council is a team, which consist of parents, teachers, the Principal, and Committee Representatives. The participants are elected at the end of September. The meetings are held monthly to discuss school-related issues and help formulate a School Improvement Plan. Elections for School Council will be held all day Thursday, October 5<sup>th</sup>, 2017. The two parents receiving the highest number of votes will serve two-year terms.

**LIBRARY POLICY**

The library is available to the children during the regular classroom visits as scheduled by the classroom teacher for the purpose of borrowing books and research. It is also available to individuals at unscheduled times for special projects or research at the discretion of the library/media Technician

Lost or damaged books are paid for by the student at replacement cost. We encourage children to take advantage of the library.

### **TELEPHONE POLICY**

The school telephone is to be used only for school business or in emergency situations. (Phone Number 594-3501) Fairview follows district policy for Cell phones in the schools.

### **PARENT SUPERVISION DURING SCHOOL ACTIVITIES**

The District policy requires ALL PARENTS/GUARDIANS to be CORI checked every year. You will be required to bring photo identification to the school and apply in advance of any chaperone activities.

### **ASSESSMENTS**

Dibels, Writing Benchmark, and NWEA assessments are administered to all grades in the beginning, middle and end of the school year. Probe testing will be administered to the children throughout the year in Math and ELA to monitor student progress. MCAS testing dates are listed on the school calendar in the Spring. We use all of these assessments to drive our instruction with the children here at Selser.

### **ELEMENTARY HOMEWORK POLICY**

#### ***INTRODUCTORY STATEMENT:***

It is the belief of the Chicopee Public Schools that homework is a vital and integral part of a student's total school experience and is to be encouraged and supported by teachers, parents, and administrators.

## RATIONALE FOR GIVING HOMEWORK:

Homework will:

1. Reinforce the learning that takes place in school
2. Assist the student in developing good work and study habits
3. Give the home parents a better understanding of the educational goals and objectives of the school
4. Enable parents to be participants in the Educational process
5. Help the student develop a sense of responsibility
6. Develop a sense of self-esteem

Homework may serve either as a classroom follow-up or as an enrichment experience. It is to be considered an extension of the daily classroom activities. Homework will be either in written or study form.

Homework is not to be considered busy work and is not to be used as punishment.

We have a Homework Help Club every Morning in the Library. Students can come in and receive assistance with their homework.

## SPECIAL SERVICES / TITLE I

Special Services- In order to help your child achieve his or her highest potential, numerous ancillary services are available. Services, which are available, include Speech and Language Therapy Counseling. Fine and Gross Motor Remediation and Academic Tutoring. We feel that it is important to meet each child's individual needs during the elementary school years. This helps to ensure that all children have a smooth transition through

the elementary school years. Any concerns regarding their child's individual needs.

LET'S HAVE A GREAT YEAR! WE LOOK FORWARD TO WORKING WITH YOU AND YOUR CHILD.

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PLEASE SIGN AND RETURN TO HOMEROOM, THANK YOU  
I HAVE READ THE HANDBOOK.

Parent or Guardian \_\_\_\_\_

Student \_\_\_\_\_ Rm. # \_\_\_\_\_

