



Fairview Elementary

School Handbook

2023-2024

Introduction	3
Principal's Message	3
Mission, Vision, & Values	4
District Calendar (2023-2024)	5
Fairview Schedules	6
Attendance	7
Tardiness	8
Early Dismissal and Late Arrival by Parent Request	8
Educational Tours and Trips (Not School Sponsored)	9
Behavior Expectations	10
Bullying/Cyberbullying	10
Dress Code	10
Electronic Devices	11
Fairview Five	12
Heartwood Character Education Program	12
Network and Internet Use	13
Social Emotional Learning	13
Stop and Think Procedure	14
Suspension	15
Weapons	15
General Information	16
Assemblies	16
Before and After-School Childcare	16
Building Usage	16
Classroom Assignments	16
Field Trips	17
Homelessness	17
Non-School Sponsored After-School Activities	19
Parent Resources	19
Parking During Evening Events	19
Public Attendance at School Events	19
Recess	20
School Communication	20
Site-Based Management Team (SBMT)	21
Title IX: Section 504 and ADA	21
Videotaping/Pictures of Students	22

Health and Wellness	23
Exclusion from School for Sickness and Injuries	23
District Wellness Policy	24
Food Allergies	25
Food Services	26
Medications	28
Screenings & Immunizations	29
Tobacco & Nicotine	29
Instruction	30
Educational Services	30
Home Learning	31
Instrumental Music	32
Parent Teacher Conferences	32
Report Cards/Reporting of Student Progress	32
Response to Instruction and Intervention (RTII)	32
Student Observation by Outside Agency	33
Student Release of Information	33
Parent Involvement	34
Classroom Parties/Celebrations	34
Confidentiality	34
Fairview Parent Teacher Organization (FPTO)	34
Parent Volunteers	35
Safety	37
Building Entry	37
Emergencies	37
Safety Drills	39
Transportation	40
Bus Safety	40
Arrival	41
Dismissal	42
SCHOOL HANDBOOK ACKNOWLEDGEMENT FORM 2023 - 2024	44

Introduction

Principal's Message

Fairview Families:

Welcome to the new school year! We hope that you have had a restful and relaxing summer! While you have been away, the staff at Fairview Elementary has been busy preparing for the start of the school year. I look forward to developing relationships with the Fairview students and families as we embark on a successful year together.

The entire Fairview Elementary staff is thrilled to welcome our students and families back for the start of the 2023-2024 school year. Please review the following handbook with your student(s) to familiarize yourself with the school's programs, policies, and daily operations. As a school community, it is important that we all have a common understanding of the expectations for ourselves and others as we focus on the district-wide values of respect, responsibility, and integrity.

We look forward to another year of learning and are excited to continue the collaboration between our school and our families to promote the growth of each student! Please do not hesitate to reach out if you need help or have questions.

Sincerely,



Susan Kreit
Principal
Fairview Elementary School

[*All policies referenced in this handbook can be found in their entirety on the district website.](#)

Fox Chapel Area School District

A Foundation for Success for All Students

Mission

The Fox Chapel Area School District exists to maximize student learning, achievement and growth through a focus on educating the whole student.

Vision

The Fox Chapel Area School District will engage students in a learning community that values diversity and focuses on the education of the whole student through pillars for success:

Purpose: Learning and teaching through inclusive, standards-aligned, and culturally responsive approaches that meet the needs of all students, while monitoring growth and success through a data-informed approach for continuous improvement

Passion: Providing students with authentic learning experiences that motivate them to pursue their interests with a focus on educating the whole student

Care: Fostering safe and supportive learning environments that value the diversity, individuality, social and emotional wellness, and belonging of all students

Community: Promoting the values and identity of the community through partnership and collaboration

Values

Respect: Valuing self and others; caring for one's environment; pride in positive actions

Responsibility: Accountability; taking ownership in what you do; listening and following through

Integrity: Doing the right thing, even when no one is watching; being honest with self and others; trustworthiness in thoughts, words, and actions

Calendars and Schedules

Instructional Calendar

2023-2024 Fox Chapel Area School District Calendar

August 2023				
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
P	FC	P/C	P	P
21	22	23	24	25
FC				
28	29	30	31	

September 2023				
				(4)
X				1
4	5	6	7	(8)
				8
11	12	13	14	(13)
				15
18	19	20	21	(18)
				22
X				(22)
25	26	27	28	29

October 2023				
				(27)
2	3	4	5	6
		E/+		(32)
9	10	11	12	13
				(37)
16	17	18	19	20
				E/C(42)
23	24	25	26	27
30	31			

November 2023				
				R(47)
		1	2	3
E/CONF	CONF/+			(51)
6	7	8	9	10
				(56)
13	14	15	16	17
		E/(59)	X	X
20	21	22	23	24
X				
27	28	29	30	

December 2023				
				(63)
				1
				(68)
4	5	6	7	8
				(73)
11	12	13	14	15
				(78)
18	19	20	21	22
X	X	X	X	X
25	26	27	28	29

January 2024				
X				(82)
1	2	3	4	5
				(87)
8	9	10	11	12
P			(90)	FC
15	16	17	18	19
				R(95)
22	23	24	25	26
29	30	31		

February 2024				
			1	(100)
			2	
				(105)
5	6	7	8	9
				(110)
12	13	14	15	16
P				(114)
19	20	21	22	23
26	27	28	29	

March 2024				
				(119)
				1
				(124)
4	5	6	7	8
				(129)
11	12	13	14	15
				E/C(134)
18	19	20	21	22
X	X	X	X	X
25	26	27	28	29

April 2024				
				R(139)
1	2	3	4	5
				(144)
8	9	10	11	12
				(149)
15	16	17	18	19
				(154)
22	23	24	25	26
29	30			

May 2024				
		1	2	(159)
				(164)
6	7	8	9	10
				(169)
13	14	15	16	17
				(174)
20	21	22	23	24
X		K/E		
27	28	29	30	31

June 2024				
			E/C(182)	FC
3	4	5	6	7
P	P/C			R
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

- 1st Grading Period – October 27 – 42 days
- 2nd Grading Period – January 18 – 48 days
- 3rd Grading Period – March 22 – 44 days
- 4th Grading Period – June 6 – 48 days

- November 6 – Elem/Sec Early Dismissal & Parent Teacher Conference Day
- November 7 – Parent Teacher Conference Day (No School for Students)
- June 6 – Last Day for Students = 182 Days (unless makeup days are required)
- June 11 – Last Day for Professional Staff = 195 Days (unless makeup days are required)

First Semester	
8/16-18	New Teacher Induction Days
8/21, 24, 25	Professional Development Days
8/22 & 28	Full Clerical Days
8/23	Professional Development/Clerical Day
8/29	First Day for Students
9/4	Labor Day
9/25	Fall Break
10/11	Elem/Sec Early Dismissal
10/27	Elem/Sec Early Dismissal & Clerical Day
11/6	Elem/Sec Early Dismissal & Parent Teacher Conference Day
11/7	Parent Teacher Conference Day
11/22	Elem/Sec Early Dismissal
11/23-27	Thanksgiving Break
12/25-1/1	Winter Break
1/15	Martin Luther King Jr. Day & PD Day

Second Semester	
1/19	Full Clerical Day
2/19	Presidents' Day & PD Day
3/22	Elem/Sec Early Dismissal & Clerical Day
3/25-29	Spring Break
5/27	Memorial Day
5/29	Kennywood Day (Tentative) & Early Dismissal
6/6	Last Day for Students
	Elem/Sec Early Dismissal & Clerical Day
6/7	Full Clerical Day
6/9	Commencement
6/10	Professional Development Day
6/11	Professional Development/Clerical Day

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

April 22-May 3 shaded areas indicate PSSA testing windows. January 3-17 and May 13-24 shaded areas indicate Keystone Exams testing windows. Refer to the FCASD website (www.fcasd.edu) for specific grades tested in each time frame.

Makeup days, if necessary, will be added on to the end of the school year, beginning June 7, 2024.

Please consult building and website calendars for building-level early dismissal dates, school activities, and other special events.

APPROVED 3.13.2023

Fairview Daily Schedule

8:40 A.M. - 8:55 A.M.	Student arrival and breakfast (<i>optional</i>)
8:55 A.M. - 9:00 A.M.	Morning announcements and homeroom (attendance, lunch count, etc.)
9:00 A.M. - 3:30 P.M.	Instructional Day
3:30 P.M. - 3:35 P.M.	Transition to dismissal locations
3:35 P.M. - 4:00 P.M.	Dismissal

Lunch and Recess schedules (*30 minutes lunch & 30 minutes recess daily*)

11:00 A.M. - 12:00 P.M.	Kindergarten and 1st grade
11:20 A.M. - 12:20 P.M.	2nd grade
12:15 P.M. - 1:15 P.M.	3rd grade
12:05 P.M. - 1:05 P.M.	4th grade
12:20 P.M. - 1:20 P.M.	5th grade

Special area classes

Weekly: Art, Computer Science, Library, Music, & Physical Education

World Languages (*weekly during one trimester of the year*)

Attendance - Policy 204

Regular attendance in school is extremely important and should be established early. Children achieve more and feel better about themselves when instruction is continuous and when a sense of belonging is established within the classroom. Those who learn the importance of regular attendance tend to stay more actively involved and do better in school. However, we understand that children may become ill. **If your child is ill, please call the school office between 8:00 A.M. and 8:30 A.M. at 412-963-9315 to report your child's absence.**

The automated SchoolMessenger System will call parents to verify student absences and remind parents to send an excuse the day the child returns to school. They also require a written excuse upon the child's return to school.

Pennsylvania public school attendance law requires that all absences be treated as unexcused/unlawful until the school district (school) receives a written excuse indicating the reason(s) for the student's absence. **Parents/guardians must submit a written excuse within three (3) calendar days of an absence and will be informed if they fail to provide a written excuse within that time frame.** Please note that absences without excuses will be permanently recorded as unexcused/unlawful, and that medical excuses are required for absences of five (5) or more consecutive days and after ten (10) cumulative days of absence. Children under a doctor's care for a contagious disease or those with chronic absences may also be required to submit an excuse from a physician.

Pennsylvania school law identifies excused/lawful absences as those related to:

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

-
- family emergency

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

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

Tardiness

Morning procedures are important to a child's success at school; therefore, it is imperative that students arrive before the official start time. Buses arrive and students may begin entering the building at 8:40 A.M. Please note that announcements begin at 8:55 and the instructional day begins at 9:00 A.M promptly. Students arriving after the 9:00 A.M. start time are tardy. If your student is tardy, they must bring a written excuse indicating the reason for tardiness and have it signed in at the office by an adult before proceeding to their classrooms.

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

Early Dismissal and Late Arrival by Parent Request

Please note that the instructional day at Fairview begins at 9:00 and ends at 3:30 P.M., and that educational activities begin promptly and continue until dismissal. Obviously, some appointments on school time cannot be avoided, and family emergencies do arise. However, be advised that late arrivals and early departures are reserved for extenuating circumstances only. Please arrange routine appointments and schedules to respect the integrity of Fairview's instructional day.

All students leaving early must be signed out at the office by the parent or guardian. If the student is to be picked up by someone other than the parent/guardian, the written request for the early dismissal must include the name and the relationship of the person who is picking up the child. The presentation of identification will be requested. As with chronically tardy students, the parents of students with repeated early dismissals may receive a call, letter, or visit from Fairview and/or district office personnel.

Educational Tours and Trips (Not School Sponsored) - Policy 204.1

Upon written request, Fox Chapel Area School District policy allows for student absence to participate in an educational tour or trip that is of educational significance to the student. Parents requesting to take their child on an educational tour/trip may acquire an [Educational Tour and Trip Request Form](#) from the school office or from the district's website. Educational Trip Request forms are to be submitted at least two weeks prior to the trip in order to process the form and to provide teachers with ample time to compile assignments. **Parents will only be notified if a request is NOT approved.**

Students are required to make up for work missed during educational trips. Extended trips may require parents to withdraw, and then re-register, students prior to the student's return to school.

In addition, trip requests are strongly discouraged during CoGAT (Grades 1 and 4) and PSSA (Grades 3-5) testing weeks. If an Educational Tour/Trip Request is submitted and extends into a testing window with time not available for make-up, the request may be denied. Refer to the district calendar, which can be found on the district website for designated testing dates.

Please refrain from scheduling trips during this year's state and local testing windows:

English Language Arts PSSA Testing Window (grades 3-5): April 22-26

Mathematics PSSA Testing Window (grades 3-5): April 29-May 3

Science PSSA Testing Window (grade 4 only): May 6-10

CogATs (grade 1): April 13-17

CogATs (grade 4): October 9-13

Behavior Expectations

Positive behavior support is an effective and proactive process for improving social competence and academic achievement for all students. In order to be consistent, every member of the staff uses the same set of classroom rules, the “Fairview Five.” These expectations are directly taught, modeled, practiced, and acknowledged. If a student makes an unexpected behavioral choice, the student will be asked to evaluate the choice and plan how to make a more effective, responsible choice in the future. Afterward, the staff members involved help the student to be accountable for the plan that was made.

Bullying/Cyberbullying - Policy 249

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

Bullying (*including cyberbullying*) means an intentional electronic, written, verbal, or physical act or series of acts directed at another student or students, which occurs in a school setting and/or outside a school setting that is severe, persistent and/or pervasive and has the effect of doing any of the following:

- Substantially interfering with a student’s education
- Creating a threatening environment
- Substantially disrupting the orderly operation of the school

Dress Code

Students at Fairview Elementary School are expected to dress in a manner that is conducive to a safe, friendly, learning environment for students and teachers. Therefore, students have the responsibility of wearing clothing that projects a positive attitude of

pride in self, school, and community. Students are required to wear appropriate, comfortable, and safe clothing that does not distract from the educational process.

In addition, students are strongly recommended to wear gym-appropriate shoes to climb on the playground equipment. Backless shoes and sandals (flip-flops, clogs, mules, etc.), wheeled shoes, heeled shoes, and boots with leather soles prohibit safe footing on the climbing apparatus and have been the cause of slipping and sliding accidents. Changing into playground appropriate shoes before recess is permitted.

Please label your child's jacket, lunch box, and other belongings with their full name so that these items are easily identifiable. The lost and found is provided for lost articles, but please be advised that unclaimed items will be donated annually.

Electronic Devices - Policy 237

The use of personal electronic devices (PEDs) is prohibited by students on school property, on buses and other vehicles provided by the district, and at school-sponsored activities except with permission of the building principal or the classroom teacher as outlined below.

- PEDs may be used by students during the school day for academic purposes as specified by the classroom teacher, principal, or building guidelines using the district-provided, filtered connection to the Internet.
- Use by students of any PEDs that provides for a wireless, unfiltered connection to the Internet is prohibited.
- The Board prohibits the capturing, sharing, distributing, or publishing of audio, video, text or photographic content without the permission of the district, the person(s) part of the electronic media, or copyright holder. All content must comply with the district's [Acceptable Use Policy](#).
- The district is not responsible for loss, damage, or misuse of any electronic device brought to school by a student.
- Violations of the guidelines by a student may result in disciplinary action and may result in confiscation of the electronic device and require parent/guardian pick up of the device.
- SMART watches and fitness trackers should not be used as a communication/gaming device or toy during the school day or on the bus.

Should your child's watch be used inappropriately or become a disruption to learning, we will ask that it be removed and stored in their backpack for the day.

Toys, trading cards (ex. Pokemon), stuffed animals, personal athletic equipment, and electronics should be left at home unless a teacher requests that a specific item be brought in for an educational or special purpose. **The school is not responsible for lost or broken toys or electronics.**

Fairview Five

In order to maintain the best possible learning environment, the staff has developed the Fairview Five, which are behavioral expectations for each child in all school settings including classrooms, hallways, the cafeteria and playground, and on our school buses. The Fairview Five expectations reinforce the district values of Respect, Responsibility, and Integrity. These include:

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

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

Heartwood Character Education Program

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

learn how to apply the universal attributes in their daily lives allowing us to realize our goal of creating a caring school community.

Network and Internet Use - Policy 815

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

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

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

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

Social Emotional Learning

A comprehensive elementary school guidance program is proactive and addresses the developmental needs of all students, while offering additional supports to individual students when appropriate. The school counselor aids in the development of students' social, emotional, and academic success by providing the following services: individual

counseling, skill building groups, classroom lessons, and conflict mediation. The guidance counselor works collaboratively with staff and parents to address a variety of social, emotional, and behavioral concerns and facilitates communication with outside agencies as needed.

The guidance curriculum introduces and reinforces the following topics through developmentally appropriate lessons taught in grades Kindergarten through grade five:

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

Fairview's guidance counselor will be instructing students using the district adopted social emotional learning program, Second Step. Units of focus will include: Skills for Learning, Empathy, Emotion Management, and Problem Solving. Please contact the guidance counselor for more information.

Stop & Think Procedure

The Stop & Think Procedure serves as a time for students to reflect on their unexpected behaviors and develop a plan for the future. Students are sent to a quiet area in the classroom or the office to remove themselves from a situation where a Fairview Five Rule was not followed to think and write about what they were saying or doing that caused the unexpected behavior, and to create a plan for making a more responsible choice in the future.

Consequences are assigned based on the nature or severity of the behavior or situation. When a student is assigned a Stop & Think they make a plan for improvement and move

through sequential steps for repeated offenses of like behaviors. Based on the frequency and severeness of the infraction students will move to an appropriate step for a consequence. Major offenses, such as fighting, stealing, threatening others, physical harm, and harassment may result in automatic movements to higher levels of disciplinary action. Severe offenses will be handled in accordance with district, state, and federal guidelines. Weapons, gestures resembling weapons, or drawing of weapons or violence are prohibited for the safety and well-being of all students, staff, building volunteers, and school visitors.

Suspension - Policy 233

The principal may suspend a student from participating in regular classes and activities due to fighting, disruption of the school, or other serious offenses. The suspension may be “in-school” or “out-of-school.” In-school suspensions assignments will depend on the severity of the behavior and the availability of supervisory staff. Out-of-school suspensions may be assigned for a period of one to ten days, depending on the severity of the offense. Suspension days are considered excused absences and students are permitted to make up the missed work.

Weapons - Policy 218.1

Students should never bring any item to school that could be considered hazardous to their health and well-being and/or the health and well-being of others. Examples include: cigarettes or tobacco products, any kind of knife regardless of the size, sticks, sharp objects, toy guns/swords/knives, etc., or any item that can be interpreted as a weapon. Students who bring any type of weapon, sharp object, or look-alike weapon to school are subject to district discipline procedures. Halloween costumes and accessories must be school appropriate and may not include any type of weapon or cutting instrument, any replica of a weapon or any item resembling a weapon.

Any student who possesses a weapon in school, at a school activity, or on school buses must be expelled for at least one year under Pennsylvania law, Act 26. A weapon is defined as “any knife, cutting instrument, cutting tool, nunchaku, firearm, shotgun, rifle, and [anything else] capable of inflicting serious bodily injury.” The superintendent may make modifications to the expulsion requirements for a student on a case-by-case basis. Students with a disability will be subject to special discipline procedures.

General Information

Assemblies

Assemblies are scheduled throughout the school year. These assemblies are funded by the Fairview Parent Teacher Organization (FPTO) and Fox Chapel Area School District. District-related performances are scheduled through the principal. The announcement of school assemblies will be shared via classroom or school communications.

Before and After-School Childcare

Before and after school childcare is not available at Fairview. Transportation is provided from Fairview to the [Lauri Ann West Community Center](#) (LAWCC) for those participating in the LAWCC afterschool programs.

Building Usage - Policy 707

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

Classroom Assignments

It is with great care that classroom assignments are determined with input from the grade level teachers and other professional staff members who know and work with our children. This professional team takes thoughtful consideration in appropriately placing students in an effort to create heterogeneous classrooms that balance academic and social structures. Among our considerations are gender, and the support and enrichment needs of our students for services that include, but are not limited to, learning, speech/language, acceleration, gifted and instrumental music programs. While your input is very important to us, parental requests for specific teachers limit our professional staff in making the best educational decisions for our students. Therefore,

parent written or verbal requests for specific teachers are not considered in the classroom assignment process. Information about your child's individual learning profile, that may help us in our work, may be addressed to the principal in writing by May 1st. Please note, while important, parental input is one piece of the multi-faceted process of creating balanced classrooms, it is not the sole factor.

Field Trips - Policy 121

The Fox Chapel Area School District and the Fairview Parent Teacher Organization provide the fees for assemblies, school concerts, and in-school field trips with field trips generally scheduled by teachers. These trips are arranged to enhance and supplement the elementary curriculum. Parents are required to sign a permission slip for off-site field trips. Occasionally, there is a nominal fee for some field trips. If payment of the fee is a concern, please contact the principal or school counselor for confidential financial assistance.

To ensure the safety of all students, field trip chaperones must obtain their [volunteer clearances](#) which include a Criminal Record Check, a Pennsylvania Child Abuse History Clearance, and an FBI Criminal History check. Please allow plenty of time to obtain your clearances and submit them to the Raptor system. Other adults who are not chaperones and siblings are not permitted to attend field trips.

Homelessness - Policy 251

Under the McKinney-Vento Homeless Assistance Act, all school districts are responsible for identifying students experiencing homelessness and connecting them with the resources needed to ensure academic success.

Who is considered homeless? Children or youths living in a shelter, transitional housing, hotel/motel, vehicle, campground, on the street, or doubled up with friends or family due to a lack of alternate resources are considered homeless. An unaccompanied homeless youth is a child or youth that is not in the care of their parent or legal guardian and meets the definition of homeless under McKinney-Vento.

Where can students experiencing homelessness attend school? The law indicates that homeless students have the right to remain in their school of origin (the school they attended at the time of the homeless episode or last school attended) through the end

of the school year in which they find permanent housing, provided it is in the child's/youth's best interest.

If through consultation between the school and the family and/or unaccompanied youth it is determined that remaining in the school of origin is not in the student's best interest, then the student has the right to immediately enroll in the school that non-homeless students living in the attendance area in which the child/youth is actually living are eligible to attend, even if they do not have all of the required documentation. Additionally, unaccompanied homeless youths have the right to immediately enroll in school, even if they do not have a legal guardian present.

What supports can school districts provide to homeless students? Homeless students are eligible for supports and services to remove barriers to educational success. These may include transportation to the school of origin, free meals, referrals to physical/mental health providers, clothing to meet school requirements, access to school supplies and resources, assistance with credit recovery, tutoring supports, expedited evaluations, and assistance to participate in school activities, including parent engagement opportunities, sports, clubs, etc.

Homeless Dispute Process: If at any time there is a disagreement about homeless status or best interest for school placement, the district will notify the family in writing of their determination that the family/unaccompanied youth is ineligible for McKinney-Vento services. At this time, the district will provide the family/unaccompanied youth with the ability to dispute their determination. Throughout the dispute process, the child/youth, including unaccompanied youth, will continue to be educated in the school of origin or immediately enrolled in the school in which they are seeking enrollment until the dispute process is finalized. Transportation will continue throughout the dispute process. All disputes will be sent to the ECYEH regional coordinator, who will issue a determination. If any party is unhappy with the determination, they can elevate the dispute to the state coordinator.

What if I think that I am eligible for services under McKinney-Vento? Please contact Donna Beley, homeless liaison and foster care point of contact, Fox Chapel Area School District, at (412) 967-2431 or donna_beley@fcasd.edu.

For more information, please see [A General Guide to Pennsylvania's Education for Children and Youth Experiencing Homelessness \(ECYEH\) Program](#).

Non-School Sponsored After-School Activities

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

Parent Resources

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

Parking During Evening Events

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

Public Attendance at School Events - Policy 904

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

Recess

Research supports the importance of physical activity and active play for children, so we do our best to get students outside for fresh air whenever possible. If the “feels like” temperature is 22 degrees or higher, and the field/playground surfaces are safe and usable, we will have outdoor recess. The field tends to get very muddy and there will be days where we have to keep students on the track area and/or blacktop as a result of this.

For indoor recess, students will have access to indoor recess bins filled with board games, indoor active games, craft and art supplies, etc. thanks to the support of PTO and families.

Please remind students to wear heavy coats, gloves, scarves, and hats on cold weather days. Parents are welcome to have students keep extras in their lockers. If students are not dressed appropriately to safely enjoy outdoor play, they may be asked to remain indoors for recess.

School Communication

PowerSchool

PowerSchool is our primary source for student and class information. It is an internet platform and online communication tool that serves as an extension to our school website, providing our families with up-to-date student and classroom information. PowerSchool enhances parent-teacher communication and serves as our primary source of specific student and class information. PowerSchool allows parents to keep track of their children’s grades and to receive school email blasts and newsletters.

Parents are required to update each student’s PowerSchool account annually to ensure emergency contact information is up to date. Parents will be able to view student grades/ratings at specified time periods following each grading period. If needed, parents may contact the secretary for a paper copy of a student report card.

If you would like to be included in any school-wide email blasts, please update your PowerSchool settings with the appropriate contact information.

Friday Newsletter

Fairview’s weekly Friday newsletter provides school information via an email blast each week. Calendars, informational notes, and other important school information are included in the weekly newsletter. Families without access to a computer can request a paper copy of the Friday newsletter by calling the school office.

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

SchoolMessenger Parent Emergency Notification System

The SchoolMessenger Parent Emergency Notification System quickly and accurately delivers emergency information to parents per their preferred method of notification. You may update your notification preferences in your child’s PowerSchool account.

Site-Based Management Team (SBMT)

The SBMT is composed of representative parents, a community member, staff members, and the principal, who provide input and guidance to our school community. The team helps make decisions concerning the school operations and participate in the interviewing process of some staff members. Meeting once a month during the school year, the SBMT focuses on the district and building strategic plans and works with the principal to implement well-thought ideas and decisions for students and staff.

Title IX: Section 504 and ADA - Policy 103

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

Additional information pertaining to civil rights, school district policies, and grievance procedures can be obtained by contacting the compliance officers listed below between 8:00 A.M. and 4:00 P.M. Monday through Friday.

Title IX: David P. McCommons, Ed.D. (412-967-2456)

504 and ADA: Timothy A. Mahoney, Ed.D. (412-967-2435)

Fox Chapel Area School District
611 Field Club Road
Pittsburgh, PA 15238

Videotaping/Pictures of Students

We enjoy sharing student learning and accomplishments with parents and community members. The district allows students to be recorded, photographed, and interviewed for legitimate public purposes.

If you do not allow your child to be photographed, videotaped, or interviewed for the purpose of promoting our school and district, please address written objections to Bonnie Berzonski, Coordinator of Communications.

If you take pictures or video of children during events at Fairview Elementary, please be aware that not all parents are comfortable with their child's pictures being shared on the Internet or social media sites.

Health and Wellness

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

Each fall, a parent is prompted to update their PowerSchool account to include emergency contact information. These contacts may be updated throughout the year to ensure school personnel have access to information needed in the event of a student's illness, injury, or emergency event.

Exclusion from School for Sickness or Injury

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

<u>Illness</u>	<u>A Student May Return to School</u>
Strep Throat or Scarlet Fever	24 hours after beginning appropriate treatment
Conjunctivitis (Pink Eye)	When judged not infective by a physician or school nurse
Chicken Pox	When all vesicles (sores) are crusted; approximately five days from eruption of the last crop of vesicles
Scabies	After completion of appropriate treatment and judged not infective by a physician or school nurse

Ringworm	After the first treatment, if body lesions are covered. Neither scalp nor body lesions that are dried need to be covered
Impetigo	24 hours after beginning appropriate treatment
COVID-19	5 days from symptom onset and/or per ACHD/CDC guidelines

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

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

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

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

District Wellness Policy - Policy 246

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

Food Allergies - Policy 209.1

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

Food Allergies - Peanut/tree nut allergy alert

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

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

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

Food Services - Policy 808

Breakfast and Lunch

Breakfast and lunch are served daily in our school cafeteria. The 2023 -2024 daily lunch price is \$2.65 milk is \$.75 and breakfast can be purchased at the daily rate of \$1.45. Application forms are available to determine eligibility for free or reduced lunch and breakfast. Parents who choose to pre-purchase breakfast and/or lunch with cash or check for a specified time or amount may do so by bringing money (or sending money with their child) to the cafeteria manager before the 9:00 A.M. school start time.

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

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

Snacks may be offered in our cafeteria for purchase during the lunch periods once all students have purchased their lunches.

- Baked chips, low-fat ice cream, and fruit snacks are some of the choices. Most snacks are priced between \$0.70 and \$1.00.

-
- Parents are encouraged to monitor snack consumption via the student's lunch account, and they may restrict snack purchases by contacting the Food Services department.
 - Kindergarten students also have classroom snacks arranged by teachers and parents.
 - A "No Snack" day may be determined at the discretion of the café manager.
 - If a student owes the cafeteria money, no extras will be allowed to be purchased until the account has money in it again.

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

Fox Chapel Nutrition Center Breakfast and Lunch Program

Free and reduced lunch applications may be completed and returned to school, or completed through the online system at www.schoolcafe.com. **The application must be completed every school year.** All charges incurred before applying for free or reduced eligibility are the responsibility of the parent/guardian. One meal benefit application may be used for all eligible school children in the family. If you receive notification that you are on the direct certification list, you do not need to fill out an application. For the Food Service Policy, access to all menus, free and reduced forms, and general information on the Nutrition Center please visit the [Food Services](#) section of the district website. Please contact the FCASD Nutrition Center Secretary for any questions regarding the school breakfast and lunch program or the free and reduced program at 412-967- 4409.

Student Food Service Charges-Debt

Due to the large number of students charging their meals, it is necessary to address the issue of delinquent food service accounts. The Board of School Directors is required to provide healthy meals in accordance with current regulation and policy. The Board shall permit students to incur what the Board or its designee considers reasonable charges and that parents/guardians shall be contacted for payment of said charges.

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

issued a Personal Identification Number (PIN) upon entering grade K and will retain a PIN while enrolled in the Fox Chapel Area School District.

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

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

Medications - Policy 210

Medications should be given at home. Should the need arise for a student to be given medications during school hours, these procedures must be followed:

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

Screenings and Immunizations

Screenings

The Pennsylvania School Health Law requires:

- Physical Examinations for students entering school (Kindergarten or 1st grade) and again in 6th and 11th grades
- Dental Examinations are required upon entering school (kindergarten or 1st grade) and in 3rd and 7th grades
- Height, Weight, and Vision screenings are given annually by the school nurse
- Audio screening tests are given in Kindergarten, 1st, 2nd, 3rd, 7th, and 11th grades

Immunizations

All children attending school in Pennsylvania must be in compliance with the state's current immunization laws and regulations which includes:

- 4 doses of DTaP (last dose after 4th birthday)
- 4 doses of Polio (last dose after 4th birthday)
- 3 doses of HepB
- 2 doses of MMR
- 2 doses of Varicella

The law provides that students NOT in compliance with these requirements MUST be excluded from the state of the school year until the student provides verification of the immunizations received, has a scheduled plan signed by the physician, or obtains an exemption signed according to the provisions of the law.

Tobacco and Nicotine - Policies 222 & 223

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

Instruction

Educational Services

The Fox Chapel Area School District provides a free, appropriate, public education to eligible students. To qualify as an eligible student, the child must be of school age, in need of specially-designed instruction, and meet eligibility criteria for one or more of the following physical or mental disabilities, as set forth in Pennsylvania State Regulations:

- Autism
- Deafness
- Visual Impairment including Blindness
- Emotional Disturbance
- Hearing Impairment
- Intellectual Disability
- Multiple Disabilities
- Orthopedic Impairment
- Other Health Impairment
- Specific Learning Disability
- Speech or Language Impairment
- Traumatic Brain Injury

The District engages in identification procedures to ensure that eligible students receive an appropriate educational program consisting of special education and related services, individualized to meet student needs. At no cost to the parents, these services are provided in compliance with state and federal laws and are reasonably calculated to yield meaningful educational benefit and student progress.

To identify students who may be eligible for special education, various screening activities are conducted on an on-going basis. These screening activities include: review of group-based data (cumulative records, enrollment records, health records, report cards, ability, and achievement test scores); hearing, vision, physical, and speech/language screening; and review by a Child Study Team, MTSS Team, or (Elementary) Student Assistant Program ((E)SAP) Team. When screening results suggest that the student may be eligible for special education services, the District

seeks parental consent to conduct a multidisciplinary evaluation.

Parents who suspect that their child is eligible for special education services may request a multidisciplinary evaluation at any time through a written request to the Director of Special Education and Pupil Services.

Services designed to meet the needs of eligible students include the annual development of an Individualized Education Program (IEP), bi-annual or tri-annual multidisciplinary re-evaluation, and a full continuum of services, which include Itinerant, Supplemental, or Full-Time Levels of Support. The extent of special education services and the location for the delivery of such services are determined by the IEP team and are based on the student's identified needs and abilities, chronological age, and the level of intensity of the specified intervention. The District also provides related services required for the student to benefit from the special education program.

Parents may obtain additional information regarding special education services and programs and parental due process rights by contacting the Director of Special Education and Pupil Services, 412-967-2435, Fox Chapel Area School District, 611 Field Club Road, Pittsburgh, PA 15238. ([22 Pa. Code Chapter 14](#))

Home Learning

Home learning assignments are designed to:

- Provide essential practice in needed skills
- Establish good work habits
- Afford an opportunity for increasing self-direction
- Enrich and extend the in-school learning experience
- Help students learn to budget their time
- Bring students in contact with out of school educational resources

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

Parents and guardians are encouraged to allow their student(s) the opportunity to work independently. If a student is struggling significantly with an assignment, parents and guardians should contact their student's teacher to inform them.

Instrumental Music

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

Parent Teacher Conferences

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

Report Cards/Reporting of Student Progress

Report card information is accessible online using PowerSchool. Parents are able to view student grades/ratings at specified time periods following the quarters. If needed, parents may contact the school secretary in writing to have a paper copy of the report card mailed home following each quarter. Kindergarten students receive report cards three times per year, in quarters 2, 3, and 4. Grades 1 through 5 receive report cards in all four quarters. More regular progress information of students in Grades 3-5 can be accessed in PowerSchool throughout each quarter.

Response to Intervention and Instruction (RTII)

Response to Instruction and Intervention (RTII) is a process that fosters systemic research-based instruction and interventions for all learners. Instruction and interventions are matched to student needs, and the monitoring of progress is

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

Student Observation by Outside Agency

While we understand that parents may have an interest in having their child observed by an outside agency, we must be cautious that the teaching and learning process is not interrupted. It is also important that the privacy of each student is protected.

Parents/guardians may request a student observation with someone by following set guidelines, beginning with the completion of the Outside Agency Student Observation Form. Forms can be obtained from the guidance counselor or building principal. The principal will make the final determination concerning this type of request.

Student Release of Information

At times, parents may request that our staff members release academic or behavioral information about their child to outside agencies. We need parental permission in order to release this information to outside agencies or provide behavior rating scales to medical professionals. You can obtain this form by contacting the guidance counselor.

Parent Involvement

Classroom Parties/Celebrations

Classroom teachers and parent volunteers coordinate classroom celebrations for various activities throughout the school year. The designated homeroom parent, a volunteer position directed by the FPTO, will act as a liaison for the homeroom teacher to organize classroom parties. Parents may volunteer; however, they **MUST SIGN UP** as a party volunteer and have the appropriate clearances prior to the party day. We are **unable** to welcome siblings to accompany volunteers to events held during the school day. Volunteers must have all clearances on file with the district office and a volunteer badge at the Fairview office, issued by the district office.

Confidentiality

Respecting confidentiality is crucial to Fairview Elementary School as it acts to protect the rights of every student. Volunteers at school may notice a student involved in a disciplinary matter or may observe student academic performance in the classroom. These circumstances should be treated confidentially and are not for discussion in, or outside, the school. It is extremely important that volunteers respect the privacy rights of all members of the Fairview community. If volunteers or visitors have concerns about something seen or heard at Fairview, they should speak privately to the appropriate teacher or to the principal. Volunteers who violate this policy may be asked to no longer volunteer at the building.

Fairview Parent Teacher Organization (FPTO)

The FPTO automatically includes all parents, teachers, and the principal. There are no dues or membership fees. Monthly meetings during the school year (with the exception of December) are held at the school, at which time the members are apprised of the various committee activities and any required voting is done. Occasionally, speakers are invited to attend these sessions. Fundraising activities are held by the FPTO each school year. The proceeds from FPTO fundraisers are used for general activities and for special school programs (speakers, assemblies, cultural diversity events, and class picnics or outings.) The FPTO also coordinates many parent volunteer activities at

Fairview and sponsors several family oriented events throughout the year (Jingle Shop, Multicultural Night, Science Fair, Fun Fair). All parents are encouraged to participate in FPTO activities. Many of our student activities would not be possible without the support of our FPTO. FPTO officers and [all volunteers](#) (those not always under the direct supervision of a principal or professional staff member – field trips, homeroom helpers, field days, etc) will need to submit their clearances via the [Raptor system](#).

For more information or to contact the PTO board directly, please visit the Fairview [PTO website](#).

Parent Volunteers

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

Some examples of volunteer responsibilities and activities include:

- PTO officers
- Great Expectations
- Chess Club
- Book Fair
- Math Pentathlon
- Yearbook
- Field trip chaperones
- Fairview Farewell (field day)
- Assembly/in-school field trip performers
- Traveling Art Gallery (TAG) and Music Box presenters

- Homeroom Party Coordinator
- Other activities as determined by the building principal and FPTO

Volunteers - Policy 916

For the safety of our children, all school volunteers are required to obtain three (3) clearances: PA Criminal Record Check, PA Child Abuse History and the FBI Criminal History Record. Volunteers MUST provide copies of the three clearances listed above prior to volunteering in our school. Copies of the Request for Criminal Record Check, FBI Criminal History Record, and Pennsylvania Child Abuse History must be on file at the district office prior to volunteering effective 2015. No exceptions will be made regarding clearance information. Volunteer clearances are valid for five years. When first submitted, the clearances cannot be more than twelve (12) months old.

Interested in becoming a volunteer or need to update your volunteer clearances? Please find information for obtaining clearances and volunteering for upcoming events [here](#).

Safety

Building Entry & Visitors

In an effort to enhance the safety and security of our students and staff, we utilize the Raptor Visitor Management System. The system tracks all visitors, contractors, and volunteers who come into the school and provides alerts for anyone who may jeopardize the safety of our students and staff.

To enter Fairview during school hours, the entry camera system requires visitors to ring the doorbell to be identified by one of the secretaries and to provide a reason for entry into the school lobby. All visitors must be buzzed in at each school and immediately report to the office window. Visitors then must present a valid state-issued driver's license or ID, which is entered into the Raptor system. A badge is issued identifying the name of the visitor, the date, and the time of the visit. Visitors return the badge prior to exiting the building and the visitor is signed out of the system.

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

Emergencies

The Fox Chapel Area School District has implemented the SchoolMessenger notification system to provide timely communication to parents and staff members on matters such as district emergencies. The system automatically calls parent/guardian phone numbers, cell numbers or sends a text message to a cell number programmed by parents/guardians into the system to alert them to emergencies. You can add phone numbers and emails to this system through your child's PowerSchool account.

Emergencies will also be made known over local radio and television stations. The following radio and/or television stations provide information regarding delays, cancellations, or early dismissals:

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

Television Stations: KDKA-TV (channel 2), WPXI-TV (channel 11), & WTAE-TV (channel 4)

In addition, there will be an announcement on the district's telephone information line at 412 -967-2500 and on the District's [website](#) whenever school delays, cancellations, or early dismissals are enacted.

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

School Closings and Delays

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

The Fox Chapel Area School District may issue a "2 hour delay" when serious morning weather conditions (which are expected to moderate later in the day) occur. When a "2 hour delay" is called, school buses will run two hours later than usual, and classes will begin two hours later than usual. Please note that breakfast will not be served on two-hour delay days. However, lunch will be served as usual and dismissal will follow its regular schedule. There will be no recess.

School Safety Drills

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

BUILDING EVACUATION DRILLS

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

BUS EVACUATION DRILLS

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

FIRE EVACUATION DRILLS

- Held monthly to practice evacuating the building and moving to a safe distance in a timely and safe manner
- Fire drills are announced in advance to staff

LOCKDOWN & SHELTER IN PLACE DRILLS

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

SEVERE WEATHER DRILLS

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

Transportation

Bus Safety

Bus riding, to and from school, is a service provided by the school district. **Bus transportation is provided by ABC Transit, (412) 828-9000.** Parents are encouraged to call the Bus Garage directly with questions about routes, arrival/departure times, or to report bus issues.

The safety of all students is a priority. Parents are asked to:

- Review bus information and safety rules with your child
- Be sure your child knows the bus stop and bus numbers for AM and PM routes
- Print the name/address/phone number in your child's backpack
- Arrive at the bus stop 10 minutes before pick up time

Bus drivers are responsible for the safety of students on the bus. There are important bus rules that students are expected to follow while riding the bus:

- Keep hands, feet, and objects inside the bus
- Remain seated, wearing a seatbelt
- Use appropriate language, features, and volume
- Food, beverages, littering, tobacco products, gum, electronic devices, and other objects that may be a distraction are not permitted
- Students are responsible for damage caused to the bus or another student's belongings

Every school bus is equipped with multiple cameras that may be viewed by the school administration at any time. Any violation of bus safety will be promptly and strictly enforced. There will be appropriate consequences including assigned seating or suspension of riding privileges based on the student's actions. In order to maintain the safety of all students, if a student is demonstrating aggressive or inappropriate behavior prior to boarding the school bus, he/she will not be permitted to ride the bus and the parent will be notified to pick the child up from school.

Students may only ride on their assigned bus.

Arrival

School officially starts at 9:00 A.M. with announcements beginning at 8:55. Students may begin entering the building at 8:40 A.M.

Bus Riders Arrival

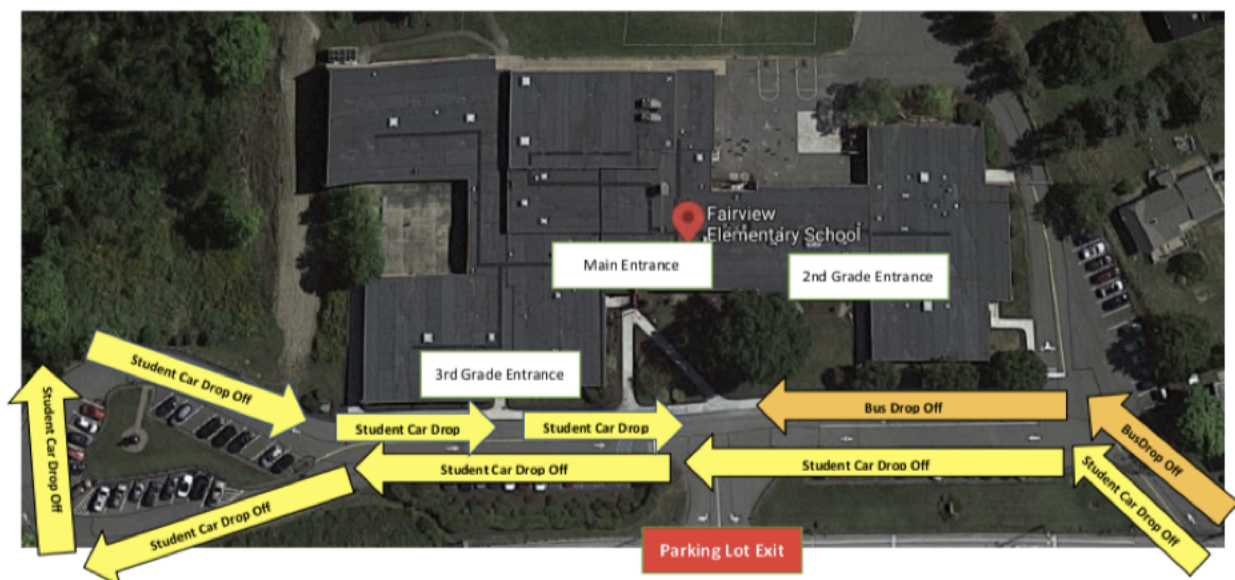
Buses arrive at approximately 8:40 A.M. and students riding the bus will enter the building through the main entrance or 2nd grade hallway entrance.

Car Riders Arrival

Please follow these procedures for car riders drop off:

- When entering the parking lot to drop off your student at the start of the day, please enter the lot and remain in the left hand lane.
- Continue in the left lane until you enter the loop at the end of the parking lot, staying in the left hand lane until you reach the sidewalk near the 3rd grade entrance of the building.
- Once you have reached the sidewalk, staff members will be present to greet students. Drivers should remain in the car while students exit on the driver's side of the vehicle closest to the sidewalk.
- All students will enter the 3rd grade entrance of the building.
- All drivers that have unloaded their vehicles should follow traffic through the parking lot exit. Staff will be on hand to direct traffic entering and exiting the parking lot.

Arrival and Dismissal Map



Dismissal

Dismissal at Fairview Elementary begins at 3:35 P.M.

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

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

Bus Riders Dismissal

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

Car Riders Dismissal

Car rider dismissal will begin at 3:35 P.M.. The parents of car riding students are required to send a note to the classroom teacher indicating that they will be picking up their student. Please address in the note whether the pick-up is for a specific date or dates, or every day. Parents must be prompt in arriving for car riders, since students riding home with parents will be the first students dismissed from school.

Please follow these procedures for car riders pick-up:

- All students will be given a name placard to place on the dashboard of their car for parent pickup.
- We ask that parents display this placard on their dashboard each time a student is picked up.
- When entering the parking lot to pick up your student at the end of the day, please enter the lot and remain in the left hand lane.

- Continue in the left lane until you enter the loop at the end of the parking lot, staying in the left hand lane until you reach the sidewalk near the 3rd grade entrance of the building.
- Staff members will read the name placard in your dashboard, check your driver's license and call your student(s) to be brought to your car.
- All students will enter cars on the sidewalk or the **driver's side** of the car.
- Once students are in their vehicles and safely buckled, cars will proceed to the exit of the parking lot. We will have a staff member directing traffic to allow for cars and buses to safely exit.

**FAIRVIEW ELEMENTARY SCHOOL
STUDENT/PARENT HANDBOOK
ACKNOWLEDGEMENT FORM 2023 - 2024**

Dear Parent/Guardian:

We hope that the information outlined in Fairview's 2022-2023 Student/Parent Handbook provides you with the details and information needed for a successful school year. Please review the Student/Parent Handbook and discuss the applicable sections with your child(ren). Complete this form for each child and return it to your child's teacher by **Friday, September 1, 2023**.

Please note that a separate signature form is needed for each child and will be sent home with each student on the first day of school. Should you have questions or need additional clarification, please contact your child's teacher or the school office.

We have read and understand the rules, regulations and procedures outlined in Fairview's 2023-2024 Student/Parent Handbook.

Student's Name (Please Print)

Date

Student Signature

Date

Parent / Guardian Signature

Date