

Fairview PK-8

Student & Family

Handbook



FAIRVIEW'S SHARED MISSION:

AT FAIRVIEW PK-8, WE RISE TO BE SCHOLARS WHO SERVE OUR COMMUNITY AND ARE PREPARED FOR OPPORTUNITIES AND SUCCESS IN HIGH SCHOOL AND BEYOND.

FAIRVIEW'S SHARED VISION:

BE KINDER THAN YOU NEED TO BE, DO MORE THAN YOU HAVE TO.

Dear Fairview PK-8 Students and Families,

The Fairview PK-8 Staff welcomes you to the upcoming school year. We look forward to collaborating with you in providing the very best educational experience for all students during this school year. Families, students, and staff equally share in Fairview's success. Each of us has our role, and with a cooperative effort, we can ensure the greatest success for our students and staff.

This handbook is filled with many changes, new procedures, and policies. Now that we are officially a PK-8, we must have procedures in place to keep high, rigorous academics as the focus for optimal learning and growth. This handbook has been written to help you understand the policies and procedures for a successful school year. Please read this handbook with your student carefully so that you and your student understand how to follow all of our established school policies and procedures. Please sign and return the student handbook for us to save on record.

We will communicate any information throughout the 2025-2026 school year through many media platforms, including our digital newsletters and Class Dojo. It is important you keep us informed of your current contact information throughout the school year because most communication will be sent through Infinite Campus. Please check out our Fairview website, our Facebook page, and our digital newsletters often for the most up-to-date and accurate information.

We are eager to be of assistance, so if you need anything, call the front office at 303-428-1405 or visit our website <https://fairview.wps.org/>.

In partnership,

Stephanie Fick
Principal @ Fairview PK-8

Meghan Morelli
Assistant Principal @ Fairview PK-8

| ARRIVAL / DISMISSAL AND SCHOOL TIMES: | Initial: |
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| <p><u>Arrival:</u></p> <ul style="list-style-type: none"> ● Students may begin arriving at 7:55 am. The first bell will ring, which will allow students to enter the building promptly at 8:00 am. <ul style="list-style-type: none"> ○ Students in Kindergarten through level 2 classrooms will be in the small primary building. Students will enter at their teacher's classroom door. ○ Level 3-8 students will stagger entering the main building through the south doors. ● Parents and guardians are not allowed to enter the building and walk their students to their classrooms. Students have a smoother transition when families say goodbye and students walk themselves into the classrooms independently. ● At 8:05 am, the second bell will ring, and the doors to enter the school will close. If your child is tardy, <u>you will be required to come into the main office and sign them in.</u> You will be required to give the reason they are tardy as well. Students will not be allowed to enter through the front door of our school without an accompanying parent/guardian. <u>All Tardies are UNEXCUSED.</u> ● During early release days, students will begin school at the same time. <p><u>Dismissal:</u></p> <ul style="list-style-type: none"> ● School dismissal is at 3:20 p.m. and students must be picked up by 3:30 p.m. If students are not picked up by 4:00 pm, a Security Resource Officer will be notified, and students will be turned over to the Adams County Sheriff's Department. ● <u>Early Release Days: On early release days, dismissal will be at 2:10 pm.</u> <p style="text-align: center;"><i>**Outdoor staff supervision is not provided in the mornings or after school**</i></p> | |

| ATTENDANCE: | Initial: |
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| <p>One criterion of a student's success in school is regular and punctual attendance. Frequent absences lead to poor academic work, lack of social development, and possible academic failure. Regular attendance is of utmost importance for school interest, social adjustment, and scholastic achievement. No single factor may interfere with a student's progress more quickly than frequent tardiness or absences. Students are expected to be in attendance every day school is in session.</p> <p><u>Student Responsibilities:</u> Students are expected to attend school in person, daily, and follow the school calendar and pursuant to district policies and state education laws.</p> <ul style="list-style-type: none"> ● All absences are UNEXCUSED unless a doctor's note is provided. ● Written verification and personal parent/guardian contact are required by the school for any absence. <p><u>Check In and Out of School During the Day:</u> If a student needs to leave before the dismissal time, the following steps must happen:</p> <ul style="list-style-type: none"> ● A parent/guardian must call for the student to be excused ● Show a valid photo ID to check the student out of the building ● Sign-In/Sign-Out sheets are located in the main office, with the reason for early pick up ● The student must not leave school without checking out through the main office <p><u>Parent/Guardian Responsibilities:</u> Phone calls from a parent or legal guardian are required to verify absences for students.</p> <ul style="list-style-type: none"> ● Phone calls must be received by 8:00 am on the day of the absence for the absence to be verified. ● <u>If no call is received the day of an absence, a student will be considered unexcused</u> | |

- Exceptions may require a conference with attendance staff and/or administration.

Tardy Policy: Tardiness to school is disruptive to the entire school environment. A student is considered tardy if they are not in the classroom when the bell rings.

- Three tardies to school will add up and count towards 1 full day absent.
- Excessive tardies necessitate administrative intervention and could result in a parent/guardian meeting and/or a building-level attendance contract.

Truancy: Westminster Public School uses *SchoolStatus Attend* to help schools collect data on student attendance. By the State of Colorado, we are required to send letters to families regarding their students' attendance. Administration will schedule an attendance contract with the parent or guardian if a student becomes truant to attempt to re-engage the student before truancy court becomes a last resort.

- 5 -9 absences, EXCUSED OR UNEXCUSED, per semester will result in an attendance letter and a meeting with the Principal or Assistant Principal. In this case, parents or guardians will be required to sign an attendance contract.
- 10 absences, EXCUSED OR UNEXCUSED, could result in a Child Protective Service call, for Educational Neglect.
- 11 or more absences could result in being referred to our district truancy court.

Call the front office if you are struggling and need resources to help get your student to school. We can help!

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| <u>BREAKFAST BIRTHDAY BASH:</u> | <u>Initial:</u> |
| The 1st Friday of every month is dedicated to the students who are born in that month. Parents are encouraged to send a breakfast item to be shared with the class in the morning to celebrate their child's birthday. Examples of items are doughnuts, granola bars, fruit, or juice. | |

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| <u>CELL PHONE, SMARTWATCH & BLUETOOTH EARBUDS POLICY:</u> | <u>Initial:</u> |
| <p>Students may not use a cellphone, smartwatches, or Bluetooth earbuds throughout the school day. Upon entering school, it is to be turned off and turned into their teacher, or shut down and kept in their backpack at all times. If a family member needs to get a hold of a student, they can call the front office, and they will relay a message to the student or call them down for dismissal. Failure to follow the cell phone policy could result in disciplinary actions by the administration.</p> <p>Cellphones, smartwatches, and Bluetooth earbuds are a distraction to the learning environment and a hindrance to students' success in school. Technology use at school leads to an increase in distractions, fighting, bullying, and a lack of educational gains. Overall, we want students to focus on academics and positive peer relationships here at school. If you have any questions, please feel free to contact the administration team.</p> | |

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| <u>CODE OF CONDUCT:</u> | <u>Initial:</u> |
| Students will follow RISE behavior expectations at school and when out in the community. Each student will be taught the RISE expectations at the beginning of every school year, or when the student starts school. Help your student be successful by talking to your student about these expectations and by exhibiting these expectations in the community. | |

- **R - Respect** (*Honoring others' human rights and dignity*)
- **I - Integrity** (*Doing the right thing when nobody's watching*)
- **S - Service** (*Being a helper and a leader*)
- **E - Excellence** (*Try to do better than last time*)

CHROMEBOOK DISTRIBUTION:

Initial:

Each student will be assigned their own district-owned Chromebook and charging cord. Students will need to sign the One-to-One Chromebook Agreement, which outlines how to properly care for the Chromebook. The Chromebook will be a tool used in the classroom to support classroom learning.

It is important to understand that, even though the Chromebook is checked out to the student, it is still considered WPS district property. Failure to care for the Chromebook could be considered destruction of school property and could result in consequences from the administration.

Parents are required to sign our Chromebook User Agreement and pay the required technology fees for the school year before a Chromebook is assigned to the student. You may pay an additional insurance fee. This insurance will help cover costs if your student breaks their Chromebook, and it is highly encouraged for all families to get the insurance for every student. It is not transferable and is only assigned to the insured Chromebook. Please look at the WPS website for more information under Technology Services.

CONFERENCES:

Initial:

Families will be allowed to have a conference with their student's teacher 2 times a year. These conferences are to discuss the progress of each child with their parent/guardian and to develop partnerships with families to provide student-centered education. We will notify you about the conferences before the day, so you can prioritize those times to meet with your student's teacher(s).

To meet with teachers at a time other than the regularly scheduled conferences, call the office to leave a message for the teacher, email the teacher directly, or message the teacher via Dojo. The Fairview PK-8 staff policy is to return a phone call or message within 24 hours during business days.

DISCIPLINE PROCEDURES:

Initial:

Fairview PK-8 partners with Westminster Public School's student services department to follow discipline procedures. The word discipline means to impart knowledge and skill, or to teach. Effective discipline is about teaching and guiding children. Our goal is to foster acceptable and appropriate behavior in our students that results in a safe and civil learning environment at Fairview PK-8.

Teachers will use a Connect 5-Step process to address the most common behavioral concerns within the classroom. One of the steps is to make contact with the family for support in addressing concerns. Supporting the teacher and talking to your student about appropriate student behavior is the best way to show your student that you care about their success.

Fairview PK-8: Connect 5- Step process:

1. Verbal redirection
2. Hallway/ Private Conversation for Success

3. Office Referral to Administration for Support

The administration team will use the WPS Discipline Matrix and progressive discipline to instill consequences based on the individual student's needs and/or previous experiences. For the privacy of all Fairview PK-8 students, we are not allowed to discuss other students with anyone other than the individuals identified in Infinite Campus.

EMERGENCY PROCEDURES:

Initial:

Fire, lockdown, secure, and hold drills will be practiced. We will work with Westminster Police to schedule lockdown drills, and all safety precautions will be followed.

The WPS safety team will help with procedures to ensure drills are as safe as possible. During a drill, parents will not be allowed in the building, and we are not able to dismiss the student until the drill is over.

FOOD FROM HOME:

Initial:

No food or drinks other than water should be brought into the classroom. We have students and staff with severe food allergies. No snacks, baked goods, or candy will be allowed in the classrooms. The only exception is during the Birthday Bash, which is the first Friday of every month. Although we take precautions, we cannot guarantee that we are an allergy-free zone, but we can all work together to ensure *all* students and staff are protected here at school.

HALLWAY PROCEDURES AND LINING UP:

Initial:

Students will walk in the halls quietly and respectfully during arrival, dismissal, lunch, and transitions. All students must understand that when they are in transition, other classrooms are still learning. Being loud, disruptive, or not following hallway expectations is a disruption to the learning environment and could result in a response from the administration.

ILLEGAL SUBSTANCES ON SCHOOL GROUNDS:

Initial:

To ensure the safety, health, and welfare of all students, smoking (cigarettes or vaping) and the use of tobacco are prohibited in all district and school buildings, on school grounds, and in school vehicles. Possession, or use, of marijuana, alcohol, or anything illegal by anyone under the age of 21 years of age is strictly prohibited from all district and school buildings, on school grounds, and in school vehicles. Students found to violate this policy will face disciplinary actions, which could result in a suspension, expulsion, and law enforcement will be notified.

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| <u>INTEGRATED SERVICE MODEL:</u> | <u>Initial:</u> |
| <p>At Fairview PK-8, we serve many students' needs based on district policies and guidelines. Multilingual Learners, or students who are learning English, and students with Special Education needs with an IEP or 504, will receive services to help meet their needs. As a parent/guardian of a student at Fairview PK-8, you will be notified and informed of those services specific to your child. If you have any questions, please reach out to your students' teacher directly.</p> <ul style="list-style-type: none"> ● Culturally and Linguistically Diverse Education (CLDE) teachers will provide instruction to our multilingual learners, which includes Non-English Proficient (NEP) students, Limited English Proficient (LEP) students. and monitor our Fluent English Proficient (FEP) students. ● Special Education Interventionists will work with students on their caseloads and will ensure support minutes are met following their Individualized Education Plan (IEP). ● Title One teacher will support early literacy skill development. The focus of instruction will be guided by the use of tools and support from the Structured Literacy Project. ● CLD, SPED, and Title Teachers will create a schedule to give your student what they need to support their educational experience at Fairview PK-8. | |

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| <u>LUNCHES:</u> | <u>Initial:</u> |
| <ul style="list-style-type: none"> ● Students are given a 20-minute lunch, which consists of 2 main choices, milk, and salad bar choices. ● Students may bring their lunch. Students may not bring snacks (ie, Takis, chips, or candy) for lunch. Snack items will not be allowed in the lunchroom or classroom. ● Students are given a 20-minute recess with playground balls, basketballs, tether balls, or other playground equipment that encourages students to be active. ● Families are encouraged to come and eat and play with their students, but must check in at the front office first. <p><u>CAFETERIA & RECESS RULES:</u></p> <ul style="list-style-type: none"> ● Students are to remain on school grounds at all times ● No electronic devices are allowed at recess or in the cafeteria ● Students are encouraged to bring a jacket on cold days. ● Students need to listen to adult directions because we are on a timed schedule to ensure all students have enough time to eat and play. ● Do not throw food, yell, or scream. ● Pick up and throw away trash. ● All food must be eaten in the cafeteria. No food or drink may be taken outside. ● Once outside, remain there until the adult on duty signals to enter the building. ● Respect school property <p><u>**Middle School Incentive:</u></p> <ul style="list-style-type: none"> ● FAST FOOD MEALS: Middle school students will be allowed to call outside food businesses (pizza, Chinese, etc.) to have food delivered or dropped off at a specific time and date when purchased with PBIS points. Ask your middle school teacher about this during PBIS time. | |

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| <u>MEDICATIONS:</u> | <u>Initial:</u> |
| <p>Students who need to take medication under a doctor's orders must bring:</p> <ul style="list-style-type: none"> ● Medicines to the main office in the original, labeled container. | |

- A medication form must be signed by the parent and the physician and accompany the medication. Forms are available in the office.

This includes, but is not limited to over-the over-the-counter medication, such as aspirin, Tylenol, or cold medication. If students need to take the medication home for the evening, they may pick it up from the office at the end of the school day.

PBIS & CLASS DOJO:

Initial:

Fairview PK-8 is a PBIS (Positive Behavior Incentives Supports) focused school. This philosophy of education is an evidence-based approach to learning by creating a positive, predictable, equitable, and safe learning environment for all students. We do this by positively reinforcing good behavior (reward) instead of negatively reinforcing bad behavior (punishment). We use Class Dojo by awarding points to students when they are doing what they are supposed to be doing. For example, working hard, walking in the hallways, raising their hand, being a good friend, etc. They can use these points to purchase items or experiences throughout the school year. If you have any questions, please reach out to our mental health team for additional support on how to support your student at home. Or, if you are interested in additional resources, check out <https://www.pbis.org/>.

SCHOOL SUPPLIES:

Initial:

Students will bring school supplies to school for community use/personal use, depending on their grade. School supply lists are distributed in the main office or on our website. Teacher input and careful consideration were put into the lists based on the students' age and level of instruction.

SEARCH AND SEIZURE:

Initial:

The search of school property assigned to a specific student (chromebook, desk, cubby, bin, etc.) and the seizure of items in their possession is allowed when any of the following may apply.

- The school administration has a reasonable suspicion to believe the possession of the property constitutes a crime or rule violation.
- Possession of illegal items may be reasonably determined to be a threat to the safety or security of others.
- Items used to disrupt or interfere with the educational process are suspected student possessions.

STUDENT PASSES:

Initial:

Students are to remain in their classroom unless they have a pass from their teacher to use the bathroom, the hallway, or to go to the office. There will be no more than 2-3 students allowed in the bathroom at one time. If the bathroom is full, a line will start in the hallway. Teachers and staff have been trained not to let more than one student out of the classroom at a time. If students do not have a pass, they will be asked to go back to their classroom and get a pass from their teacher.

Students who are abusing the bathroom privileges will have their parent or guardian notified by the teacher and may need an office assistant to escort them to the bathroom. Students are encouraged to use the bathroom during lunchtime to wash their hands, refill their water bottles, and use hand sanitizer.

**Middle School Passes: All middle school students are allowed three passes every day. These passes are monitored through their planners. They need to have their planners with them every day, or they will have to

have an escort to use the restroom. If their planner gets lost, it will cost them \$5.00 to purchase a replacement planner, which will be added to their student fees. Middle school students need to learn responsibility as they begin the transition into high school. Please reach out to the middle school team if you have additional questions.

SOCIAL OR SPECIAL EVENTS:

Initial:

Socials or special events may be held throughout the school year for Fairview PK-8 students. Dates and times of such events will be announced over the intercom and published in the school newsletter and website.

****Middle School Student Eligibility Policy:** Fairview PK-8 adapted the Westminster High School eligibility requirements to help students get accustomed to the high expectations and demands of high school. This is why eligibility is for middle school students only. The eligibility requirements will be for a specific period of time, depending on the event. For example, eligibility will be monitored monthly for the end-of-the-month PBIS event. If your student becomes ineligible, you will be notified by the teacher via email, and the student will have a conversation on how to be successful during the next eligibility period.

A student will no longer be eligible if any of the following actions occur:

- The student receives an out-of-school suspension
- The student has two or more missing assignments
- The student has more than 3 tardies to class

SUSPENSION POLICY:

Initial:

If a student's behavior results in a suspension, the student will need to be picked up within an hour of being notified by a school administrator or staff member. The student is required to attend a re-entry meeting with a Parent/Guardian present to return to school. Re-entry meetings will be held before school with an administrator and the teacher whenever possible. The teacher, family, and administrator are integral parts of the student's support team. Administration will schedule the re-entry meetings ahead of time and will give the parent/guardian as much notice as possible. If the student does not appear to be ready to have a successful return to school, the student will not be able to return to school.

TECHNOLOGY USE AND SAFE ONLINE BEHAVIOR:

Initial:

All students will be held accountable to the standards in the WPS Board Policy around Appropriate Use of Internet and Technology Use. Inappropriate use of technology or online behavior is a violation of this policy and could result in disciplinary actions by an administrator. In some severe cases, the police could get involved, and it could have long-lasting ramifications. Students must understand that their actions behind a screen are the same as in person. Social bullying is a problem, and there is zero tolerance for any online behavior that can cause physical or emotional harm to anyone or themselves. Please help by talking to your students about appropriate online behavior.

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| <u>UNIFORM POLICY:</u> | <u>Initial:</u> |
| <p>Fairview PK-8 students are required to wear the following school uniform:</p> <ul style="list-style-type: none"> ● <u>PK-5 Students:</u> <ul style="list-style-type: none"> ○ A solid navy blue, black, white, green, or yellow polo shirt with long or short sleeves ○ Bottoms are navy or khaki shorts, skirts, dresses, or pants. ○ A plain <u>blue or black</u> sweater or zip-up sweatshirt may be worn over shirts as long as the shirt collar is visible. ○ <u>No hoodies are to be worn.</u> ○ Students are required to have gym shoes during their assigned gym days. ○ No flip-flops, high heels, or skate shoes are allowed ● <u>Levels 6-8 Students:</u> <ul style="list-style-type: none"> ○ A solid navy blue, black, white, green, or yellow polo shirt with long or short sleeves ○ Bottoms are jeans or uniform pants. ○ A plain <u>blue or white</u> sweater or zip-up sweatshirt may be worn over shirts as long as the collar is visible. ○ <u>No hoodies are to be worn.</u> ○ Students are required to have gym shoes during their assigned gym days. ○ No flip-flops, high heels, or skate shoes are allowed ● Students who are not wearing a uniform will be sent to the office, and a parent or guardian will be notified to bring in a uniform before the student is able to return to their class. <p><i>**Parents and guardians, if you need help with uniforms, please reach out to our front office staff.**</i></p> | |

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| <u>UNNECESSARY AND INAPPROPRIATE ITEMS:</u> | <u>Initial:</u> |
| <p>For the general safety and welfare of all students and staff, the items listed below WILL NOT be allowed in the building or on the school grounds. Students with any of these items will be referred to the office immediately.</p> <ul style="list-style-type: none"> ● Potentially dangerous instruments. ● Weapons, i.e., guns, knives of any size, chains, chucks, brass knuckles. ● <u>Electronic devices are discouraged and will be confiscated if seen, heard, or used during the school day. This includes, but is not limited to cell phones and smart watches. The school is not responsible for recovering lost or stolen items.</u> ● All types of toys and cards. Including fidget spinners (unless explicitly allowed per IEP or 504.) ● Energy Drinks ● Hair spray, cologne, and perfume. <p>Confiscated items such as cell phones, smart watches, and toys will only be <u>returned to parents or guardians.</u> Students using cell phones during passing periods and/or at lunch times will have their cell phones confiscated and given to the office. If a student needs to make a phone call during school hour,s they may report to the main office for assistance.</p> | |

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| <u>VISITORS AND VOLUNTEER POLICY:</u> | <u>Initial:</u> |
| <p>Westminster Public Schools uses the RAPTOR System to monitor all visitors throughout our schools and buildings. Please come to the main office and submit your valid Driver’s license or ID. We will process your ID through our RAPTOR system, which ensures all visitors are pre-screened to be in our building. You must wear</p> | |

your badge throughout the building. We have asked all staff to ask individuals they do not recognize, and who are not wearing a badge, to check in at the office for the safety of all students. Please be supportive of ensuring safety as our number one concern.

All volunteers will need to pass a background check before they are allowed to be a volunteer for a field trip or volunteer in the classroom. Contact the front office to get the link to the WPS Volunteer Application. Once you are approved, you will be contacted by the main office or teacher about the next steps.

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| <u>WITHDRAWING STUDENTS:</u> | <u>Initial:</u> |
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Students who are withdrawing from Fairview PK-8 must notify the office at least two days in advance. Students are responsible for completing the checkout form and returning all school materials, including their Chromebook. Failure to do so will cause a delay in sending records to another school and could incur additional fees.

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| <u>ZONES OF REGULATIONS:</u> | <u>Initial:</u> |
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Zones of Regulations is a school-wide, evidence-based, regulation curriculum that students use throughout the building. Zones teaches students to regulate their behavior and emotions, and gives them an opportunity to get focused and ready to learn. Look for more information about Zones of Regulations going home in newsletters.

Fairview PK-8 Students,

Your signature/ name states that you have read, and/or understand, all policies and procedures in the Fairview PK-8 Student and Family Handbook. By signing this agreement, you will do your best to partner with the adults in this school and be the best student you can be. School is a place where I can learn every day!

Student Name: (printed) _____ Date: _____

Parents and guardians,

Your signature certifies that you have read and understand all policies and procedures in the Fairview PK-8 Student and Family Handbook. Your signing this agreement states that you will partner with the school to support your child in prioritizing academics. Fairview PK-8 is a place where students need to learn and teachers need to teach. As a parent or legal guardian, I will support my student and the school in ensuring that happens every day!

Parent/ Guardian's Name: (signature) _____ Date: _____

Please sign and return this form to your child's classroom teacher

Teacher: _____ Level: _____