

FAIRVIEW ELEMENTARY SCHOOL

648 Westwood Blvd. NW

Roanoke, Virginia 24017

Phone: (540) 853-2978

Fax: (540) 853-1038



"EAGLES S.O.A.R."

Parent/Student Handbook

2022-2023

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About Our School

Contact Information:

Official Name: **Fairview Elementary School**

Address: **648 Westwood BLVD. NW Roanoke, VA 24017**

Phone: **(540) 853-2978**

Fax: **(540) 853-1038**

Webpage: <http://fairview.rcps.info/>

Office Hours: **8:00 a.m. - 4:00 p.m.**

School Hours: **7:45 a.m. - 2:25 p.m.**

Office Staff:

Acting Principal: **Kurrai Thompson**

Assistant Principal: **Chris Rill**

Dean of Students: **Michelle Christian**

Bookkeeper: **Saron McEnheimer**

Secretary: **Belinda Jeffries**

Nurse: **Heidi Draper**

History of Fairview

Roanoke City Public Schools opened Fairview Elementary School in 1960. During the 1990s it served as one of the city's magnet schools, focusing on the study of plants and animals. During that time, students cared for a variety of plants and animals, which included hermit crabs, rabbits, and guinea pigs. In 2010, the City of Roanoke and members of the community celebrated the school's 50th anniversary. Fairview has grown tremendously over the last few decades. Today, it houses approximately 550 students in Pre-K through fifth grade. Past and present educators, alumni, and community members have long enjoyed the tradition of successes attained throughout the history of Fairview Elementary.

School Mascot: **Eagle**

School Colors: **Purple & Gold**

Theme: **Eagles S.O.A.R**—Exhibit **S**elf-Control, **O**ffer Kindness, **A**cept Responsibility, and **R**espect Themselves and Others





Dear Parents,

Welcome to Fairview Elementary School where we work each day to create a school community that nurtures students academically, emotionally, and socially. We promote excellence in all areas of our school from the classroom to the buses. It is our goal to bring excellence to all that we do!

Here at Fairview, we deliver a school program aligned to our division's strategic plan, Roadmap to Student Success. We provide a comprehensive academic curriculum for students in Preschool to 5th grade. We have high standards for all students and our teachers strive to create innovative, meaningful learning experiences that promote critical thinking and problem-solving skills in all academic areas. We believe in creating a safe and nurturing environment that values student similarities and differences. Fairview is proud of its past academic efforts and achievements and will continue these traditions in the future.

We believe in developing character and leadership skills that will follow our students in their everyday lives. Educating the whole child is what we strive to do at Fairview.

Our school community includes students, parents, staff members, surrounding businesses and churches. Collaboration within this community will provide the best possible educational experience and is essential for student success. We are so thankful to have parents that are such vital members of our team and we will do our best to assist in any way we can. Thanks for entrusting us with your children; we are honored to be a part of their education!

Sincerely,

The Administrative Team and Staff

Roanoke City Public Schools

Strong Students. Strong Schools. Strong City.

Roanoke City Schools Mission Statement

Roanoke City Public Schools provides an inclusive and equitable student-centered culture that empowers lifelong learning. Through meaningful, relevant, and engaging learning opportunities, we will empower all students to dream, excel, and meet their full potential to benefit our city and its citizens.

Roanoke City Schools Vision Statement

To provide all students with a strong educational foundation that enables them to become lifelong learners and contributing members and leaders of the global community.

Roanoke City Public Schools Core Values and Strategic Focus Area

Core Beliefs

- We put students first.
- We embrace equity and celebrate diversity.
- We value effective, high-quality instruction.
- We value our community.
- We value YOU!

Theory of Action

In Roanoke City Public Schools, our theory of action is to graduate our students with a diploma and resume of skills and experiences that are based on effective daily instruction and relationship building.

It is also steeped in our values of:

- Equity
- Collective teacher efficacy
- Community engagement and involvement
- Organizational trust

All these practices will be evident in a literacy rich learning environment for all students.

Transportation

Durham School Services: 540-970-3000



Roanoke City Public Schools has contracted Durham School Services to provide students with transportation to and from school. Parents should contact Durham School Services for questions regarding routes, pick-up/drop-off, or any additional concerns related to the delivery of students.

Arrival

Fairview Elementary School allows students to enter the building at 7:25 a.m. Because supervision will not be available beforehand, students may NOT arrive at school before 7:25 a.m. Students will pick up their breakfast at kiosks in the hallway on the way to class. If students do not plan to eat breakfast, they should go directly to their designated homerooms. PLEASE REMEMBER that instruction promptly starts at 7:45 a.m. Any student who arrives after this time will be marked as tardy.

Dismissal

Dismissal procedures will begin at 2:25 p.m. In order to facilitate an orderly exit process, the school will begin by dismissing walkers and car riders before releasing other students who ride buses home or vans to daycare.

Car Riders

The faculty and staff at Fairview will dismiss car riders to their rides in the parking lot by the gym area. Staff members will escort students to their vehicles. To provide a safe and orderly environment, pick-up rides must have a Fairview hangtag with the child's name written on it and approach the school by entering from the second parking lot in front of the gym. Please stay in your vehicle. Parents should follow traffic and not navigate around other people's cars that are picking up classmates. If a student does not plan to ride the school bus, parents must pick him/her up by 2:30 p.m.

Walkers

Students who walk to school should report at 7:25 a.m. It is important that students stay on sidewalks, use crosswalks, and come straight to school. Because supervision will not be available beforehand, parents should not allow their student to come to school before 7:25 a.m. To ensure the safe dismissal of our students, walkers from Westwood Apartments will be picked up in the cafeteria. We will not be able to walk students across the street. Parent must pick their student up by 2:30 p.m.

Permission to Go Home with Another Student

The office staff at the school will only permit a student to go home with another child if **two** conditions are met. **Both** criteria have to be met:

- 1) A parent has provided written permission for his/her student to go home with another host student as a guest.
- 2) The parent of the host student has provided written permission to receive another student as a guest.

Change in Transportation

If a parent/guardian wishes to change an existing transportation plan for his/her student, **that change must be provided to the main office in the form of a written note.** When that note has been received in the main office, the staff will then provide a transportation change form/notice to the student and his/her teacher. The school will not permit students to leave with another student or adult without prior written consent. Also, parents should not leave a message regarding transportation on the school's voicemail. Due to the density of office-related work and activities, relevant individuals at the school will not receive those messages consistently.

Bus Tags

Parents of PK, K, and 1st graders: Please do not remove the colored tags from book bags. This provides emergency information for Durham School Services as well as Roanoke City Public Schools. If a student gets a new book bag, please notify the teacher so a new tag can be placed on the book bag.

Preschool/Kindergarten Supervision

Parents of **Preschool and Kindergarten children are advised that an adult must be available at the bus stop for student drop-off every day.** Parents of walkers must be available to meet crossing guards to receive children every day. Durham School Services will not allow Kindergarten or Preschool students to be dropped off without an adult present at the stop. If there is no one present, the child will be returned to school. If this occurs more than three occasions, bus transportation may be suspended and a call to the local Department of Social Services is required for lack of supervision concerns. Please work with us in making sure that our students are safe.

Bus Rules & Safety

Students should understand and appreciate that the school's bus service is a privilege. Furthermore, the school system aims to provide adequate and safe passage to and from school for all students. In order to enhance students' safety, the transportation department has established specific rules of conduct that all students must follow. These are not arbitrary rules, as they encourage the safe and courteous behavior of all students. Infraction to the rules will result in a Bus Conduct Report, which will alert the attention of a building administrator. The building administrator will ultimately conduct an investigation and apply the appropriate disciplinary action to students involved.

For the convenience of the reader, the Bus Conduct Rules have been summarized below:

1. The driver is in charge of the bus at all times.
2. Obey and respect the directions of authorized school officials.
3. Be on time for the bus.
4. No open food or drink on the bus.

5. Wait in an orderly line off the street or road.
6. Cross in front of the bus only when the road is clear and at a safe distance in front of the bus.
7. Do not run towards a school bus while it is in motion.
8. Ride only the bus assigned by school officials.
9. Do not try to get on or off the bus, or move about it, while the bus is in motion.
10. The bus driver reserves the right to implement assigned seats for some, if not all, students. Students must occupy the seat assigned by the bus driver or school officials and remain seated there during the duration of the bus ride.
11. Behave on the bus in the same way students are expected to behave in class. The school will not tolerate disobedience, vulgarity, foul language, fighting, pushing, and other disrespectful acts.
12. Do not engage in any activity, which might litter, damage, or cause excessive wear on the bus or other property.
13. Do not open or close bus windows without the driver's permission.
14. Be courteous to the driver, fellow students, and passers-by at all times.
15. Promptly report to the driver any damage done to the bus. Persons causing such damage will be expected to reimburse the school division with the full cost of fixing the damage.
16. Do not bully or harass other students.

Food Services

Office of Food and Nutrition: 540-853-2863

Food service professionals will use a rotating menu to serve a nutritious Breakfast and Lunch to students on a daily basis. Breakfast will be served from 7:25-7:45 each morning.

****The following are the 2022-2023 school menu prices:**



BREAKFAST	COST	LUNCH	COST	MILK/BEVERAGES	COST
Student, full	Free*	Elementary with milk	Free*	Chocolate/Strawberry milk	\$0.60
Student, reduced	Free*	Elementary , five day	Free*	Low-fat & Skim milk	\$0.60
Adult	(a la carte)	Reduced, all students	Free*	Fruit Juice, 4oz.	\$0.40
		Reduced, five day	Free*	Tea	\$1.00
		Adult meal	(a la carte)	Water: Small (8 oz.)	\$0.60
				Large (16 oz.)	\$1.00

*Please remember that breakfast and lunch will be free to all students.

Lunch Charges

All students receive free lunch. Other items will still be sold a la carte, which students may choose to pay for. Students who choose to pay for these items must have money at time of purchase.

Eating Lunch With Your Child-

During normal school years parents are welcome to eat lunch with their student during his/her regular lunch block. We will update parents regarding this practice depending on division COVID protocols. The faculty and staff would like to encourage parents to arrive on time and sign in through the office. Furthermore, parents must obtain and wear a visitor badge before proceeding to the cafeteria. Parents should not meet their child in the classroom, nor should parents accompany their child back to the classroom after lunch. The school has adopted these guidelines for three reasons, (1) to facilitate the security of the school learning environment, (2) to promote the ability for each class to stay on schedule, and (3) to discourage the loss of instructional time for each child.

Attendance

Absences

Attendance at school and on-time arrivals is essential to students' educational success. Absences and tardies can be disruptive to the quality of a student's learning, teacher's instruction, and the practice of classroom procedures. Therefore, a student who arrives at school after 7:45 a.m. must report to the office where a tardy slip will be issued.

When a student is absent, parents/guardians should call the school and inform a member of the office staff. If parents cannot reach a staff member, they may leave a message on the answering machine by leaving the student's name, grade, the name of his/her teacher, and date of absence.

If you do not contact the school to report your child's absence, a call will be made from the school to verify a student's absence. Requests for make-up assignments should be made while the school is open, and when there is a reasonable amount of time set aside to allow teachers to gather materials for that request. These materials may be sent home with a sibling or friend or be made available for parent pick up.

Tardiness

Teachers and staff members will mark students tardy if they arrive to school after 7:45 am. Students who are tardy on a regular basis will miss a great deal of instruction. Studies have shown that, over time, excessive absences and tardies will negatively impact a student's ability to learn the curriculum effectively. Therefore, parents should understand that it is very important that his/her student arrives on time and stays at school the entire day.

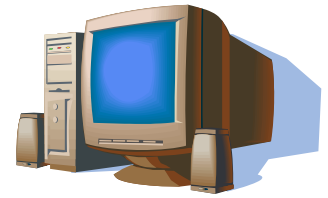
****Children arriving after 7:45am must be escorted into the building and signed in by a parent or guardian.***



Check-Out Policy & Procedures

Parents, guardians, or approved adults must sign out their student in the office whenever they pick him/her up. They must follow this procedure regardless of whether they plan to return on the same day. For safety purposes, please **do not** take your child off school grounds without first notifying the front office. Only individuals over the age of 18 AND who are listed on the emergency card can be approved to pick up students.

Fairview Elementary School uses a computerized system for its student sign-out process. If parents need assistance with this process, they should seek assistance from the staff in the main office. They will be happy to assist you.



Student Health Services

School Nurse

The nurse at Fairview Elementary will check students' temperatures, provide limited first aid services, contact parents as necessary regarding medical concerns, document care for daily clinic visits, administer and document the distribution of medication according to the Roanoke City Public School policy, and maintain a file of accident reports.



Medications

If a doctor requires that a student takes prescription medication at school, the nurse or principal's designee may administer that medicine in accordance with the provisions below listed below:

1. The parent or other responsible adult must provide the nurse/principal with the medication in the *original* prescription bottle. Additionally, the parent/guardian must provide a Roanoke City Public Schools medication form that has been completed by the physician. Information on that form includes:
 - a. The student's name
 - b. The name and purpose of medication
 - c. The proper dosage and specific time intervals for the administration of medication
 - d. A list of possible side effects, along with measures that should be taken if side effects do occur
 - e. The date of termination from the administration of the medication
2. The parent is responsible for informing the nurse/principal of any change in the student's condition or of any change of medication.

* School personnel will not administer over-the-counter medicine unless they received it in the original unopened container, **and** unless the student's parent or guardian has signed a consent form. No medication may be kept or administered in the classroom. This includes, but is not limited to, cough drops, cough syrup, eye drops, aspirin, aspirin gum, medicated lotions, etc.

Allergies

Parents/guardians should provide a note to the school nurse if his/her student cannot eat certain foods, or if the student should be restricted from specific contact/activities during the school day due to allergies. Substitutions can be made to accommodate students with allergies in the cafeteria.

Emergency Cards / Change of Address

Parents must notify the school when there is a change in a student's residential address. This information is crucial to the accuracy of a student's emergency card and cumulative record. When a student comes to the clinic due to illness or accident, it is critical that we have current information, especially in the case of an emergency.

Health Screening

Each fall the school will conduct a Health Screening for students in certain grade levels. School nurses will conduct screenings for vision, hearing, dental, and scoliosis. Parents will be notified if their student fails to pass any one of the areas screened.

Illness

Often, parents have concerns about whether to keep students at home due to illnesses. The following information is intended to help them make the appropriate decision:

Your child should stay home from school if he/she:

- Has had a fever of 100 or more
- Has vomited or has diarrhea
- Has a persistent cough
- Has inflamed or draining eyes or ears

Your child should remain home until he/she is symptom-free and fever-free for at least 24 hours WITHOUT medication.

Sick children who stay home will be able to receive the sort of proper and sensitive attention from parents/guardians that they deserve. Parental cooperation in this matter also indicates that they have a considerate regard for the health and well-being of all students and staff at Fairview, who might otherwise face unnecessary exposure to contagious infections.

Head Lice

Head Lice are a nuisance but not a health hazard and are a common problem in school-age children. It can take up to two weeks for head lice infestation to become apparent. Anyone can get head lice. They are not a sign of being dirty and should not be considered a sign of an unclean house. Although head lice do not jump, fly or live for very long off of a human, they can spread from one person to another. School-age children and their families are likely candidates for head lice because it spreads through close contact. Tell your child that

he/she should not share personal items such as hats, combs, brushes, pillows or bike helmets, because these items can transmit lice. Head lice do not cause any diseases to humans.

- Please check your child's hair frequently for signs of lice. Head lice may be hard to locate because they move to avoid light. Nits may be easier to find and look like tiny whitish ovals, are firmly glued to the hair shaft, and usually hatch within two weeks. Nits are most often found in the hair behind the ears and at the back of the head and neck. Nits should not be confused with dandruff. Dandruff can be easily flicked off the hair, nits cannot because they are firmly attached to individual hairs. If left untreated, head lice will quickly increase in number, so be sure to treat it as soon as it is detected. Please contact our school nurse at 853-2978 for guidance regarding treatment.

Student Expectations

Dress Code:

The faculty and staff expect all students and adults who enter the school facilities to be dressed in an appropriate manner. If staff members determine that a student's outfit is inappropriate, they will call the parents to request replacement clothing. Your child will not be allowed to return to class until they have changed. The following items are considered to be inappropriate during the school day:



- Baggy pants or shorts
- Clothing that exposes the belly button, stomach, waist, and/or lower back
- Clothing with obscene or inappropriate pictures, words, or messages
- Tops and dresses that are strapless, or use spaghetti straps
- Short shorts or skirts (these items should come to fingertips when a student's arm is resting by his/her side)
- Flip-flops or backless shoes
- Excessively large jewelry or sunglasses
- Head Coverings (unless previously approved by the Principal, most likely to respect religious beliefs)

PE-Shoes

All students are required to wear appropriate shoes for PE class and recess. The PE teacher will not allow a student to participate in physical activities if he/she fails to wear the appropriate footwear. The same can be stated for general education teachers who are supervising recess. Because classes will attend outdoor recess everyday (weather-permitting), students must wear proper shoes on a **daily basis**. The school will notify

parents when students wear improper shoes to school so that other more appropriate footwear may be brought in. Flip flops are not allowed.

Clothing & Valuables

The school encourages students not to wear clothing or jewelry that is considered to be expensive or especially valuable. The school environment is a place for academic work and learning. Children will experiment with glue, paint, scissors, art supplies, clay, and many other items in activities that can get messy. The school suggests that parents monitor what their children wear to school, limiting their fashion to items considered “play clothes” or “school clothes.” Parents should also refrain from regularly sending students to school in dressy attire or expensive clothing.

Personal Items

The following items are not permitted at school:

- Electronic devices for listening to music
- Cell Phones
- Hand-held video games
- Fidget Spinners or any other toys

If a member of the staff finds a student with any of these items, the school will confiscate it and hold the item in the main office until a parent/guardian comes in to pick it up in person. **The school is not responsible for any items that are lost, stolen, or damaged.**

Discipline

Student Code of Conduct

Fairview Elementary School expects its students to maintain a high standard of conduct at all times. In return, the school will positively acknowledge individual students for their work in maintaining that high standard. It is the teacher’s responsibility to maintain classroom discipline. The promotion of classroom discipline may include conferences with the student and/or the parent, loss of privileges, the development of behavior modification plans or contracts, or the referral of an incident directly to an administrator. When faculty members find students culpable for repeated infractions that (a) disrupt normal classroom and/or school procedure, (b) disrespect school staff or other students, or (c) show disregard for school property or the property of others, the school leadership will deal with students according to policies, rules, and School Board regulations. Each student will receive a copy of the Roanoke City Public Schools Student Code of Conduct.



Our goal is to teach children to be responsible for their educational and behavioral choices. We stress the necessity of maintaining good order and self-discipline within the school in order to provide an atmosphere that is conducive to maximum learning. We believe that all children can experience academic success and display appropriate behavior.

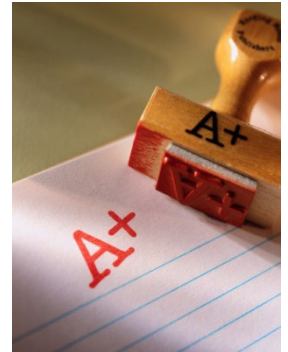
Bullying Pledge

A major goal for Roanoke City Public Schools is to provide safe and effective learning environments for all students. The Student Code of Conduct states: “Students will not bully another student or group of students, either individually or as a part of a group.” Experts define bullying as a pattern of negative behaviors or comments that target a specific person or group. The faculty at Fairview expects all students and guardians to sign the division-wide bullying prevention pledge.

Academics

Report Cards

There are four grading periods in the Roanoke City Public Schools. Teachers will send home report cards at the end of each grading period to provide parents with current information about their student’s individual achievement. Parents/guardians are asked to sign and return the report cards. They may also add comments or request a conference. Teachers will not directly tie student behaviors to the determination of academic grades.



Interim Reports

Parents can expect continuous communication from teachers concerning student’s progress. Teachers will send home interim reports for all students in the middle of each grading period. Parents are asked to sign and return these reports as an acknowledgement of their receipt. It is important to develop strategies to improve the academic performance of each student. That process begins with well-informed parents. If a parent feels as though he/she needs to bolster the partnership with teachers, Fairview encourages him/her to contact the student’s teacher to schedule a conference.

Parent-Teacher Conferences

Parent-Teacher Conferences are scheduled twice per year in order to create opportunities for parents and teachers to discuss a student’s academics and behavioral progress.

Students respond more readily to school expectations when parents and teachers work collaboratively and in the best interest of common goals. A teacher will contact a student’s parents if he or she has concerns, or feels that a conference is necessary. Likewise, parents are welcome to call the school (or send a note) to arrange a mutually agreeable conference time if they feel that it is necessary. Parents should be reminded that Fairview Elementary School will not permit the interruption of classroom instruction for phone calls and conferences, unless it is in an emergency.

Parent Communication

To ensure student success, faculty members and parents should maintain open lines of communication. In order to promote this goal, teachers will send home a folder or planner with materials alerting parents to upcoming homework, summaries of student behavior, and information for future events. Parents should

diligently check their student's book bag on a daily basis for time-sensitive materials. Fairview Elementary would like to encourage parents to contact the school offices with any questions. Also, the school will make an effort to post communications on the school website as they become available. The website can be accessed by visiting the main page for the Roanoke City Public Schools at www.fairview.rcps.info.

Grading Scale

Roanoke City Public Schools Grading Scale:

A	90-100	Excellent
B	80-89	Above Average
C	70-79	Satisfactory
D	60-69	Poor Progress
F	below 60	Unsatisfactory

Homework

Homework for elementary students includes activities that are natural extensions to the regular school day. It is a vital part of the learning process. Teachers will use these activities as tools for student assessment, although they will not necessarily be graded. Rather, most grades will be based on class work and tests that students complete at school. The teacher may also grade projects and long-term homework assignments. If a student struggles with the completion of homework, parents should contact the teacher to devise a plan to hold him or her accountable.

Parents can do their part to assist in homework completion by:

1. Providing their children with suitable study conditions (desk or table, lights, books, and supplies)
2. Reserving a time for homework and turning off the television.
3. Showing interest in what their students are doing and providing assistance. Please **DO NOT** complete the work for your child.
4. Understanding that the school expects homework to be completed and returned to the teacher each day.

Students will improve their study habits by:

1. writing down and understanding the assignments for each subject before the end of the school day.
2. forming the habit of spending a specific and consistent time and place for study.
3. trying to develop the skill of independent work.
4. spending enough, but not too much time on each subject.

Field Trips

The faculty often plans field trips in order to enrich and expand students' learning experiences. These trips are designed to supplement different aspects of the school curriculum, and to introduce students to the resources of the immediate and larger community. The school will issue notices of field trips to parents well in advance

of the scheduled trip date and will require them to sign a Roanoke City Public School “Permission Form for Field Trips”. Money may be requested for certain trips. Deadlines set by Fairview are final and no money will be received after the deadline. Factors that include payment agreements with vendors may prevent refunds for field trips to be issued. Finally, a limited number of parents may also ask to serve as chaperones on the trips. Preschool children or other siblings may **not** accompany chaperones on these trips.

Retention

A teacher will notify a parent once he/she becomes aware of a student’s struggle to make progress toward their grade-level goals and objectives. The school will provide intervention strategies and available resources in order to reduce the risk of retention. All avenues will be exhausted prior to making the decision to retain a student. However, if retention becomes a real possibility, the school will involve parents in the decision-making process.

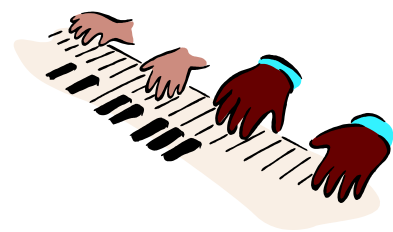
Textbooks and Materials

Roanoke City Public Schools provides elementary school students with the necessary textbooks for the appropriate curriculum. There is no fee for the use of these books. However, if a student loses or damages a book, his or her family may be billed for the cost of purchasing a replacement.

Instructional materials are also provided for students, although the school system requests that parents provide basic school supplies for their student. A school supply list is available in the front office, if needed. Families can also download a supply list from the website for Fairview Elementary School (www.fairview.rcps.info). School supplies may need to be replaced or replenished throughout the school year.

Specialized Programs

Fairview recognizes the importance of providing students with a well-rounded educational experience that will allow them to express themselves in a variety of areas and modalities. Art, music, physical education, library, and Spanish are provided for all students K-5.



Pre-K

Fairview has a 4-year old preschool classroom, housing approximately 18 students. In this program children are exposed to the High Scope curriculum, where they are allowed to explore and make choices about their learning throughout the day.

PE

Physical education (P.E.) is very important at Fairview. Students learn about fair play, as well as the importance of being active and healthy. The physical education teacher will expect each student to participate in the class unless there is an official medical exemption. For safety reasons, students are expected to wear the appropriate footwear to P.E.

Counseling

The school counselor will hold small focus groups and provide individual counseling sessions. If a particular concern arises, parents or teachers may refer a child to the school counselor for a special meeting time. A number of activities, which support character education, occur under the direction of the school counselor and with the support of the entire staff.

Music

The faculty at Fairview will expose students to a wide variety of musical genres. Students will have the opportunity to learn the concepts of reading music and playing instruments during their weekly music class.

Computer Technology

Fairview is fortunate to have a one-to-one computer-to-student ratio, which affords children a great deal of access to current software. Additionally, teachers use technology in the classrooms to enhance their lessons and increase student interest in learning.

Art

Fairview offers weekly art classes for students. Students will experiment with many types of materials for creative learning. They will also have the opportunity to create objects with clay and see their projects in a new light!



Library

Students visit the library on a regular weekly basis. They are able to check out books, access the internet for research, and use a number of resource materials for special projects. All books that have been checked out for student use should be returned prior to the end of the school year. Families must reimburse the library for any lost or misplaced book.

Emergency Procedures

Crisis Plan

The safety of our students and staff is our first priority. As a result, Fairview Elementary School has developed and implemented a school-wide crisis plan to use in the event of an emergency situation. All staff members are provided with a copy of this plan and trained to follow specific steps during a potential crisis. In order to better prepare for potential crises throughout the year, faculty members and students will practice safety drills for fires, tornados, lockdowns, and evacuations. In the event of a real emergency, parents will also receive notification as quickly as possible.

Fire Drill/Tornado Drill

Fairview Elementary School will conduct drills based on the current guidance from Roanoke City Public Schools. Faculty and staff members expect students to follow the procedures for each drill as instructed.

Miscellaneous

Fundraisers

Fundraisers help to provide additional programs and materials to students, teachers, and general school environment. Students will have the opportunity to participate in those fundraising activities during the school year. However, it should be noted that fundraising activities that ask elementary students to conduct door-to-door solicitation are prohibited according to the Standards for Accrediting Public Schools in Virginia, as adopted by the State Board of Education, June 1987.

Student Records

It is important to maintain updated and current contact information in our school files. In case of emergencies, the school must possess that updated information in order to effectively communicate with parents about decisions made on their behalf in regard to the treatment of students. **Therefore, parents should notify the office immediately with any changes to their address or phone numbers.**

Federal and state laws specify regulations for the maintenance of student records. That includes specific requirements dealing with the school's decision to grant access to student records. In general, parents may inspect the contents of their student's records by requesting access and identifying themselves to members of the school administration.

Visitors

In order to ensure the safety of all students and faculty members, Fairview Elementary requires all visitors to adhere to the policy for check-ins and check-outs. The school relies greatly on help and cooperation from the greater community in executing the following rules:

1. All visitors must enter through the front office and sign in using the computer system and provide the following information:
 - a. Name
 - b. Reason for visit
2. The school administration will not allow visitors to enter through the breezeways or classroom doorways at any time.
3. The school requests that parents/visitors make appointments prior to a classroom visit.

Early Dismissal/Delayed Openings

In the event that inclement weather, or other cause, necessitates either the closing or delay of the start of school, the local radio/TV stations will help the school division by announcing pertinent information. Parents and students may access the Roanoke City Public Schools Facebook Page and Twitter feeds for important announcements as well. Families should regularly monitor these media for announcements. The school system will make announcements for each day that schools are closed. If the system has not made an announcement, parents and students should assume that schools will operate on a regular schedule.

Legal Guardianship/Child Custody

If a parent or other individual has been granted legal custody of a child, the legal guardian must present a copy of the custody papers to the school office. These papers will then become part of the child's confidential records.

Media Release

During the school year, students may be photographed or videotaped for classroom and school use, as well as for news releases about activities taking place at our school. Fairview Elementary School requests parents to grant permission to use their student's name, picture, voice, opinion, and/or school-related work during the school year. Parents/guardians who wish to provide that consent for media release should sign the media release card that has been provided. If parents do not wish to grant this permission, they should also indicate that on the media release card.

Technology Release

Parents must file a Technology Release form before the school will allow their student to use technology equipment (computers, iPads, etc.) in the building. On the form, parents can express consent for their student to use the equipment and acknowledge an understanding of the acceptable use policy. The school will send this form home to parents during the first week of school. They should be filled out and returned immediately.

PTA

There are many ways to become active at Fairview. Parents can start by joining the school's Parent-Teacher Association (PTA). The PTA is a special organization that diligently works to promote and enhance the learning environment for local schools and its students.

Parents should expect their student to bring home more information at the beginning of the school year. That information will include an opportunity for them to join and support the Fairview PTA. Parental membership in the PTA is a **great** way to support their own student, as well as help the school improve as an academic institution. Our goal is to have 100% participation in the PTA.

Rapid Notification

Roanoke City Public Schools utilizes a rapid notification service that delivers phone messages to parents to relay information about student absences, reminders, general information, and notifications of crises. If a crisis occurs, the school will utilize the system to notify all parents and guardians. In order for this system to operate correctly, parents should make sure to keep your contact information current and updated with the school's main office.

NOTE: The phone number you have listed as your primary number on the emergency card will be the phone that receives the Rapid Notification.

Fairview Elementary School

Acknowledgement of Student Handbook

I acknowledge the receipt of the Fairview Elementary School Student Handbook for the 2022-2023 school year. I have discussed the handbook with my student, and we understand that the school seeks to serve our academic needs, while also seeking to maintain a safe and orderly environment. I further understand that it is not only my responsibility to honor the rules presented in this handbook, but to assist my student in honoring those rules as well. I realize my child's regular daily attendance is important to his/her educational success.

In signing this acknowledgement, I recognize the importance of rules and regulations. I pledge to support my child and the mission at Fairview Elementary School.

Parent/Guardian Date

Parent/Guardian Date

Student Date