

PARENT/STUDENT HANDBOOK

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READ, READ, KNOWLEDGE WILL FOLLOW!

FERNWAY SCHOOL'S 2009-2010 EDUCATIONAL GOALS

In order for students to succeed and make progress students must have a goal or purpose. Reading is the number one concern at Fernway School, and having all our students reading at or above grade level is our primary goal for this school year.

Additional goals are to improve math progress at all grade levels and to provide a learning environment that fosters growth in all Fernway students in a positive manner.

Knowledge is power and to acquire knowledge will allow all of our students to control their destiny and to be productive citizens in our society.

FROM THE PRINCIPAL OF FERNWAY SCHOOL

Remember, learning is a partnership between student, teachers, and parents. You will have the greatest impact on your child's education. Get involved in our school. Join the P.T.O., read the newspapers, be a volunteer at our school. Be active in your child's education.

Remember - learning is a life-long activity. It is ongoing for both you and your children. Read daily to your children. Encourage them to READ! READ! READ!

This student handbook contains information that will help you understand Fernway School's rules. PLEASE read it with your children, and become aware of our school's regulations.

They are established for everyone's safety and help create an environment to foster learning.

Fernway School is here for our students and to help meet their individual needs. By having your support our programs and staff can provide a solid foundation for your child's future. Monthly newsletters will be on Fernway's web site www.KSD140.org. Please refer to the District Handbook provided within the District Calendar for more in depth information.

Sincerely,

Carol A. Novak

FERNWAY SCHOOL HOURS FOR THE 2009 - 2010 SCHOOL YEAR

PRINCIPAL, Mrs. Novak

OFFICE HOURS 7:30 - 3:30

TEACHING STAFF 7:45 - 2:45

STUDENTS 7:50 - LINE-UP BELL
Kindergarten - 5th Grade 7:55 - ENTER BLDG.
8:00 - TARDY
2:30 - DISMISSAL

Classes start promptly and it is imperative that your child arrives at school on time ready to begin work each and every day of the school year. If tardy, accompany your child to the office and sign him/her in.

Fernway's lunch schedule will be as follows for the 2009-2010 school year.

1st lunch - Grades 3, 4, and 5
11:15 A.M. - 11:55 A.M.

2nd lunch - Grades K, 1, and 2
12:00 P.M. - 12:40 PM

IMPORTANT TELEPHONE NUMBERS

FERNWAY SCHOOL - 349-3810
DISTRICT 140 ADMINISTRATION CENTER – 532-6462
SCHOOL CLOSING - WWW.KSD140.ORG

FOR YOUR INFORMATION.....

ASSISTANCE – If you have any questions, or need assistance please feel free to call your child’s teacher, or our school. Our number is 349-3810. Conferences can be arranged by calling between 7:30 – 7:45 a.m. or 2:30 – 2:45 p.m.; these are the best times to reach teachers directly. We also have Voice Mail. You can call 349-3810 at any time and leave a message. Please state the day and time that you are calling, along with your name and phone number and what your message is. We will then respond to you as quickly as possible at the beginning of the next school day.

DISTRICT 140 GRADING SCALE

The District grading scale for grades 3-5 is:

- 100-90 = A
- 89-80 = B
- 79-70 = C
- 69-60 = D
- Less than 60 = F

The District grading scale for grades K-2 and Elementary Math is:

- B (Beginning) – Children cannot complete the task independently. They show little understanding of the concept.
- D (Developing) – Children show some understanding. However, errors or misunderstanding still occur. Reminders, hints and suggestions are needed to promote children’s understanding.
- S (Secure) – Children can apply the skill or concept correctly and independently.

ABSENCES/ATTENDANCE POLICY

REGULAR ATTENDANCE IS REQUIRED BY THE STATE. Students who are not ill, and not in regular attendance, will have their names sent in to the County Truant Officer and the local Police Department.

1. All parents **must** notify school that their child will be absent prior to 8 a.m. on the first day of absence. This year at Fernway School we will be awarding students with perfect attendance at our Honors Day Program held at the end of the school year in early June. We encourage regular daily attendance for all our students at Fernway School.

2. If they are going to be absent more than one day, and the parent notifies the school at that time, no additional calls will be necessary. **A DOCTOR'S NOTE IS MANDATORY IF ABSENT MORE THAN 3 DAYS.**
3. If the parent does not call, the office will call those parents who do not phone to determine the cause of absence from school.
4. Generally, homework will not be assigned for absences of one day. If a child is out two days or more we will provide homework if requested.

VACATIONS – AVOID SCHEDULING ANY VACATIONS DURING THE SCHOOL YEAR. If you are planning a trip, please let the office and the classroom teacher know at least **ONE WEEK** prior to the trip. Student's absences will be marked as **unexcused** during this time. Work missed during this time is neither eligible to be graded nor factored into student's final grade.

TRANSFERS – Please let us know if you are transferring out of our district three or four days prior to leaving. On the last day of your child's attendance please come in and sign a consent form and pick up his/her health and transfer records.

HEALTH AND SAFETY INFORMATION – Any illness or injury occurring during school hours will be handled by Fernway's School Nurse. The School Nurse is a registered R.N..

If your child is ill or has an injury that requires professional medical treatment, please do not have them attend school until they are well. If a teacher suspects a child is ill while in class, he/she will send that child to the office. A body temperature is always taken before we call parents to come to school to receive their child. The student will be sent home if the temperature is 100 degrees or above. We try not to send children home unless the parent or we feel the case is warranted through mutual agreement over the facts involved. Students should be fever free for 24 hours before returning to school. In the event that a student incurs a head injury during school hours, all reasonable effort will be made to notify the child's parent/guardian.

Also, there are some students who require medication in order to remain in school (i.e. asthma, diabetes, etc.). In these types of situations, the parent should request and complete a release form, and then have their physician complete another form, which describes the medication and its dosage. Both forms are available in our school office. All medication will be kept in a locked cabinet. If your child takes medication during the school day, please stress the importance of remembering the proper time to come to the Health Office for their medication. Also, for the safety of our students, the use of cough drops in school is strongly discouraged. With a doctor's permission inhalers may be kept in the student's possession.

The following safety measures will be followed:

1. Warming devices with electrical cords are prohibited in classrooms.
2. Heelys not allowed.
3. Cell phones/hand held devices are not allowed during school hours.

HEALTH PROBLEMS – Many childhood diseases hit our children during the school year and we have little if anything which we can do to alleviate such situations. If an outbreak of chickenpox or similar diseases seem to strike a certain group, we'll forward an informative note home to parents. Head lice and other eye infections will result in a phone call to parents, as the child cannot stay in school with such conditions. Our School Nurse will be glad to screen a group of children for these conditions if we know of a confirmed case.

STUDENT RECORDS – All student records are kept in locked files in our office. You have the right to inspect your child's records. You may do so by calling for an appointment.

EMERGENCY INFORMATION – In the event of an emergency we will contact parents. It is extremely important for your child’s safety that we have up-to-date emergency information on file. We will be sending an emergency form to be filled out. Please send it back promptly.

SCHOOL SUPPLIES – Students are responsible to have necessary supplies for various classroom activities. Each student should remind their parents that certain supplies are needed. Students should not rely on others for their materials. A “pencil” machine is located in the hall. For a small fee students may purchase emergency supplies such as pencils, pens and notebook paper.

VISITING SCHOOL – All visitors, including parents, must use our front main door. All visitors must show an I.D. to get into our office when entering our building. Parents who wish to pick up students must stop in at the office and sign them out. No students will be released to any person without proper identification. All visitors must receive a Visitor’s Pass in order to access any part of our school other than the office area. **Our schools are locked during the regular school day and you must use the buzzer to gain entry.**

WRITTEN NOTES – No students will be allowed to go home with another student without a note from the parent, provided they are walkers. We also will not let any bus rider wait for a parent without a **written** note. Many times the child gets confused about waiting or riding the bus. **PLEASE** send notes to your child’s teacher. It makes a smooth end of the day for both teacher and student. **THANK YOU.**

BUS RIDERS – those who ride the bus to school must ride the bus home. The students must follow all the rules and regulations which are distributed at the beginning of the year.

DISCIPLINARY PROCEDURES – Students at Fernway are expected to behave in an appropriate manner. This includes in school, on the bus, or at school sponsored activities. Basically, teachers will inform parents of student misbehavior. If the misbehavior continues, a conference with the teacher and the principal may become necessary and no foul language or threats to staff or other students will be tolerated.

We have an established program in all grades, Character Counts, and we try to be consistent in dealing with students on a daily basis. Teachers will explain classroom rules and students are expected to follow them. A student’s behavior is the responsibility of both student and their parents. District 140 and Fernway School has a zero tolerance policy for drugs and weapons. This means that anyone bringing these objects to school may be suspended or even expelled.

Pupils attend school so they may develop their potential to the fullest, and will not be allowed to impede other student’ educational growth. Continued infractions of the rules may result in detentions after school, or possible suspension from school. Corporal punishment is NOT allowed at Fernway School.

SCHOOL DISTRICT 140 SCHOOL BOARD POLICY 500.30 – WEAPON FREE SCHOOL – Any student who is determined to have brought a weapon to school and/or have possessed a weapon on school property which could endanger the health, safety, and welfare of the school community, shall be expelled from school for a period of not less than one (1) year. For purposes of this policy, the term “weapon” means possession, use, control or transfer of any object which may be used to cause bodily harm, including but not limited to a weapon as defined by Section 921 of Title 18, United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Act, use of weapon as defined in Section 24-1 of the Criminal Code, knives, guns, firearms, rifles, shotguns, brass knuckles, billy clubs, or “look-alikes” thereof . Such items as baseball bats, pipes, bottles, locks, sticks, pencils, and pens may be considered weapons if used or attempted to be used to cause bodily harm.

The Board of Education may, upon the recommendation of the Superintendent, reduce the period of expulsion on a case-by-case basis where the reduction is warranted by the best interests of the student and the school community.

Administration shall be required to refer the violation of Board of Education policy to the local law enforcement agency.

LUNCH/RECESS/PLAYGROUND

1. Students will have recess when the temperature is:

TEMPERATURE OR WIND CHILL

25 DEGREES AND ABOVE	STUDENTS GO OUTSIDE
20-25 DEGREES	STUDENTS CAN GO OUT FOR A SHORTENED PERIOD
BELOW 20 DEGREES	STUDENTS STAY INSIDE

2. Playground rules will be discussed with all students. Safety is #1.
3. Students are to bring their lunch daily.
4. Lunch supervisors are the authority during lunch/recess.

SCHOOL DISTRICT 140 SCHOOL BOARD POLICY 500.16 – STUDENT DRESS CODE

– Students are expected to dress in a neat and clean manner. Clothing that violates one or more of the following shall not be worn during school or school-sponsored activities.

- A. Clothing that is suggestive or indecent.
- B. Clothing that creates a health or safety hazard.
- C. Clothing that substantially disrupts the educational process.

Such clothing includes but is not limited to thongs, halter tops, see-through blouses, tube tops, bare midriff shirts, inappropriate tank tops or shorts, clothing that contains any pictures, words, or symbols which glorify, promote, encourage or advertise tobacco products, illegal drugs or alcohol, and clothing or articles which depicts gang or satanic symbols. Parents or legal guardians should make every effort to review their child’s attire so that it is appropriate and falls under this policy.

BIKE RIDERS – Students must follow established safety programs set up by the State and Local Police. If these rules are not adhered to bike privileges will be withheld. Please review these bicycle rules with your children.

1. Walk bikes on and off school property.
2. Only one child to a bike.
3. Follow all State and Local safety rules.

STUDENT ACCIDENT INSURANCE

WE RECOMMEND YOU PURCHASE THE STUDENT INSURANCE OFFERED BY OUR SCHOOL DISTRICT TO ALL STUDENTS. THE COST IS VERY INEXPENSIVE AND THE COVERAGE IS EXCELLENT. REMEMBER, WE DO NOT COVER STUDENTS FOR ACCIDENTS AT SCHOOL. THIS IS YOUR RESPONSIBILITY.

LOST AND FOUND BOX – Our LOST AND FOUND BOX will be in the school commons. Many times your child will not seek their lost items (especially your little ones) so please feel free to come to the commons at any time and check out our lost items.

PATROL PEOPLE – The fifth grade students will be selected to be patrol people. These people are trained and take their responsibility very seriously. They make sure no one walks on other peoples’ grass and above all watch out for the cars. We expect parents to observe good traffic procedures.

STUDENT CLUBS AND ACTIVITIES – We will offer many different after-school activities during the school year. They will be announced and specific times and dates will be posted.

The clubs will be open to all students who are interested and whose behavior is appropriate to our school's policy.

HOW PARENTS CAN HELP – Many parents ask how they can help their children succeed in school. The following is a list of suggestions.

Parents set the example. Parents make the all-important first impression on their children. As a parent, you are the primary influence on your child's attitudes and behavior. There are, of course, other influences in a child's life, such as teachers, friends and relatives, but your child identifies most with you.

As your child's first and most important teacher, your positive and negative behavior leaves impressions, including how you feel about alcohol and other drugs.

While you are setting the example and being the teacher, you can also be your child's first and best friend. Spending time reading, playing and talking with your child about daily life, such as school and family activities is important, as is talking honestly and openly about the hazards and effects of alcohol and other drug use. This is all part of growing with your child.

HOW PARENTS CAN HELP IMPROVE YOUR CHILD'S READING SKILLS

1. Let your child see you read.
2. Read aloud to your younger children.
3. Make reading for pleasure a part of your daily life.
4. Have your family use the library on a regular basis, both at school and in the community.
5. Keep magazines and books around and available to your family.
6. Encourage reading as a life skill. Reading is the basis for all learning.
7. Turn off the T.V. and have a family reading hour where all your family reads together.

ROOM PARTIES – Volunteer Sign-Up Sheets are available on Parent Information Day.

HOMEWORK – Students will receive varying amounts of homework depending upon their grade level. It is very important that parents check with teachers early to determine their expectations and general class procedures.

Homework is an extension of daily class work and is usually unfinished seatwork. Homework can also be an extension of learning concepts, usually math problems, work book pages and must be completed at home to understand various new facts. Reports or long range projects will also be assigned and are necessary to help re-enforce writing and reading skills.

OUR PHILOSOPHY

We believe that all our students can behave appropriately in our classroom. We will tolerate no student stopping us from teaching and/or student from learning.

LUNCHROOM – Students in grades K-5 eat lunch from 11:15 –12:40, with two (2) 40 minute lunch periods including recess time. This split practice allows for greater use of our playground by all children, while separating our older and younger children at playtime. Children should listen and obey the directions of our Lunch Supervisors who monitor them while eating.

All lunchtime activities are held in our classrooms, including our monthly hot lunch dates. Both white and chocolate milk are available for all children. Each student is responsible for cleaning up his/her desk.....and the small area around the desk where he or she might be eating. Every student must work as a team to keep their classroom clean. Washroom use is granted during lunchtime with permission from the Aides. Children are not permitted to wander at their own will.

VOLUNTEERS – Join our elite club!!! Volunteers are needed to help in many areas at our school, Learning Center, classrooms, and during lunchtime. Please help us provide better and safer service for your children. Get involved...be a school volunteer.

Contact us for additional information.

PARENT – TEACHER CONFERENCES – Parents are asked to call school if they have questions and concerns about their child’s progress. Teachers will also call when they feel additional contacts are necessary. A note or a call can always arrange for a conference, so please do not hesitate. All staff now has their own Voice Mail. I also ask parents to call for an appointment and not just show up. Many times we have meetings and staff has other duties before and after school.

MORNING ARRIVALS – Walkers should not arrive too early, especially on rainy or cold wintry days. Coming to school by 7:45 A.M. is sufficient.

Our School District does not allow walkers to arrive at school earlier than 10 minutes before the line-up bell.

SCHOOL DISTRICT 140 SCHOOL BOARD POLICY 500.25 – SUPERVISION OF STUDENTS BEFORE AND AFTER SCHOOL – No student shall be permitted on school grounds more than ten (10) minutes before or after the regular school day for students, except when participating in a school-sponsored activity or when on school grounds due to the early arrival or late departure of a school bus to which the student is assigned. The Superintendent shall at least annually advise the students and their parents or legal guardians of this policy and that supervision will not be provided by the School District at times when the students are not permitted on school grounds.

FIRE DRILLS/DISASTER PROCEDURES – Our school has monthly safety drills for fire evacuation procedures. We also practice disaster drills in the event we must take shelter.

If we must be evacuated and are unable to return, parents should be aware that we will be bussed to **Prairie View Middle** School for the remainder of the day and then transported back to our area for dismissal.

REPORT CARDS will be issued

1. November 6, 2009
2. January 29, 2010
3. April 9, 2010
4. June 4, 2010 (or last day of school)

STUDENT BEHAVIOR CODE – The pupil attends school so that he may develop his individual capacities to their fullest and become, for his own benefit and that of others, the best person that it is possible for him to become. To do this, the pupil should:

1. Make a sincere effort to do his best work.
2. Develop standards of personal conduct that are reflected in socially approved behavior.
3. Accept responsibility for his own actions.
4. Respect the rights of others.
5. Comply with the authority of teachers and administrators.
6. Obey school rules and regulations.
7. Be regular and punctual in meeting all school obligations.
8. Dress appropriately and maintain habits of personal cleanliness.
9. Help maintain school property free from damage and defacement.
10. No verbal abuse will be allowed.

Students are required to follow these standards. A student’s behavior is the responsibility of the student and parent. In the event of continued infractions, detention, suspension or expulsion from school may be imposed.

ZERO TOLERANCE FOR VIOLENCE – Our School District, Kirby District 140, has adopted a strict Zero Tolerance for Violence. This does NOT allow for any threats to teachers and students from any Fernway student. This behavior will be dealt with immediately and may cause suspension from school and all school related activities.

PEER MEDIATION – This year at Fernway School we will be using PEER Mediation in grades 3,4 and 5 to help our students be better problem solvers. This system allows students to help find alternative solutions to everyday problems and to be active participants in this process.

FERNWAY AWARDS – 2009-2010

<u>AWARD</u>	<u>CRITERIA</u>
1. The Falcon Award	(Fifth Grade Award) This award is based on service to our school and good citizenship. Top student gets Prairie View Spirit Wear.
2. Falcon of the Week	Staff recommends student for good citizenship and improved academically. Student's picture is displayed on the Office Bulletin Board.
3. Power of Positive Students POPS	Students receive POPS for good behavior and citizenship. Weekly Drawing.
4. Presidential Physical Fitness Award	Set national standards for activity award.
5. Perfect Attendance Awards	Perfect attendance will be used for this annual award.
6. Accelerated Reading & Top Reader	Points system for reading. Students can earn prizes for reading. Top Reader gets a trophy and Prairie View Spirit Wear..

IMPORTANT DATES TO REMEMBER

2009 – 2010 SCHOOL YEAR

<u>HOT DOG DAY</u>	<u>PIZZA DAY</u>	<u>MARKET DAY</u>	<u>PRESCHOOL SCREENING</u>
September 23	None in September	September 23	August 19
October 8	October 16	October 21	August 20
November 5	November 20	November 18	September 25
December 10	December 18	December 16	October 23
January 7	January 29	January 20	December 4
February 4	February 19	February 24	January 8
March 4	March 19	March 17	March 5
April 1	April 30	April 28	April 16
May 6	May 21	May 26	

<u>ICE CREAM DAY</u>	<u>SPECIAL HOT LUNCH DAY</u>	<u>PTO MEETINGS</u>
1 st semester begins every Wednesday starting Sept. 30 th	September 17	August 5 – 12:00 P
1 st semester ends Jan. 27	October 15	September 16 – 1:00 P
2 nd semester begins every Wednesday, starting Feb. 3	November 12	October 14 - 1:00 P
2 nd semester ends May 26	December 17	November 11 – 1:00 P
	January 21	January 13 – 2:45 P
	February 11	February 10 – 2:45 P
	March 11	March 10 - 2:45 P
	April 22	April 14 – 2:45 P
	May 13	May 12 – 2:45 P

ROLLER SKATING

We will be roller skating/blading in our gym by grade levels. The following is the schedule for the 2009-10 school year. No heelys will be allowed.

Kindergarten	-	May 13
1 st Grade	December 10	April 22
2 nd Grade	November 12	March 11
3 rd Grade	October 15	February 25
4 th Grade	October 8	February 11
5 th Grade	September 17	January 14

PICTURE DAY – September 21 - RETAKES – October 26

PARENT CONFERENCES – November 23 and 24

DISCLAIMER

**PARENTS AND STUDENT, PLEASE READ THIS PACKET AND SIGN
WHERE NEEDED. PLEASE RETURN THIS PAGE TO YOUR
HOMEROOM TEACHER.**

I HAVE READ THE FERNWAY PARENT/STUDENT INFORMATION PACKET

DATE

PARENT/GUARDIAN

DATE

STUDENT – HOMEROOM

DATE

STUDENT – HOMEROOM

DATE

STUDENT – HOMEROOM