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FAIRBROOK ELEMENTARY



National Blue Ribbon School of Excellence • *A great place to live and learn!*

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Joell Mangan, Principal

Dear Fairbrook Families:

Welcome to the Fairbrook Student Handbook! This book has been developed to help your family understand the policies and procedures followed at Fairbrook Elementary School. Many of the questions we routinely receive are answered within this booklet. We urge you to read it carefully, become familiar with its contents, and access it for future reference.

Fairbrook is a wonderful school where everyone strives to demonstrate the Fairbrook Fundamentals-to be respectful, responsible, trustworthy and kind. We value each person and believe every child can learn. We appreciate partnering with parents and guardians as we all work for the best education for your child. Each year brings new opportunities and excitement. We look forward to beginning the year with you.

We invite each Fairbrook family member to become actively involved in our school through the many volunteer opportunities available. We also ask you to support our mission, policies, and procedures and reinforce them with your children. We believe school is important, please help us to ensure your child gets the most of it.

- Teach your child to be responsible by bringing a lunch, books, P.E. clothes, assignments, etc., to school each day. Children are allowed to call home for lunch money or after school child care questions only.
- Please schedule activities, appointments, and vacations outside of the school day and calendar. Regular attendance at school is required and essential to a quality education.
- Each of us is eager to work with you. Please schedule an appointment through the office or utilize our voice and e-mail systems to contact us. Valuable instructional time will not be interrupted.
- With our guidance, Fairbrook students are actively engaged throughout their day. Please help us to ensure they follow through on assignments, are well rested, and ready for school each day.

We thank you for your continued support and encourage you to contact us with any comments, questions, or suggestions. Fairbrook is a ***Great Place to Live and Learn!***

Sincerely,
Joell Mangan
Principal

Fairbrook Elementary Mission Statement

Fairbrook Elementary provides an educational atmosphere that meets unique needs and prepares students for life-long learning by encouraging and emphasizing:

- Social and academic excellence
- Development of responsible citizens
- Preparation for future educational and work opportunities
- Appreciation of the arts
- Knowledge and use of technology and media resources
- Problem solving skills
- A safe and peaceful learning environment

School Hours - Arrival and Dismissal

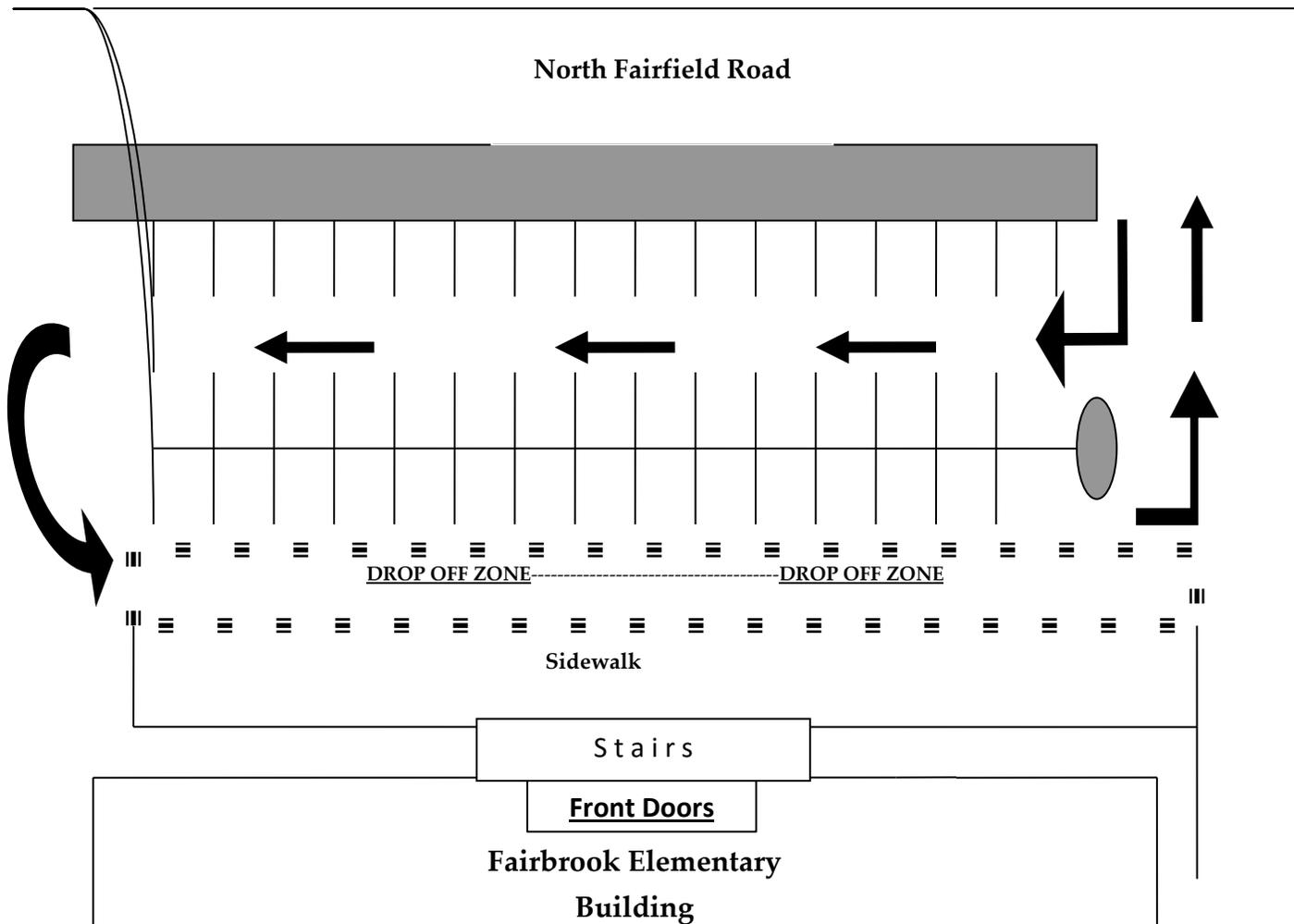
Student safety is our number one concern. Please read the following procedures for dropping off and picking up children at Fairbrook. The purpose for these procedures is to ensure that all students are safe. If you have any questions, please call the office at 429-7616.

The school day for students K-5 is 9:10 AM to 3:45 PM.

No student is to arrive or enter the building prior to 9:00AM unless involved in a special activity with prior permission. Adequate supervision cannot be guaranteed before that time. Any student arriving in the classroom after 9:10 AM will be counted tardy unless the bus arrives late. When a student is being dropped off late, a parent or guardian must escort the child into the office and sign him or her in. Remember, the student must actually be in the classroom when the 9:10AM bell rings or will be considered tardy. Please be sure to allow a minimum of several minutes for the student to get all the way to class.

Drop-Off Traffic Pattern

1. Drop-Off Begins @ 9:00AM – to ensure proper attendance, all students should be dropped off by 9:10 AM. Students will not be able to enter the building until 9:00am.
2. Drive Slowly.
3. **Pull your car forward as far as possible in the drop off zone. DO NOT STOP ON CROSSWALK!** Students must exit from the passenger side.
4. **CARS MUST YIELD TO BUSES AT ALL TIMES!**



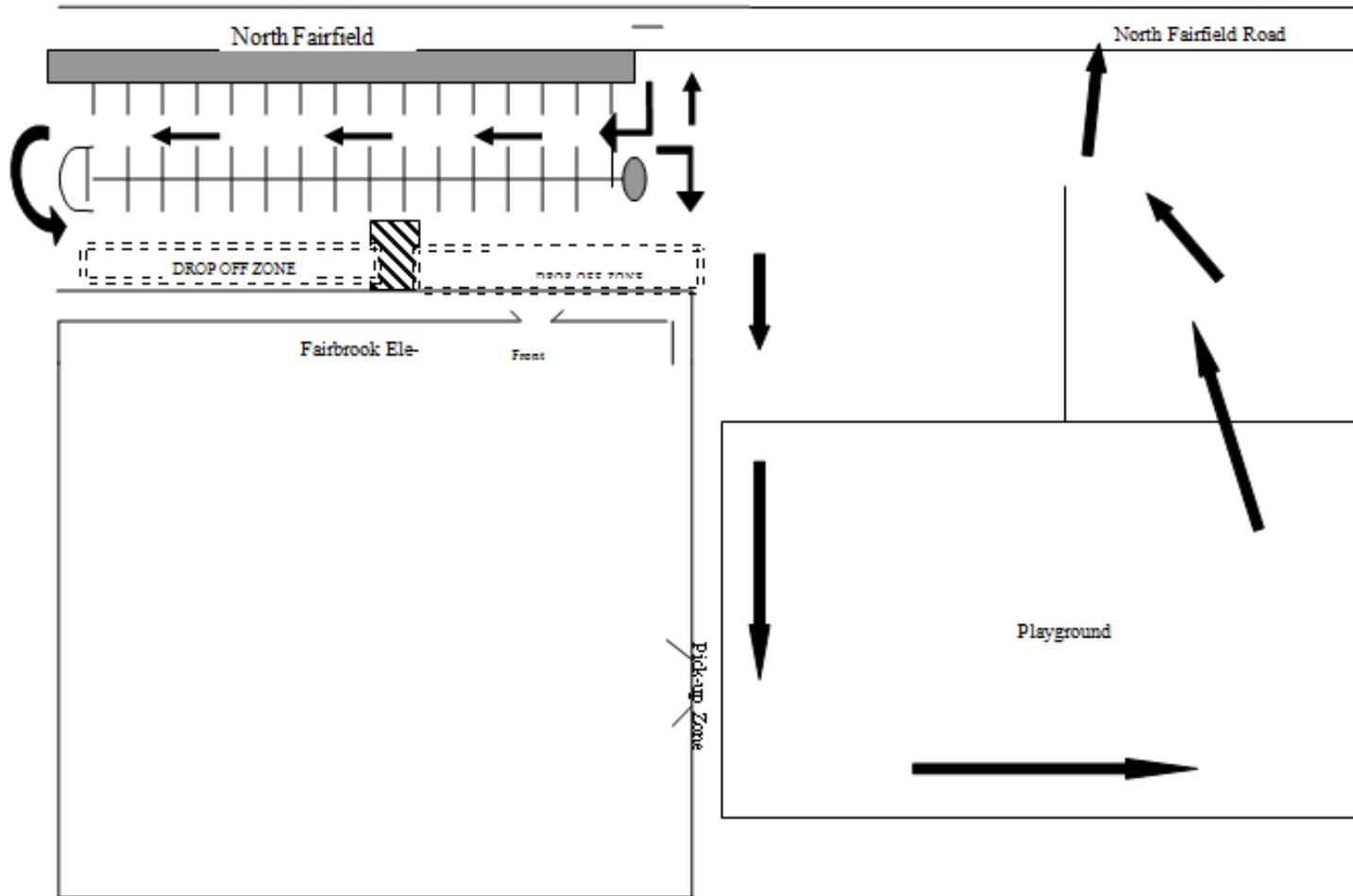
Bus Dismissal

- We encourage parents to allow your child/ren to ride the bus.

- Parent pick-up students will not be released until all buses have left.
- Warning bell rings at 3:40PM and dismissal bell at 3:45PM
- Students are not to be dismissed prior to the 3:45PM bell
- Classes are led down the halls in a single file line
- As a class passes, teachers with their class should fall in line
- This procedure continues all the way down the hallway
- At the double doors, students are excused to board their bus
- Bus loading area will be monitored by staff on duty
- Buses line up in same order each afternoon
- Students need to walk behind the blue safety lines until they are at their bus door
- No toys/balls/food outside while loading buses

See map on following page

Fairbrook Elementary After Hours Pick-up Traffic Pattern



Returning to School/Locking of Doors

No child will be permitted to return to a classroom to pick up forgotten items after 4:30 PM. All returnees are required to sign in.

All doors with the exception of the main door will be locked at all times. All scout groups, clubs, etc. will be expected to use the main hall doors closest to the office to enter and exit the building.

Picking Up Your Child at Dismissal

Parents are discouraged from picking up their children due to traffic congestion problems and limited parking at school. If it is necessary to pick up your child, please notify the teacher. If you will be picking your child up every day, one notice to this effect will suffice. If you will occasionally pick up your child, you will need to send a note each time. Students being picked up are dismissed to the parent pick up line in the multipurpose room where parents need to sign them out. It is not safe to permit students to walk through the parking area without an adult.

Parents will not be permitted to remove their child from the parent pick up line or a bus unless they have a parent pick up pass and proper I.D. This is for safety reasons. Please remember, if you are picking up a child, it is your responsibility to leave your vehicle and walk with the child from the waiting area to your vehicle. Please hold on to your child in the parking lot. It is often difficult to see small children. Children are **not** permitted to go to a waiting car unless with another adult.

PBIS/ CHARACTER EDUCATION PROGRAM

Fairbrook utilizes building-wide implementation of a Positive Behavior Intervention Support (PBIS) system for our students. The fundamental purpose of PBIS is to make our school a more effective learning environment. The implementation of this involves teaching behavioral expectations in the same manner as any core subject area in hopes of diminishing challenging behaviors; improving climate, culture and safety; and increasing responsibility for one's behavior. One important piece of PBIS is to establish building-wide behavioral expectations for all common areas. While visiting Fairbrook, you will witness our students displaying behaviors that are consistent with the "Fairbrook Fundamentals". Our PBIS team has established the following "Fairbrook Fundamentals":

- We are Respectful
- We are Responsible
- We are Trustworthy
- We are Kind

We provide direct instruction to your child(ren) about the importance of demonstrating these traits and how making better choices bring positive results for all. It is our goal that our students learn socially appropriate behavior while receiving consistent positive reinforcement, ultimately resulting in increased academic success.

At Fairbrook, we believe in building kids of character. This foundation is based upon the 6 Pillars of Character as defined by the Character Education Partnership. These six pillars are:

Respect	Fairness
Responsibility	Caring
Trustworthiness	Citizenship

Individual classroom teachers work with their students to develop a list of classroom expectations based on our six pillars of character. Each classroom also develops a series of appropriate rewards and consequences in relation to classroom expectations. Parents and students will be informed of these classroom procedures at the beginning of each school year.

Fairbrook Foxes	We are <u>Respectful</u>	We are <u>Responsible</u>	We are <u>Trustworthy</u>
Cafeteria	<ul style="list-style-type: none"> ● Use PAX hands & feet ● Use 3" while seated ● Use good manners ● Eat only what is yours ● Stay in your seat and raise your hand if you need something 	<ul style="list-style-type: none"> ● Enter/Exit orderly ● Carry tray with 2 hands ● Clean up all trash and place it in the trash can ● Report spills to staff 	<ul style="list-style-type: none"> ● Do what is right, even when no one else is looking ● Follow directions the first time given ● Report problems to staff ● Wait your turn in line
Hallway	<ul style="list-style-type: none"> ● Use PAX hands & feet ● Use 0" voice 	<ul style="list-style-type: none"> ● Walk on the right side of the hallway ● Walk in a single file line 	<ul style="list-style-type: none"> ● Do what is right, even when no one else is looking ● Walk directly to destination
Restroom	<ul style="list-style-type: none"> ● Use PAX hands & feet ● Use 0" voice ● Give other people privacy 	<ul style="list-style-type: none"> ● Flush the toilet ● Wash hands with soap ● Dry hands with a paper towel ● Throw all trash in the trash can 	<ul style="list-style-type: none"> ● Do what is right, even when no one else is looking ● Use in a timely manner ● Report problems to staff
Playground	<ul style="list-style-type: none"> ● Use PAX hands & feet ● Use 3' voice while playing ● Take turns 	<ul style="list-style-type: none"> ● Follow playground rules ● Line up quickly at signal ● Return equipment 	<ul style="list-style-type: none"> ● Do what is right, even when no one else is looking ● Follow directions the first time given ● Report problems to staff
Bus	<ul style="list-style-type: none"> ● Use PAX hands & feet ● Use 3" voice ● Be courteous to the bus driver 	<ul style="list-style-type: none"> ● Follow bus rules ● Walk to and from the bus ● Sit seat-to-seat and back-to-back 	<ul style="list-style-type: none"> ● Do what is right, even when no one else is looking ● Report problems to bus driver
Classroom	<ul style="list-style-type: none"> ● Use PAX hands & feet ● Follow teacher directions 	<ul style="list-style-type: none"> ● Follow classroom rules ● Participate ● Do your best ● Turn in your work 	<ul style="list-style-type: none"> ● Do what is right, even when no one else is looking ● Do your own work

Community Expectations

1. Use playground equipment properly.
2. Get permission to be in the hall.
3. Use restroom privileges and facilities appropriately.
4. Enter and leave lunchroom and play areas in an orderly manner.
5. Food is permitted outside the cafeteria only with teacher permission.
6. Dispose of trash properly.
7. Travel hallways in a quiet, orderly manner.
8. Line up quickly after recess.
9. No gum chewing.
10. Wear appropriate attire.
11. Use good manners and appropriate language.
12. No buying, selling or trading of personal items at school
13. Personal electronic devices (cell phones, iPods, MP3 players, Kindle, etc.) must be turned off, in a book bag, and inactive during the school day.
14. No laser lights of any type.
15. No roller skates, skate boards, scooters, or wheeled sneakers.
16. No look-a-like weapons or toys representing violence.

Playground Expectations

These rules are posted in the school and are reviewed by the teachers. Please review them with your child.

General Playground Expectations

- Do not lift/carry another student.
- Keep hands and feet to self - no wrestling, rough play or fighting, pretend or real.
- No throwing of snowballs, rocks, dirt, mulch or Fiber.
- Do not place snow, rocks, dirt, mulch or Fiber on equipment.
- No tackle football, baseballs, roller blades, skateboards, or wheeled shoes.
- Spitting is unacceptable.
- Do not return to the building during recess unless permission is granted by the teacher on playground duty.
- Students are not allowed to cross the solid blue and white lines painted on the playground area. They must stay within view of the teacher on duty at all times. They are not permitted in the bush/tree area surrounding playground or over the far side of the hill.
- Students must line up immediately when the teacher signals.
- Stay away from trash containers and windows.
- Share the play equipment - wait your turn.
- No playing tag on any piece of equipment.
- Use steps and ladders for getting up on equipment.
- No cleats or spiked shoes.
- Balls are for games; not for throwing at people
- Stay out of mud and puddles and off ice or snow piles in winter

- Group games must be teacher approved. Games such as Truth or Dare are not permitted.
- Use good manners and appropriate language.

For Slides

- Don't climb up sliding surfaces.
- The slide is to be used for going down or exiting the equipment.
- Slide down feet first, always sitting up, one at a time.
- Be sure no one is in front of the slide before sliding down.
- Be patient; wait for a turn without pushing or shoving.
- Leave the front of the slide after completing your turn.
- Wait at the bottom set of stairs for the person to exit the twisty tunnel slide before climbing to the top.
- No stopping or waiting inside the twisty tunnel slide.

For Swings

- Sitting only, never stand, kneel, lay, etc.
- Hold on with both hands.
- Stop the swing before getting off. Do not jump off.
- Walk around a moving swing--not too close to the front or the back.
- Never push anyone else in the swing or allow others to push you.
- Have only one person in a swing at a time.
- Never swing empty swings or twist swing chains.

For Climbing Equipment

- Use the "lock grip" for climbing and holding. Grasp bars tightly with fingers and thumb.
- Watch carefully when climbing down; avoid other children climbing up.
- Don't allow too many people on the equipment at the same time.
- On the horizontal ladder all children should start at the same end of and, using the lock grip, move in one direction.
- Only one person may move across bars or rings at a time.
- Use the ladder for going up on the rings and then exit or drop off onto the platform.
- Drop from the bars with knees slightly bent and land on both feet.
- Don't jump off equipment. Dismount in proper fashion.
- The white parallel slanted bars are for sliding down with legs or arms straddling these bars.
- No hanging upside down on the Geo Dome bars.
- No chicken fights on the Geo Dome.
- No hands or feet on anyone else while they are on the Geo Dome.
- No back drops off parallel bars from sitting position.

Hallway Travel

- Move quietly, orderly, and as compact as possible
- Stay to the right without cutting corners
- Line leader/line ender
- No stopping for drinks, unless given permission
- Travel at a safe speed

Cafeteria Serving Line

- Enter the serving line in an orderly fashion
- Be respectful of classrooms near the lunch line
- Raise your hand to talk with the cafeteria workers
- Use good manners and say "please" and "thank you"

Drinking Fountain Expectations

- These are turned off for the time-being
- Students are encouraged to bring a water bottle to school each day

Disciplinary Action Program

The Fairbrook community believes in appropriate consequences to help students make positive choices in their life. The following plan has been developed to assist students and provide necessary communication between school and home.

At Fairbrook, we use progressive discipline. For minor infractions:
1st occurrence – teacher will quietly redirect student
2nd occurrence – teacher will speak to student privately to redirect
3rd occurrence – teacher will call home to discuss the issue
4th and subsequent occurrence – the student will be referred to the office
For incidents that involve bullying students will be referred to the counselor for 1st offense and to the office for subsequent offenses.
For any incident that involves aggressive or dangerous actions, the student will be referred to the office.

Possible paperwork that can accompany discipline:

- Reflection Piece – Student responds to inappropriate behavior through reflection. This includes verbal and written responses requiring parent involvement.
- Office Referrals – Student behavior requires removal from the classroom or other school setting. Parent notification is made and appropriate corrective action is taken.
- Student Behavior Report Forms – School record keeping forms used to provide fair and consistent consequences.

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This is all based on Fairbrook Life Skills – We believe in the six pillars of character and will utilize these pillars as common language for the development of positive student behavior.

Lost/Found/Stolen Items

A lost and found barrel is maintained in the front hall near the entry door. To minimize the quantity of lost items, please put the student's name on all items, **particularly lunch boxes, coats, hats and gloves**. Items unclaimed at the end of the semester are sent to charitable organizations. The school is not responsible for lost or stolen items. A reasonable attempt will be made to find items reported lost or stolen.