

# Fairway Elementary Handbook

“The ABCs of Being a Fairway Eagle!”

480 Old Fairway Drive  
Grover, MO 63040  
Phone: 636.733.4175  
Fax: 636.733.8855



“ALWAYS SOARING TO  
EXCELLENCE”

**2016 – 2017**

# Welcome to Fairway!

Dear Fairway Students and Parents:

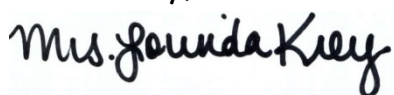
On behalf of the Fairway Elementary School staff and administration, we welcome you to a new and exciting school year! This handbook has been prepared as an informational guide to explain our school policies, regulations, and expectations. We ask that you please read through the handbook and keep it for future reference throughout the school year.

Rockwood School District and Fairway Elementary share the same mission: We do whatever it takes to ensure all students realize their potential. As we begin a new school year, we invite your partnership in the success of our mission. We know that when schools and homes work collaboratively, children thrive. Our commitment to you is to give our absolute best every day for your child(ren), which will result in a solid educational foundation as they begin their lifelong journey of learning.

We encourage you and your child to get involved and participate in our many fun and exciting activities throughout the school year. Please know that our school will always have an "open door" policy and we'll always look forward to working with you to ensure the success of your child(ren).

We are proud to provide you with an outstanding school where the BEST teachers teach the BEST students in an environment that provides the BEST opportunities for students to thrive in this world. We look forward to the amazing school year ahead!

Sincerely,



Mrs. Lorinda Krey  
Principal



Mrs. Christine Davis  
Assistant Principal

# FAIRWAY GENERAL INFORMATION:

Fairway Elementary School  
480 Old Fairway Drive  
Grover, MO 63040

School Main Phone: 636-733-4175

Fairway Website: <http://www.rsdmo.org/fairway/Pages/default.aspx>

School Fax Number:	636-733-8855
Rockwood Transportation:	(636) 733-8500
City Bus Service:	Durham School Services; 314-241-1278
Adventure Club:	636-733-4190; Pager 314-606-5964
Adventure Club Hours:	6:30 AM – 6:00 PM
Fairway Office Hours:	8:00 AM – 4:30 PM
School Hours:	9:00 AM – 3:50 PM (Students may arrive at 8:45 AM)
School Hours for Early Dismissal:	9:00 AM – 12:46 PM (Students may arrive at 8:45 AM)

Classes at the Center for Creative Learning will be held on Thursdays.

## ROCKWOOD SCHOOL DISTRICT PERSONNEL

Administrative Offices \* 111 East North Street \* Eureka, MO 63025-1229  
Phone: 636-733-2000

### *Board of Education*

Matt Doell- President  
Loralee Mondl- Vice President  
Jaime Bayes- Director  
Dr. Keith Kinder- Director  
Herman Kriegshauser- Director  
Dominique' Paul- Director  
Lynne Midyett- Director

### *Administrative Offices*

Dr. Eric Knost- Superintendent of Schools  
Dr. Katherine Reboulet- Asst. Superintendent for HR  
Dr. Karen Hargadine- Asst. Superintendent of Learning & Support  
Dr. Lisa Counts- Asst. Superintendent of Supervision of Schools  
Dr. Dave Cobb- Exec. Director of Pre-K and Elementary Education  
Dr. Terry Harris- Exec. Director of Student Services

Rockwood School District  
2014-2019 **STRATEGIC PLAN**



COMPREHENSIVE SCHOOL IMPROVEMENT PLAN

## STRATEGIC PLAN GOALS



### GOAL 1: Student Learning

All students will demonstrate academic growth and be well-prepared for their future.

Objectives: State-level assessments • Super Subgroup achievement • ACT composite scores • Kindergarten readiness



### GOAL 2: Highly Effective Staff

Recruit, attract, develop and retain highly effective staff to carry out the Rockwood School District's mission, goals and objectives.

Objectives: Recruit and hire plan • Retain plan • Highly qualified staff



### GOAL 3: District Finance

Ensure efficient operations and accountability for responsible use of district resources.

Objectives: Facilities plan • Balanced budget • School community perceptions



### GOAL 4: School Climate

Create a safe and caring learning environment that includes a positive school culture and positive collaboration and communication throughout the school and community.

Objectives: Student well-being • Communication



### GOAL 5: Governance

Govern the Rockwood School District in an efficient and effective manner, providing leadership and representation to benefit the students, staff and patrons of the district.

Objectives: Missouri School Boards Association procedures • Ethical values



**KNOW  
THE PLAN**

2014-2019 CSIP



## ANTI-HARASSMENT STATEMENT

It is the policy of the District to maintain an environment that is free from harassment, including sexual harassment, because of an individual's race, color, sex, national origin, ethnicity, disability, sexual orientation, or perceived sexual orientation. The District prohibits any and all forms of unlawful harassment and discrimination because of race, color, sex, national origin, ethnicity, disability, sexual orientation, or perceived sexual orientation.

It shall be a violation of District policy for any student, teacher, administrator, or other school personnel of this District to harass or unlawfully discriminate against any other student, teacher, administrator or other school personnel through conduct of a sexual nature.

It shall be a violation of District policy for any teacher, administrator, or other school personnel of this District to tolerate harassment because of a student's race, color, national origin, ethnicity, disability, sex, sexual orientation, or perceived sexual orientation, as defined by District policy, by a student, teacher, administrator, other school personnel, or by any third parties who are participating in, observing, or otherwise engaged in activities, including sporting events and other extracurricular activities, under the auspices of the District.

Policy 4810 - Sexual Harassment:

<http://www.rsdmo.org/boardofeducation/policiesandregulations/Pages/Policy4810-SexualHarassment.aspx>

Policy 2130 – Harassment:

<http://www.rsdmo.org/boardofeducation/policiesandregulations/Pages/Policy2130-Harassment.aspx>

**To report an incident of Sexual Harassment  
contact your building administrator or the Compliance Coordinator listed below:**

<b>Staff to Staff Incident or Staff to Student Incident</b>	<b>Student to Student Incident (Pre-K or Elementary)</b>	<b>Student to Student Incident (Secondary)</b>
Dr. Katherine Reboulet - Title IX 111 East North Street Eureka, MO 63025 636-733-2035	Dr. Jane Brown- Title IX (Pre-K) 273 Valley Road Chesterfield, MO 63005 636-891-6212  Dr. David Cobb – Title IX (Elem) 111 East North Street Eureka, MO 63025 636-733-2107	Dr. Lisa Counts- Title IX 111 East North Street Eureka, MO 63025 636-733-2104

### STATE AND FEDERAL OFFICES

<b>MO Commission on Human Rights</b> Jefferson City Office 315 West Truman Boulevard, Room 212 P Box 1129 Jefferson City, MO 65102-1129 1-573-751-3325	<b>U.S. Equal Employment Opportunity Commission</b> St. Louis District Office Robert A. Young Federal Bldg. 1222 Spruce St., Rm 8.100 St. Louis, MO 63103 1-800-669-4000
<b>U. S. Department of Education</b> Office for Civil Rights Lyndon Baines Johnson Department of Education Bldg. 400 Maryland Avenue, SW Washington, DC 20202-1100 1-800-421-3481	<b>U.S. Department of Justice</b> Civil Rights Division 950 Pennsylvania Avenue, N.W Office of the Assistant Attorney General, Main Washington, D.C. 20530 1-202-514-4609

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# FAIRWAY ELEMENTARY STAFF

## Office Staff

Principal	Mrs. Lorinda Krey
Assistant Principal	Mrs. Chris Davis
Principal's Secretary	Mrs. Debbie Renner
Building Secretary	Mrs. Nancy Lubinski
Guidance Counselor	Mrs. Katie Johnson
Nurse	Mrs. Rachel Patterson
Adventure Club	Mrs. Debbie Watson

## Grade Levels

Kindergarten	Ms. Monica Auton Mrs. Sarah Jones Mrs. Anna Marie White
First Grade	Mrs. Jessie Eshelman Miss Brooke Martin Mrs. Crystal Mueller Mrs. Leslie Windler
Second Grade	Mrs. Karen Brennan Mrs. Erin Knight Mrs. Jane Leeker Mrs. Amy Menke
Third Grade	Mrs. Angie Crouse Mrs. Brittney Dailey Mrs. Susan Voss
Fourth Grade	Ms. Becky Knight Mr. Ryan Kuchem Mrs. Maureen Smith
Fifth Grade	Mrs. Jennifer Hortiz Mr. J.T. Seitz Mrs. Kara Jackson Mrs. Amy White



Specialists

Reading Specialists	Mrs. Jennifer Micek Mrs. Becky Schuller
Library Media Specialist Library Assistant	Mr. Jason Sinden Mrs. Charlotte Rehn
Physical Education	Mr. Jeff Powell Mr. Ed Gonzalez
Music	Mrs. Kaitlin Thomure
Strings	Mrs. Lindsey Jones
Art	Mr. Brian Murphy
Technology	Mrs. Erika Blair/Mrs. Brittney Lang

Special School District

SSD Area Coordinator	
School Psychologist	Mrs. Brandi Buffington
Speech/Language	Mrs. Pam Esker
Self-Contained Teacher	Mrs. Beth Partney
Assistant	Mrs. Mary Kaiser
Resource Room Teacher	Mrs. Amanda Baumgartner
Physical Therapists	Ms. Yolanda Coffman

Support Staff

Cafeteria Manager	Mrs. Marjorie Hedrick
Custodial Team	Mr. Dennis Myers - Lead Mr. Jonathan Donaldson - Day Mrs. Donna Prost - Evening
Classroom Assistants	Mrs. Erika Blair Mrs. Karen Hall Mrs. Brittney Lang
Tech Support	Mr. Steve Stauffacher

## **Fairway Elementary PTO Officers 2016-17**

<b>President</b>	<b>Erin McCown Foster</b> <b><a href="mailto:foster.family@hotmail.com">foster.family@hotmail.com</a></b> <b>(636)821-1688</b> <b>(636)875-3818 (cell)</b>
<b>Secretary</b>	<b>Beth Perry</b> <b><a href="mailto:bethjperry@yahoo.com">bethjperry@yahoo.com</a></b> <b>(919)259-0004</b>
<b>Treasurer</b>	<b>Crystal Hastings</b> <b><a href="mailto:blueeyes3411@yahoo.com">blueeyes3411@yahoo.com</a></b> <b>(314)265-9995</b>
<b>VP/Communications</b>	<b>Brandy Dauby</b> <b><a href="mailto:brandydauby@yahoo.com">brandydauby@yahoo.com</a></b> <b>314-277-0819</b>
<b>VP/Fund-Raising</b>	<b>Holly Shelton</b> <b><a href="mailto:hollyshelton9@gmail.com">hollyshelton9@gmail.com</a></b> <b>(314)486-1379</b>
<b>VP/School Community</b>	<b>Erika Blair</b> <b><a href="mailto:blairerika@rsdmo.org">blairerika@rsdmo.org</a></b> <b>(417)268-0830</b>
<b>Past President</b>	<b>Kristy Kennon</b> <b><a href="mailto:michaelkristy@yahoo.com">michaelkristy@yahoo.com</a></b> <b>314-276-7947</b>
	<b>Angie Ortinau</b> <b><a href="mailto:angie@ortinau.com">angie@ortinau.com</a></b> <b>314-581-6991</b>

## Adventure Club

Before and after school childcare is available for a fee. Morning Adventure Club begins at 6:30 a.m. and after-school Adventure Club concludes at 6:00 p.m. For information and enrollment forms, contact the Adventure Club office at 636-891-6690.

## Arrival and Dismissal

**Students should NOT arrive at school before 8:45 AM.** Arriving before that time interrupts valuable teacher planning time and staff meetings. Upon arrival at school, students should report directly to their classrooms or the cafeteria if eating breakfast.

**Students will be dismissed at 3:50 PM** to their buses, car rides, or walking routes.

**Regular School Day Hours**      9:00 AM - 3:50 PM

**Early Release Day Hours**      9:00 AM – 12:46 PM

### Dismissal Changes:

A written note to the teacher is required for any change in a student's dismissal. The note will then be shared with the office after it has been recorded in the classroom. **If you e-mail your child's teacher, please be sure to also email or contact BOTH front office secretaries ([lubinskinancy@rsdmo.org](mailto:lubinskinancy@rsdmo.org) and [rennerdebbie@rsdmo.org](mailto:rennerdebbie@rsdmo.org)) with dismissal changes as the e-mail may not be seen if the teacher is not in attendance!** We will accept a one-time note for scout groups that meet after school on a weekly or monthly basis. **If you are unable to send a note, please call the office with your dismissal change and the teacher/substitute will be notified.** Dismissal changes cannot be made after 3:30 PM.

## Attendance/Absences

### Regulation 2310 - Student Absences and Excuses

Attendance/Missouri Compulsory Attendance Law (167.031 RSMo.)

**All Missouri children between the ages of seven (7) years and seventeen (17) years and who have not completed sixteen (16) credits toward high school graduation are required to be under school jurisdiction during the hours school is in session.** In the case of students seventeen (17) or above, consideration will be given to their request to be excused part of the day provided they submit a written request from the parent/guardian. The extent of the student workload shall depend upon the outcome of counseling involving the student, the parent/guardian and the counselor. Changes in the workload which involve a shifting of the student's class schedule will normally be made only at the beginning of a semester.

The school year is defined as the period of time from the opening of school in August/September to the close of the regular school term. Any units of credit earned during the summer, while counted toward meeting graduation requirements and standing in class, are not considered credit earned during a regular school term. Students who are absent due to illness may be required to submit a doctor's statement. Students are required by law to attend a school continuously until they have

reached age seventeen (17) or sixteen (16) if they have successfully completed sixteen (16) credits towards high school graduation. Any correspondence courses must be approved by the administration prior to enrollment, if credit is to be granted.

**Excusable Absences:**

- 1.) Death in the student's immediate family.
- 2.) Illness of the student.
- 3.) Doctor and dental appointments.
- 4.) Certain days for religious observances.
- 5.) Court appearance.
- 6.) When a family is leaving town and desires to take the student with them, he/she may be excused up to five (5) school days provided that:
  - a.) The school is notified in advance of the absence;
  - b.) The student procures assignments in advance of the absence;
  - c.) All assigned work is turned in upon returning to school.
  - d.) All tests, etc. are made up at the direction of the individual teacher.

Absences for all other reasons are inexcusable and shall be treated as truancy. Suspensions imposed by the school administration shall not count as an excused or unexcused absence.

If your child is going to be absent, please call the school. If we do not hear from you and your child is absent, the school will call you at home or work to see why your child is not in attendance. If we are unable to reach you, a written excuse is required upon returning to school. Written excuses are not required if the attendance line is utilized. When calling the office, please give the reason your child is absent and his/her teacher's name. When sending in written excuses, please make sure the child's last name is on the excuse note. All notes should be dated. A doctor's excuse is necessary for absences over four days. Good attendance is critical at all grade levels (including kindergarten).

**Behavior Expectations**

At Fairway, all behavior expectations are based upon student safety and respect for others. For a positive and conducive learning environment, students must exhibit mutual respect throughout the school. Respect must be shown for classmates, teachers, school staff, and the property of others. We believe that teachers have the responsibility to teach and students have the right to learn. This can only occur when everyone respects the rights of others and their property.

Please discuss the following general behavior expectations with your child:

1. Show respect and courtesy at all times.
2. Respect the rights and property of others.
3. Walk whenever in the building.
4. Be on time to school.
5. Be a good listener.
6. Use manners at all times.

## Consequences

The above expectations are general and not all-inclusive, but are listed to cite examples of emphasis. The expectations at Fairway Elementary School are not numerous, but are fair and encourage students to show respect for others and promote a safe learning environment for all students. These expectations will be enforced with reasonable consequences for failure to follow. In accordance with Rockwood's Policies and Regulations regarding student discipline, consequences will include the following:

- Teacher-student conference
- Administrator-student conference
- Loss of privilege
- Parent contact
- Parent conference
- In-School Suspension (ISS)
- Out of School Suspension (OSS)

## Birthday Celebrations

Teachers and other staff members will be honoring and recognizing students in various ways on their birthdays. **If you wish, parents may send in a non-edible birthday treat to school for distribution. Due to food allergies and health reasons, any food sent in for birthday treats will not be distributed and will be sent back home with the student who brought it. Invitations to private birthday parties may not be handed out at school. Balloon and flower bouquets/deliveries will not be delivered to students during the school day or allowed on buses.**

## Buzz Book

Every year the PTO will publish and sell a Buzz Book which includes students' names, addresses, phone numbers, and parents' names. Parents are given the opportunity to inform the PTO if they do not wish to have this information published in the Buzz Book.

## Cafeteria Procedures

Breakfast and lunch will be served in the school cafeteria. Meals for children include milk, juice and water. Breakfast is served from 8:45 a.m. to 9:00 a.m. Students will eat lunch at the time assigned for their grade level. Each grade level has a separate lunch period, except on early dismissal days when grade levels will be combined.

Students who bring a lunch from home may purchase a drink from the cafeteria. Glass containers are prohibited. Lunches brought from home must be "ready to eat" as students do not have access to a microwave.

No child is ever rushed to eat his/her lunch. We start to dismiss 20 minutes after the lunch period begins, but we dismiss only those who have finished eating. No child is ever forced to finish a meal or any food. We recognize that eating patterns are developed at home by the family.

### Eating Lunch with Your Child

While the lunch period is an important time for students to learn social skills with their peers, parents may join their child for lunch on occasion. Plan to arrive just before your child's lunch period, sign in at the office, and get a visitor's badge. You will meet your child in the cafeteria as the class is entering. **If a grandparent or other family member plans to join your child for lunch you must send a written note to school with your child.** Guests other than parents will not be permitted to join your child for lunch without prior written permission from you.

### Prices/Payment

School lunches are \$2.40, Milk or Juice \$0.65 and Breakfast \$1.55. Parents are strongly encouraged to pay online at the following School Bucks website:

<https://www.myschoolbucks.com/ver2/login/getmain?requestAction=home>

Not only is the School Bucks website fast and convenient, but parents can see items purchased, and the most updated balance.

If your child has a negative balance on their account, a white reminder paper will be sent home, usually on Fridays. Please check with your child to see if he has been given one. Students are also notified/reminded as they come through the lunch line if they have an outstanding balance. School policy does not allow us to permit a child to charge more than \$3.75. If your child has more than that, he will be served an alternate lunch with milk until the account is brought up to date.

### Candy, Soda and Gum

Chewing gum is not allowed at school. If necessary, minimal candy may be eaten in the cafeteria as part of a child's sack lunch. Students are not allowed to furnish candy treats for their classmates. In the interest of student health, soda will also not be allowed.

### Center for Creative Learning (CCL)

Fairway students who qualify to attend Rockwood's Gifted Education program will attend the center on Thursdays. We make every effort to schedule assemblies, speakers, field trips and other special events on days other than Thursday. However, occasionally there may be an event that cannot be scheduled on any other day (most speakers take time from their own schedules to visit our classrooms, etc.) So, sometimes a conflict with the CCL day cannot be avoided. When this happens, we will inform parents in advance, so that parents can make a choice about sending their child to the center or to Fairway.

### Communication

Fairway Elementary understands that one of the keys to ensuring the best educational experience possible for our students and families is great communication. We are proud to offer you multiple avenues of communication in order to stay informed:

- **Principal Blog:** Join Mrs. Lorinda Krey as she talks about school activities and events.
- **Daily Student Folders:** Look for student folders where you will find graded papers, updates from your child's teacher, program flyers, and other school information.

- **Rockwood Connect:** via phone or email, parents will receive important information such as emergency notifications, school closings due to inclement weather, and other school news.
- **My Neighborhood Connection:** This new webpage allows parents to see community news and offers from non-district administered programs and services.
- **Individual Teacher Websites:** to help build upon and extend learning to home, teachers share important information about what's going on in their classrooms.
- **PTO Communication:** our parent-teacher organization keeps parents in the loop through the PTO page on our school website.
- **Mobile App:** stay connected to the latest school news and events by using the Rockwood app for smart phones.
- **Social Media:** you can follow Fairway's principal, Mrs. Lorinda Krey, and Fairway Elementary on Twitter at @FairwayElem

## Curriculum

Teachers follow the district guidelines in all curricular areas. In addition to the basic subjects of English Language Arts, Mathematics, Social Studies and Science, students receive instruction from special area teachers each week in vocal music, art, technology, health, and physical education. Strings classes are offered to students in grades three, four, and five.

## Dress and Grooming

It is our belief that the responsibility for the way in which a student dresses lies with the parents. In order to give guidance to the students and parents of Fairway Elementary, the following recommendations are given:

- 1) Shoes must be worn at all times.
- 2) The Policies, Rules and Regulations of the Board of Education prohibit the wearing of headgear (including hats) anywhere in the school building (except on designated Spirit Days.)
- 3) Clothing/apparel which disrupts the educational process in any way will not be permitted. This includes, but is not limited to: clothing which displays slogans or pictures that are obscene or suggestive, short shorts, any item containing a slogan representing alcoholic beverages, tobacco, narcotics, profane language or weapons.
- 4) Student clothing and appearance should be conducive to a positive educational climate, where all students are able to concentrate.

## Early Release Days

**On early release days, school will be in session from 9:00 AM to 12:45 PM.** Students in all grades will be dismissed early on these days in order to allow for monthly professional development opportunities for teachers. Lunch is served on early dismissal days to all grade levels. However, there will be no recess on those days. Students will be dismissed to the transportation indicated on the Early Release dismissal form filled out at the beginning of the school year. A copy of this form is kept in the teacher's possession and in the office. Please make sure you notify both the teacher and office if you must update the form for any reason.

## Emergency Dismissal Information

At the beginning of the year, all parents/guardians will be asked to fill out an emergency dismissal form indicating which bus their child will ride on in case of an emergency. Parents are permitted to pick up their own children in case of emergency, but only if they arrive before the buses are dismissed.

**Alternative arrangements must be listed on the form in the event the parent does not arrive before dismissal.**

**If there is any change in the emergency information as listed on your child's enrollment form or emergency form, please send this information to the school office ASAP.** Also, please report any change of telephone number, address, or email address. If your telephone number is "unlisted" we will still need it for emergency purposes. A note will be attached to your child's record stating that it is an unlisted number. We would appreciate a note sent with your child or a personal call if you do have an unlisted telephone number.

## Emergency Preparedness

The Rockwood School District is committed to taking proactive measures to protect the safety of all students and staff members. We have made preparations to deal effectively with emergency situations that could occur in or around the school while classes are in session. While we hope that a natural disaster or other serious incidents never occur, our goal is to be as prepared as possible for any potential emergency. Our priority at all times is to protect all students and staff from harm. To this end, the district and all school facilities have crisis and safety plans in place. The plans are designed with the assistance of administrative staff members, as well as local law enforcement, emergency management and public health officials. In addition, Rockwood consults with local, state, and federal health, safety and emergency personnel to develop and maintain plans for coping with a variety of emergency response situations. All Rockwood principals and school resource officers meet with local emergency management personnel to discuss crisis response, management and communication.

Students participate in monthly fire drills, semi-annual intruder, earthquake, and tornado drills to prepare them for these emergencies.

## Field Trips

Classroom teachers will communicate all field trip plans and distribute information regarding each trip planned. Please note that parents attending field trips as chaperones may not bring siblings on these trips.

## Guidance Program

Our comprehensive school guidance program is available to all students and families. Our program provides help in meeting children's differing needs as they grow and develop.

The objectives of this program are to help children...

- 1) understand and accept themselves;
- 2) understand and accept their feelings and the feelings of others;
- 3) become independent;
- 4) understand their own goals and develop behaviors to meet these goals;



5) make decisions and accept the consequences for these decisions.

Our counselor works with children, staff, and parents to seek ways to meet these objectives. The counselor meets with whole classes, small groups, and individual children. **The counselor talks with children upon request from the child, teacher, principal or parent.**

Our guidance counselor also coordinates referrals to the Special School District, coordinates 504 plans, and serves as a liaison for the Center for Creative Learning (CCL).

### Illness

**Please make sure your child is fever free and “throwing up” free for 24 hours before returning to school.**

When a child has had a contagious disease, he should bring a doctor’s statement to the office stating that he is free from contagion and able to return to school. If such a statement is not available, the child will report to the nurse’s office to be checked to see if all symptoms of the disease have disappeared. The nurse will contact the parents or family doctor if further details are needed.

### Immunizations

All students must present documentation of up-to-date immunization status, including month, day, and year of each immunization before attending school. More information regarding Missouri law and immunizations requirements can be found on the district website at:

<http://www.rockwood.k12.mo.us/healthandsafety/Pages/default.aspx>

### Indoor Recess Temperature Guidelines

Below 20°	Stay Inside
20° - 95°	Outside Normal Time
Above 95°	Stay Inside

### Late Arrivals/Tardies/Early Check-outs

Every minute of the school day is important for your child. When your child arrives after 9:00 AM or leaves before 3:50 PM, he misses critical, irreplaceable instructional time in the classroom, authentic discussions surrounding the lessons, important assignments and upcoming plans! Any amount of missed school will also affect your child’s official attendance record.

**If a student arrives at school at or after 9:00 AM, they are late for school and MUST be signed in to the office by a parent, guardian or responsible adult.** All doors are locked at 9:00 AM and at the front buzzer, the student will be asked what adult will be signing them in before they will be admitted into the school. **Adults bringing late students to school MUST park and enter the school with their child in order to sign them in for the day.** In the interest of your child’s safety, **NEVER** drop them off at the curb after school has begun and the doors are locked. **There is NO supervision outdoors for an unattended child who has arrived late.** Students that are dropped off after 9:00 a.m. without an adult will not be

allowed to attend class until an adult comes in the office to “sign in.” Reminder- any minutes of school that are missed counts against attendance.

If for some reason you must pick up your child before dismissal, please park in the parking lot and report to the front office. **Important Note: The driving lane in front of the building is reserved for buses ONLY during arrival times (8:45 – 9:00 AM) and dismissal times (3:30 – 4:05 PM).** Please adhere strictly to these procedures and all “No Parking” areas for the safety of our students. Once you are buzzed in to the front office, we will then call your child from the classroom. Teachers have been instructed to not release children from the classroom or playground without office approval. This procedure exists to protect your child. Except in true emergency situations, we respectfully request that you make every attempt to schedule appointments for your child outside of the school day or on Early Release days.

### Lost and Found

There is a box for lost and found items in the front lobby to the right of the library. Smaller trinkets, keys, glasses, etc., are kept in the front office. Items not retrieved from the “Lost and Found” box are periodically donated to worthy organizations. **Please be sure to check the “Lost and Found” occasionally for lost items.**

### Medical Emergencies

When a child becomes ill at school and, in the judgment of the school personnel, should be sent home, the parent or person listed on the emergency form will be called. It is expected that the parent or designated emergency contact will be able to pick up the child in a timely manner. We will attempt to contact parents first, but if unable to reach a parent, those people listed on the emergency form will be called. Keeping the emergency form current is vital for the safety of your child. **We must have a way to reach parents in an emergency.** Please send a note, call, or stop by the office to inform us of a change on the emergency form.

### Medication at School

Policy 2870 - Administering Medicines to Students

If your child needs to take medication at school, including over-the-counter medications, here are some important rules and policies to follow:

- Medications must be brought to school by the parent or another responsible adult in the original container.
- All medication is to be taken to the nurse's office for secured, locked storage.
- Prescription medications must be in a prescription-labeled container; the label stating the child's name, current date, name of medication and directions for administration.
- Over-the-counter medications must be in their original containers.
- Parent permission forms must accompany any kind of medication. Physician requests also must accompany over-the-counter medications and any prescription medication to be given differently than stated in the label directions.
- School nurse has standing orders from our district-consulting physician to administer some medications. These include acetaminophen, antacid chewable tablets, ibuprofen, cough drops (only grades 6-12), albuterol and epinephrine (Epi-pen). These medications may be given according to package labeling based on the nurse's assessment of your student and his/her

symptoms. Please contact your school nurse if you have any questions or concerns in regards to these medications and your student

Please visit the district website at:

<http://www.rockwood.k12.mo.us/healthandsafety/Pages/MedicationatSchoolWhatParentsNeedtoKnow.aspx> to download a request form for medication to be given at school.

If your child has asthma and you and your child's physician believe it necessary for your child to carry a "rescue" inhaler, as opposed to keeping it in the nurse's office, please contact your school nurse.

### Missed Assignments

A committee of teachers formulated the guidelines which we follow regarding homework due to vacation/illness. We feel these uniform procedures will serve students, parents, and teachers well.

- If a student is absent for only **one day**, his make-up work will be handled by the classroom teacher when he returns.
- When a student has been out **two days**, make-up work may be requested by calling the school office at 733-4175 **by 11:00 AM**. The teacher will have the school work ready to be picked up in the office between **4:00 and 4:30 p.m.**
- Once school work has been collected to be picked up, it is the responsibility of the student to turn it in within a reasonable amount of time.
- Partial school work assignments in advance of vacation will be provided when possible. However, it is impossible to furnish all materials in advance. Independent reading and/or assignments in the content areas such as math, language, social studies, and science may be provided at the teacher's discretion.
- We realize students can profit educationally from a vacation experience. But- it must also be realized that the classroom presentations are a major part of a student's educational experience and these, of course, cannot be replicated. The parent is the only one who can decide whether his child can afford to miss daily presentations. It is, of course, impossible to "make-up" all that transpires during such an absence.

### No Smoking Policy

Fairway Elementary is a completely "smoke-free" campus and adheres to the Rockwood School District's "Tobacco-Free" Policy 1410, which is intended to provide a clean, healthy environment for its employees, students, and visitors. **Smoking is strictly prohibited on all district-owned property at any time.** This "smoke-free" policy applies to employees, students, parents, and visitors at all times, **including during arrival/dismissal while sitting in the car riders' lines**, as well as all after-school activities. Your cooperation in the implementation of this policy is greatly appreciated.

### Parents Out of Town

If you are going out of town and someone else is going to be responsible for your child(ren), please notify the office with the following information: child's name, dates of departure and return, who will be responsible for your child(ren), student's address and phone number while you are away, and where you will be. This must all be signed and dated by the parent.

## Parent – Teacher Conferences

The elementary schools in the Rockwood School District are proud to report students' progress to the parents through two parent – teacher conferences in addition to report cards. A conference will be held in October and again in March. Parents can sign up for conference times at Meet the Teacher Night or Curriculum Night at the beginning of the year. It is our goal to have 100% face-to-face conferences. Parents may always request to meet with the teacher any time throughout the school year. Please contact the classroom teacher to arrange for a meeting. To reduce interruptions during classroom instructional time, scheduled appointments will need to be made.

## Parent Volunteers

Fairway loves and welcomes all parent volunteers! Prior to volunteering, parents should make themselves familiar with the Volunteer Handbook at the following link:  
<http://www.rockwood.k12.mo.us/fairway/parentinformation/Documents/Fairway%20Elementary%20Volunteer%20Handbook%202014-2015.pdf>

Volunteers should arrive at school only for the scheduled volunteer time. Volunteers will need to sign in at the office and get a name badge before proceeding to the classroom.

## Physical Examinations

**Physical examinations are required of all children starting at a Rockwood school for the first time (kindergarten, first grade students or new to Rockwood), as well as sixth and ninth grade students.** The district will accept physical examinations which occurred within the year prior to the first day of school attendance. A physical exam must be completed within 30 days of the beginning of school. If there is a problem with accomplishing this, please contact the school nurse so that arrangements can be made. Non-compliance will result in your child being excluded from school.

## PTO Information

For the most up-to-date information regarding Fairway's PTO and exciting events, please visit Fairway's PTO website at: <http://www.rockwood.k12.mo.us/fairway/pto/Pages/default.aspx>

## Recess/Playground Expectations

All students have a regularly scheduled 20 minute recess prior to their lunch shift.

When inclement weather keeps students inside, they will have indoor recess. Teachers will provide indoor recess expectations as it pertains to their classroom. Indoor recess activities can include: SSR (Sustained Silent Reading) time, watching a video, extra computer time, or playing board games.

While outside, we want all students to enjoy their recess and playground time. In order to ensure student safety first, we will help students follow these expectations:

1. Be respectful of each other at all times.
2. Keep mulch on the ground.

3. Tag and chase games will **NOT** be allowed in any form on any part of the playground or blacktop area.
4. Jumping from the playground equipment is strictly prohibited, as well as standing on the top of the monkey bars.
5. Gymnastics activities such as flipping, cartwheels, or tumbling is not allowed.
6. Good sportsmanship will be expected at all times while playing games such as soccer, tetherball, 4-square and basketball. **Bad sportsmanship will result in the loss of playing the game.**
7. Students are to stay where the teacher can see them at all times.

### Report Cards

Student report cards will be made available on Infinite Campus (online) after each quarter concludes for approximately two weeks. Parents will be notified when report cards are available. **PLEASE REMEMBER TO PRINT A COPY!** Parents may need one for sports participation, etc. When the portal is closed, the report card will no longer be available to view or print.

### Request for Student to Remain Indoors

Please remember to send proper outer apparel for your child so that he will be comfortable outside for recess. Students do not go outside if it is raining, or if there are extreme cold/hot temperatures (see Indoor Recess Temperature Guidelines.) During the course of the school year, parents often request that their child be permitted to remain indoors from recess because of colds, sore throats, etc. If a child is well enough to attend school, he should be able to participate in all activities, including outdoor recess in most cases. In the rare instance when a doctor allows a child to attend school, but not go outside, please call the school nurse to discuss this. Children not going outside for recess will stay with the nurse in the office.

### Request for Student to Sit Out of Physical Education

If a child is to be excused from the physical education program for more than one week, a note from the physician stating the reason and number of days to be excused is required. A follow-up note is requested for re-admission into the physical education program. If you want your child excused for just a few days because of a recent illness or injury, please send a note to the nurse. She will forward it to the P.E. teachers.

### Safety and Security

The safety and security of our students is of the utmost importance at all times. Except for arrival and dismissal, doors to the school will always be locked. After the doors are locked, students will not be admitted into the school without a parent or guardian to sign them in.

**Guests arriving at school during the day must ring the outside buzzer and stand in front of the security camera. Guests will be asked to state their name and the reason for their visit.** After admittance, guests will need to proceed directly to the office to sign in and get a visitor's badge. Teachers have been instructed to question the presence of anyone without a visitor's badge and send them back to the office.

## School Pictures

Student school pictures are taken early in the fall and again in the spring. Parents will receive an informational flyer describing the various packages available for purchase. **Payment is due the day that pictures are taken.** There will be a make-up day later in the fall, usually in November for students who are new to the school since the pictures were taken, students absent the day pictures were taken, and re-takes approved by the photographer.

## Snow Days

When inclement weather forces the closing of schools in the Rockwood School District, the information will be immediately available on the Rockwood and Fairway websites, as well as the Rockwood and Fairway Twitter accounts. Parents will also be notified via an automated phone message. In addition, school closings will be broadcast by these radio stations – KMOX 1120 (AM); KTRS 550 (AM). You may also watch KTVI Channel 2, KMOV Channel 4, KSDK Channel 5 and KPLR Channel 11 for school closings. This information is generally on the air by 6:00 a.m. Please make every effort to use this information service rather than call the school.

Also note that buses transporting children to and from Fairway may be somewhat delayed during inclement weather. If school is closed early, parents will be notified by our Rockwood Connect email/text system, in addition to those listed above.

If you check your child out of school on an early dismissal snow day, sign out will be required. We cannot dismiss children to a neighbor without parent permission!

## Soliciting

Soliciting of any kind, including fund-raising for worthy organizations, during school hours, is not permitted.

## Song Birds Special Chorus

Special Chorus is an audition-only, fourth and fifth grade activity offered before school. It will be provided in a thirty minute block once a week. Students will be required to provide their own transportation to school. Additional information will be provided at the beginning of the school year.

## Special School District

The Rockwood School District is proud to have a partnership with the Special School District of St. Louis County. A wide range of resources and services are available to students, such as educational testing, home teaching, and diagnostic evaluations in multiple areas including speech, hearing and sight, and alternative schools. For specific information about the programs available, please call Special School District at (314) 989-8100 or Fairway's guidance counselor, Allison Bender at (636) 733-4175.

## Standardized Testing

Rockwood School District utilizes several standardized tests in order to inform teachers of students' abilities and needs. These tests help educators plan their instruction to best meet the individual needs

of all students. Parents are always informed of the testing schedules via a parent letter from the testing department, announcements on the school website, and through teacher communication. Parents can always find more information on the Rockwood School District Testing website at: <http://www.rsdmo.org/dataquality/testing/Pages/default.aspx>

During testing periods, parents are asked to ensure their children get a good night's sleep, a healthy breakfast, and arrive at school on time in order to be prepared to do their best work!

**Please do not schedule doctor appointments or other activities during testing windows.** If your child arrives late during a testing period, they will be asked to wait in the office until the testing section is complete and will have to take the test in a make-up session. Classrooms cannot be interrupted during a testing period.

### Strings for 3<sup>rd</sup>-5<sup>th</sup> Grades

A beginning violin and strings program is offered to ALL third grade students, twice a week for thirty minutes. The school system provides the instruments for third graders. Orchestra in fourth and fifth grades is an elective. If chosen, these strings classes will also be provided in a thirty minute block of time twice a week.

### Textbooks

Textbooks used in the classrooms are on loan and must be returned to the teacher in good condition at the end of the school term. **In the event books are lost or damaged, a fine will be assessed.**

### Track Meet and Cross Country Meet

The Rockwood School District holds a cross country meet in the fall and a track meet in the spring for elementary students in grades four and five. More information will be sent home concerning this prior to each meet.

### Transfer Information

If you transfer from the school attendance area, please let us know the date of departure as soon as possible. We will prepare transfer information that will enable the new school to place your child in the proper program. The form used states this school's address so that the new school can write/fax us if additional information is needed. You will need to come to the main office to sign a release so that we can send information when it is requested by the new school. All transfers take place in the main office.

## Transportation

At Fairway, students may walk, bike, take buses, or be car riders to get to and from school each day. All of these modes of transportation require the same attention to safety. We appreciate parent commitment to discussing these policies with your child(ren).

### Bus Regulations/Expectations

- The driver is in charge of the students and the bus. Students must obey the driver promptly and cheerfully.
- Students must be on time. The bus cannot wait beyond its regular schedule for those who are tardy.
- Students should never stand in the roadway while waiting for the bus.
- No eating on the bus at any time.
- A quiet noise level should be maintained at all times. This is a safety factor so the driver is not distracted.
- Classroom conduct is to be observed by the students while riding in the bus, except for ordinary conversation. No "horseplay" is permitted.
- Students must not at any time extend their arms or hands out of the windows.
- Students must not try to get off the bus, or move about within the bus while it is in motion.
- Students must observe instructions from the driver when leaving the bus.
- Any damage to the bus by a student must be paid for by the student responsible for the damage.
- The driver will not discharge riders at places other than the regular bus stop near the home, or at school, unless by proper instructions from parent and school.

### Guidelines for Discipline Problems on the School Bus

In the event of a discipline problem, the bus driver shall speak privately to the student. If a large group is involved, the driver shall speak to the group. Problems which cannot be settled by the driver will be referred to the principal or the principal's assistant. All problems referred to the principal/principal's assistant shall be submitted on the "Bus Misconduct Report" form.

More detailed information is contained in the Elementary Policies and Procedures Pertaining to Elementary Students Attending the Rockwood Public Schools which is in your orientation packet.

### Bicycles

Bicycle racks have been furnished for the school. Each student should park his bicycle in the rack. It would be best to provide a lock for security reasons. Please send a note if your child has your permission to ride his bike to school.



### Valuables, Cell Phones, and Other Items

**Students should never bring valuables to school.** We will do everything we can to prevent the loss of children's articles; however, the child must assume the responsibility for the safe keeping of his/her possessions. **Cell phones are NOT permitted in a classroom with a student.** In the event that a cell phone is needed for after school situations, please speak with the front office. Other items that should remain at home include: personal playground equipment, water or play guns, knives of any kind (including pocket knives), small toys, matches, etc. **Exceptions:** occasionally teachers may request an item/toy for a special activity or electronic devices for a lesson. When this occurs, please be sure to label the item with the student's first and last name.

### Yearbooks

**Yearbooks will be ordered ON-LINE** by students during the second semester. Order forms will be sent home in backpacks and made available on the Fairway website. **Please remember to order your yearbook in advance!** There will only be a limited number available for sale upon delivery. Sales then will be first come, first serve! Yearbooks are distributed to students during the last week of school.