

THINGS YOU SHOULD KNOW ABOUT FAIRVIEW AND SHERMAN ISD POLICIES

SOME NUMBERS YOU SHOULD KNOW:

Fairview – 891-6580

Fairview Nurse/Clinic – 891-6583

Fairview Absence Call-In Line – 891-6586 (Student Absences-leave message. All student absences should be called in to this line.

Fairview Cafeteria – 891-6589 (All questions regarding student’s account should be directed to this number between the hours of 8 a.m. and 2:30 p.m.

ARRIVAL TIME

Students are not admitted into the building before 7:25 a.m. Please plan for your student(s) to arrive no earlier than that time. All students arriving before 7:50 a.m. must report to the cafeteria or gym. Students are not allowed into the classroom without their teacher. Classes start promptly at **8:00**. **Please see Tardy Policy below.**

TARDY POLICY

PLEASE MAKE EVERY EFFORT TO HAVE YOUR CHILD AT SCHOOL ON TIME. CLASSES BEGIN AT 8 A. M. IF YOUR CHILD IS NOT PRESENT, THEY ARE MISSING VALUABLE INSTRUCTION.

MORNING DROP-OFF PROCEDURE

If you drop your student off in the morning by car, we are requesting that you use one of two entrances. Kindergarten through 1st grade students **AND** those who eat breakfast should enter through the **FRONT** (MAIN) door. Students who are in the 2nd-4th grade and are **NOT** eating breakfast should enter at the back and report to the gym. If you have students in more than one grade, drop all students off at the youngest child’s designated drop off place. Teachers will assist older students if needed.

The east door is only used for children being dropped off by the day care and school bus.

AFTERNOON PICK-UP PROCEDURE

Kindergarten and 1st grade students will be picked up at the north door located behind the gym. 2nd, 3rd and 4th grade must be picked up in front of the building. The only exception is if your student has a younger sibling in, K or 1st grade. Please remember that students can only be picked up at the designated pick up area. Students exiting

through the front doors will wait under the breezeway until they see their ride; they will then tell the attending teacher and proceed to the designated pick up area sign. This will keep students from running to cars randomly and risk being hit.

DEPARTURE TIME - Kindergarten - 2:50 p.m. Grades 1 through 4 - 3:00 p.m. Students must be picked up no later than 3:15 p.m.

In accordance with our policy implemented on February 7, 2005, any child that has not been picked up by 3:30 will be required to have the parent, guardian or ride provider come into the building and sign that child out. Anyone who picks a child up from our campus **must** be on the child's pickup list. For the parents who consistently pick their child(ren) up on time, thank you very much.

BREAKFAST IN THE CAFETERIA – Our cafeteria serves breakfast from 7:25 until 7:50. Children who arrive at school after 7:45 will not be allowed to eat breakfast, there simply would not be enough time for the child to eat and get to class by 8:00. Please refer to the Tardy Policy for details on students arriving in their classroom after 8:00.

HOMEWORK REQUESTS FOR ABSENT STUDENT(S) – Please make all requests for homework by 9:00 a.m. Homework can be picked up after 3:00 p.m. that day. If request are made after 9:00 a.m. the homework will not be ready until the following day. Typically homework request should be made on the second day that you child is out ill.

ATTENDANCE

1. If your child is absent for any reason, please call the attendance office by 8:30 a.m. **(891.6586)**. Although you have called the attendance office, please send a note stating the student's name, date of the absence and reason for the absence on the first day back at school. The note can be given to the teacher and it will be forwarded to the attendance office. **Absences without written notes are considered unexcused.**
2. Prior arrangement forms must be completed if your child is going to miss school for more than 2 days. This includes any reason from school sponsored stock shows to surgery. The forms are available in the office and must be completed by the parent and teacher then returned to the school office for the approval of the principal. **Absences for students that have not made prior arrangements will be considered unexcused.**
3. Make up work will not be allowed for any student with unexcused absences.
4. All students making doctor visits at the official attendance time of 10:00 a.m. should have a note from the doctor's office when they return to school. The student is considered absent without a note from the doctor's office.
5. Per **Texas state law**, excessive absences may result in your child being retained in his/her present grade level. Starting September 12, 2005, the SISD implemented a truancy officer to help encourage and enforce compliance with Texas attendance law. Any offense under this section may be prosecuted in a justice court of any precinct in the county in which the school is located.

SCHOOL VISITS FOR LUNCH – We welcome you to Fairview to visit for lunch. We ask that you sign in at the office window, obtain a visitor badge and then sit with your child at a designated table. Please wait for your child by the office, as we make every

effort NOT to interrupt class. If you bring younger siblings, please seat them with you and monitor their behavior. **They are not allowed to climb on the stage.**

BIRTHDAY INVITATIONS/CELEBRATIONS AT SCHOOL – If your child wishes to distribute birthday invitations at school, every child in his/her classroom must be included. If your child does not have enough invitations for each student in his classroom, his teacher will return them to you at the end of the day. Birthday celebrations at school are not encouraged. If you wish to celebrate your child's birthday at school, cupcakes will only be allowed at the child's lunchtime. Please bring enough cupcakes for each student in the class. Balloons, flowers, teddy bears, etc. if sent to the school, will be given to the child at the end of the school day. Please be aware that balloon's and flowers are not permitted on the school bus. This also applies for Valentine's Day.

VISITORS – All visitors must sign in at the office and obtain a visitor badge.

Every effort is made **NOT** to interrupt valuable class time. Therefore, all phone calls to teachers must be made on their conference time. Visitors are not allowed in a classroom without prior arrangement with a teacher. You are welcome to leave a message at anytime. Messages are placed in the teachers boxes several times a day. Teachers check their mailboxes at least 3 times a day.

When picking up a student early from school, the office will call the child down to the office when the parent arrives at the school. We do not call children down before a parent arrives. If you wish to speak to your child in person, the office will call him/her to the office. The office will handle all lunches, homework, etc that are dropped off for students.

CLASSROOM VISITS – All classroom visits must be **scheduled** with the classroom teacher in advance. This is a district policy.

PARENT / GUARDIAN CONFERENCES WITH TEACHERS – All conferences should be scheduled through the teacher. Please contact the teacher to schedule a conference time.

DRESS CODE (SISD POLICY)

The district's dress code is established to teach grooming and hygiene, and prevents disruption, and minimize safety hazards. Students are encouraged to take pride in their personal appearance. Apparel that is appropriate for elementary students is emphasized. In cases where pupil dress or grooming is believed to cause disruption or distraction from a positive learning atmosphere or could be considered unsafe, the principal has the responsibility to request correction of a distracting or unsafe element. The following guidelines will assist parents in determining what is appropriate dress for school:

- Shorts are allowed if they are long, walking-length shorts. Biking shorts, leggings, or other tight-fitting knitwear should be covered with a garment that is of acceptable length.
- No tank-tops are allowed. Neither are bare-midriff shirts or see-through shirts.

- Items of clothing that advertise alcohol or tobacco products or suggest other inappropriate information as determined by the principal or assistant principal will not be allowed.
- Caps, hats, and other head coverings will not be worn in the school building.
- The display of sagging pants, shorts, or bandannas of any type are unacceptable. Your child will be sent to the nurse for a
- Students must have shoes available that are safe and appropriate for participation in P. E. class.
- Female students are discouraged from wearing shoes with a raised heel. These shoes can be very dangerous on the playground and even in the hallways and could result in a twisted or broke ankle.
- Jewelry that distracts from the instructional environment is unacceptable.

Please remember that the safety of your children is our utmost priority. The rules that Fairview and Sherman ISD have implemented are not intended to infringe on your rights as parents, they are however intended to give your children the safest environment in which to learn. We appreciate your cooperation.

Revised: July 27, 2009