

**FAIRVIEW SOUTH SCHOOL  
DISTRICT #72  
7040 LARAMIE  
SKOKIE, IL 60077  
847- 929-1048**

**Fairview School District 72  
Calendar  
2009-2010**

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**WELCOME TO FAIRVIEW SOUTH SCHOOL!**

Welcome back to school! It is our hope that you have enjoyed the summer break and are ready for a productive school year. In the Fall 2004, parents, teachers and administrators participated in a Strategic Planning Initiative, and a five-year plan was developed. Our focus for the 2009-10 school year will be the continuation of the work of the Science and Music District Learning Teams while we implement the recommendations of the Art DLT.

Behaviorally, students will continue to learn the Principles of Flight and integrate these important character traits into their daily work at school and their interactions within the school community.

We have prepared this calendar and handbook to give you information about the events and activities that take place in our school. It is our belief that parents and teachers must work together to prepare our children with the skills they need for the future. The success of this partnership is contingent upon good communication and shared goals. We hope that this calendar will be one way for us to foster that development.

The following pages will answer many of your questions related to procedures and events at Fairview. Our goal at Fairview is to provide students with a positive learning environment in which all children are empowered to become lifelong learners. Working together we can accomplish that goal!

We look forward to a successful and enjoyable school year!

David Russo	Francisco Perez	Lynn Barone
Principal, 5 <sup>th</sup> - 8 <sup>th</sup>	Principal, K - 4 <sup>th</sup>	PTA President

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August 25	HALF DAY OF SCHOOL FOR GRADES 1-8	
September 7	Labor Day	NO SCHOOL
September 28	Not in Attendance	NO SCHOOL
October 9	Institute Day	NO SCHOOL
October 12	Columbus Day	NO SCHOOL
November 10	Parent/Teacher Conferences	NO SCHOOL
November 11	Veterans' Day	NO SCHOOL
November 25, 26, 27	Thanksgiving Holiday	NO SCHOOL
December 18	Early Dismissal	
December 21-January 1	Winter Break	NO SCHOOL
January 4	School Resumes	
January 18	Martin Luther King Day	NO SCHOOL
February 11	Parent/Teacher Conferences	NO SCHOOL
February 12	Not in Attendance	NO SCHOOL
February 15	Presidents' Day	NO SCHOOL
February 26	Institute Day	NO SCHOOL
March 29-April 2	Spring Break	NO SCHOOL
May 7	Institute Day	NO SCHOOL
May 31	Memorial Day	NO SCHOOL
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# **HANDBOOK**

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(Skokie Place for All Children in Extended Care)

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## **I. SCHOOL CLIMATE AND DISCIPLINE**

The goal of Fairview is to provide students with a safe and caring school environment. Students and staff have the right to be treated with compassion and respect. In turn, all must respect the rights and individuality of others. This provides the basis for excellent academic learning and the peaceful resolution of conflict.

The Principles of Flight are five principles that define Fairview's goals for responsible citizenship. These five principles provide us with a code of conduct. The five principles are:

-  Be Courteous: Treat people's feelings with respect.
-  Be Responsible: Take responsibility for your actions.
-  Follow Directions: Listen with an open mind.
-  Maintain Personal Space: Respect one another's personal space.
-  Be There - Be Prepared: Identify Problems and Solutions

The Board of Education, administration, faculty, staff and parents are deeply committed to helping children grow intellectually, socially and emotionally. The school fosters an environment that encourages respect and empathy for each individual. It is important to treat our school environment and property with care. Fairview is strongly opposed to and will respond strongly to verbal (unkind teasing, taunting, or ridiculing) or physical intimidation between students.

The District's discipline philosophy, policy and procedures can be found in two documents, the *Fairview District 72 Discipline Handbook* and *Board of Education Policy 7.190 (Discipline of Students)*.

Safety and a feeling of security are primary areas of concern in District 72. Parents and students should be aware that weapons and weapon look-alikes (toy guns or knives) are not allowed on school property. There is a severe consequence for any student who does not abide by this policy.

Finally, it is an expectation that parents will exemplify appropriate and respectful behavior during school hours and at after-school events. Children learn from role models and we want them to understand that high standards for character are expected by society for both school-age children and adults.

## **II. GENERAL INFORMATION**

### **A. SCHOOL HOURS**

Primary Grades (K-4)..... 8:55 A.M. - 3:25 P.M.  
Middle School (5-8)..... 7:55 A.M. - 2:55 P.M.

Primary students should arrive at school between 8:40-8:50 A.M.; middle school students should arrive between 7:40-7:50 A.M. Primary students are admitted to the building at 8:50 A.M.; middle school students are admitted at 7:50 A.M., except in bad weather.

### **B. ABSENCES**

Although regular attendance at school is important, we recognize that it is sometimes necessary to keep a child home due to illness. We ask that you comply with the following: if a student is to be absent, the parent is expected to call the school attendance hotline telephone number (929-1049) before 9:00 A.M. EACH DAY of the absence. Absence calls may be made to the attendance hotline the evening before the anticipated absence. (If we have not heard from you by 9:00 A.M. the office will call a parent.) A doctor's note is required at specific times following absences. (See SCHOOL HEALTH POLICIES.)

In Illinois the only valid causes for absences are illness, death in immediate family, family emergency or other situations determined by the Board of Education.

If a child must be absent for any reason other than the above, a written note signed by a parent is requested by the office for any planned absence. Upon the student's return, it is the responsibility of the student and parent(s) to communicate with the teacher(s) to determine what work has been missed and when that work is to be made up. During absences of more than three (3) school days, caused by other than family vacation, homework may be made available upon request by parent.

Early dismissal is granted by the school office upon written request of a parent. Students must be picked up in the office by a parent. The same applies for dental or medical appointments made during school hours. It is the student's responsibility to sign out when leaving the building and receive a pass when returning to class.

Because the loss of instructional time is not in the student's best interest, we discourage absences for family vacations, outings, ball games, performances, etc. during the school year and school day. Students will be expected to complete work that was missed in a time frame arranged with the teachers upon return to school. If you would like your child to attend a sibling's music concert, permission from the Principal must be obtained prior to the day of the concert. These requests may be denied if a child were to miss a major project, quiz or test to attend a sibling's concert.

We can appreciate your desire to provide your child with a wide variety of experiences, but there are other times and opportunities for this to be accomplished. It is unfair both to those students in attendance and to the teacher when students are absent without valid reasons because planned activities and assignments cannot be carried out effectively.

### **C. ADMISSIONS AND TRANSFERS**

All students new to Fairview should have a transfer issued from their previous school and a current report card indicating grade placement. Admission to Fairview is based upon receipt and review of proper documentation. This includes a registration form, proof of district residency, as well as a copy of the sales contract for the house or notarized statement from a leasor. Also, the child's birth certificate must be presented at the time of registration. Verification of residence is essential for final registration.

To qualify for entrance into kindergarten children must be five (5) years of age on or before September 1. Additional kindergarten information will be available at the time of registration.

Parents should notify the school if they are planning to move. A transfer form for each student will be prepared to facilitate enrollment in the receiving school. Student records will be released to the new school upon request.

### **D. REGISTRATION AND FEE PAYING**

In late July two days are set aside for returning student registration and fee payment. At that time classroom and advisory assignments are issued and other general school information is distributed.

### **E. PARENT-TEACHER ASSOCIATION**

The Fairview PTA plays an important role in school-community relations. The major concern of PTA is the welfare of children and youth.

### **F. STUDENT RECORDS**

#### **PARENT/GUARDIAN NOTIFICATION**

Records are kept in compliance with the Family Educational Rights and Privacy Act of 1974 and the Illinois School Student Records Act of 1975. In compliance with these laws, Fairview School District #72 keeps a Permanent Record File and a Temporary Record File for each student. Procedures outlined in the Rules and Regulations to Govern School Student Records are as follows:

#### **DEFINITION OF STUDENT RECORDS**

Student Records refer to any written or recorded information, maintained by the District, by which a student may be individually identified. Information maintained by a staff member for personal use is not considered a part of the Student Record. The

Student Records consist of a Permanent Record and a Temporary Record, which are described below.

#### **STUDENT PERMANENT RECORD**

1. The Student Permanent Record shall consist of:
  - a. Basic identifying information, including student's and parents' names and addresses, birth date and place, and gender;
  - b. Academic transcript, including grades, graduation date, grade level achieved;
  - c. Attendance record;
  - d. Accident reports and health record;
  - e. Record of release of permanent record information.
2. The Student Permanent Record may also consist of:
  - a. Honors and awards received;
  - b. Information concerning participation in school sponsored activities, athletics, offices held in school-sponsored organizations.
3. No other information shall be placed in the student permanent record.

#### **STUDENT TEMPORARY RECORD**

The Student Temporary Record consists of all information not required to be in the Student Permanent Record and may include:

1. Family background information;
2. Intelligence test scores, both group and individual;
3. Aptitude test scores;
4. Reports of psychological evaluations, including information on intelligence, personality, and academic information obtained through test administration, observations, or interviews;
5. Standardized test results;
6. Participation in extracurricular activities, including any offices held in school sponsored clubs or organizations;
7. Disciplinary information;
8. Special education files, including the report of the multi-disciplinary staffing on which placement or non-placement was based, and all records and tape recordings relating to special education placement hearings and appeals;
9. Any verified reports or information from non-educational persons, agencies, organizations;
10. Other verified information of clear relevance to the education of the student;
11. Record of release of Temporary Record information.

#### **INSPECTION OF STUDENT RECORDS**

1. Parents have the right to inspect, challenge, and copy their child's records until one of the following events occurs: a) the student attains 21 years of age or b) the student attains 18 years of age and declares financial independence.
2. All students have the right to inspect, copy, and release their Permanent Records. Students will not have access to their Temporary Records without parental permission

until they: a) attain 18 years of age or b) graduate or c) assume financial independence.

3. Student Records will be made available to parents or eligible students within fifteen (15) school days from the time a written request is received.

4. When parents or students inspect the Records, a qualified staff member will be present to interpret the information contained in these Records.

5. Copies of Student Records will be provided to eligible parents and students upon request. The school may charge a cost not to exceed \$.35 per page.

6. Non-custodial parents have the same rights as custodial parents unless specifically denied by a court order.

7. No person may condition the granting or withholding of any right, privilege, or benefits or make as a condition of employment, credit, or insurance the securing by any individual of any information from a Student Temporary Record that such individual may obtain through the exercise of any right secured under the School Student Record Act.

### **RIGHT TO CONTROL ACCESS OF STUDENT RECORDS**

District 72 will release Student Records to an official records custodian of another school in which the student has enrolled or intends to enroll. The official or student must make a written request to release the Records. Parents will receive prior written notice of the nature and substance of the information to be transferred. They may, upon written request, inspect, copy, and challenge such information. If parents do not respond, within ten (10) days, the notice of their right to inspect, copy, and challenge information to be transferred to another school, the records will be forwarded to the requesting school.

### **ACCESS TO RECORDS WITHOUT PARENT CONSENT**

1. District 72 staff members who have a current and legitimate educational interest in the Student Records will have access to Student Permanent and Temporary Records.

2. School officials will release Student Records without parent permission pursuant to a valid court order or subpoena presented by local, state, or federal officials. However, school officials will notify parents in writing regarding the judicial order and the information so provided.

3. Student Records may be made available to researchers for statistical purposes provided that a) permission has been received from the State Superintendent of Education; b) no student or parent will be personally identified from the information released.

4. Information may be released to appropriate persons if such information is necessary to protect the health or safety of the student or other persons.

5. Student Records may be released to the appropriate Special Education Cooperatives. This could include psychological, social, and medical information of a highly confidential nature.

6. Records of eighth grade students entering High School District 219 will be sent from School District 72 to the respective high school attendance center. This transfer of records will be completed by July 1, following the completion of grade eight.

7. School "directory information" may be released at the District's discretion unless a parent requests in writing by September 30th that any or all such information should not be released. Directory information includes:

- a. Student's name, address, gender, grade level, birth date and place, and parents' names and addresses.
- b. Academic awards or honors.
- c. Information in relation to school-sponsored activities, organizations, and athletics.
- d. Period of attendance in the school.

### **CHALLENGE PROCEDURES**

1. Parents have the right to challenge the accuracy, relevance, or propriety of any entry in their child's Records, exclusive of grades.

2. A request to challenge the contents of a Student Record must be made in writing to the school's official records custodian, the Superintendent, and must state in specific terms what entries in the child's Record are being challenged.

3. The record custodian will conduct an informal conference with the parents within fifteen (15) school days of the receipt of the written challenge.

4. If the challenge is not resolved by the informal conference, formal procedures may be initiated in accordance with Rules and Regulations to Govern School Student Records, Article IX, Section 9.03 and 9.04.

### **MAINTENANCE OF SCHOOL RECORDS**

1. Student Permanent Records will be maintained for a period of sixty (60) years after the student has transferred or permanently withdrawn from school.

2. Student Temporary Records will be maintained for three (3) years from the year the student transfers or permanently withdraws from school.

3. The records custodian is responsible for maintaining and updating all Student Records.

4. Upon transfer or permanent withdrawal of a student from a school, the school shall notify the parents and the student of the destruction schedule for the student Permanent Record and the student Temporary Record and of the right to request a copy of such records at any time prior to their destruction.

5. Upon permanent withdrawal of a handicapped student (as defined in Ill. Rev. Stat. 1975, Ch. 122, Article 14 and the Rules and Regulations to Govern the Administration and Operation of Special Education), psychological evaluations, special education files, and other information contained in the Student Temporary Record that may be of continued assistance to the student may, after five years, be transferred to the custody of the parent or to the student if the student has succeeded to the rights of the parents. The school personnel shall explain to the student and the parent the future usefulness of these records.

### **G. EQUAL EDUCATIONAL OPPORTUNITIES - SEX EQUITY**

No student shall, on the basis of his or her sex, be denied equal access to programs, activities, services or benefits, or be limited in the exercise of any right, privilege, advantage or opportunity. A student, parent or guardian may initiate a discrimination grievance per Board of Education Policy 700.01 with the school principal, who serves as the district's coordinator for non-discrimination.

#### **H. CONCERNS RELATED TO INSTRUCTIONAL MATERIALS**

The School Board recognizes the student's right of free access to many different types of books and instructional materials. The District's instructional materials shall be selected for compatibility with the District's educational goals and objectives.

The School Board recognizes the right of an individual parent/guardian to request that his child be exempt from using a particular book or other instructional materials. The parent/guardian shall make such request in writing on the District's Request for Reconsideration of Instructional Materials form.

The School Board's decision on the matter shall be final.

#### **I. LUNCH PROGRAM**

Fairview offers a hot lunch program to all students at a minimal cost. Students who bring their lunch may purchase milk or juice. Rates are determined annually. Parents must deposit money into an account against which the school's computerized lunch program will deduct the amount for each lunch consumed by the student. Payments must be made in advance. Any credit remaining at the close of the school year will be carried over to the next year except when the school is notified of a transfer or graduation of the student. Students are NOT permitted to leave the building for lunch.

The District participates in the federal/state free and reduced lunch program for students who qualify. For more information, please contact the District Office.

#### **J. STUDENT PROMOTION**

It is the policy of the Board of Education that students will be promoted to the next grade because they progress in the curriculum. If a student has difficulties with the curriculum, teachers will make plans with parents to assist children to learn the curriculum. If a student continues to have difficulty with the curriculum, teachers and the principals will work with parents on further ways to help children including testing for special education services, extended day programs, and, possibly, summer school classes.

#### **K. SPECIAL SERVICES**

SOCIAL WORKER/SCHOOL COUNSELOR - The role of the social worker and school counselor is varied but focuses primarily on helping pupils interpret their

individual problems, helping parents and teachers better understand the child, and helping the individual successfully relate to the society and world in which he lives.

The counselor is available to all students to provide assistance in coping with normal developmental problems and issues. School counseling services are provided on a short-term basis. When ongoing therapy is needed, the school will work with the parents/guardians for referrals to private social workers/counselors and/or community agencies.

SPEECH AND LANGUAGE PATHOLOGIST – The role of the speech and language pathologist is to identify, diagnose and treat speech and language difficulties.

FAPE/SPECIAL EDUCATION – Fairview guarantees a free and appropriate public education for all students. Students identified as in need of special education receive academic and social assistance from specially trained teachers. Parents/Students Rights information is available in the school office. A parent has the right to refer their child to be considered for a case study. Contact the principal for more information.

"SPINOUT" - Special Program in Nurturing Our Untapped Talent is available to those students identified as academically talented. Students must score above the 95th percentile on nationally normed tests of ability and achievement and also receive a strong teacher recommendation to be eligible for the program.

ENGLISH LANGUAGE LEARNERS - Students are screened upon entry into school to determine if they are in need of additional English language instruction.

#### **L. FIELD TRIPS**

Field trips are selected by the school staff to enrich the educational program. In addition, the field trip gives the student an opportunity to practice self-discipline and self-control, as well as to display appropriate behavior in a variety of situations. Parents are notified of all field trips as to location, time, method of transportation, etc. Written approval of parent or guardian is required for participation of pupils in field trips which extend beyond the boundaries of the school district. Chaperone guidelines have been developed and will be shared with participating parents prior to a field trip. Chaperones will be limited to parents and guardians only.

#### **M. CULTURAL ARTS**

In cooperation with the district PTA, a variety of enriching assembly programs is offered to all students.

#### **N. STUDENT PICTURES**

Individual and group portraits are taken each year by a photographer who specializes in fine quality pictures and whose prices are reasonable. Although pictures of all

students will be taken, there is no obligation to purchase any pictures. You will be advised of the exact date pictures will be taken.

#### **O. TELEPHONE MESSAGES**

Messages for teachers will be received by the school secretary any time during the day, and/or you may call the Fairview voice mail line (929-1049). Teachers will be glad to return calls at their earliest convenience. It is the District's expectation that phone calls will be returned within twenty-four hours. Messages for students should be limited to emergencies.

#### **P. LOST AND FOUND**

If you lose any article, please check the Lost but not Found boxes. It is advisable to have all books, clothing, equipment, etc. clearly marked with your name and grade.

#### **Q. WAIVER OF FEES**

Students whose parents are unable to afford student fees may request a waiver of the fees. However, these students are not exempt from charges for extra-curricular field trips/activities, lost and damaged books, locks, materials, supplies and equipment.

Applications for fee waivers may be submitted by a parent/guardian of a student who has been assessed a fee on an application form available from the school or district office.

#### **R. ACCEPTABLE USE POLICY (Technology)**

The District requires each student to sign a form acknowledging the acceptable use of technology.

#### **S. VOLUNTEERS**

The District is always in need of parent volunteers to help out within the school during the school day. If you are interested in volunteering, please call the school principal. In order to insure the safety of the children, all volunteers must allow the District to complete a criminal background check on them before working in the school.

#### **T. ENGLISH LANGUAGE LEARNERS**

There are a wide range of services that may prove helpful and useful to ELL parents at the Niles Township ELL Parent Center, 9440 Kenton Ave., Skokie, 847-568-7611.

### **III. TEACHER-PARENT COMMUNICATION**

#### **A. CURRICULUM NIGHT**

Within the first few weeks of school, Fairview South School will sponsor Curriculum Nights for parents. The purpose of this program is to review grade level and subject area curriculum goals and content. Individual pupil progress will be discussed at scheduled conferences, not on Curriculum Night.

#### **B. CONFERENCES**

Formal parent-teacher conferences are held twice a year in November and February. These conferences are the single most important aspect of our grading system. If you feel a conference is necessary before or after a regularly scheduled date, call your child's teacher for an appointment.

#### **C. REPORT CARDS**

Report Cards are issued periodically at the end of each marking period. Parents should feel free to call their children's teachers if they have any questions. Parents should review the report card with their child. It is the District's approach that teachers should share concerns with parents when the issue(s) arises. Then, the purpose of the report card is to communicate the child's progress towards solving the problem(s) already known by the parent and student.

#### **D. HONOR ROLL**

An honor roll will be announced for each marking period in order to recognize students in grades 7 and 8 who demonstrated scholastic achievement. Criteria (4 point scale):

Green honor roll: grade point average of 3.0 to 3.49

Gold honor roll: grade point average of 3.50 to 4.0

All grades from all subject areas will be used to calculate honor roll points. A gold cord will be issued at graduation to 8<sup>th</sup> graders who are on the Gold Honor Roll at least three quarters of the year.

#### **E. TESTING**

A full range of testing is available at Fairview, contingent upon the recommendations of the child study team.

#### **F. PARENTAL VISITS**

Parents are invited to visit the school during the year. Please call the principal to schedule visits. All visitors must register in the office. Visitor passes should be worn by all non-school personnel. Upon entrance to the school, a state issued photo ID must be submitted or presented to gain entrance into the school building.

### **IV. HEALTH AND SAFETY**

## A. SCHOOL HEALTH POLICIES

All accidents of a serious nature should be reported to the Health Center, especially head injuries.

Following absences, a doctor's note is required to re-enter school following: a) chicken pox, b) scarlet fever, c) strep throat, d) impetigo, e) conjunctivitis, or any communicable illness. These will be verified and recorded by the school nurse. To safeguard the health of your child, a gym exclusion is permitted for two (2) days ONLY without a written excuse from a medical doctor. The doctor's P.E. excuse must have exclusion dates written on it.

Children will be sent home when they register a temperature of 99.4 or more degrees. They must remain home at least 24 hours after the temperature returns to normal. Children will also be sent home from school in case of conjunctivitis, impetigo, ringworm, rash of a suspicious nature, stomachache, vomiting, acute abdominal distress, or colds, when the nurse deems it advisable for the safety and well-being of the child. If a student is sent home due to illness or is absent on a given day, he or she will not be allowed to return for special after-school activities.

To prevent the spread of germs, careful hand washing is the most important precaution against the spread of disease. Hand washing should occur before eating and after going to the bathroom. To decrease the spread of food-borne infections such as hepatitis, it is recommended that students bring store bought, preferably individually wrapped treats to school when celebrating special events. Parents are asked not to provide any meat products.

HEAD LICE - Lice infestation may occur in any age category but is most frequent among grade school children. It can occur in any social strata. It is not a disease but is considered a nuisance problem. After any break of four or more days, all students will be examined by the school nurse. Students identified to have head lice are to be excluded from school until they are free of any signs of infestation through an examination by the school nurse or other person designated by the principal. When students are sent home, a letter or pamphlet containing recommendations for treatment is sent with the students. Before students can be re-admitted to school, they will be re-examined by the school nurse or other person designated by the principal and found to be free of lice and nits.

PHYSICAL EXAMINATIONS - A physical examination is required by law for all children entering kindergarten, fifth grade, and transfer students who do not show evidence of these completed records within the past year. Should these forms not be on record in the school at the designated time, the child will be excluded from school. Dental cards will be distributed to the students every spring.

MEDICATION - Administering Medicines to Students - Board Policy

Parents have the primary responsibility for the administration of medication to their children. The School Board recognizes that when parents cannot administer such

medication to students during the school day, or when it is medically necessary to address the health needs of a student during normal school hours, school personnel will address such problems. The School Board further recognizes that it has a duty to treat or obtain medical assistance to treat student medical emergencies which occur during the school day or during school-sponsored activities.

The School Board hereby states its intention to comply with the laws of Illinois concerning the administration of student medication and treatment of student medical emergencies.

Medication required by a student will be administered at school by a certified school nurse or administrator. This policy includes even common and widely used preparations such as, but not limited to, aspirin, cough syrup, cough drops, eye or ear drops, etc. However, students recovering from temporary illness or students on permanent medication who require medication during the school day may have their parents bring the medication to school following established procedures. In all cases, the school retains the right to reject a request for administering medication. The parent may appeal a decision to reject the administration of medication by the school personnel to the Superintendent.

The Superintendent or his/her designee shall establish administrative procedures consistent with this policy to facilitate its implementation. The Superintendent shall also ensure that:

- 1) copies of the district guidelines for administering medications to students is provided to all parents or guardians within fifteen (15) days of the start of each school year (or within fifteen [15] days of enrollment of a new student),
- 2) students are informed of the medication guidelines.

### Summary of Procedures for the Administration of Medication

A detailed list of procedures to be followed for the administration of medication to students is available in the nurse's office. **Parents are required to file a completed School Medication Authorization Form prior to dispensation of any medication to a student.** Authorization forms can be picked up from the school nurse.

This policy includes commonly used over the counter medications, such as, but not limited to Tylenol, aspirin, etc.

It is recommended that parents consult with their doctor to see if midday medication could be adjusted and given at a time other than during the school day. If this is impossible, the parent will need the following information in order to complete the authorization form:

- \* name of medication
- \* prescription number

- \* dosage
- \* time for administration of medication
- \* type of illness
- \* side effects
- \* physician's name, address and telephone number

**Medication should be provided to the school in the original prescription container.** It is the parent's responsibility to provide the school with updated information as appropriate. Authorization forms must be completed per incident unless there is an ongoing condition and then no less than annually. The same form must be completed by a parent even for medications that are to be self-administered by a student. All medications, even the over-the-counter variety, will be kept in the health office. No student is permitted to be in possession of over-the-counter drugs while at school. Over-the-counter medications will be administered only upon written order of a physician. This includes aspirin, cough preparations, etc. Over-the-counter medications shall be brought to school with the manufacturer's original label with the ingredients listed and the child's name affixed to the container.

Students have a responsibility to remember to report to the health office at the designated time to receive medications. In all cases, the school retains the right to reject requests for administration of medication. The parent may appeal this decision to the Superintendent.

## **B. EMERGENCY DRILLS**

The school has a well-developed emergency plan to respond to many situations, including fire, tornado, lockdown and more. Skokie's Fire and Police Departments have reviewed these procedures and have offered helpful suggestions which have been incorporated into the plans.

## **C. EMERGENCY SCHOOL CLOSING**

Whenever it becomes necessary to close school, either due to weather or other reasons, an automated message will notify parents or guardians. The district will notify the Emergency Closing Network. Parents may tune in to WGN (720) and WBBM (780) AM radio stations by 6:30 A.M. or log onto [www.emergencyclosings.com](http://www.emergencyclosings.com) for up to date information.

## **D. RIDING BICYCLES TO SCHOOL**

Parents should ensure proper safety precautions for students riding their bikes to school. **BICYCLE HELMETS ARE REQUIRED BY SKOKIE LAW.** Bicycles are allowed only in designated bicycle parking areas, and it is required they be locked to the bike rack. Only students who usually walk to school may ride a bicycle to school. Primary students may not ride bicycles to school.

## **E. STUDENT DROP-OFF AND PICK-UP (STUDENT SAFETY)**

Parents dropping off or picking up students with automobiles are asked to proceed with extreme caution. Student safety is our number one concern and priority! Please follow all posted traffic signs in the front of the building. Please do not make U-turns on Laramie Avenue. To pick up students by car, parents are to wait in line, pull up to the plaza area, remain in their car and continue to pull up to permit others to follow. Patience is asked of all parents.

## **V. PRIMARY GRADE INFORMATION**

### **A. KINDERGARTEN REGISTRATION AND PRE-SCHOOL SCREENING**

Kindergarten registration will be scheduled in February; screening will be in June. Screening of children ages 3 and 4 will be scheduled in April. Notification will take place through the local newspapers, *Fairviews*, and other public announcements.

### **B. CHILDREN WALKING OR USING OTHER BUSES**

Children are expected to ride their assigned bus at all times. If a child wishes to walk, his parents must send a note indicating the date or giving blanket permission to walk at any time. Only middle school students can walk home alone. Because of bus overcrowding, children are **NOT ALLOWED** to ride a bus other than their own unless an emergency situation arises. We suggest that arrangements be made with neighbors or friends nearby to avoid bus switches. Requests to switch buses should not be made for social engagements.

### **C. OUTDOOR RECESS AND PLAYGROUND RULES**

The children have out-of-door recess periods during each school day except in inclement weather. Therefore, the outdoor clothing the children wear should be appropriate for the weather that day. Determination of whether children will go out will be made at each recess period, depending on the weather at the particular time. Any request for prolonged indoor recess MUST come from the child's physician.

### **D. CLASS CELEBRATIONS**

At the beginning of the year in the primary grades, the Room Parents collect money from each parent to defray the cost of special events.

Birthday parties are celebrated according to the individual classroom teacher's discretion. Please check with each teacher about birthday party celebrations. To decrease the spread of food-borne infections such as hepatitis, it is recommended that students bring store bought, preferably individually wrapped, treats to school when celebrating special events. It is also requested you not bring meat or nut products.

Out of courtesy to others, please do not send party invitations for distribution at school. Children who do not receive invitations naturally feel hurt.

Parents are not permitted to distribute anything (food, party favors, literature) to students without prior approval of the principal.

## **VI. MIDDLE SCHOOL INFORMATION**

### **A. TARDINESS**

Classes begin at 7:55 A.M. each day. Students are admitted to school at 7:50 A.M. Students are expected to report to their homerooms on time.

Each student is allowed three (3) tardies per quarter. When the fourth (4<sup>th</sup>) tardy occurs, the student will be given a lunch hour detention. For those students who are chronically tardy, other disciplinary actions may be taken.

### **B. PASSES**

A student must request a written pass from a teacher any time he/she needs to leave the classroom. Students also need a pass if they are going to arrive late to their next class. Passes are issued at the teacher's discretion. The pass is to include the student's name, destination, time, date and a teacher's signature. A pass can bear only one student's name. A Health Center pass is to be completed if a student wishes to see the nurse.

### **C. LOCKERS**

School lockers are public property maintained for student use. Each student is assigned a locker and combination number (grades 4-8) at the beginning of each year. Lockers are to be kept locked, and combinations are not to be shared with other students. Proper care is to be taken of each locker. Students will be held responsible for damage to their lockers from kicking or scratching.

### **D. PAY PHONE**

There are no pay phones at Fairview. However, in emergency situations children will be allowed to use an office phone after school. All arrangements for staying after school, visiting, etc. should be made in advance.

### **E. LUNCH PROCEDURES**

Milk, juice or hot lunches are available daily. Please do not provide lunches from outside sources such as fast food restaurants. Students are to sit in their assigned seats. Conversation at a reasonable noise level is permitted. Good table manners are expected of our students at all times. Jackets, when necessary, should be brought directly to the cafeteria. Students who are not going out to the playground must have a signed pass with them when they first enter the cafeteria. All directions and procedures explained by the cafeteria supervisor must be followed.

On the playground students must stay in school-designated areas. Food, contact sports, and snow throwing are not allowed. All equipment borrowed must be

promptly returned. All directions and entry procedures outlined by the supervisor must be followed.

### **F. LEARNING CENTER**

The Learning Center is for use by students, teachers, and staff to supplement and enhance their curriculum needs and to provide a variety of materials for recreational enjoyment. The Learning Center is open for use by all students at Fairview from 7:55 to 4:00 daily.

Students are encouraged to come to the Learning Center if they have work to do. The Learning Center is a place to use resource materials and to do homework and recreational reading.

Students must have a pass to come into the Learning Center at any time, including lunch periods. Sign-out period for general circulation books is two weeks. Books may be renewed once. Reference books and magazines are checked out overnight only. If a book is lost or damaged, the student is responsible for paying for its replacement.

### **G. COMPUTER/TECHNOLOGY LAB**

Fairview maintains two state of the art computer labs. Technology is available for students in the computer lab as well as in their classrooms. The computer lab is available to middle school students before and after school.

### **H. PHYSICAL EDUCATION**

For reasons of health and safety, all students (grades 5-8) will be required to have their physical education clothing in class every day. If for some reason a student's equipment is lost or unusable, substitute clothing should be brought from home (i.e. gym shoes, T-shirt, shorts, socks and underwear). Showers may be taken each day with a towel provided by the school.

For health and safety reasons all physical education clothing must be separate from what is worn during the school day. Physical education clothing (double thickness reversible shirt and double-knit shorts) may be purchased through the Physical Education department. Prices will be determined annually.

### **I. HEALTH AND SEX EDUCATION**

Fairview has developed a comprehensive health education curriculum for all students beginning in kindergarten and continuing through eighth grade. Some mandated areas of instruction that receive special attention are:

1. Information about the hazards of drugs and alcohol.
2. Instruction about sexually transmitted diseases including AIDS.

3. Information and strategies for students to use in avoiding abduction.
  4. Sexual abstinence before marriage as an alternative to birth control.
  5. Information on recognizing and avoiding sexual abuse.
- (Information from policy 625.10.)

Fairview offers instructional programs in family life and sex education as a means for the District's students to acquire knowledge about human sexuality and to help them make responsible decisions about their lives.

Sex education classes shall be age appropriate. A written notice shall be given to the student's parents/guardians at least two (2) weeks prior to the student's participation in a comprehensive sex education class. Students shall be excused from taking or participating in any class or course in comprehensive sex education if their parents/guardians submit written objections to the school administrator. Class sessions which deal exclusively with human sexuality may be conducted separately for males and females.

Parents/guardians shall be provided the opportunity to preview all print and non-print materials used for sex education courses.

## **VII. SCHOOL ACTIVITIES (GRADES 4-8)**

### **A. STUDENT COUNCIL**

Student Council at Fairview is a spirit-raising group which promotes leadership, scholarship, citizenship, community service, and school service. Most members devote much time before and after school to work on Council projects.

### **B. BAND PROGRAM**

Fairview has a very active band program. All students in grades 4 through 8 are eligible and encouraged to participate. There is a registration fee due at the beginning of each school year. Students must buy or rent their own instruments. In some cases, there are school-owned instruments available to be rented on a year-to-year basis.

**BEGINNING BAND** is offered to fourth grade students and new students in grades 5 through 8 with no instrumental experience. Students meet once a week as a group and once a week in small group lessons. **CADET BAND** is offered to fifth and sixth grade students. This intermediate ensemble meets twice a week as a group and once a week in small group lessons. **CONCERT BAND** is offered to seventh and eighth grade students. However, advanced students in any grade may be invited to join by the Director. This ensemble meets twice a week as a full band and once a week in small group lessons. **JAZZ BAND** is an extra-curricular activity for advanced students who must be invited to join by the Director. Students must play appropriate jazz instruments and be available for rehearsals once a week after school. It is recommended that advanced band students also study with a private teacher.

### **C. STRING AND ORCHESTRA PROGRAM**

All Fairview students in grades 4 through 8 are eligible and invited to participate in the Fairview string/orchestra program. There is a participation fee and students must rent or own a string instrument, although there are some school cellos and string basses available for student use.

The **BEGINNING STRING ORCHESTRA** meets once a week, and the beginning students have one semi-private lesson per week. **CONCERT ORCHESTRA** (5<sup>th</sup> & 6<sup>th</sup> grade students) meets twice a week as a large group, and the students have one semi-private lesson per week. **ADVANCED STRING ORCHESTRA** is composed primarily of 7<sup>th</sup> and 8<sup>th</sup> grade students; however, membership is open to string students in any grade who can demonstrate the ability to play the more difficult music of this group. This orchestra has two large group rehearsals per week, and students have one semi-private lesson per week. It is also recommended that advanced students study with a private teacher. The **ADVANCED STRING ORCHESTRA** has won many district and state first place awards.

### **D. CHORAL PROGRAM**

**CHORUS** is an extra-curricular activity offered to students in grades 5 through 8. Rehearsals are after school for one hour.

### **E. YEARBOOK**

Orders for the Fairview Yearbook are taken in the spring. The yearbook tells the story of the school year and has pictures of all students and staff.

### **F. CHEERLEADING**

Cheerleading is an activity that is offered to all interested 8th grade students. Cheerleading clinics are held prior to tryouts enabling all students to learn the necessary requirements.

### **G. INTERSCHOLASTIC SPORTS**

Fairview competes with other schools in the following sports: soccer, basketball, and volleyball. All boys and girls in 7<sup>th</sup> and 8<sup>th</sup> grade are welcome to try out for the Varsity or Junior Varsity teams. Please note that priority is given to 8<sup>th</sup> graders for varsity teams and 7<sup>th</sup> graders for junior varsity teams. Sixth graders will only have an opportunity if their participation becomes necessary to field a complete junior varsity roster should not enough 7<sup>th</sup> graders try-out. Cuts will only be necessitated based upon the number of boys and girls trying out for each team.

Before participating in interscholastic sports, an athletic permit card must be signed and returned. This includes the athlete's, parent's, and doctor's signatures as well as insurance information.

Students in grades 5-8 may attend home events by obtaining an Activity Pass. Students in grades K-4 must be accompanied by a parent/guardian during the entire game in order to attend. Do not bring pets to sporting events for public health reasons and the safety of spectators.

## **H. CLUBS**

Students may participate in a wide range of after school clubs. Information regarding clubs will be shared with families in September.

## **I. BUS TRANSPORTATION**

Fairview offers free transportation to students who either live 1.5 miles or more from school or students who live in a hazardous transportation area. Fairview transports all Kindergarten students by District practice.

Almost all Fairview students live within 1.5 miles of school. Yet, due to traffic hazards approved by the Illinois Department of Transportation, many students qualify for free transportation. If a child lived more than 1.5 miles from school or lived in a hazardous area and was not provided free transportation, the State of Illinois offers parents some level of reimbursement. In Fairview, all such children are offered free transportation. If you have further questions about transportation, please contact the District Office.

## **J. ACTIVITY BUS**

A limited bus run is provided for middle school students at 6:50 A.M. on Band and Orchestra rehearsal days and every Tuesday through Friday at 4:05 P.M. Morning music rehearsals begin at 7:15 A.M.; the computer lab opens at 7:15 A.M. Students will need a pass from the teacher who supervised them after school in order to ride the Activity Bus.

## **VIII. S.P.A.C.E. PROGRAM**

A before and after school child care program (Skokie Place for All Children in Extended Care) is offered to Fairview parents of primary age students (K-5) through the Skokie Park District. Parents interested in these services should contact the park district directly at 933-4566. Fairview is one of several park district sites for the after school program.

## **IX. NON-DISCRIMINATION**

Fairview District 72 does not discriminate on the basis of race, color, religion, national origin, ancestry, age, sex, marital status or physical or mental handicaps.

## STAFF LISTING

### TEACHER

<u>TEACHER</u>	<u>GRADE/SUBJECT AREA</u>
Mrs. Maria Bucur	Kindergarten
Ms. Shannon McLone	Kindergarten
Mr. Brian Michalski	Kindergarten
Mrs. Amy Runkle	1 <sup>st</sup> Grade
Ms. Patti Shillington	1 <sup>st</sup> Grade
Mrs. Laurie White	1 <sup>st</sup> Grade
Ms. Emily Brotsky	2 <sup>nd</sup> Grade
Mrs. Lisa Hilgendorf	2 <sup>nd</sup> Grade
Ms. Rebecca Hoffman	2 <sup>nd</sup> Grade
Mrs. Erin Cara	3 <sup>rd</sup> Grade
Mrs. Bernadette Gonzalez	3 <sup>rd</sup> Grade
Ms. Arbella Isaac	3 <sup>rd</sup> Grade
Mrs. Nissa Mechling	4 <sup>th</sup> Grade
Mrs. Brooke Schwartz	4 <sup>th</sup> Grade
Ms. Evan Vande Zande	4 <sup>th</sup> Grade
Ms. Elizabeth Stucker	Language Arts/Social Studies (5)
Mr. Michael Lopatka	Language Arts/Social Studies (6)
Dr. Peggy Mendak	Language Arts/Social Studies (5/6)
Mrs. Judith Holtzman	Core Literature (5/6)
Mrs. Jennifer Laackman	Language Arts/Social Studies (7/8)
Mrs. Sarah Florea	Language Arts/Social Studies (7)
Mr. John Haley	Language Arts/Social Studies (8)
Mrs. Courtney Laufenberg	Math (5/6)
Mrs. Lisa Malek	Math (7/8)
Mrs. Lyndy Massoth	Science (5/6)
Mrs. Jenny Che	Science (7/8)
Ms. Christina Sylvester	Spanish (7/8)

### TEACHER

<u>TEACHER</u>	<u>GRADE/SUBJECT AREA</u>
Mrs. Kelly Wagner	Life Skills (5-8) & P.E. (part-time)
Ms. Katherine MacLennan	Art (K-8)
Ms. Natacha Christopherson	Art (part time)
Mrs. Amy Adamski	Physical Education
Mr. Aaron Melnick	Physical Education
Mrs. Mary Ryan	Physical Education
Ms. Kristen Godfrey	Learning Center Director
Mr. Barry Cory	Computer/Technology Director
Ms. Karyn Israel	General Music
Mr. Nick Conner	Band
Ms. Marion Messino	Orchestra
Ms. Lauren Curry	Spinout - Math
Ms. Yolanda Toni	Spinout – Reading
Mrs. Cheryl Hungerford	Reading Recovery
Mrs. Sara Ruch	Basic Skills – Reading
Mr. Matt McConnell	Basic Skills – Reading
Mr. Michael Johnson	Primary Science
Mrs. Janet Easton	Special Education Coordinator
Mrs. Stacy Glascott	Social Worker
Dr. Chris Porter	Counselor
Mrs. Penny Alexis	Special Education – Resource
Mrs. Miranda Altschul	Special Education – Resource
Mrs. Rachel Aronin	Special Education - Resource
Mrs. Tricia Mason	Special Education – Resource
Ms. Michelle Page	Special Education
Ms. Pamela Quinn	Special Education
Mrs. Sandra Raciti	Special Education

Mrs. Bernadette Tomasik-Kelly	Developmental Kindergarten
Mrs. Carly Gross	Speech Therapist
Ms. Renee Rosenberg	Speech Therapist (part time)
Mrs. Rachel Olsen	ELL Teacher/Coordinator
Ms. Meredith McCarthy	ELL Teacher
Mrs. Carrie Rodas	ELL Teacher

### ADMINISTRATORS

Dr. Cindy Whittaker	Superintendent cwhittaker@fairview.k12.il.us
Mr. David Russo	5-8 Principal drusso@fairview.k12.il.us
Mr. Francisco Perez	K-4 Principal fperez@fairview.k12.il.us
Ms. Janet Russo	Business Manager jrusso@fairview.k12.il.us

### BOARD OF EDUCATION

Mrs. Carol Rahim, President	4938 Farwell	675-5772
Mrs. Phyllis Bower, Vice Pres.	5206 Jarvis	673-5338
Mr. Jeffrey Brill, Secretary	5100 Harvard	673-2007
Mr. William Clair	5032 Harvard	676-1517
Mr. John Del Genio	5128 Pratt	673-1266
Mrs. Vicki Goldberg	5046 Morse	679-1559
Mrs. Ann O'Neill	5016 Lunt	677-7056

### SUPPORT STAFF

Mrs. Mickie Ahmed	Bus Monitor
Mrs. Beatriz Alzate	Bus Monitor
Mr. Ryan Berglund	Instructional Associate
Mr. Richard Bilson	Bus Driver
Mrs. Eileen Brennan	School Secretary
Mr. Cassio DaSilva	Director of Maintenance
Mrs. Jude Delashaw	Book Keeper
Mrs. Miriana Dinu	Cafeteria/Bus Driver
Ms. Megan Eidson	Instructional Associate
Mr. Juan Flores	Custodian
Mr. Allen Heilig	Cafeteria
Mrs. Silvia Isho	Bus Driver
Ms. Gloria Meske	District Administrative Assistant
Mrs. Carol Peterson	School Secretary
Mrs. Marge Peterson	Bus Driver
Ms. Alexandra Salomone	Instructional Associate
Mr. Juan Sancen	Custodian
Mr. Jorge Santiago	Custodian
Mrs. Mary Beth Saraceno	ELL Associate
Mrs. Rocio Scala	Bus Monitor
Ms. Brittany Stauffer	Instructional Associate
Mrs. Afsar Shirsalimian	Bus Monitor
Mrs. Vicky Stevanovic	Clerical Aide
Mrs. Mariana Stoic	Bus Monitor

**OBJECTS OF THE NATIONAL CONGRESS  
OF PARENTS AND TEACHERS**

To promote the welfare of children and youth in home, school, community,  
and place of worship.

To raise the standards of home life.

To secure adequate laws for the care and protection of children and youth.

To bring into closer relation the home and the school, that parents and  
teachers may cooperate intelligently in the education of children and youth.

To develop between educators and the general public such united efforts as  
will secure for all children and youth the highest advantages in physical,  
mental, social and spiritual education.

**THE PURPOSE OF THE  
PARENT-TEACHER ASSOCIATION**

Is not to raise children easier,  
but to raise them better;

Is not to raise money,  
but to make lives;

Is not to criticize the home,  
but to raise its standards;

Is not to ignore poor schools,  
but to improve them;

Is not to operate in schools,  
but to cooperate with them;

Is not to find fault,  
but to find facts;

Is not to make every child a prodigy,  
but to give every child a chance.

**MEANING OF THE OAK TREE**

The trunk represents the national PTA  
The main branches represent the state PTAs  
The small branches represent the districts and councils  
The twigs represent the local PTAs  
The leaves represent the individual members  
The acorns represent the fruits of work from which future  
accomplishments will arise

**PAST PTA PRESIDENTS**

Irene Stryker	Susie Zelinsky	1980-82
Susan Kimball	Celeste Shedroff	1982-83
Inez Lavin	Wilma Nock	1982-83
Mrs. John Norberg	Eileen Keller	1983-84
Dorothy Uhler	Penny Luytgaarden	1984-85
Mrs. Bernard Killackey	Ronna Kramer	1985-86
Betty Novotny	Sue Neyrinck	1986-89
Mrs. Lester Shapiro	Susan Jafari	1989-91
Joanne Weissman	Mayta Spitz	1991-93
Mrs. George Lieberman	Francine Schulman	1993-96
Lorraine Vlad	Ann Barry	1996-97
Esther Fritzshall	Pat/Donald Marchman	1997
Jo Harris	Francine Schulman	1997-98
Shirley Schultz	Carol Rahim	1998-00
Paulette Andrea	Laurette Verissimo	2000-02
Lois Ellison	Carol Rahim	2002-03
Florence Ciskoski 1973-75	Ann Clair	2003-05
Lois Ellison 1975-76	Mary Anne Brown	2005-08
Jeanette Ferdman 1976-78	Lynn Barone	2008-
Shirley Johanson 1978-80		