

Faris Elementary School



Parent-Student Handbook

2017-18

Dear Parents and Students:

On behalf of the entire Faris staff, I would like to welcome you to Faris Elementary School for the 2017-18 school year. I am excited about the coming school year and hope you are too. With teamwork between teachers, students, parents, and the Hutchinson community, we are confident that Faris students will have a successful learning experience.

Please read and discuss the Parent/Student Handbook as a family. Please take an interest in your child's learning, support the classroom teacher, and become involved in your child's classroom. I encourage every parent to seek opportunities to become an active participant in our school and activities.

The Parent-Teacher Organization is one way parents and educators may work together. Please join the Faris PTO and become involved in this organization. There are many ways parents can assist the PTO and the classroom teachers, so please, volunteer your ideas, time, and help. Your efforts will be greatly appreciated by the entire student body and the teachers.

I serve as your principal. My office door will always be open to staff, students, and parents. Please feel free to drop in and visit. If you feel more comfortable scheduling a time, please call the office and we can schedule a convenient time for you to visit.

Sincerely,

Daniel Ackland, Principal

Faris Elementary Staff

Principal	Daniel Ackland	ackland.daniel@usd308.com
Building Secretary	Sally Bailey	baileys@usd308.com
Food Service Secretary	Suzy Hill	hill.suzanne@usd308.com
Counselor	Tracy Goracke	
Social Worker	Gina Fairbank	
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Daniel Ackland, Principal
www.usd308.com
District Information
USD# 308 Administration Center
1520 North Plum Street
Phone: 620-615-4000

Student School Hours:

- 7:10** Front (10th and Maple) Door unlocked for breakfast.
7:10-7:40 Students may enter the building through the front (10th and Maple) doors and proceed to the gym for breakfast or the office hallway. We stop serving breakfast at 7:40, students arriving after this time will not be served.
7:45 Students go to their classrooms at the 7:45 a.m. bell.
7:50-11:10 Morning Session: Students arriving after 7:50 will be counted tardy. They should check in through the office.
8:50 Students arriving after 8:50 will be counted absent for the morning session.
10:50-12:35 Lunch and Recess
1:00 Students arriving after 1:00 will be counted absent for the afternoon session.
3:10 Dismissal for all grades

Staff School Hours

- 7:35-3:30 Professional teaching staff on duty
7:00-3:45 Office staff on duty

Faris School Mission Statement

Students gain skills and knowledge to be College and Career Ready

Arrival at School

The doors open for breakfast at 7:10 a.m. **Students are not to arrive before that time.** Breakfast is served from 7:10 a.m. to 7:40 a.m. Students are to enter through the front entrance at Maple and 10th Avenue and should report to the gym. ***If your student is not eating breakfast, please do not bring them to school until after 7:30.*** Students who do not eat breakfast at school should sit in the office hallway. Students will be dismissed from the gym at 7:45 a.m. to go to their rooms. **Students should be in their rooms to begin classes at 7:50 a.m. Students who arrive after 7:40am will not be served breakfast.**

Attendance

Refer to the Attendance section of the District Handbook. Students who begin to accumulate excessive absences or tardies will have a letter mailed to their parents. If a letter is returned undeliverable, the letter will be sent home with the student. Continued absences will result in a phone call, followed by possible reporting per law and district policy.

Birthdays

Students' birthdays are recognized in a variety of ways. A birthday pencil and/or birthday certificate is given to each child.

As the new federal food guidelines are focused on limiting the number of sugars, calories, and fats students are served during the school day, we will be moving towards a different way of celebrating students' birthdays.

Student birthdays will be celebrated once a month during lunch. This birthday celebration time will be the third Tuesday of every month. Parents are invited to come eat lunch and celebrate their child's birthday. Students who are celebrating a birthday for that particular month will be given a special frozen treat (100% frozen fruit juice cup) at lunch that says "Happy Birthday".

Monthly dates for celebrating students' birthdays during lunch are: August 22 (August and July), September 19, October 17, November 21, December 19, January 16, February 20, March 20, April 17, and May 15 (May and June).

Parents who wish to eat with their student at lunch need to notify the Faris office by 8:00 a.m. the morning of the birthday celebration.

By celebrating birthdays during a special luncheon, instruction time during the day will not be interrupted by individual birthdays celebrated in the classroom. Please help us protect the learning time of all students by not bringing birthday treats for the classroom.

The distribution of invitations to private parties may only be distributed at school when the entire class is invited.

Breakfast Program

The breakfast program begins on the first day of school. Children may participate in the program under the same guidelines as the lunch program. Breakfast is served from 7:10 a.m. to 7:40 a.m.

Building Security

To provide a safe environment for students and staff, Faris is a secured building. When you wish to enter the building, you will need to come to the front entrance at 10th and Maple and into the office. All other doors remain locked, as the safety of our students and staff is our first priority. Office staff will ask for your name and who you are there to see in the building.

Counselor Services

Each elementary school is served by a member of USD 308's elementary counseling program. Student involvement with the counselor is considered an integral part of a student's educational experience. Along with individual and small group counseling, crisis intervention and family support, counselors provide classroom instruction in career, academic and personal/social (character education) content areas.

Detentions

Students may be detained after school for disciplinary reasons or to complete assignments. If a student's detention is longer than 10 minutes, the parents will be contacted by telephone. If the parents cannot be contacted, the child may be detained at the end of the next school day. Students may also be assigned detentions as appropriate to be served before school, after school, or during lunch.

Discipline

Discipline is about learning and students learn best in a safe, orderly environment.

Students are "**Responsible for their own learning and Response-able for the success of the class.**" This learning process should also include continual instruction and guidance towards behavior acceptable in a social setting like that of a school. Students are responsible for the choices they make. Listed are our guidelines for success. Each of these guidelines will be expanded upon for each classroom, for the lunchroom, and for the playground.

BE RESPECTFUL!

Being Respectful means:

- I am polite and kind to others.
- I listen and follow instructions.
- I interact with adults and other students in a positive manner.
- I use appropriate school language.
- I follow the KFHOOTY rule. (Keep Feet, Hands, and Other Objects To Yourself)

BE RESPONSIBLE!

Being responsible means:

- I arrive at school on time.
- I use self-control.
- I care for my school environment. (classroom, building, playground, materials)
- I accept consequences for my decisions.
- I dress appropriately for school.

BE SAFE!

Being safe means:

- I follow the school rules for the building, lunchroom, playground, and traffic.
- I use equipment and supplies appropriately.

Students who repeatedly break the above rules are subject to the following consequence ladder:

1. Student will be redirected and given a warning.
2. Student will receive a classroom level consequence.
3. Student will be asked to move to a safe spot/calm down spot in the classroom.
4. Student will be asked to go to a buddy classroom in another teacher's classroom.
5. Student will be asked to complete a think sheet and/or a plan for success.
6. Student will have their parents contacted by the teacher.
7. Student will be referred to the principal.

Depending on the severity of the infraction, the staff member reserves the right to skip levels of the consequence ladder.

Dismissal from School

When students are dismissed from school at the end of the day, they are expected to go straight home or to a pre-designated place. All students are expected to leave the school grounds immediately unless staying after school has been arranged with a teacher or students are participating in after-school activities. After 3:20, any students still waiting to be picked up will need to wait by the front office, which is on the northwest corner of the building. Students will not be allowed to re-enter the building after

dismissal. Please refer to the dismissal map on the final page of this handbook for dismissal locations for your child's teacher.

After-school arrangements need to be made prior to the school day, not during school or at the end of the school day. Arrangements for a student to stay after school need to be confirmed with the teacher and the parent. Police will be called if students are still at school at 3:45 p.m., and we have not been able to contact a parent.

Dress code: (Dress and Grooming)

Students are encouraged to use good personal hygiene and come to school in clean clothing, which is appropriate for the season and all school activities, including physical education and recess. Students whose grooming or clothing appears to be in violation of the dress code will be asked to leave the classroom and call a parent to bring appropriate attire.

Classrooms in the building are air conditioned during warm months. Students are advised to dress for moderate room temperatures. Some children are more comfortable with a light sweater, which can be worn as needed. Parents and students should plan on outside play during the day and should dress accordingly.

- Shorts and skirts which are at least mid-thigh in length, may be worn. Shirts must meet the three-finger rule on the width of the material on the shoulder. Racer back shirts or halter tops are not allowed. Tank tops, spaghetti strap tops, and cropped tops (tops allowing for the exposure of midriff or rib cage) are considered inappropriate and may be worn only with another shirt over or underneath. Fish net, mesh shirts or see-through shirts are not allowed.
- Clothing, that advertises drugs, tobacco, or alcohol or displays inappropriate writing or pictures, will not be allowed.
- Baseball caps, hats, bandannas, and head coverings may not be worn in the building unless the head covering is part of an educational event or needed due to health or religious reasons. Students will be asked to remove all head covering while in the building.
- **Slide-on, flip flops, or very loose fitting sandals, and platform shoes or higher heels are inappropriate for recess and gym activities. Students must have tennis shoes for PE. Flip flops are discouraged due to safety reasons on the playground.**
- Sagging jeans, low riding pants or shorts, and jeans dragging on the ground are deemed inappropriate for school.
- Any dress or grooming that is disruptive or distracting to the educational process is inappropriate at school.

Early Release Days

Throughout the year there are early dismissal days that allow staff in-service training time. On these days students are dismissed at 1:00 pm. Please make arrangements to see that your child is picked up promptly at this time and/or plan on their early return home or to their after-school care giver. We will place signs outside the building on several corners as a reminder to parents. There are school calendar magnets available in the front office.

Early Release dates are as follows:

September – 8, 22, 29; October – 13, 20, 27; November – 17; December – 8, 15; January – 12, 19, 26; February – 9; March – 9, 16; April – 13, 20, 27; May – 11, 18.

Homework

School homework is related to the curricular objectives and is given to assist with student learning.

We expect homework to be completed as directed. Teachers will contact parents when there is a problem with the completion of assignments. It is important that the lines of communication be open. Please call or visit when a question arises. Students are expected to study spelling words and read library books at home each week. Parents are encouraged to work with students to ensure that they are learning basal material.

The following suggestions may be helpful:

- Determine a suitable place for work or study.
- Provide access to an encyclopedia, dictionary, or other resource materials.

- Assist with drill and routine work.
- Exercise patience in helping your child.
- Give encouragement and show interest, avoiding undue pressure.
- Help and encourage, but do not do the work for the student.

Library

At Faris Elementary, we want students to learn to appreciate all the materials in the library. If a student loses or damages a book, the family is expected to reimburse the school for the lost or damaged item. Ordinary use, wear, and tear on our materials is expected and allowed.

Lost and Found

Taking just a few moments to add your child's name to the label of any clothing will help in identifying lost items with its rightful owner. A table is provided for lost and found items just outside of the gym in the hallway. Please remind your child to check the table when something is lost. All lost and found items will be taken to a local charity at the end of each semester.

Moving/Change of address and phone number

If, during the school year, you must move your child, please let us know as soon as you can. If you are moving to another school within USD 308, letting us know early helps staff to work together and ease the transition between schools. If you are moving out of district, it allows us to get your student records to your new school on a timely basis.

Should you move, change your telephone number or email address and remain at our school, please let us know that information as well. That will keep important communication lines open between school and home.

Newsletters

A monthly newsletter will be posted on our school website at the beginning of each month. If parents prefer a paper copy, a request can be made through the secretary. The web address is: <http://www.usd308.com>. Additionally, you can keep up with what is happening at Faris by checking out our school Facebook Page – Faris Elementary School.

Outdoor Playtime

Students will play outside on all days that weather is permissible and should dress accordingly. Students will have indoor recess on days of inclement weather (raining or snowing) or when the air temperature or wind chill drops below +20 degrees F.

Many of our students love the opportunity to work in the hallways, but during the winter the halls are very cold. Students should dress in layers so that if they get too hot they can take off a layer, and if they get cold, they can add a layer.

Parent-Teacher Conferences

Parent-Teacher conferences are held at the midpoint of first trimester and at the end of the second trimester. Progress reports are given to parents at that time. Attendance at conferences by both parents is highly encouraged.

Conferences are established to take parents' input as well as for teachers to provide information to parents. Please remember, any time you have a concern or question is a good time to schedule a conference.

Parent Visitation and Involvement

The success of the child can be measurably increased if his/her parents/guardians show an active interest in his/her work. You are cordially invited to visit the school at any time. Please contact the office 24 hours in advance of your visit. Should questions or misunderstandings arise, parents are urged to contact the teacher and the principal in order that a better understanding and cooperative solution can be reached.

There are many ways that parents/guardians can become actively involved at Faris: PTO, parent volunteers (classroom helpers), room parent, and committees. Contact the classroom teacher or the principal about your ideas or for more information about these programs. **If parents are helping with a field trip and are responsible for a group of students, they must complete training offered by the Communities That Care organization.**

Parking and Passenger Loading Zones

Traffic flow and student safety is enhanced if the following guidelines are followed:

1. The pull-through driveway is designed for drop off and pick up of students and not parking, even just to run in to the office. The driving lane closest to the school is for drop off and pick up. The outer lane is not for picking up students, but exiting the drive-through area.
2. Handicapped parking is marked and available in the west parking lot and in front of the school on 10th Street. Please do not use this spot as a delivery area for your child.
3. There is parking available on Maple Street and the north side of 10th Street. If you choose to park in these areas, encourage your child to use the cross walks at the corner of 10th and Maple or 9th and Maple. The Safety Patrol will help insure that your child crosses the street safely.
4. Bus zones are marked on 9th Street and Maple Street. These areas are designated for buses to drop off and pick up students. Please do not park in these areas. The handicapped area on this street is for the school bus to pick up students, not for parents.
5. Please help keep our students safe. Stopping in the middle of the street to allow students to load and unload is not safe.
6. School-Zone speed signs have been added to the areas around the school. Please be mindful of your speed before and after school.

With the drop-off point in front of the entrance on 10th Street, be very vigilant while driving through the two lanes and exiting the area.

Personal Property

Students are encouraged to bring only items from home that relate to topics they are studying. Skateboards, scooters, and skates of any type are not allowed at school during the school day. Any toys, trinkets, radios, computer games, electronic devices, or other items that distract from the educational process will be kept in the office or classroom until the end of the instructional day. Repeated infractions for bringing these items may result in disciplinary action.

Cell phones must remain off and in a student's backpack in their locker, given to the classroom teacher, or checked in at the office during the school day. As we have students in the hallway at any given time, it would be safer if cell phones are given to the classroom teacher or left in the office.

If a student uses a phone during the school day, the phone will be taken away and parents will need to retrieve it from the office.

The school is not responsible for personal property that is lost, stolen or broken.

Please mark each child's belongings, such as school supplies and clothing, to assist identifying them when they are left in the building or on the playground.

Physical Education

All children are expected to take part in the physical education activities. **Students must wear tennis shoes for PE.** Please send a doctor's statement if there is a health problem that prevents your child from participating in physical education.

Playground Rules

The playground equipment needs to be used in a safe way.

- ✓ If you can't reach it, you can't play on it.
- ✓ One at a time
- ✓ Sit, don't stand
- ✓ No pushing and shoving

- ✓ Heads higher than feet
- ✓ Move in a horizontal direction on the bars
- ✓ Do not jump off the equipment.
- ✓ No playing tag
- ✓ No hitting, pinching, scratching, biting or kicking
- ✓ No throwing rubber pieces, rocks, sticks, dirt or other objects

All games need to be played following instructions given by the physical education teacher.

On the swings and slides, students need to keep their heads higher than their feet. Do not jump out of the swings. Do not climb up the slides.

Running should be done in the grassy areas NOT on the blacktop. Kicking balls should be done in assigned game areas, NOT on the blacktop. Throwing of sand, rocks, or snow is not allowed. Students should not bring toys or playground equipment from home. The school does not provide playground supervision before 8:00 a.m. nor after 3:10 p.m.

PTO

All parents are encouraged to become active members of the Faris School Parent-Teacher Organization. The group has a vital, supportive role in the school and is actively involved in nearly all facets of school life.

Room Parties

Classes have two room parties each year: Fall Celebration and Valentine's Day. PTO provides treats for these events.

Safety Patrol

Fifth and sixth grade students function as the Faris School Safety Patrol. The performance of these duties is important for the safe movement of the students in the vicinity of the school grounds. They are stationed at the intersections of 9th and Maple and 10th and Maple.

Patrol Schedule

7:15 a.m. to 7:30 a.m. (Before School)

3:10 p.m. to 3:30 p.m. (Afternoon Dismissal)

Students Entering and Leaving the Building

See the attached map for dismissal procedures for each teacher.

Students who have a brother, sister, or neighborhood walking partners in other grades are to plan an agreed upon meeting place.

Students who ride the YMCA bus will leave the building from the south-west doors on 9th Street.

Students who ride the Boys and Girls bus will be dismissed to the gym and leave the building from the west gym door.

To and From School

In order to provide better safety for the pedestrian and the driver, your cooperation in helping your child observe the following rules will be appreciated:

1. Cooperate with the Faris Safety Patrol.
2. Walk on sidewalks or safe routes.
3. Bicycles should be walked from the crosswalks to the bicycle parking area.
4. Stand, with the safety patrol, behind the yellow safety line painted at the crosswalks.
5. Students are to cross at the intersection crosswalks only.
6. Students are to be loaded and unloaded from the designated areas.
7. In the morning, students are to leave from home and allow just enough time to go directly to school.

8. Avoid fighting and horseplay on the way to and from school.
9. After school, students are to go directly home. Unless you receive a call from the school, your child should be home shortly after 3:30 p.m.

Tardies

Refer to the tardy section of the District Handbook. Changes have been adopted that may impact your student.

It is important that your student arrives to class on time. The student misses out on important classroom activities when they are not present on time. Students should be in their classrooms at 7:45. The tardy bell rings at 7:50. The front doors to the central hallway are locked at this time and students must enter the building through the office area. According to district policy, five (5) tardies equals one (1) unexcused absence.

Telephone Use by Students

Students will be called to the telephone only in cases of emergency. When necessary, messages will be delivered to students.

Students will not be allowed to use the telephone to call out unless it is very important. Teachers will permit the students to come to the office to use the phone when they deem the reason a necessity. Students are encouraged to make after school plans before they leave home in the morning.

Visitors

Persons entering or remaining in the building without authorization may be in violation of Hutchinson City Code. We ask parents and other visitors to use the front entrance at Maple and 10th Avenue. Please stop at the office and office personnel will assist with bringing your student to the office for dismissal. All doors will be locked from 4:00 p.m. to 7:10 a.m. All persons inside the building will be able to leave the school through any door by merely pushing on it. Once outside, however, re-admittance through locked doors will be possible only by those having keys.

All students are to enter the school in the morning by the front door and exit in the afternoon through a door designated by the teacher.

Volunteers

Parent volunteers, on both a regular and an irregular basis, are encouraged and appreciated. If you anticipate that you would like to accompany a small group on a field trip, volunteers must be vetted by Communities That Care. It's a very simple process and forms are available online.

2017-18 Faris Elementary Dismissal Map

