

**FOGARTY ELEMENTARY SCHOOL
SITE INFORMATION, PROCEDURES, AND RULES
2016-2017**

SCHOOL HOURS

Class time: 8:15 a.m. – 3:10 p.m.

TRAFFIC CONTROL

It is our aim to keep traffic moving safely and smoothly at Fogarty. All decisions regarding drop-off and pick-up are made based on the safety of all students. During morning drop-off and afternoon pick-up, the designated streets are one way streets. Please utilize the designated pick-up and drop-off areas, and do not allow your child to cross the street in front of moving vehicles. Your cooperation in this matter is appreciated.

MORNING DROP-OFF

Fogarty Elementary uses the south entry for the parent drop-off between 7:30-8:15 a.m. To drop off your child, please enter Jefferson at the east end and proceed west to Wentz. Children are to be let out along the yellow curb. For the safety of all students, please do not attempt to enter Jefferson Street from the west, thus requiring your child to cross Jefferson Street. **PLEASE WATCH YOUR CHILD ENTER THE BUILDING.** After 7:15 a.m., the north side of the school is zoned for bus loading and unloading **ONLY**. Do not drop off your child in this area.

AFTERNOON PICK-UP ALL STUDENTS MUST BE PICKED UP NO LATER THAN 3:40

- 3rd grade students are picked up on Jefferson in the same location as the morning drop off. Parents picking up students in the third grade car line should drive north on Broad, and then turn left onto Jefferson. Students can be picked up along the yellow curb. All traffic should flow west on Jefferson.
- 2nd grade pick up is on the east side of the playground. Parents should turn off Noble onto Ash. Take Ash to Jefferson. Turn left onto Jefferson and drive one block west to Broad. Turn right onto Broad and drive down to the gate by the covered area on the playground. After you pick up your child, exit east using Jackson. Please yield to the bus traffic.
- All students will be issued a car tag that should be prominently displayed in the window when picking a child up. Please make sure you get one for each vehicle that may be used for pick up.
- Walk-Ups – All students will have a card that states who can pick them up with phone numbers in case of emergency. If you walk up to get your child you **MUST** come to the front door and wait outside the building until your child is called up and released to you. You will need to bring the tag that is issued to you by Fogarty that will have your child's name written on it. You may hold the card up for the duty teacher to read your child's name. They will call your child to the door and release them to you. If you do not have the card or photo ID that can be matched with your child's pick-up card, then you will have to go to the office to verify you are on the child's lists in our computer system. **DO NOT ENTER THE BUILDING AND TAKE YOUR CHILD FROM THE WALK-UP LINE.**

FOGARTY SCHOOL PROCEDURES

- Children arriving to school between 7:30 a.m. and 8:00 a.m. will be sent to the auditorium. On mornings that the weather is nice, they may go to the playground instead. There will be supervision at either place. At 8:00 a.m., there will be a morning assembly and then students will be dismissed to their classrooms.
- Breakfast is served from 7:30 a.m. to 8:15 a.m. Students eating breakfast at school should eat immediately upon arrival.
- Toys, skateboards, roller blades, Healy's, trading cards, music devices, electronic games, pets, etc., **are not allowed** at school with the exception of special activities that the principal and teacher are aware of and for which they have given permission. This covers any non-instructional items. These items cause a distraction to the learning process. If lost or stolen, the school will not investigate the missing item.
- Food, candy, gum, and drinks are not allowed at school with the exception of special activities that the principal and/or teachers are aware of and have given permission.

ATTENDANCE/TARDIES/ABSENCES

- Students arriving to class after 8:15 a.m. will be considered tardy. When a parent brings their child to school after 8:15 a.m., **they need to escort their child into the building and sign him or her in at the office. A tardy slip will be issued by the secretary.**
- Before taking students off school grounds during the school day, parents must check out their child through the school office. Leaving before 3:10 will result in a tardy.
- A half-day absence will result for students who are in attendance fewer than two hours for the morning session or fewer than two hours for the afternoon session.
- If you need to check your child out early, you will need to come into the office and sign them out. Students will not be called out of class to wait in the office to be picked up. We will only call students out of class once a care giver arrives to sign them out. This will allow students to remain in the learning environment as long as possible before being checked out.
- When a student is unable to attend school, parents should notify the school by calling between 8:30 a.m. and 10:30 a.m. If requested, missed work can be picked up after 2:30 p.m. in the school office on the day of absence.
- It is the policy of the Guthrie Board of Education that a student is required to be in attendance a minimum of 90% each semester. After the ninth unexcused absence during a semester, the parent or guardian will be reported to the School Resource Officers and/or District Attorney for violation of truancy laws.

CAFETERIA GUIDELINES

- Lunch and breakfast monies are to be paid to the cafeteria cashier upon arriving to school.
- School meals cannot be charged.
- The cafeteria starts serving breakfast at 7:30 a.m.
- Cafeteria Snack Shack Items are a separate charge. This is not the same "Snack Shack" that PTO sponsors on Fridays.

FIELD TRIP GUIDELINES

- Participation in a field trip is privilege, not a right. Throughout the year, students are expected to follow rules and procedures while being respectful to others. Listening and being able to follow directions is another expectation as we provide a proper learning environment for all students. If these basic requirements are not met on a daily basis your child may not be able to participate in a field trip. When deemed necessary by building principal, a parent or guardian may also be required to attend with their child.

HOMEWORK

Homework falls into three major categories: It may provide for completion of unfinished class work, for additional practice and reinforcement of essential skills, or for enrichment and extension of school experiences. Parents can help their child by arranging a quiet, comfortable place for the students to work and by seeing that assignments are completed and turned in on time. Homework is to be given at the discretion of the teacher. It is intended to be an extension of the learning that takes place in school. **Teachers will assign a reasonable amount of homework when necessary to practice skills that have already been taught in class, not to exceed thirty (30) minutes per day.**

PARENT RESOURCE CENTER

Fogarty is proud to offer a Parent Resource Center. The center has many items to help parents with different issues they may be facing with their child. The inventory materials include books, bibliography books, videos, games, and audio tapes. Some of the popular topics are ADD, behavior problems, medicating students, step parenting, divorce, single parenting, student responsibility, learning disabilities, and many more issues that are facing families today. Items are available to parents every school day for overnight or weekly checkout. Please see the librarian or your child's teacher to take advantage of this wonderful resource.

Social and Behavior Expectations

As we enter the school year, we are happy to let you know we will utilize a positive behavior approach at Fogarty Elementary School. The premise of The Responsive Classroom approach is to create a safe and effective positive learning environment for every child by explicitly teaching behavioral and social expectations. Research has proven that schools are successful when they help students grow academically, socially, and emotionally. By setting forth clear social and behavioral expectations and holding students accountable for the following school wide expectations; we are confident we will see an increase in student learning and a decrease in classroom disruptions.

This is a brief overview of our system. Our goal is to continue to have open lines of communication between home and school. Please do not hesitate to contact our school if you have questions.

Thank you for your partnership in teaching the children. We are looking forward to a fabulous Fogarty year!

It is our goal to make the Fogarty Expectations as clear and specific as possible. What you will find on the list of expectations is what you would expect to see happening in every physical setting at Fogarty School. Since the system is set up to promote a positive environment, you will find it is written to advise children on what it looks like to be caring, safe, and ready to learn at Fogarty Elementary School. Our staff will continuously help our children understand and learn the behavior expectations we have in place. We will explicitly teach, model, and practice the behavioral expectations in order to ensure our students are able to apply them in all settings.

Please review the list of expectations below. It would be wonderful if you could post the expectations in a visible place in your home. This will serve as a continuous reminder for your children.

The Bathroom

- Respect others' privacy (stay away from occupied stalls)
- Keep feet on the floor
- Use level 1 voices
- Flush, wash, and go
- Take turns
- Use walking feet
- Return to class or line quickly
- Report problems
- Throw away trash

The Hallway

- Walk in a single line
- Stay with your group or class
- Walk silently
- Go directly to your destination
- Keep hands, feet and objects to yourself

The Playground

- Share
- Take turns
- No play fighting
- Take care of equipment
- Report problems
- Respond to whistles

The Auditorium

- Listen
- Eyes on speaker
- Voices at a 0 level
- Follow exit and entering procedures
- Seat to seat, back to back

The Cafeteria

- Show appreciation (say please and thank you)
- Use level 1 voice
- Clean up after yourself
- Carry tray with two hands
- Wait your turn
- Wait ready in line
- Follow enter and exit procedures
- Keep feet under table

All elementary schools will be utilizing the Responsive Classroom educational approach. This is a research based educational approach associated with greater teacher effectiveness, higher

student achievement, and improve school climate. This approach consists of a set of practices that build academic and social-emotional skills that can be used with many other programs. The approach helps educators build on competencies in four interrelated domains: engaging academics, positive community, effective management, developmentally responsive teaching.

STUDENT DISCIPLINE/SUSPENSION

Each teacher will have his/her own individual classroom discipline procedures. These individual procedures will be discussed with your child and a list of these procedures will be sent home for your signature at the beginning of the school year. Building discipline procedures will be used according to the severity of the rule or rules broken. Procedures may include:

- Parents contacted by phone
- Conference with the teacher and principal
- Lunch or recess detention with the principal
- In-School Supervision
- Suspension from school

Suspension

When other forms of discipline have been used and the student's behavior is not modified, suspension can occur. Anytime a student is physically endangering others or vandalizing school property, immediate suspension will occur. Field trips, special events, and parties are a privilege to attend. Students may lose these privileges if they are exhibiting negative behavior. If students are suspended from school, their work may be picked up each day at 2:30 p.m. in the office or sent home with a sibling.

Discipline procedures fighting/bullying/harassment

Fighting will not be tolerated. Fighting is defined as any situation in which one student makes aggressive contact in any manner on another student. The administrator will take disciplinary action if either person involved fits the above definition. Intimidation, threats, or harassment directed toward other students will not be tolerated. All students are expected to treat others with respect at school. Infractions may be handled in the following manner for all students involved.

1st offense – 3 days out of school suspension

2nd offense – 5 days out of school suspension

3rd offense – 10 days out of school suspension

****Each infraction will be dealt with on an individual basis. The school Administration is unable to discuss discipline consequences for any child with anyone other than that child's parents.****

Any additional offenses - The principal will decide the length of suspension after the third offense. This might include suspension for the remainder of the semester and the following semester.

Please visit Section F-41 Student Behavior and Discipline located in the GPS Policy Manual

Bullying will not be tolerated. Please refer to Section F-31 Policy Prohibiting Harassment, Intimidation and Bullying and Procedures For Combating These Behaviors located in the GPS Policy Manual

Fogarty Elementary Parent - Student - Teacher Compact

We at Fogarty Elementary School are committed to providing the best education possible for each of our students. It is our goal to give every child the opportunity to reach his/her full potential in intellectual, emotional and physical growth. We know that learning can take place if there is a combination of effort, interest, and motivation on the part of the school, the home, and the community working together toward that end.

This compact is a voluntary agreement and a promise of commitment to help _____ progress in school, promoting his/her achievement. We believe that this agreement can be fulfilled through our team effort.

As a student I agree to:	As a parent I agree to:	As a teacher I agree to:
<ul style="list-style-type: none"> • Come to school ready to learn and work hard. • Bring necessary materials, completed assignments and homework. • Know and follow the school and class rules. • Communicate regularly with my parents and teachers about my school experiences so that they can help me be successful in school. • Limit my TV watching and instead study or read every day after school. • Respect the school, classmates, staff and families. 	<ul style="list-style-type: none"> • Provide a quiet time and place for homework and monitor TV viewing. • Read to my child or encourage my child to read every day (20 minutes K-3). • Ensure that my child attends school every day, gets adequate sleep, regular medical attention and proper nutrition. • Regularly monitor my child's progress in school. • Participate at school in activities such as school decision making, volunteering and/or attending parent/teacher conferences. • Communicate the importance of education and learning to my child. • Respect the school, staff, students and families. 	<ul style="list-style-type: none"> • Teach classes through interesting and challenging lessons that promote student achievement. • Endeavor to motivate my students to learn. • Have high expectations and help every child to develop a love of learning. • Communicate regularly with families about student progress. • Provide a warm, safe, and caring learning environment. • Provide meaningful, daily homework assignments to reinforce and extend learning (30 minutes 1-3). • Participate in professional development opportunities that improve teaching and learning and support the formation of partnerships with families and the community. • Actively participate in collaborative decision making and consistently work with families and my school colleagues to make schools accessible and welcoming places for families which help each student achieve the school's high academic standards. students and families.

As a team, we can work together to carry out this agreement

Teacher's Signature

Parent's Signature

Student's Signature

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Please sign and return this form to your child’s classroom teacher within the first week of school. This form indicates that you have read the school handbook and have gone over its contents with your child.

I HAVE READ AND GONE OVER THE GUTHRIE PUBLIC SCHOOL ELEMENTARY HANDBOOK AND THE FOGARTY HANDBOOK CONTENTS WITH MY CHILD.

I WILL WORK WITH THE SCHOOL PERSONNEL TO ENFORCE THE SCHOOL RULES.

I have read the Discipline Procedure for fighting/bullying and or harassment and understand the consequences of these behaviors.

Signed: _____
Parent / Guardian

Date: _____