

**Fairyland School
2017-2018
Student Handbook**



**ACADEMIC EXCELLENCE
SINCE 1931
LOOKOUT MOUNTAIN, GA**

WELCOME

The staff of Fairyland School extends a warm greeting to each of our families. We would like to encourage our families to become involved in the many activities at our school. It is a pleasure to have you as members of our school community. The success of any student is dependent upon the partnerships of student, parent, and teacher.

Walker County Mission Statement

It is the mission of Walker County Schools to ensure that all students graduate: ready for College, ready for Work, ready for Life.

Fairyland School Mission, Vision, and Beliefs

The mission of Fairyland School is to provide instruction that challenges students to attain core knowledge and build strong character in order to achieve their highest potential. A variety of educational experiences will be delivered in a safe, nurturing environment while promoting the importance of life-long learning.

Vision

The Fairyland School faculty and staff will use the mission and beliefs and the Georgia Standards of Excellence as a guide to improve instruction. Current research and best practices will be used to assess and address individual learning by providing support for a wide range of academic needs. We are dedicated to engaging all stakeholders in building an understanding of the mission, vision, and beliefs.

Beliefs

Learning should be meaningful, related to life, and promote self-worth.

Georgia Standards of Excellence, character education, and arts education are essential components to the curriculum. Core instructional time will be managed efficiently throughout the school day.

Teachers and staff demonstrate professionalism and integrity, are positive role models, and seek opportunities for professional growth.

Stakeholders are partners ensuring high academic expectations and the intellectual, emotional, and physical growth of every child.

Each stakeholder's contributions and suggestions are significant and will be valued equally.

Students will have ownership of their learning and behavior.

FAIRYLAND SCHOOL CALENDAR 2017– 2018

August 3 -----Student's First Day
September 4 -----Labor Day
October 9, 10, & 11-----Fall Break
November 20 - 24 -----Thanksgiving Holidays
December 20 - January 5-----Christmas Holidays
January 8 ----- Students Return
January 15 -----Martin Luther King Jr. Holiday
February 19, 20, & 21 ----- Winter Break
April 2 - April 6 -----Spring Break
May 25 -----Student's Last Day

SCHOOL HOURS

Grades Pre K–5 ----- 8:00 a.m. until 2:30 p.m.



NOTE: The school opens at 7:30 a.m. At 7:35 students may go to classrooms. **Children are not supervised before 7:30 a.m.** Breakfast is served beginning at 7:35 a.m. and students may take breakfast to their classrooms.

ENROLLMENT REQUIREMENTS

Students can only be enrolled by a legal parent or guardian. All students entering a Georgia school are required to present:

- **Proof of adequate immunization.** Immunization records must be on a Georgia Immunization Form 3231 available at most doctor's offices or Georgia Health Department. These

forms must be on file within 30 days of the child's entrance into school.

- **Certificate of eye, ear and dental examination.** Eye, ear and dental exams must be certified on Georgia Form 3300 available at most doctor's offices or the Georgia Health Department. These forms must be on file within 30 days of the child's entrance into school.
- A **copy of the certified birth certificate** is necessary for verification of age for a student entering school for the first time.
- A **copy of the child's social security card** is also required.
- **Proof of Walker County residency** is needed. This should include a copy of a current utility bill that has the street address and the name of the parent/guardian of the student.

If these certificates are not received within the designated time lines, the child will have to be removed from the school rolls and will not be able to reenter school until such time as the required forms are on file.

ATTENDANCE POLICY

EXCUSED ABSENCES

State and Local Board policies grant excused absences under the following conditions:

- Personal illness
- Serious illness and/or death in the immediate family
- Legal/Court appearances
- Religious holidays
- Students in foster care attending court proceedings related to foster care.

A note signed by the parent/guardian must be presented to the homeroom teacher on the first day that the child returns to school following an absence. This note is to state the date and reason that the child was absent. **If a note is not sent to verify the cause of an absence, or the note with the reason is deemed inexcusable,**

that absence is considered to be unexcused. While we appreciate your calls to the office regarding student absences, **board policy requires that a note be sent in when the student returns.**

EARLY DISMISSAL

Every minute of the school instructional day is important. If an emergency arises after a child is at school and it becomes necessary for the child to leave early, please come by the school office and your child will be called for early dismissal. **The homeroom teacher will not dismiss children.**

DISMISSAL CHANGES

In an effort to establish routines and not create confusion for students, please make permanent dismissal arrangements so that students go home the same way each day. In the event that a change is necessary, parents/guardians requesting a dismissal change must either:

- Send a signed request to the homeroom teacher in the morning before classes begin or
- Notify the school office by phone before 2:00pm in the event of a change in plans due to necessity.

TARDIES

The tardy bell rings at 8:00 am. Students must be in their classrooms ready for announcements by 8:00. It is extremely important that all students be at school on time. Much of the required record keeping that teachers do occur during the first few minutes of the school day and important announcements are made. Students arriving after 8:00 a.m. must report to the office to get a tardy slip before going to their classrooms.

Perfect attendance awards will be given at the end of the year to students who have missed 0 days of school and who have less than 5 tardies.

LATE PICK-UP POLICY

- Please make sure your child is picked up on time. If your child is not picked up by 2:50pm, your child will be placed in aftercare.

FACULTY AND STAFF

PRINCIPAL -----Mr. Jeremy Roerdink

ASSISTANT PRINCIPAL----- Ms. Emily Haney

PRE-K -----Mrs. Morgan Lingerfelt

KINDERGARTEN -----Mrs. Robyn Mask
Mrs. Elizabeth Millirons
Mrs. Laura Wayne

FIRST GRADE ----- Mrs. Rhonda McDaniel
Mrs. Jennifer Davis

SECOND GRADE -----Mrs. Elsbeth DeRuischer
Mrs. Brennan Griffin
Mrs. Susan Royal

THIRD GRADE -----Mrs. Debbie Baker
Ms. Cheryl Giddens
Mrs. Jill Wilson

FOURTH GRADE -----Mrs. Ashleigh Swinford
Mr. Jeff Ashworth

FIFTH GRADE-----Mrs. Glenda Broom
Mrs. Mary Beth Catanzaro

MEDIA SPECIALIST -----Ms. Melissa Cairns

PHYSICAL EDUCATION -----Mr. Cory Hall

COMPUTER-----Mr. Troy Green

LEARNING CENTER -----Mrs. Connie Reddan-Miller
Mrs. Shelly Lewis
Mrs. Megan Bell

GIFTED EDUCATION -----Ms. Delin Brown
Mrs. Laura Wayne

GUIDANCE COUNSELOR-----Mrs. Sharla Green

SPEECH -----Mrs. Jill Burger

ART -----Mrs. Beth Bradford

PARAPROFESSIONALS -----Mrs. Shannon Pickard – Pre K
Mrs. Emily Scoggins – Interventionist
Mrs. Amanda Roach - Kindergarten
Mrs. Kim Gravitt – Kindergarten
Ms. Lorraine Gray-Learning Center

SECRETARY -----Mrs. Christel Smith

CLERICAL ASSISTANT -----Mrs. Mako Gilchrist

LUNCHROOM -----Mrs. Karen Moore – Manager
Mrs. Linda Derryberry
Ms. Kayla Moore
Mrs. Cinda Richardson

CUSTODIANS----- Mr. Chris Thompson
Mr. Stacy Gill
Ms. Donna Ferguson

BUS DRIVERS ----- Mr. Fred Carter– Bus#72
Mrs. Janice Taylor – Bus #14
Mr. Cory Smith – Bus #32

You can reach any staff member by email. Email addresses are
firstnamelastname@walkerschools.org

SCHOOL ADVISORY COUNCIL

In accordance with HB 1187 school councils were established in Georgia to “bring communities and schools closer together in a spirit of cooperation to solve difficult education problems, improve academic achievement, provide support for teachers and administrators, and bring parents into the school-based decision-making process.”

School councils:

- Provide advice, recommendations, and assistance to principals and local boards of education
- Are comprised of teachers, parents, and school administrators with a parent serving as chair
- Maintain a school-wide perspective on issues
- Meet regularly with a minimum of 4 meetings per year
- Act as a link between the school and the community
- Encourage the participation of parents and others within the community
- Work to improve student achievement and performance.

VISITORS

For student safety and security, all visitors (including volunteers) must check in at the school office and obtain a visitor's pass before going to any other part of the school facility. Your cooperation in this matter will help ensure the safety of your child. **Visitors under 18 years of age must be accompanied by an adult.**

The front door will be locked during the school hours for security. When you arrive, please state your name and the purpose of your visit at the intercom located on the left side of the door. When you come in, **please report to the office to sign in and get a visitor/volunteer badge regardless of the length of your visit.**

Instructional time is sacred at Fairyland Elementary. Please leave messages for teachers with the secretary in the front office. If you have an emergency situation, please go immediately to the front office and ask for the principal or assistant principal. Volunteers, visitors, or parents arriving after 8:00, please remember to obtain a pass from the office before entering a classroom.

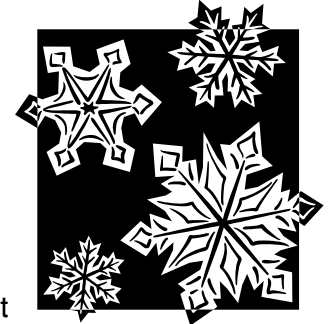
SECURITY CAMERAS

For increased safety and security digital cameras record activity at all school entrances and on school busses.

SNOW DAYS/INCLEMENT WEATHER

In case of inclement weather, listen to local TV Stations:

- WRCB – TV Channel 3
- WTVC – TV Channel 9
- WDEF – TV Channel 12



Please make every effort to help us by not calling the school regarding closings. In cases of bad weather it is crucial for us to keep our phone lines open. In the event of an early dismissal (ie, snow) students that walk home will not be allowed to leave campus unless the school has been notified that a parent is home.

SCHOOLCAST

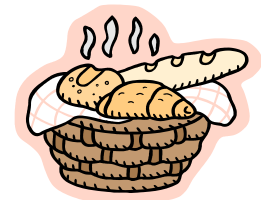
Parents and guardians will be informed of school closings or other important information using the Walker County SchoolCast automated telephone system.

Parents can update their calling preferences at anytime at <https://www.myschoolcast.com/> or by contacting the school office.

SCHOOL MEALS

School meal prices.

- Student Breakfast - \$1.10 (\$0.30 Reduced)
- Student Lunch - \$2.05 (\$0.40 Reduced)



You are encouraged to make advanced or monthly payments for school lunches. The amount paid will be entered into the child's account and deducted as the child eats. You can visit or call the lunchroom at any time to get information regarding your child's lunch account.

Free and reduced meals are available upon receipt and approval of a completed application. (Contact the office for more information)

Parents and other family members are invited to eat with their child. Payment for these lunches is made in the cafeteria line. **Due to accounting procedures, we cannot deduct adult meals from a student lunch account.** Please call the cafeteria at 820-1112 by 9:00 a.m. or send a note to school with your child if you plan to eat in the cafeteria that day.

BREAKFAST & LUNCH CHARGES

Please try to pay for your child's lunch in advance and avoid any lunch or breakfast charges. If a student does not have lunch money in his/her account, he/she will be allowed to charge. If charges exceed \$5 parents will be notified in writing. When these charges are not paid, students are asked to call parents from school as a reminder to bring lunch money the next day. Unpaid lunch charges become a burden on the school and thus impact the resources available to all students.

Reminder that it is the Walker County School Board Policy that students bringing their breakfast or lunch must bring it from home in the morning. **Also, no outside vendor packaging (ie: McDonald's or Wendy's) should be brought into the cafeteria.**

BUS TRANSPORTATION

Walker County Board of Education provides bus transportation for students who live south of the school. Bus #32 serves students who live north of Nick-a-jack Road, and busses #72 and #14 serve students who live south of Nick-a-Jack Road.



Safety is always the prime consideration. Should a child's behavior interfere with the safety of the bus, it will be reported to the principal and appropriate disciplinary action will be taken. Security cameras are in continual operation on all busses. A child may be denied the privilege of riding the bus if his/her behavior is a safety factor. Children who ride the bus regularly are to get on and off the bus at the same stop each day.

Students who do not normally ride the bus or a bus rider who will be transported to a different location must submit a written request from a parent/guardian to the principal for approval. This request may be denied in the event that the bus is operating at a student capacity level.

TRAFFIC

Busses will load and unload in the circular driveway in front of the school. Parking is not allowed in this area (directly in front of the building) prior to 8:00 a.m. and between 2:15 and 2:45 p.m. Students arriving and leaving by car or walking are to enter and exit the building by the front entrance off Lula Lake Road. Cars should enter the drive at the South end and exit on to Lula Lake Road from the entrance north of the drive.

Parents and visitors should use the designated parking spaces. Unattended vehicles should not be in the loading zone area as this is considered a fire zone and should be left clear for emergency vehicles.

For student safety, the spaces near the road by the pond are for bus parking only. The Lookout Mountain Georgia Police Department will monitor this area and ticket cars parked illegally.

BICYCLES

For safety reasons, students riding bikes to school must walk the bicycle while on school grounds. Bicycles are to be parked in the bike rack. Students riding bicycles or skateboards to school must wear helmets. Any unsafe behavior will result in the loss of biking or skateboarding to school.

PAYMENTS

When paying any school payment by check, please make a separate check for each child enrolled. This will minimize mistakes and helps assure that credit is given to the right child.



INSURANCE

Student accident insurance is available for purchase during the first two weeks of the school term. Forms will go home in the information packet with your child the first week of school. It is recommended that parents consider purchasing either the *school time* or the *year round* policy for their children, particularly if the child is not already adequately covered by other insurance.

PHYSICAL EDUCATION

All students will participate in a physical education or a health class on a regular basis. Athletic shoes are required for P.E. classes. If a child wears boots or slick bottomed shoes to school, he/she must bring pair of tennis shoes for P.E. class.

PARTY INVITATIONS

Invitations to birthday or other parties are not to be given out at school unless everyone in the class receives an invitation. Please be mindful and sensitive to the feelings of all students. No one likes to be left out. Inclusion of all students is strongly recommended.

DELIVERIES

Due to the disruption involved, flowers, balloons, cookie bouquets, and other gifts cannot be delivered to a child at school.

LIBRARY PROCEDURES

The library operates on the Georgia modified – open library model which allows students to check out books any time during the school day. Lost or damaged book(s) must be replaced by the borrower at the end of the year if it not before. The librarian and classroom teacher work together to plan library skills classes that are linked to classroom instructional activities.

GIFT BOOK PROGRAM

Parents, students, and other friends of Fairyland Elementary School may present a gift book to the school library in honor of a special person or to commemorate a special event.

All contributions to the Fairyland Gift Book Program are tax deductible. Bookplates outlining the circumstances of the gift are affixed to each gift volume. The librarian has a list of books to choose from with prices that include the heavy duty binding which will make the books a valuable addition to the Fairyland library for years to come. For details, contact the school librarian.

ILLNESS OR ACCIDENTS AT SCHOOL

If a child is hurt in an accident or becomes ill during school day, the parents will be contacted so arrangements may be made to pick up the child. Please make sure that the emergency card kept on file in the school office has current information. It is of utmost importance that the school is furnished with the names of several persons to contact in the event of accident or illness. Walker County Board of Education policy will not allow the release of any child to an individual without written permission.



MEDICATION

It is not permissible for school personnel to give medication to children except as provided for in the Walker County Board of Education policy manual.

For prescription medications to be given at school please complete the necessary form in the school office. **Parents are encouraged to bring medications such as ibuprofen to be kept in the office and given as needed.**

LOST AND FOUND

Please check the conference room for lost articles. It is suggested that children's clothing be marked in some way that would be easy to recognize. Unclaimed lost and found items are donated to charity twice a year.

TOYS/GAMES/TECHNOLOGY DEVICES

The goal of Fairyland School is to provide the best education environment possible for all students. Bringing toys and games to school is distracting and risky since the school staff cannot be responsible for taking care of such items. Therefore, students should not bring any toys or games to school unless given approval by the child's teacher and only then for specific purposes. Technology may be brought to school but is done so at the risk of the student. The school is not responsible for any lost, damaged, or stolen property. Students should also follow the direction of the teacher on the appropriate use of the technology in the classroom.

USE OF THE TELEPHONE

Students may be allowed to use the telephone only in the case of emergency or illness.

DISCIPLINE

The primary duty of every teacher is to teach students as efficiently and effectively as possible. Sometimes a student may require corrective action from both teachers and parents. Teachers will work closely with parents and request assistance whenever necessary. Teachers work cooperatively to make sure that students understand the class and school wide rules and abide by them. Students who violate school and/or class rules may be sent to the office. The administrative team will make the decision as to the discipline required depending on the seriousness of the offense.

HOMEWORK

Parents are encouraged to make a special effort to provide a consistent time and place for homework to be completed. Parents need to check on a regular basis to be sure that the child is keeping up with his/her work. As part of our effort to have maximum school-home communication, students are often required to have parents sign and return graded papers.



Much school communication will take place through email. Please provide the school with your email address.

TEACHER CONFERENCES

Teachers are asked to have at least 2 conferences a year with every child's parent(s)/guardian(s). A parent may also schedule a conference with a teacher by calling the school in advance and making arrangements with the teacher. Please leave word with the secretary and the teacher will return the call as soon as possible. When a teacher has students present, the teacher cannot leave class to answer the telephone or to hold a conference except in the case of an emergency.

REPORT CARDS – STANDARDS BASED GRADING

Walker County School District uses a common progress report in all elementary schools. This report card is different from the traditional progress reports; students will be assessed on standards and expectations at each grade level after instruction and practice has been given. Standards-based grading measures where a student is toward mastery of each standard instead of scoring an activity. This type of grading gives teachers, students, and parents a clear picture of each standard that the student has mastered and which ones still need work. Because of this, the student has until the end of the school year to show mastery.

In the progress report you will see a condensed list of the standards that are expected to be mastered at your child's grade level during this school year. You will see a (1,2,3,4) for standards mastery scores for each standard. If the box is left blank, then we have not started working on that standard yet, but will be working on it at some point during this year.

We believe that your understanding of what is expected of your child and how well he or she is progressing toward the goals at his or her grade level is very important. We hope the progress report gives you a clearer picture of exactly where your student is on mastering the skills necessary for success at his/her grade level.

CLUBS

Fairyland Elementary School is fortunate to offer several activities and clubs for our students. These include:

Cross-County and Track: The Cross-County and Track Program is open to any student in Grades 3-5. Students that wish to participate need to have a current physical on file in the office. The physical is good for one calendar year from the time it is given from the doctor. See Coach Hall for more information.

C.H.A.M.P.S. – Safe and Drug Free curriculum designed for fifth grade students to give students strategies to avoid drugs, tobacco, and violence. Sponsored and led by the Walker County Sheriff's department and facilitated by the homeroom teacher.

Lego Robotics – Sponsored by TVA and is available to 3rd – 5th grade students if slots are available. Please contact Ms. Giddens for more information.

FAIRYLAND SCHOOL WEBSITE

To obtain current information about school events, students and parents can access the Fairyland School website by visiting <http://fes.walkerschools.org>.

AFTER SCHOOL ENRICHMENT PROGRAM

The Afterschool Enrichment Program is offered to students in grades PK-5. Students remain at school to participate in the program. The program stimulates student's social, physical, and intellectual abilities through participation with their school peers. This program is designed for students who are able to participate independently in age-appropriate activities within a 1:17 teacher/student ratio for the younger grades and a 1:21 teacher/student ratio in the older grades.

The hours of the Afterschool Enrichment Program are Monday through Friday, beginning at 2:35 P.M. and ending at 6:00 P.M. The program is not operated during school vacation, holiday periods, inclement weather closings, or teacher workdays. When schools are dismissed early due to inclement weather, students should be picked up immediately. There is a cost for this program and those interested should contact the main school office for more information.

STUDENT DRESS

See school and county websites for full official dress code. Students should be dressed appropriately for the weather and safely for PE and other school activities. Any dress or body adornment that is distracting to the learning environment is prohibited. Please see the Walker County FYI Booklet for more specific information regarding student dress.

2017 – 2018 FAIRYLAND SCHOOL EXECUTIVE PTO BOARD MEMBERS

President	Kim Brock
Vice President	Sarah Lehn
Member at Large	Lori Bade
Secretary	Laurie Stuckey
Treasurer	Anne-Elizabeth Youmans

PTO

All parents are urged to take an active part in the Parent Teacher Organization (PTO), which generates energetic support of the school. Several yearly PTO sponsored activities for the school such as Music on the Mountain, Great Pumpkin Chase Fun Run, & Fairyland Festival raise funds to support your children with additional teachers and educational resources. PTO is also a great way to get to know your neighbors and the parents of your child's friends.

PARENT VOLUNTEER PROGRAM

The PTO sponsors an active volunteer program through which parents and other interested adults are encouraged to help in various ways including participation in facilitating fundraisers, fall/spring

photos, Bookfair, classroom help and various classroom clerical activities. Information concerning this program is sent out at the beginning of each school year. Please call the volunteer coordinator if you would like to be a part of this very beneficial program.

You and your time are a valuable resource to Fairyland School. There are ways you can support the school at home or on the campus. The PTO will find a place for you in the time you have. Your time and talents are needed.

PTO FUND RAISING SCHEDULE

Annual Giving donate online at www.networkforgood.org. Just type in *Fairyland School*.

Music on the Mountain	August 26
Great Pumpkin Chase Fun Run	October 27
Fairyland Festival	April 26