

FAIRVIEW SCHOOL

"Come Soar with the Eagles"

7840 Fairmount Drive S.E.
Calgary, Alberta, T2H 0Y1

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STUDENT HANDBOOK

2011 - 12

Mr. W. Mailandt
Principal

This agenda belongs to:

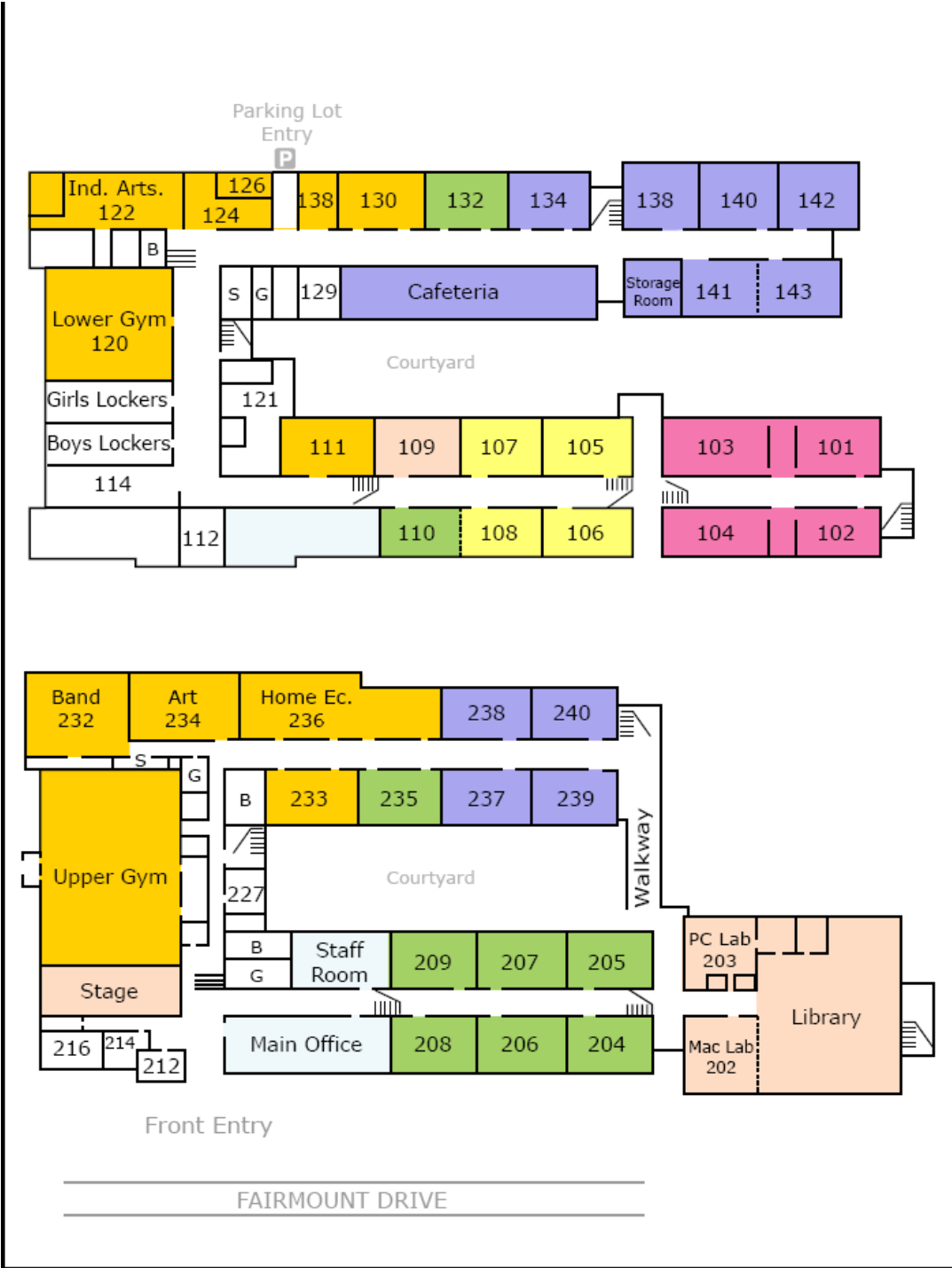
Name: _____

Homeroom Teacher: _____ Class: _____

Email Address: _____

*IF THIS BOOK IS LOST OR DAMAGED IN ANY WAY, IT MUST IMMEDIATELY BE REPLACED WITH ANOTHER AGENDA.
ALL STUDENTS MUST HAVE AN AGENDA AT ALL TIMES.*

MAP OF FAIRVIEW SCHOOL



FAIRVIEW SCHOOL CALENDAR

2011 – 2012 (all dates subject to change)

Monday, Tuesday, Wednesday	August 29, 30, 31	Teachers In
Thursday	September 1	ONLY New Students In — full day
Friday	September 2	ALL students in
Monday	September 5	Labour Day – NO SCHOOL
Thursday	September 8	Fee Collection Day
Monday	September 12	Picture Day – Gr 5, 6 & 7
Tuesday	September 13	Picture Day – Gr 8 & 9
Thursday	September 22	Early dismissal Meet the Teacher @ 7 pm
Friday	September 23	Common PD/ORG day – non-student day
Friday	October 7	Common PD/ORG day – non-student day
Monday	October 10	Thanksgiving Day – NO SCHOOL
Wednesday	November 9	Early dismissal 12:29
		P/T/S interviews DROP-IN 5:30 – 8:30 pm
Thursday	November 10	NON STUDENT DAY
		P/T/S interviews BOOKED 10-12 / 2-4 / 6-8 pm
Friday	November 11	Remembrance Day – NO SCHOOL
Monday	November 14	Common PD/ORG day – non-student day
Thursday	December 1	Early dismissal 12:29
Friday	December 2	Common PD/ORG day – non-student day
Friday	December 16	Report Cards go home
Thursday	December 22	Last Day of Classes - Winter Break
		Early dismissal 12:29
Friday	December 23	Common PD/ORG day – non-student day
WINTER BREAK	December 24-January 8	
Monday	January 9	Classes Resume
Thursday	January 12	Gr 9 P.A.R.T.Y. Program
Tuesday & Wednesday	January 17 & 18	Math Mid-term in class
Thursday	January 19	7pm Information Evening for 2012-13 year new students and parents
Monday & Tuesday	January 23 & 24	Social Studies Mid-term in class
Wednesday & Thursday	January 25 & 26	ELA Mid-term in class
Monday & Tuesday	January 30 & 31	Science Mid-term in class
Wednesday & Thursday	February 1 & 2	FLA Mid-term in class
Friday	February 3	Common PD/ORG day – non-student day
Tuesday	February 14	Early dismissal 12:29
		P/T/S interviews DROP-IN 5:30 – 8:30 pm
Wednesday	February 15	NON STUDENT DAY
		P/T/S interviews BOOKED 10-12 / 2-4 / 6-8 pm
Thursday, Friday	February 16, 17	Teachers' Convention – NO SCHOOL
Monday	February 20	Alberta Family Day – NO SCHOOL
Thursday	March 22	Last Day of Classes – Spring Break
SPRING BREAK	March 24 – April 1	
Friday	March 23	Common PD/ORG day – non-student day
Monday	April 2	Classes Resume
Thursday	April 5	Early dismissal 12:29
		Report Cards go home
Friday	April 6	Good Friday – NO SCHOOL
Monday	April 9	Common PD/ORG day – non-student day
Monday	May 14	Gr 6 FLA part A – final exam
		Gr 9 ELA part A – final exam
Wednesday	May 16	Gr 6 ELA part A – final exam
		Gr 9 FLA part A – final exam
Thursday	May 17	Early Dismissal 12:29
Friday	May 18	Common PD/ORG day – non-student day
Monday	May 21	Victoria Day – NO SCHOOL
Thursday & Friday	May 31 & June 1	7 pm Musical
Thursday	June 14	Gr 6 Social Studies - final exam
Friday	June 15	Gr 6 ELA part B – final exam
Monday	June 18	Gr 6 Math – final exam
Tuesday	June 19	Gr 6 Science – final exam
Wednesday	June 20	Gr 6 & 9 FLA part B – final exam
Thursday	June 21	Awards Assemblies & Class activities
Friday	June 22	Gr 5 & 6 Activity Day
		Gr 9 Science – final exam
Monday	June 25	Gr 5 & 6 Activity Day
		Gr 7 – 9 Math – final exam am
		Gr 7 & 8 Sci - pm
Tuesday	June 26	Gr 5 & 6 Activity Day
		Gr 7 – 9 ELA part B – final exam am
		Gr 7 & 8 Social Studies
Wednesday	June 27	ONLY GR 9 ATTEND - Gr 9 Social Studies – final exam
Thursday	June 28	ORG DAY – Report Card pick up
Friday	June 29	APPEALS DAY 8:30 – 12:00

2011-12 Eagle Time L'heure Aigle

Monday - Thursday		Friday – Early Dismissal	
Warning Bell	8:25	Warning Bell	8:25
Late Bell	8:30	Late Bell	8:30
Period 1 (49 minutes)	8:30 - 9:19	Period 1 (43 minutes)	8:30 - 9:13
Period 2 (49 minutes)	9:22 - 10:11	Period 2 (43 minutes)	9:16 – 9:59
Locker/Nutrition Break (10 min)	10:11 – 10:21	PERIOD 3 (43 minutes)	10:02 - 10:45
Period 3 (49 minutes)	10:21 - 11:10	LOCKER/NUTRITION BREAK (15 minutes)	10:45 – 11:00
Period 4 (49 minutes)	11:13 - 12:02	Period 4 (43 minutes)	11:00 – 11:43
LUNCH (43 minutes)	12:02 – 12:45	Period 5 (43 minutes)	11:46 – 12:29
Late Bell	12:50		
Homeroom	12:50 – 12:55		
Period 5 (49 minutes)	12:58 - 1:47		
Period 6 (49 minutes)	1:50 - 2:39		
Period 7 (49 minutes)	2:42 - 3:31		

LEARN ALBERTA:

www.learnalberta.ca

Login: LA06

Password: 4105

WELCOME TO FAIRVIEW!

Whether you are new to the school or returning for another year, we hope your experience here is enjoyable, challenging and rewarding. At Fairview School, everyone is expected to do their best and actively participate in the school. Students, make this school year your best to date. Take pride in your work and in your school. Remember - your success in school depends upon you, your efforts and your attitude! An active and supportive Parent Council meets monthly to provide input into the operation of the school. As well, numerous parent volunteers contribute to the success of our programs.

As we are trying to diminish our environmental footprint, and most of our communication is done by email and through our website. Monthly newsletters are posted on our website and we also communicate to parents on our bulletin board in the front office. Parents are encouraged to keep their contact information up to date to ensure excellent communication occurs.

Please read the following school rules and policies to help make this a successful year for you, your family and for your peers. See our website for additional information in the handbook.

ABOUT THE SCHOOL

The school was built in 1958 and opened in September 1960. It is a multi-level building and has been renovated a couple of times to meet the changing needs of the school community. The school has 41 classrooms including dedicated areas for Science, Art, Music, Drama, Technology, Home Economics and Industrial Arts. In addition, Fairview has a great library, two gymnasiums and a large cafeteria.

SCHOOL MISSION

We are committed to providing a safe and caring environment where every student can experience success. This atmosphere enhances the learning process and allows students the opportunity to achieve their potential. We pursue this goal by emphasizing academic excellence, self-discipline and respect for the rights of others.

At Fairview, we believe that:

- the student-teacher relationship is the heart of the learning experience
- as a community of learners we are characterized by physical and emotional security, respect, trust, caring, innovation, open communication and shared decision-making.

The process of education is a mutual concern of parents, students and educators and it is through a strong partnership that this process is maximized. We encourage parents to become active partners in their child's education and become involved in school programs and activities.

FAIRVIEW PROGRAMS

We are Fairview students first!

You may be enrolled in TLC or Immersion programs, but we all belong to the same school and can help each other be successful by being accepting and friendly.

FRENCH IMMERSION PROGRAM - GRADE 5 - 9

Students enrolled in French are in the Continuing Immersion Program. French Language Arts, Math, Science and Social Studies and Grade 5 and 6 PE are taught in French. All other classes are in English.

TRADITIONAL LEARNING CENTRE – GRADE 5 - 8

Students receive traditional instruction in core subjects, with a focus on high academic achievement. Students in the program wear uniforms and work within a strong Character Education framework. Students take Music, French and complementary courses.

INFORMATION FOR PARENTS/GUARDIANS

ATTENDANCE

A) General

There is a direct relationship between achievement and regular student attendance. Students who are ill and cannot participate in school activities are encouraged to stay at home until they are better.

If a student needs to leave the classroom, he/she must write out the time and the reason on the appropriate date in his/her agenda and have it initialed by the teacher. Students who are out of their classroom without their agenda will be considered absent from their class without permission. Students are required to attend classes as **Policy 6020** of the Calgary Board of Education states that, "Students registered in schools or programs shall attend regularly and punctually. It shall be the responsibility of parents to endeavour to ensure compliance with this requirement and the responsibility of schools to ensure that parents are informed promptly when the attendance of students is not satisfactory."

Parents will receive a phone call in the morning and another in the afternoon only if their child is unexcused for their absence.

B) Student Responsibility

- Have their parent/guardian phone the school when an absence occurs explaining the reason for absence.
- Bring a note to the office **only** if a phone call has not been made.

C) Parent Responsibility

- Support the C.B.E. requirement that their child attend school regularly and punctually.
- Contact the school, by phone, when their child is absent or follow it up with a note upon his/her return to classes.
- Check your child's attendance on report cards for any discrepancies.

D) Students Checking Out

Students wishing to leave the school during the day will be required to check out at the main office by presenting a note which states the reason and time for the checkout. The note should first be shown to the class teacher as permission to leave the class, and then brought to the office. On receipt of the note in the office, the student may sign out. This will avoid us disturbing the class to call a student. **Parents must come in to the office** to sign out their child when their child does not have a note.

E) Arrival and Departure Times

Students should not arrive prior to 8:25 am and should leave the school by 3:45 p.m. unless under the direct supervision of a teacher. Supervision is provided during these hours only.

In cases of illness during the school day, **STUDENTS MAY NOT GO HOME UNTIL A PARENT/GUARDIAN IS CONTACTED TO GIVE PERMISSION.** After school staff speaks with a parent or legal guardian, the student then may sign out.

EXTENDED LEAVES (VACATIONS)

We are not in a position to grant permission for an extended absence; however, we do appreciate the dilemma that families face. Longer absences should be discussed with administration. Please consider published dates of final exams when making holiday plans.

Procedure:

- Students should provide the office with a note from their parents indicating the dates and the reason for the proposed absence 5 days prior to the absence.
- The student will be provided with an "extended leave" form which he/she will be responsible for taking to each of his/her subject teachers and then returned to the office.
- The final decision as to whether the student leaves school becomes the responsibility of the student and his/her parents. Clearly, if the choice is to leave school the student will be missing instruction and the absence may have an effect on the overall success of the student. Teachers are not required to provide work during absence. It is the student and parent responsibility to complete assignments as required.



LATENESS

A) General

Students, staff and parents all agree that punctuality is an important element in society. It is a matter of courtesy to your teachers and fellow students to arrive at your classes on time. Occasionally circumstances can cause a student to be late, but habitual lateness on the part of a student is not acceptable.

B) Procedures:

- Students arriving late from medical/dental appointments may present an appointment slip from the doctor to the office to receive an admission slip or a parent may also call the office.
- Students arriving late in the morning or at noon **MUST** get an admission slip from the office before going to their classes, even when arriving on a late bus.
- Parents who drive their children to school are expected to plan accordingly and have their children at school on time.
- **Unexcused late arrival may result in a teacher detention during lunchtime the same/following day. Students that do not attend this consequence may face a temporary home suspension.**

BUSSING INFORMATION

Fairview School does not provide busses. This service is contracted out by the Calgary Board of Education to Southland Transportation. The fees for the 2011-12 school year have yet to be determined. Concerns may be directed to the Student Transportation Group (403-294 – 8195) or the Southland Transportation (403-287-1335).

Approximately 775 Fairview School students will be bussed from their home communities. Fairview students share the bus with Grades K-4 Le Roi Daniels students. All students are required to follow the rules and guidelines for bussing as posted on the CBE website: <http://www.cbe.ab.ca/transportation/regulations.asp>. Should misbehaviour on buses interfere with the driver's concentration, **students may be suspended from riding the bus and/or have to account for their actions through the school's discipline procedures. The bus is a service, not a right, and responsible, safe behaviour is a must.**



Please note that students should always have their bus pass with them on the bus; the driver may ask to see it at any time.

Maps of bus routes are available from the school office and from the school website. Pick up schedules will be followed as regularly as weather permits. On cold weather days, please look at the website (School Bus Monitor) for bussing delays or issues.

Students who wish to ride on another student's bus must bring a parent note to school and have a bus pass. They must bring these to the office at lunch to receive a 'guest' pass for the other student's bus. Students without a bus pass may not ride any charter bus at any time. Students who miss their bus or stay at school after dismissal to participate in sponsored activities or at a teacher's request, are responsible to arrange their own transportation home. Bus fare will not be supplied by the school.

CHANGE OF ADDRESS OR PHONE NUMBERS

Students whose address/phone number changes anytime after completion of registration must notify the office immediately. Students that are moving must inform the office and follow the withdrawal procedures.

EXPENSES

FEES

Each Fairview student is charged specific fees to provide for needs such as student handbooks, hall locks, tote box locks, award certificates, trophy engraving, and maintenance of technology. In addition, some options require special supplies and materials. The Board is charging an instructional resource fee of \$105.00 for resource materials and basic costs of some options. Yearbooks may be purchased for \$25.00. Students are to supply their own school supplies such as calculators, pens, pencils, paper, etc. We accept cash, cheque, Debit, VISA or MasterCard for the payment of fees (there is a \$1.00 with card and \$1.50 fee without card).

PE GYM STRIP

It is required that students change every day into Fairview gym strip which may be purchased for \$35.00 from our school. PE clothing needs to be taken home on a regular basis to be washed. Students must wear proper non-marking athletic shoes with the laces properly tied for PE class (not skater type shoes as they do not provide adequate support and are not always able to be properly tied). Students are assigned a tote-box locker in the change room; a lock is provided. If it needs to be replaced, a lock may be purchased for \$5.00 from the PE department.

TEXTBOOKS



Textbooks for students are supplied. Students are responsible for keeping these books in good condition and will be charged the full amount (new texts cost \$110.00) for books which are lost or badly damaged. A \$50.00 Refundable Security Deposit will be collected and returned when the student leaves Fairview, and when **all** materials are returned in good order.

MEDICAL ISSUES

Parents must inform the school if their child has severe medical problems or is taking medication which may affect their performance or safety. Office staff is not permitted to administer medications to students. We will **assist** students in administering their medication upon written request only.

If a student is physically well enough to attend school, they are expected to participate in Physical Education. In the rare case where a student is able to be at school but truly unable to participate in PE, a note must be brought from home to excuse them. If a student is unable to participate for three days, a doctor's note must be provided indicating specifically which activities the student may not attempt.

EMERGENCIES:

First aid is available from qualified staff in situations where accidents occur. It is critical that we have parents' work and cell numbers, or the phone number of a person we could contact in an emergency. Please ensure that your information is current. If students become ill, parents will be contacted and asked to make arrangements for their child to go home.



If a student becomes ill at school, he or she should immediately notify the classroom teacher, who will send or take the student to the office. If the student appears seriously ill, the parents or guardians will be notified and an ambulance could be called if deemed necessary.

PROGRESS REPORTS AND PROMOTION

Report cards are issued three (3) times a year. Interviews will be advertised in the newsletter that is published on our website monthly. Students are expected to attend interviews and be active participants in setting their goals with the support of their parents and teachers. Parents should contact teaching staff first regarding the progress of their student. Please feel free to contact student services or administration regarding more complex situations that may be affecting the progress of their children.



TELEPHONE

The school has a student phone which is turned on during lunch time and after school. If an emergency arises, students should use a phone in the main office by asking a secretary. Phone calls cannot be put through to the classroom for students; however, in the case of an emergency we will call the student to the office. Please do NOT encourage your child to call or text you during instructional time for your convenience. Please see the *Technology* section for more detail on this policy.

VISITORS

Fairview School is a closed campus. **All visitors must enter the building via the front doors and report to the school office upon arrival** to request permission from an administrator to be in the building. Parents and other visitors may not enter the building to meet their child/teacher at their class or to go to their locker without first checking in. No visitors are permitted to attend classes, school dances or events with a Fairview student.

There is limited visitor parking behind the school. Please park in the stalls which indicate visitor parking or on side streets and enter through our **front** doors. THANK YOU FOR NOT JAY-WALKING!

VOLUNTEERS

Volunteers are welcome in our school. Any volunteer working with students must submit to a police check. The contribution that volunteers make to the school and our programs is greatly appreciated and everyone benefits from their efforts and assistance. Please sign in at the office upon your arrival.



Students at Fairview are expected to respect the following general rules:

- Cell phones and all other electronic devices are to be turned off during instructional time, unless specified directly by the supervising teacher.
- Students are to carry their agenda with them at all times
- Students are to remove hats and adhere to the dress code when they enter the school
- Students are not to run, push or shove in the hallways
- Students are to stand and sing respectfully during 'O' Canada'
- 'Slurpees', and disposable cups with lids are not to be brought into school
- Open food should not be stored in lockers
- Students are not to go to lockers between classes, except for at nutrition break
- Students are not to be in classes during nutrition break

SCHOOL CONDUCT

In keeping with our school philosophy, our expectations for the conduct of students at Fairview emphasize self-discipline and the respect for the rights of others. All members of our school community are expected to show respect for one another, the school facility, personal and public property, and exhibit tolerance for individual differences.

Safety first:

Tackling (i.e. lunch soccer/football), horseplay, rough housing, sliding down banisters, throwing food, throwing or propulsion of any object (such as snowballs or erasers), pushing, running (in the building), and spitting is not allowed. Your safety is important to us and these situations can lead to impromptu injuries/violence. Please keep your hands to yourself.

COMMITMENT TO EXCELLENCE

FOR ALL STUDENTS

General guidelines for being a successful Fairview student are:

- Be courteous and considerate of all staff and students.
- Be helpful to visiting (substitute) teachers. Without their assistance at our school, many of our programs and off-campus trips would not be possible.
- Be on time and come prepared with homework completed and all required supplies for every class.
- Do your best and strive for personal excellence.
- Enjoy your educational experience! Get involved in activities!
- Follow the school dress code.
- Have your homework done, your assignments completed and handed in on time. Follow guidelines for backpacks in and around the school.

DISCIPLINE

While the students have the "**right**" to an education, with that right goes "**responsibility**". Students are responsible for their conduct at school and must ensure that they respect the rights of both students and staff. When a student's conduct interferes with the rights of others, it is unacceptable. If the situation persists or becomes serious, parental assistance will be requested. In serious breaches of school discipline a student may be restricted from school activities and privileges, suspended from classes or suspended from Fairview School and may only return to school in the company of their parent.

Please note that according to CBE Administrative Regulation 6014, when there are reasonable grounds, students and their personal belongings may be searched.

DISPLAYS OF AFFECTION

Students are reminded that there is an appropriate time and place for displays of affection. Around the school (inside or out), or during class is neither the place nor the time. Students are to refrain from hand holding, hugging and kissing in and around the school before, during or after school.

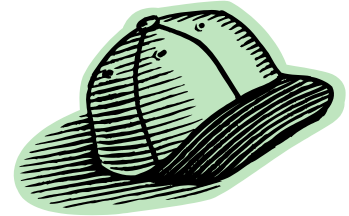
DRESS POLICY

Fairview students' dress should be appropriate for a professional learning environment. They should dress for a wide variety of learning activities and should be such that it allows for ease of movement, comfort and freedom from distractions for self and peers, in any given learning situation. Just as there is a mode of dress suited to office work, to the playing field or gymnasium, to various social or formal functions; there is also a mode of dress suited to each subject area and classroom. We ask that parents support the school with this policy, as we understand that your own expectations for home may be different. The following reasonable guidelines have been added to help understand our expectations:



- Clothing that is not suited for a professional/business environment, (such as beach-wear, muscle shirts, halter-tops, tube tops, spaghetti strap tops, short-shorts, tank tops, mini-skirts, and t-shirts with offensive slogans or images) are not permitted. Clothing that promotes illegal substances (drugs or alcohol) are also not allowed. At minimum, skirts, dresses and shorts need to reach the end of the student's fingertips (when extended) in length.
- Undergarments, cleavage and midriffs must be concealed at all times. Pants should be worn pulled up to cover underwear. Tops which show cleavage or mid-riffs and low rise pants that do not cover a student's bottom are not appropriate for a middle school.
- Chains and heavy jewelry with spikes or sharp studs are not permitted to be worn in school.
- Shoes must be worn at all times.
- Sunglasses, hats, caps, hoods or bandanas are not to be worn in the school, except for special events that are predetermined by the school.

As stated in the Standard of Dress and Grooming Policy 6010, school principals are given the authority to require **any student not conforming to the regulations to change or return home and change into suitable clothing (such as gym strip) before being readmitted to class**. Appropriate clothing is expected to be worn by all members of our school community in all possible school activities such as dances, extracurricular activities and field trip experiences. Students in the TLC program will have additional requirements for dress. Please consult the TLC portion of the handbook for more details.



HARASSMENT/BULLYING

Harassment and bullying can be defined as any behavior (verbal or non-verbal), which is hurtful or humiliating to another person. Harassment may include remarks about age, national or ethnic origin, gender, religion, sexual orientation, disability, appearance or race. Bullying is a conscious, wilful, deliberate, hostile and repeated behaviour by one or more people, which is intended to harm others. Behaviour such as physical attacks, verbal taunts, threat/intimidation, extortion or stealing of money and possessions and exclusion from the peer group will be dealt with in an appropriate manner at Fairview School. We work with students and their families to learn from and to resolve the situation. Severe or repeated incidents will be reported to police.

If bullying and/or threats are being made outside of school (i.e. Cyber-bullying), it is the parents responsibility to report illegal behaviour to police, monitor your child's involvement and to inform the school of any possible situations which may affect the school climate and safety of our students.

ILLEGAL SUBSTANCES AND ACTIVITIES

The Calgary Board of Education forbids students to have contact with, to have possession of, and/or to make use of alcohol or illegal drugs in the context of any school-related activity and considers such contact to be a major offense, which is to be dealt with firmly up to, and including expulsion and/or legal action. Any behaviour that involves a criminal activity, the school resource officer or police may be involved.

LANGUAGE

Students who are in the French Immersion Program are expected to speak **French at all times** during their core classes. This is an expectation of being enrolled in that program.

We strive to maintain a culture of respect for all. Students have the right to be treated respectfully and have the responsibility to treat all others with respect. Disrespectful language is regarded as unacceptable in and around school property. Name calling, swearing, disrespectful gestures or noises is not permitted. Language should always be suitable for a business – public school environment.

LOCKS AND LOCKERS



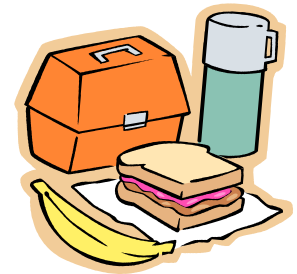
The school will provide each student with a hall locker and for grades 7-9, a PE locker with combination locks. Combination numbers are to be kept confidential. Students must only use the lock and lockers assigned to them and are not to change. A breached, lost or damaged lock will be replaced at the student's expense (\$5). Locks not issued by the school will be removed. The appearance of the interior and exterior of the locker is the responsibility of the occupants. Damage or defacement will result in the students paying for cleaning or repairs. Please do not stick stickers, use tape, or write on your locker. The locker is the property of the school and can be checked by the school administration as deemed necessary.

Backpacks and outdoor clothing must be left in lockers and not taken to class. Exceptions can be made by administration for injuries or unusual circumstances (such as loss of heat). Students should not be going to their lockers between classes, except at nutrition break. If they are permitted during class, their agenda should be signed by their teacher. Items such as **'hacky sacks'**, **sports equipment** are not allowed to be used in the classroom, hallways, lunchroom, library or computer labs.

LUNCHROOM/NUTRITION BREAK

Our lunchroom is a clean, tidy place that offers a full range of healthy food choices (hot and cold), at reasonable prices. Students are expected to eat in the lunchroom or designated areas and are responsible to lunchroom supervisors and teachers for behaviour during lunchtime. It is the student's responsibility to keep the school tidy, pick up their garbage and clean their eating area before leaving.

Grade 5 and 6 students must eat in the lunchroom or in a supervised space. They must stay on school property when outside for lunch recess. Most lunch activities begin at 12:25, unless otherwise stated. All students not involved in a lunch activity must go outside at 12:25. Although Grade 7 – 9 students are not restricted to the school campus for lunch, students are responsible to their parents and the school for their behaviour in the community.



Please keep food wrapped up in lockers and ensure that uneaten food is disposed of, or taken home. Students may only use vending machines before or after school, at lunch or nutrition break.

MODES OF TRANSPORTATION

Bike racks are provided for students in front of our school. All bikes must be locked. The School and/or CBE cannot assume financial responsibility for damaged or stolen bikes. Skateboards, scooters and any shoes with wheels are not allowed in or around the school building. Roller blades must be removed before entering the building.



PERSONAL PROPERTY & LOST AND FOUND

The care of personal property is each student's responsibility. The school cannot assume responsibility for missing items. Storing valuable items in lockers is not sufficient protection from theft; therefore, students should not bring valuable items to school. The school cannot be held responsible for the loss or theft of these items. On rare occasions, students who bring larger sums of money or valuable items to school should leave it in the school office for safekeeping.

Prohibited items such as lighters, matches, knives, lasers, illegal substances, and anything else deemed unsafe will not be returned if brought to school. Possession of these items can result in suspension and possible expulsion.

Students are asked to bring found items to the office. Items will be held in the office for a short period of time. Clothing will be placed in the Lost and Found box next to the office. If items are not claimed two weeks after Parent Teacher Interviews, they will be donated to charity. The school is not responsible for any items lost or stolen in the school, but will do our best to help locate the student's property.

RESPECTING FAIRVIEW COMMUNITY



We are proud of Fairview Students and we don't want the actions of a few to reflect poorly on the entire student body. You are ambassadors of your family and of your school – please be on your best behaviour in the Fairview community and businesses. Please stay off private property. Trespassing, littering and inappropriate conduct do little to create good feelings in the community. Fairmount Drive is a busy road; use the crosswalks at all times and be aware of the traffic. THANK YOU FOR NOT JAY-WALKING. Students obstructing or interfering with traffic may be charged/fined with 'stunting' (\$402.00) by Calgary Police.

STUDENT AGENDA AND ID CARDS

Students will be issued a Fairview Agenda and an ID card. Your ID is needed to sign out books, and proves that you are a Fairview student. Your agenda is your hallway pass, an organization tool, a learning resource, your reference for rules and policies and a way for us to communicate with home. Students will be required to produce these items at a staff member's request. Lost cards can be replaced in the library for \$5.00. A small number of agendas may be available to be purchased from the office for \$5.00.

FAIRVIEW LIBRARY & MEDIA CENTRE

Hours of Operation

- Open - Nutrition Break & Second Half of Lunch
- Closed Before and After School
- During Class Time - Teacher Permission is Required

Student Responsibilities:

- Must present their student I.D. card to sign out a book
- May not sign books out for others
- Only 3 books can be signed out at a time
- Books need to be renewed or returned every two weeks. Students do not need their I.D. card to renew books
- If book is damaged or lost, cost replacement is required. Until payment is received, the student may not check out any books

Parent Responsibilities

- If receiving an automated phone message or email from Fairview, a child in your household has one or more overdue books and needs to be returned promptly. If not dealt with before year-end cost replacement will be charged.
- When leaving for an extended amount of time, students must return or renew books prior to leaving

USE OF TECHNOLOGY

Digital Citizenship

Students at Fairview are expected to practice Digital Citizenship. Students need to use their electronic devices, school computers and the internet in an appropriate manner at all times.

Acceptable Use Policy (for all devices)

The use of technology is an integral part of learning at all CBE schools, as required by the Information and Communication Technology (ICT) Program of Studies. This policy is in place for both school-owned and student-owned devices.

The following activities are inappropriate for students:

- Sending or displaying offensive messages or pictures
- Using obscene language, harassing, insulting, or attacking others
- Intentionally damaging computer equipment or the network or destroying other people's work
- Allowing others to use your account
- Trespassing into other people's folders, work, or files
- Using electronic media for plagiarizing
- Storing and using information for cheating
- Intentionally using technology on non-teacher-approved activities



Appropriate Times for Use of Personal Electronic Devices:

- Before School, Second half of Lunch Break, After School & In class, under teacher's direct supervision
- Students may NOT use personal electronic devices in between classes as it is a safety hazard.

Consequences

If a student fails to abide by Fairview's Acceptable Use Policy, parents/guardians will be notified and they may receive one or all of the following disciplinary actions:

- Confiscation of Personal Electronic Device
- Immediate and possible revocation of computer privileges (Includes student mail, D2L and use of school computers)
- Charged to repair or replace damaged equipment

It is at the discretion of individual teachers to allow personal electronic devices in the classrooms. Devices can be confiscated at any time if they are deemed to be used inappropriately. To retrieve a device, students must go to the office and fill out a *Problem with Personal Item* form. At this time, administration will make a decision regarding when the device will be returned and consequence(s) of the students' actions.

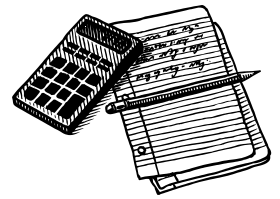
VANDALISM/PROPERTY DAMAGE

Students who intentionally or through carelessness damage school property will be charged for repair or replacement. Parents will be notified and disciplinary action will be taken.

HOMEWORK

Teachers at Fairview School use D2L (Desire 2 Learn) to manage grades, post homework and to make assignments available to students. Parents and guardians can log onto their students account by obtaining the students CBE student ID and password (which every student has memorized) to observe progress or to see homework assigned. Teachers will utilize D2L in various ways to supplement their course (according to the needs of students). D2L is not meant to replace in-class learning, nor is it mandatory to school curriculum.

Parents should encourage the development of good study habits by checking their child's agenda and signing or initialing it every evening. Cheating and plagiarism is a serious academic offense and will be dealt with by the classroom teacher or by Fairview administration.



Student Responsibilities:

1. Homework is the responsibility of the student.
2. Homework assignments should be written in the student's agenda book.
3. Students should ensure that required reading materials are taken home.
4. Students should allocate a time and place for homework, free from distractions.
5. Homework should be completed by the student within the assigned timeframe and returned to school when due.
6. When a student misses a class, it is his/her responsibility to inquire about the missed work and complete the work assigned.

Parent Responsibilities:

1. Parents should demonstrate an interest in their children's homework and monitor their work habits.
2. Parents should ensure that students have a time and a place for homework, free from distractions.
3. Parents are urged to attend information evenings and parent conferences in order to become aware of the homework and testing schedules in their children's courses.
4. Parents should review their child's homework. Parents should contact the teacher to discuss their concerns, and ways to help their child.

Teacher Responsibilities:

1. Teachers should assign homework in accordance with the homework policy guidelines.
2. Teachers must be clear on homework assignments; make sure students have pre-requisite skills; vary and individualize when necessary the types of assignments.
3. Teachers should grade homework and/or provide appropriate comments as much as time permits.
4. Teachers should review homework in class and discuss problems or questions that students may have.
5. Teachers will attempt to contact parents if students are repeatedly not fulfilling their homework responsibilities.
6. If Homework or assignments requires students to go outside of the school or home to use resources (Calgary Public Library, Museums, etc.) the student does so with parental permission and/or supervision. The school is not responsible for supervising this type of activity after school or on weekends.



Traditional Learning Centre (TLC) At Fairview School



<http://www.cbe.ab.ca/Programs/Choices/prog-tlc.asp>

MISSION

The Traditional Learning Centre uses teacher-directed, whole group instruction and character education to foster reflective thinking, continuous learning and responsible citizenship. It is a celebration of cultural diversity and commonly held values. The virtues-oriented class environment prepares students to meet the moral, technological and global challenges of the 21st Century.

TLC PHILOSOPHY AND GUIDING PRINCIPLES

The Three Pillars of the Traditional Learning Centre are:

Respect for Self – Each student will strive for academic and personal excellence, and recognize that diligence, effort and scholastic achievement generate positive self-esteem; students also understand that they are to abide by a code of conduct and that they are a main contributor to the school climate and culture.

Respect for Others – This comprises respect for the human and property rights of all others, respect for roles and legitimate authority in the school, home, community and country, and respect for the contributions of those more or less capable than oneself in given areas. Students will contribute in an orderly, disciplined and secure environment based on clear ethical principles. The ability for each student to exercise their right to an education in optimal conditions is paramount and the school will strive to uphold this right.

Respect for the Environment - Students are expected to care for and nurture the school environment and the resources made available to them.

VIRTUES - CHARACTER EDUCATION & STUDENT BEHAVIOUR

Within the class and in the school, students will receive direct instruction related to Virtues and Character. Students are expected to participate in and demonstrate in their daily life the Virtues discussed and modeled in class. The goal is to nurture students who are self-disciplined, responsible and reflective about their behaviours and actions. Issues referred to the office may be dealt with by any of the school administrators or by a designated teacher. These will be examined using character education and referring always to the three pillars of the TLC Program. (Sept.: Respect, Oct.: Responsibility, Nov.: Service, Dec.: Compassion, Jan.: Diligence, Feb.: Unity, Mar.: Creativity, Apr.: Enthusiasm, May: Purposefulness, June: Courage)

HOMEWORK POLICY FOR TLC

It is the student's responsibility to know what homework the teacher has assigned and to ensure that it is completed on time. The agenda is utilized as a communication tool to record all assignments, upcoming events, tests and exams, and other important information. The agenda is to be reviewed and signed by the parent/guardian daily. The teachers check the agendas daily as it is meant to be a communication tool between parents and teachers. Homework assignments will vary in length. This is an average guideline for the time students should dedicate to homework. It is important that students have a quiet, supervised area in which to complete their homework.

Grades 5 & 6: 45 - 60 minutes per evening

Grades 7 & 8: 60 - 90 minutes per evening

TRADITIONAL LEARNING CENTRE STUDENT UNIFORM POLICY

Formal days are Mondays, Assembly days, and whenever students are representing the school outside the building, if the occasion is appropriate to formal clothes. Shirts and blouses are to be tucked in on formal days.

Please note for both Boys & Girls: Sweatpants, yoga pants and flip flops are never appropriate for formal or informal days.

Formal Days	All Other Days (students always need to be identifiable as being in TLC)
<p style="text-align: center;">Girls</p> <ul style="list-style-type: none"> • Campbell Tartan Kilt • Plain white collared dress blouse/shirt, tucked in • Navy blue or green dress socks or tights • Black dress shoes that are appropriate • Blue Cardigan sweater or vest • Girls may wear the tie, if they so desire and it is worn in the same fashion as the boys (not as a headband, belt, etc). The TLC headband for girls is always appropriate. 	<p style="text-align: center;">Girls</p> <p>Minimum uniform requirements are:</p> <ul style="list-style-type: none"> • Plain white collared shirt/blouse or something equivalent, such as golf, polo shirts or roll-neck turtle necks • Blue dress pants, Navy blue walking shorts/skorts (after May long weekend) • Black shoes • Navy or green socks or tights
<p style="text-align: center;">Boys</p> <ul style="list-style-type: none"> • Campbell Tartan tie • White collared dress shirt tucked in. • Blue dress pants • Blue Cardigan sweater or vest • Navy blue dress socks • Black dress shoes that are appropriate • Belts worn should be black and have a plain buckle. 	<p style="text-align: center;">Boys</p> <p>Minimum uniform requirements are:</p> <ul style="list-style-type: none"> • White collared shirt or something equivalent, such as golf, polo shirt, or roll neck turtlenecks which are tucked in. • Navy blue dress pants • Navy blue walking shorts (after May long weekend) • Black/blue socks • Black shoes • Belts worn should be black and have a plain buckle.

This page contains the commitments for students, staff and parents. We ask that you and your child discuss these commitments, then sign indicating that you understand and agree with the Commitment to Excellence.

SCHOOL COMMITMENT

1. Set High expectations for student achievement
2. Provide structure and teacher-directed whole group instruction to ensure success
3. Model respectful, positive, professional behaviour in working with students and parents
4. Make daily contact with home through the use of the agenda planner
5. Contact parents through phone and e-mail when needed, and be available for appointments as needed
6. Reinforce Character Education throughout the program

PARENT COMMITMENT

1. Provide a quiet work place for nightly homework
2. Make homework a priority and sign the agenda each school day
3. Reinforce virtues at home
4. Expand the child's education through the family wherever possible
5. Encourage high achievement in all subject areas
6. Support the delivery of the program primarily by whole group instruction
7. Support the staff and administration in their efforts to maintain an orderly, disciplined, safe and caring school environment
8. Attend parent/teacher conferences following each reporting period
9. Ensure that your child is respecting the school formal dress code

STUDENT COMMITMENT

1. Demonstrate respect, responsibility and other virtues in daily conduct
2. Listen to and cooperate with all staff members
3. Participate in all activities and school community service as appropriate
4. Display a positive attitude with everyone in and around the school
5. Complete assignments and homework; always aim for excellence
6. Respect and follow the TLC dress code

FAIRVIEW 2011-12 HANDBOOK

SIGNATURE PAGE



ALL FAIRVIEW STUDENTS & PARENTS

Please sign to indicate you reviewed, understand and agree to all of the policies and guidelines regarding Fairview School.

Signature of Parents/Guardians: _____

Signature of Student: _____

Date Signed: _____

FOR STUDENTS ENROLLED IN THE TRADITIONAL LEARNING CENTRE:

Please sign to indicate you reviewed, understand and agree to all of the policies and guidelines regarding the Traditional Learning Centre at Fairview School.

Signature of Parents/Guardians: _____

Signature of Student: _____

Date Signed: _____

Additional Parent Contact Information:

Parent/Guardian: _____

Parent/Guardian: _____

Cell Phone: _____ Work Phone: _____

Cell Phone: _____ Work Phone: _____