

Fallon Park Elementary

Parent and Student Handbook

Cynthia D. Delp, Principal

540-853-2535



Dear Parents and Students:

I would like to welcome you to an exciting year at Fallon Park Elementary School. The staff at Fallon is looking forward to another year of progress and it is our goal to provide your child with the opportunity to have a productive and happy year physically, mentally, as well as socially. It is also our intent to provide a safe, orderly, and stimulating environment.

This handbook is provided to students and parents as a means of acquainting each with the rules, regulations, and policies that govern Fallon and to pass along any changes from the previous year. It is also a means of providing information about programs and services available to our young people.

We appreciate your cooperation as we strive to make every experience a safe one for your child.

I look forward to sharing our positive accomplishments with you. I encourage you to join our PTA and share in all of the activities that we have planned this year. If you have any questions about these procedures, please do not hesitate to contact me at 853-2535.

Sincerely,

Cynthia D. Delp
Principal

ALLERGIES

Parents should write a note to the teacher if a student cannot eat certain foods or has activity restrictions due to allergies. The substitution of juice for milk at lunch, breakfast, or snack, can be made with a written statement from a doctor confirming a milk/food allergy. All allergies must be confirmed with a doctor's note.

ANSWERING MACHINE

The school's answering machine can be accessed 24 hours a day by calling 853-2535. Messages noting any changes in schedules or events will be recorded. The main purpose of the service is to notify the school of student absences. We will return recorded calls on the next school day.

ARRIVAL AND DISMISSAL

Parents delivering students should drop them off at the front of the school. **The RCPS Student Code of Conduct states: "Students who arrive at school before school opens or remains after the close of their school day without specific need or appropriate supervision may be considered trespassers."** Please do not drop off students before 7:30am.

*Students should not arrive at school before 7:30am. Supervision for students is **NOT** available before 7:30am.* If the student is eating breakfast, he/she may go directly to the cafeteria at 7:30. If the student is not eating breakfast, he/she must go directly to the classroom. (Preschool and Kindergarten students report directly to the classroom.) **All students who do not ride the bus, must enter the school through the front doors. Please do not park your car at the front of the building. Students must be dropped off in the front car loop. Please do not enter the bus drop-off area or the teacher parking lot to drop off students. This is a serious safety hazard and you may be ticketed for entering the side bus entrance to drop off students. If you enter the parking lot, you are asked to park your car and walk your child to the entrance if it is necessary for you to enter the building. Your car may be ticketed by the Roanoke City Police Department. This is a drop-off area only. Please do not drive around cars that are picking up or dropping off students. This creates a safety hazard.**

Walkers must enter the building at the front entrance. Walkers shall remain on the walkway/curb at all times when on campus. Walkers should not arrive before 7:30am.

Car riders are picked up at the cafeteria exit in the afternoon and signed out by the parent/guardian. **Students will not be called to the office for pickup after 2:00 because of transitional times at the end of the day. Please make sure that you arrive prior to 2:00 if you wish to pick up your child from the front office.** If you do not arrive prior to 2:00, parents will be referred to the cafeteria for "car-rider pickup". Reminder that only those individuals on the Emergency Card will be allowed to pick up students and they must show photo identification.

Students who ride in a car are dismissed at 2:20 PM from the cafeteria. Students who walk are dismissed as soon as the final bus exits the bus loop in the afternoon. Students should leave for home promptly, obey the crossing guard and the safety patrol on duty and observe safety precautions. Parents of Kindergarten students must be available to receive students from the crossing guards each day. *Students are reminded not to accept rides from strangers or to approach a stranger's car for any reason.* Bus riders leave at 2:25 PM or as the buses arrive.

****NOTE: Any student who plans to go home with a friend should bring written permission signed by a parent or guardian. The receiving parent should also write a note. If we do not receive notes from both parents, the student will be sent home as usual. When**

both notes are received in the office a transportation change form will be issued to the student. The school telephone will NOT be available to make/confirm such arrangements.

Parents of PK, K, 1st and 2nd graders: Please do not remove the colored tags from bookbags. This provides emergency information for Mountain Valley as well as Roanoke City Public Schools.

ALSO, NO CHANGES IN TRANSPORTATION WILL BE MADE OVER THE PHONE. We have no way of identifying the caller and student safety is our number one priority!

ARTICLES TO LEAVE AT HOME

In order to minimize disruptions and to increase concentration on studies, students should not bring to school the following:

- Animals/pets
- Toys
- Baseballs, gloves and other sports equipment
- Hair spray, make-up, perfume
- Rubber bands
- Chewing gum, candy
- Tobacco, in any form
- Radios, cameras, CD players or video and/or electronic games
- Sports cards, collectible cards, trading cards
- Laser pointers
- Weapon look-alikes
- Cell phones
- Gameboys or any other electronic device
- Flip flops (Flip flops are not allowed for PE and recess)
- Heelies (Heelies damage our tile floors and are not allowed.)
- other items that are a disruption to the instructional day

These articles will be confiscated and may not be returned until a parent or guardian chooses to pick them up. The school will not be responsible for confiscated items that are prohibited in this handbook.

ASSEMBLIES

Assemblies are planned periodically as special events on the school calendar. There is often significant investment of time in preparation for an assembly program. Special attention to etiquette and good citizenship is expected of all students and visitors.

ASSESSMENTS

Throughout the school year students will participate in a variety of academic assessments which provide essential information for instructional planning by classroom teachers. Some of these important evaluations may include fall and spring PALS testing for designated grade levels, Benchmark tests that relate to current instructional goals in each subject area, and “Snapshot” tests given at the conclusion of instruction for a specific skill. The various assessments indicate specified performance levels and enable teachers to plan tutorial/enrichment groups which target specific learning objectives. In May students in grades three, four, and five will participate in the Standards of Learning (SOL) testing required by the state. Our students take special pride in the preparation as well as their academic achievement outcome in regard to these important tests. We always enlist the special support of parents for our students during the SOL testing dates.

ATTENDANCE

Attendance at school, and being prompt, is essential to a student's academic success. It is disruptive to classroom procedures when a student arrives late. A student who arrives at school after 7:55 AM must report to the office with a parent or guardian and a tardy slip will be issued for entrance into the classroom. Even though assignments can be made up after an absence, the student misses the classroom activities, the explanation of the assignments from the teacher, and the interaction with the other students in the classroom.

Acceptable absences include those for personal illness, a death in the family, medical or dental appointments, court appearances, religious holidays, or medical emergencies. Other absences are unexcused.

When a student must be absent, or tardy beyond thirty minutes, parents should call the answering machine at 853-2535 by 8:00 AM and leave a message stating the student's name, grade, teacher's name, and date of absence. The machine is on 24 hours a day. (*A written excuse, stating the reason for the absence, should be sent to school when the child returns.*)

Children arriving after 7:55am must be escorted into the building and signed in by a parent or guardian.

The General Assembly of Virginia code requires schools to make a reasonable effort to notify the parent or guardian if a student fails to report to school. If a student is absent and the school is not notified, a call will be made to the home or place of work to verify the absence. It is imperative that the phone numbers that are provided to the school are accurate and up to date.

Parents requesting assignment for students who are absent should do so early in the school day. Teachers do not always have a break between the time requests are made for assignments and the time they are to be picked up. Assignments will only be provided if the absences are considered excused. When possible these assignments will be ready at the end of the day. Otherwise, they may be picked up the next day.

ATTENDANCE ZONE

******Attendance Zone: The Virginia General Assembly passed Legislative House Bill regarding student attendance as follows: (HB2382) Any person knowingly making a false statement concerning the residency of a child in a particular school division or school attendance zone for purposes of avoiding tuition charges or enrollment in a school outside the attendance zone may be charged with a class-4 misdemeanor.******

AWARDS

Students receive special recognition at school through a variety of award programs. These awards are intended to promote and recognize academic skills, athletic achievement, attendance, and various aspects of good citizenship. Teachers and parents are expected to promote these awards as an encouragement and an incentive towards special effort and achievement by the students.

BICYCLES, SKATES, SKATEBOARDS, ETC.

Because of safety concerns, bicycles, tricycles, skateboards, in-line skates, skate shoes, heellies, ATVs, etc. are *not to be used by students coming to or going from school. They are not allowed on school property. They are also not allowed on school buses.*

BIRTHDAYS

The school acknowledges students' birthdays and encourages parents to serve refreshments at the end of the child's lunch period. Parties will be limited to 20 minutes of the day. *Arrangements must be made with the teacher in advance. Candles may not be used. If you are sending invitations for a private party, they can only be sent home if an invitation is sent for **all** students in the class.*

BREAKFAST

A rotating menu will be used to provide a nutritious breakfast to students each day. Breakfast is served from 7:30-7:55 AM. Students who wish to participate in breakfast must be in the cafeteria before 7:45am!

BUS INFORMATION

Bus routes and stops are planned and established by the transportation department. Safety, economy, efficiency, and allocation of resources are considered. Transportation is provided for all elementary students living more than ½ mile from their assigned school.

Pre-School and Kindergarten parents are expected to put students on the bus and get them off in the afternoon. Should no one meet the bus in the afternoon, the student will be returned to school. **If a child is brought back on three or more occasions, a report to the Department of Social Services must be made for "lack of supervision", transportation privileges may be suspended and for PK students, termination of preschool services may occur.** Please make sure that an adult is at the bus stop to retrieve all PK and K students every afternoon. Please work with us on making sure that all students arrive home safely in the afternoons.

Roanoke City Schools is now using a private company to transport children to and from school. The buses will have **Roanoke City Public Schools**, printed on the side. Mountain Valley is committed to providing safe, reliable transportation to all students. Should you have any questions about the transportation system, you can reach Mountain Valley at 777-0101. Questions regarding transportation should be directed to the Mountain Valley Office.

Parents of PK, K, 1st and 2nd graders: Please do not remove the colored tags from bookbags. This provides emergency information for Mountain Valley as well as Roanoke City Public Schools.

BUS SAFETY

All students receive instruction in bus safety rules and evacuation procedures. Students are to be held to the same Standards and Expectations for Student Behavior as in the classroom. Riding the bus is a privilege. Should you abuse this privilege, you will no longer be able to ride the bus.

CHANGE OF ADDRESS OR TELEPHONE NUMBER

It is very important, for emergency and administrative reasons that an up-to-date student record is kept on file in the office. *(Notify the school immediately if you have a change of address, telephone number or daycare during the school year.)* Several times during the year, we will send out *Parent Link* messages utilizing our automated calling system. We use *Parent Link* for emergency messages and for upcoming events. Please assist us in keeping you informed.

CLASS PARTIES

The delivery of instruction is our first priority. Classrooms are permitted parties during the school year. Teachers will notify parents as to dates and times. Prior to the party, all materials,

messages, or food should be left in the main office so that instructional time is not disturbed. If parents wish to provide cupcakes or other snacks to students, it must be done during lunch. This is a safety precaution as many of our students have allergies.

CLINIC

Fallon Park Elementary has a full-time nurse who will check temperatures, render first aid, contact parents as necessary regarding medical issues, document daily clinic visits, administer medication, document the distribution of medication per the school district's medication policy, and maintain a file of accident reports. No medication is given unless complete directions and forms are on file. (See MEDICATION.)

In the event of a medical emergency, the parents and rescue personnel will be called.

COMMUNICATION

Communications from the school will be sent home with students. Please check book bags each day for time sensitive materials. We encourage parents to contact the school with any questions.

In the event of a school-wide crisis, parents may contact the school at 853-2535 for accurate information.

CUSTODY ISSUES

Please know that the school cannot make decisions regarding visitation or other custody issues. It is the responsibility of the parents to inform the school if there are issues involving the custody of children. Parents are also required to show appropriate paperwork including court visitation, legal and physical custody of minor children and transportation arrangements if necessary. Only those individuals on the Emergency Card will be allowed to pick up children.

DISCIPLINE

Students at Fallon Park Elementary are expected to maintain a high standard of conduct at all times and will be positively acknowledged for doing so. Conduct that disrupts normal classroom and/or school procedures, is disrespectful to school staff or other students, or shows disregard for school property or the property of others, will be dealt with according to the policies, rules, and regulations of the School Board and the local school. Each student and parent will receive a copy of the Roanoke City School Board's **Standards and Expectations for Student Behavior**.

It is the responsibility of the teacher to maintain classroom discipline. This may include conferring with the student and/or the parent, developing behavior modification plans or contracts, or referring the situation directly to the assistant principal. Other disciplinary measures may be appropriate such as long-term and short-term suspensions. This protects instructional time and affords students with good behavior the opportunity to learn.

Our goal is to teach children to be responsible for their education and behavior. We stress the necessity for order and self-discipline within the school in order to provide an atmosphere that is conducive to maximum learning. We believe that all children can experience academic success and display appropriate behavior.

DOOR-TO-DOOR SOLICITATION

Fundraising activities, which involve elementary students in door-to-door solicitation, are prohibited according to the Standards for Accrediting Public Schools in Virginia as adopted by the State Board of Education, June 1987.

DRESS CODE

The primary responsibility for the proper dress and grooming of students rests with the parent or guardian of each student.

The school has the responsibility, however, to see that cleanliness, dress and grooming of students is acceptable and not disruptive to the school setting.

The Elementary Dress Code is as follows:

- **Outer wear (jackets, coats) should be worn outdoors only**
- **Baggy pants or shorts (falling off of the hips) are not allowed**
- **No short-shorts or biker type shorts are allowed (Shorts must be longer than fingertips if arms are extended by the hips)**
- **Skirts and dresses should be knee length**
- **Clothing that exposes the chest, the belly button, stomach, waist, lower back or midriff is not allowed**
- **Clothing that is imprinted with obscene or inappropriate pictures or words is not permitted**
- **Strapless or spaghetti strap tops/dresses are not permitted**
- **Appropriate footwear should be worn for daily outdoor activities (see below)**
- **Jewelry must not be distracting to the learning environment**
- **Students are not to wear head covering without prior approval (religious exemptions apply)**
- **Book bags are appropriate for school**

Any student dressed in an inappropriate manner will be requested to call their parent/guardian for a change of clothes or separated from the other students until alternative clothing is provided.

Because students are required to participate in physical education and/or recess daily, it is essential that appropriate shoes and clothing be worn for physical activity. Open toe sandals, “slides”, and flip-flops are inappropriate. Children will not be allowed to participate in recess or PE without proper shoes because of safety concerns.

Head coverings of any type are not allowed, except for religious purposes.

EARLY PICK-UP

Parents are encouraged to arrange appointments, trips, or other activities so their children do not miss instructional time. Occasionally it may be necessary to pick up your child during school hours. **Please send a note to the classroom teacher on the morning that you will be picking your child up early.** Upon arrival at school, please report to the office to sign out your child. The student will be called to the office. **Unless there is a court order on file at the school specifying restrictions, students will be released to either parent or guardian.** Please indicate on the emergency card if there are other adults who may be called in the event of an emergency. (You are reminded that car riders are picked up in the cafeteria and if you arrive after 2:00, you must go to the cafeteria to pick up your child. We also do not call students out of class until the parent or guardian arrives for pickup.) Only those individuals on the Emergency Card will be allowed to pick up children.

EMAIL

Teachers are not allowed to provide confidential information to parents via email. Grades, behavior, etc., will not be communicated electronically. Emails requesting conferences will be acknowledged.

EMERGENCY CARD

The emergency card is a vital piece of information for your child. Each child has been provided with 2 emergency cards that should be completed and returned to school as soon as possible. One card will be kept in the office and the teacher will keep one card. **Please notify the office immediately if the information on the card changes. Only those adults on the Emergency Card will be allowed to pick up children.**

EMERGENCY CLOSING/DELAYED OPENING

In the event that weather or other causes necessitates either closing or delaying the opening of school before buses start on their routes, announcements will be made over the local radio/TV stations by 6:00 AM. These stations are notified by direct calls and should be monitored regularly. Announcements are made for each day that schools are closed. If no announcement is made, one should assume that schools are open.

EQUIPMENT USE

Our school contains a variety of educational, safety, and maintenance equipment. Students should not use or handle equipment unless they have been specifically authorized to do so. When school equipment is damaged through negligence or unauthorized use, parents are held financially responsible. School equipment will not be available for loan to the public.

EXTRA CURRICULAR ACTIVITIES

Extra curricular activities are encouraged and include activities such as choir, chess, participation in PTA sponsored activities, etc. Please note that participation in these activities may require good attendance (less than 10 absences and less than 10 tardies), excellent behavior and average/above average academic performance. Teachers may revoke participation at anytime.

FIELD DAY AND FALL FESTIVAL

Every year our PTA sponsors our Field Day and Fall Festival. This activity is a reward for students that follow school rules, have good attendance (less than 10 absences and less than 10 tardies), have average or above average grades and perform well on standardized tests. Please note that teachers have the right to revoke privileges such as Field Day, Fall Festival or any other PTA sponsored activity. SEE: PTA AND EXTRA CURRICULAR ACTIVITIES

FIELD TRIPS

Field trips to nearby points of interest to enrich and expand learning experiences are scheduled by classroom teachers throughout the school year. These trips are designed to supplement different aspects of the classroom curriculum and to introduce students to the resources of the community. Parents will receive notices of field trips well in advance of the scheduled trip date and **will be required to sign a Roanoke City Public School “Permission Form for Field Trips”**. Money may be requested for certain trips. Excellent behavior and good attendance are required to participate in field trips.

HOMEWORK

Homework for elementary students includes any activities that are a natural extension of the school day. It is a vital part of the learning process. The activities will be used as a tool for student assessment but not necessarily graded.

Parents can do their part to improve homework when they:

1. Provide their children with suitable study conditions (desk or table, lights, books, and supplies).

2. Reserve a time for homework and turn off the television.
3. Show interest in what their children are doing but do not do their work.
4. Understand that the school expects homework to be completed and returned to the teacher.

Students will improve their study habits when they:

1. Write down, before leaving school, the assignments for each subject and understand what work is to be done.
2. Form the habit of using a certain time and place for study.
3. Try to develop the skill of working independently.
4. Spend enough, but not too much time on each subject.

INJURIES AND ILLNESS

If a student is ill or injured, the school staff will follow established first aid procedures. If the situation is a medical emergency, the parents and rescue personnel will be called. For this reason, it is important that each student has an up-to-date emergency card on file in the office.

INTERIM REPORTS

Parents can expect continuous communication from teachers concerning student progress. Interim reports for grades may be sent home at any time during the year, but are usually sent in the middle of each grading period. Parents are asked to sign and return these reports as acknowledgement of their receipt. It is important to develop strategies to improve performance. Contact the teacher for suggestions and/or to schedule a conference.

KINDERGARTEN SUPERVISION

Parents of Kindergarten and Preschool children are advised that an adult must be available at the bus stop for student drop-off every day. Parents of walkers must be available to meet crossing guards to receive children every day. Mountain Valley Transportation will not allow Kindergarten or Preschool students to be dropped off without an adult present at the stop. If there is no one present, the child will be returned to school. If this occurs more than three occasions, bus transportation may be suspended and a call to the local Department of Social Services is required for lack of supervision concerns. Please work with us in making sure that our students are safe.

LUNCH

The school lunch is a balanced meal including items from the basic food groups and milk. Students may choose whole, low fat, or chocolate milk each day. Juice can be substituted for milk if the student has a milk allergy. **The substitution cannot take place without a written statement from a doctor confirming the allergy.** Students may pre-pay for multiple lunches in the cafeteria each morning before school.

Students may not bring soft drinks to school. No food item should be in a glass container. Students are expected to use good manners and to follow cafeteria rules. Classes showing exceptionally good behavior will be recognized. Students choosing not to follow guidelines will be removed from the class during lunch.

MEDICATION

If a student must take prescription medication at school, the nurse or principal's designee in accordance with the provisions below may administer the medication:

1. The parent or other responsible adult must provide the nurse/principal with the medication in the original prescription bottle. The Roanoke City Schools medication form must be completed by the physician and include:
 - a. student's name

- b. name and purpose of medication
 - c. dosage and time of administration
 - d. possible side effects and measures to be taken if side effects occur
 - e. termination date for administering the medication
2. The parent is responsible for informing the nurse/principal of any change in the student's condition or any change of medication.

No over the counter medicine will be administered unless it is received in the original unopened container and the student's parent or guardian signs a permission slip.

No medication may be kept or administered in the classroom. This includes cough drops, cough syrup, eye drops, aspirin, aspirin gum, medicated lotions, etc. Medicines must be brought directly to the office and should be in the original container.

OFFICE HOURS

Fallon Park office hours are 7:30 AM – 3:30 PM.

PARENT CONFERENCES

Children respond more readily to school expectations when parents and teachers work together. If the teacher has concerns or feels that a conference is necessary, you will be contacted. However, if you would like a conference with your child's teacher, for any reason, please call the school or send a note to arrange a mutually agreeable time.

PERSONAL AGENDAS

Student agendas are to be utilized by students/parents in grades 1-5. The agendas will facilitate communication between the teacher and the parent. Students are responsible for homework assignments and teachers shall be responsible for facilitating this task. Parents are asked to check and initial the agendas every night. This facilitates open communication with teachers and provides parents with daily information on your child's behavior and performance.

PRESCHOOL TRANSPORTATION

Parents of Kindergarten and Preschool children are advised that an adult must be available at the bus stop for student drop off every day. Mountain Valley Transportation will not allow Kindergarten or Preschool students to be dropped off without an adult present at the stop. If there is no one present, then the bus will return the child to school. If this occurs more than three occasions, bus transportation may be suspended, participation in our preschool program may be revoked and a call to the local Department of Social Services is required for lack of supervision concerns. Please work with us in making sure that our students are safe.

PTA

The PTA is involved in improving our school and will sponsor fundraisers in order to support activities or purchase items to enhance the instructional program. Dates of meetings will be announced in advance. Notices of special programs or activities are sent home periodically. A membership drive will begin in September. The PTA sponsors many events including Field Day, Fall Festival, Polar Express Day, etc. and these activities are meant to reward students for attendance, behavior and academic performance. The PTA encourages you to make sure your child attends school every day and on time, succeeds academically and exhibits the Pillars of Character at all times. (See Extra Curricular Activities)

REPORT CARDS

The report card summarizes the child's performance over the nine-week reporting period, thus representing a pattern of performance and provides parents with concise information concerning the developmental levels of the student. Refer to the school calendar for specific dates.

The grading scale is:	90 – 100	A/Excellent
	80 - 89	B/Good
	70 - 79	C/Average
	60 - 69	D/Below Average
	0 - 59	F/Failure

SCHOOL INSTRUCTIONAL PROGRAMS

If your child has experienced academic difficulty and/or has not received a pass rate on the SOL Assessments, Quarterly Benchmarks or Simulation Tests, our After School Instructional Program may be necessary to enhance your child's education. Your child's homeroom teacher will be in contact with you to discuss options that are available for your child.

SCHOOL HOURS

The school day begins at 7:30 AM and ends at 2:25 PM. Students are allowed to enter the building at 7:30 AM. Car riders, walkers, and bus riders will be dismissed at 2:25 PM or as the buses arrive for dismissal.

SEARCH AND SEIZURE

To maintain order and discipline in the schools and to protect the safety and welfare of students and school personnel, school authorities may search a student, student locker, or student desk at any time.

A student's person and/or personal effects (i.e. bookbag, etc.) may be searched by a school official, whenever the official has reasonable suspicion to believe that the student has violated the law or a school rule. No searches will take place unless there are two adults present for the search.

STUDENT CONDUCT

The School Board insists that students conduct themselves as responsible citizens while in school or on any school property. Please refer to the **Standards and Expectations for Student Behavior**.

STUDENT RECORDS

Regulations for the maintenance of and procedures for the granting of access to student records are specified by federal and state laws. Parents may inspect the contents of their child's records by requesting access and identifying themselves to the school's administration. Please put your request in writing and we will honor your request within 45 days.

TELEPHONE

The office telephone is made available to students *only in case of an emergency*. Students should not expect to call home to make after school arrangements or to request homework or school materials. Please assist us in fostering responsibility.

TRANSPORTATION

Car rider or bus changes that are made frequently can be very confusing for your child and for us, and we are requesting that *anytime bus or car rider information needs to be changed, you*

submit that to us in writing. We will no longer be able to accept bus changes or car rider information over the phone, as we have no way of verifying the caller and this creates an unsafe transportation issue.

Mountain Valley Transportation will not allow our younger students to be dropped off without an adult present at the stop. (Anyone receiving your child off of the bus must be on the Emergency Card in the front office.) If there is no one present, then the bus will return the child to school. If this occurs more than three occasions, bus transportation may be suspended and a call to the local Department of Social Services is required for lack of supervision concerns. Please work with us in making sure that our students are safe.

VISITORS

All visitors are asked to begin their visit at the office. *Visitors will be required to sign in and receive a pass which will be worn at all times while in the building.* Prior to departure, visitors are asked to return to the office to sign out. Our goal is to keep the school secure for students and staff members. Only visitors that are on Emergency Cards will be allowed to visit students during the school day.

Classroom visitations should be arranged in advance through the classroom teacher and/or the principal. Disruptions to classroom teaching and learning are minimized as a result. Due to FERPA (Family Education and Rights to Privacy Act), parents may be refused visits to certain classrooms.

Also, to ease separation anxiety and for the betterment of your child's class, ***parents are requested not to accompany their children to class in the mornings.*** We have staff members who will make sure that your child makes it to his or her room safely and without disruption. The teachers and staff members feel that the morning time needs to be a time for teachers and students to focus and begin the day uninterrupted. We encourage you to send a note or, if you have an emergency message to get to your son or daughter, the office will gladly get the message to the teacher. If you need to speak to your child's teacher, please contact the office to schedule a conference.

Please detach this page and return to your child's teacher.

I, _____, have read and understand the Fallon Park Student/Parent Handbook.

Date: _____

Student name: _____

Parent signature: _____

(Teacher: Please keep in student files.)