

Fairview School staff wants to help students make a connection between school and their future work environment. Our high standards will enable students to meet expectations for career opportunities. Therefore, each student, parent/guardian and staff member is expected to meet the following standards:

**STAFF WILL:**

1. always give students' needs the highest priority.
2. have a positive attitude about all Fairview students and Fairview School, as a whole.
3. provide a State and District standards-based curriculum that enhances student achievement.
4. place greater emphasis on working cooperatively to achieve, and less emphasis on working competitively in all curricular areas.
5. provide opportunities for participation for all students and opportunities for leadership for as many students as possible.
6. provide opportunities so that every student will have successful school experiences.
7. review educational materials used to be sure our anti-violence initiatives are implemented.
8. encourage and support parental, family, and community involvement.

**STUDENTS WILL:**

1. be in school every day.
2. use respectful language (Profanity will not be allowed).
3. respect each other's property.
4. show courtesy and respect toward self and others.
5. refrain from disrupting the classroom learning environment.
6. complete all classroom and homework assignments.
7. bring necessary supplies to class daily.
8. not leave the classroom or school building without permission.
9. carry a hallpass when out of the classroom.
10. walk quietly in the hallways at all times.

**PARENTS/GUARDIANS WILL:**

1. promote prompt and regular school attendance.
2. provide the school with a written explanation for an absence or a tardiness.
3. attend conferences at conference time and as needed.
4. sign and return letters, notes, and permission slips promptly.
5. reinforce school rules at home.
6. encourage their child to read daily.
7. monitor their child's school work to be sure it is completed and turned in on time.
8. not disrupt the school learning environment.
9. obtain a visitor's pass from the office when entering the building.

## **ATTENDANCE**

### **SCHOOL HOURS**

7:40 a.m. Entrance Bell

7:45 a.m. Tardy Bell

2:30 p.m. Dismissal

The school day begins promptly and students are expected to be in their classrooms at 7:45am. Playground supervision begins at 7:30. Prior to this, there is no supervision. For student's safety and avoidance of being tardy, it requested that students arrive at school as close to 7:40am as possible. Kindergarten students must be picked up promptly at 12:00 if in the half-day Kindergarten program or 2:30, the end of the day for grades K5 through 8. If students are not picked up on time, the Department of Social Services will be contacted.

Students are expected to be at school on a daily basis. Attendance is of primary importance in achieving academic progress. Parents/guardians are expected to notify the school as early as possible, in person, in writing or by phone of a student's absence due to personal illness, within 48 hours from the date of student's return to school. After 15 days absent, the school will require a doctor's excuse in order to continue to mark absences as excused.

Refer to the MPS Student's Rights and Responsibilities Handbook for specific details.  
**An excessive number of absences or tardies will be referred to the school social worker or District Attorney.**

### **BREAKFAST**

Breakfast is served from 7:30 to 7:45 a.m. Please enter through the school's front door.

### **CLASSROOM VISITS**

Parents and guardians are always welcome and encouraged to visit their child's class. Please stop in the office to get the required visitor's pass before going to the classroom.

### **CONFERENCES**

We encourage all parents to attend parent/teacher conferences. Formal conferences are held each semester. Teachers and parents may set up additional conferences as needed.

### **EMERGENCY CONTACT CARD**

An emergency contact card must be completed by parents and kept on file for all students. The school needs the information in case of an emergency such as an illness, accident, or school closing. Please inform the office immediately of changes in address, telephone number, or emergency contact information.

## **EMERGENCY SCHOOL CLOSING**

Students are expected to attend school unless an official announcement is made over the radio or television. In the event of severe weather conditions, only the Superintendent of Schools can make the decision to close a school.

## **ENTRANCE TO SCHOOL BUILDING**

For the safety and welfare of all students, we are requesting that parents, guardians, volunteers and visitors come in through the front door before, during, and after the school day. Please sign in with a secretary in the main office and receive a pass. We ask parents/guardians who are coming to pick up their children to wait for their children outside or in the front lobby of the school during inclement weather.

## **ILLNESS OR ACCIDENT**

If your child becomes ill or has a minor accident at school, you will be contacted at the telephone number listed on the yellow Emergency Contact Card. If your child is seriously injured and is in need of emergency medical assistance or hospitalization, the school will call an ambulance and/or paramedics and contact you by telephone. For this reason, you **MUST** keep the school informed of your most current telephone number for the Emergency Contact Card.

## **MEDICATION**

In order for the school to administer medications to students properly, a Prescription Drug Authorization Form, signed by a parent and the doctor must be on file. Medication needs to be brought to school on a prompt basis. State law prohibits the dispensing of the over-the-counter medication, eardrops, or ointment by school personnel.

## **MONEY OR EXPENSIVE JEWELRY**

Students are discouraged from bringing expensive jewelry items to school and should bring money only when necessary. The school is not responsible for lost or stolen items.

## **SMOKING LAW**

The Wisconsin State Law **prohibits** anyone from smoking in the school building and around the building. The Law states: "120.12(19) prohibition of tobacco. Prohibit the use of all tobacco products on premises owned or rented by, or under the control of, a School Board..."

## **PARENT ASSISTANT (Grades 6 – 8 only)**

Parent Assistant is a system that parents may access on the internet and allows them to see information about their child's school progress. Since it's on the internet, the information is available any time, day or night, when you log on. Contact your child's teacher regarding the application to obtain a logon and password.

# **DISCIPLINE POLICY**

## **FAIRVIEW CHARTER SCHOOL RIGHTS**

1. Everyone has the right to be treated with respect.
2. Everyone has the right to a safe place to work and play.
3. Everyone has a right to learn.
4. Everyone has a right to be responsible.

At Fairview we believe that everyone is entitled to the rights listed above. These rights will provide a positive and productive environment for everyone. These rights will be enforced and reinforced in all areas of school: classrooms, hallways, cafeteria, playground and restrooms. Noncompliance to these rights will result in disciplinary action. Each student has a right to an education. Student behavior that unduly disrupts class work, involves substantial disorder or invades the rights of others will not be tolerated.

## **MPS DISCIPLINE POLICY**

The Milwaukee Public School District is committed and dedicated to the task of providing the best education possible for every child in the district for as long as the student can benefit from attendance and the student's conduct is compatible with the welfare of the entire student body. Both regular and special education students are subject to disciplinary procedures, if necessary, which promote positive behavioral change. The goal is to have all students function successfully in their educational and social environments and to protect fellow students, school staff members, public property as well as themselves.

The MPS discipline policy is explained in the documents "Students Rights and Responsibilities." This is distributed to all parents and staff members. This policy, including the weapons policy, is to be discussed by teachers with all students at the beginning of the school year and reviewed periodically throughout the school year.

Students who break rules are subject to disciplinary action which may be taken by teachers, counselors, administrators or other school personnel. Federal and state/city laws set the action of administrative and School Board policies. Due process must be followed. The five levels of disciplinary actions are:

- Level 1 – Conference
- Level 2 – Intervention
- Level 3 – Suspension
- Level 4 – Referral to Student Services
- Level 5 – Expulsion

The principal, assistant principal, or designee will investigate reports of a student assaulting another student. The MPS discipline policy will be used as a guide for action.

Any staff member who is assaulted or threatened with assault by a student is to report the incident to the office immediately by issuing an "Incident Referral Form." The staff member will also complete a "Report of Assault Suffered by School Personnel" form. If police involvement is requested, the principal or designee will call the police.

Disciplinary procedures involving special education students are closely linked with the student's IEP (Individual Educational Plan) and program placement. Due process must be followed.

Any reasonable and appropriate strategies may be used by school personnel (a) to prevent a threatened breach of discipline or (b) to stop a continuing breach of discipline. It is expected that physical force will be used only when other means for preventing a breach of discipline or stopping its continuance have been ineffective. Any reasonable and appropriate means, but not including the use of physical force, may be used in relation to any breach of discipline, which has been completed.

### **BUS SAFETY**

For safety reason, rules for bus behavior will be strictly enforced. The rules are:

1. Obey the driver at all times.
2. Remain seated, using a quiet voice at all times.
3. Do not push, shove, or fight with anyone.
4. Keep your head, hands, and arms inside the bus at all times.
5. Do not throw anything on the bus or out of the bus windows.
6. Do not use profane or disrespectful language.

Consequences for Bus Complaints:

- 1<sup>st</sup> Complaint: Students will be counseled and warned. A letter and a copy of the Student Ridership Complaint will be sent home.
- 2<sup>nd</sup> Complaint: Same as 1<sup>st</sup> complaint plus a noon hour detention will be served.
- 3<sup>rd</sup> Complaint: A letter and a copy of the complaint will be sent home. Student will serve a one-day suspension from the bus. Parent/Guardian must provide transportation to and from school.
- 4<sup>th</sup> Complaint: A letter and a copy of complaint will be sent home. Student will serve a two-day suspension from the bus. A required parent/guardian conference will be scheduled. Parent/Guardian must provide transportation to and from school.
- 5<sup>th</sup> Complaint: A letter and a copy of the complaint will be sent home. Suspension from the bus will occur until a conference with an MPS Department of Transportation supervisor, school personnel,

the student, and the student's parent/guardian is held to discuss possible removal from the bus.

If the student is not taking the bus home, he/she must bring a written request from the parent/guardian and must be picked up by 2:30 pm, or the student will be sent home on the bus.

It is a privilege to ride the bus for students in grades 6 through 8<sup>th</sup>. If a student in one of these grades breaks a bus rule, they may lose this privilege to ride the bus for the remainder of the school year.

### **CELL PHONES**

Per MPS Policy, no cell phones are allowed in the building. If the student needs a cell phone for before or after school, **the student's parent/guardian must conference with the administrator and sign the Cell Phone/Electronic Communication Contract in order for the student to have a cell phone in school.** Middle School students must keep their phones in their lockers. If the phone interferes with the learning environment, the item will be confiscated and held until a parent picks it up. Parents who need to get in contact with their child should call the main office not on their child's cell phone.

The staff at Fairview will not investigate the loss or theft of cell phones.

### **CLASSROOM MANGEMENT**

Teachers are expected to be effective classroom managers. Guidelines for appropriate behavior are to be established in each classroom at the beginning of the school year, taught to the students, and consistently reinforced. Fairview staff will teach students to solve their own problems through use of such programs as Second Step, Stop and Think, Life Skills, etc.

The classroom teacher will handle routine discipline problems. Interventions to improve behavior may include student conferences, conferences with parents/guardians (by telephone or in person), social work or psychological referrals, logical consequences, incentives, etc.

### **DRESS CODE**

It is expected that students will attend school clothed and groomed in an appropriate manner. Any article of clothing or manner of hairstyle or make-up, which is determined by the staff to interfere with the educational process, is prohibited, unless these items are a part of a planned school activity.

- Dress, skirts, shorts lengths should reach to a student's fingertips or longer when hands are held straight at the side.

- No undergarments can be showing when sitting or standing.
- Torso, including midriff and cleavage, should be fully covered.
- Both pants legs shall be worn down.
- No hats, caps, scarves, bandanas, hoods, plastic bags or do-rags are to be worn in the building.
- No pajama bottoms shall be worn.
- Shoes with wheels (Heelies) may not be worn in the building.
- Flip flops or open toed sandals may not be worn due to safety issues.
- Coats or jackets in the building shall not be worn except when students are on their way to or from outside.
- Hanging belts, straps or chains may not be worn in the building.
- Hair should be free of picks, combs, or rollers.
- Clothing should be free of expressions, which are hurtful to others, obscene, profane, pornographic, advocating pain, death, suicide, gang-related (colors, symbols, etc.), promoting violence (guns) or drug or alcohol use.

Parents are asked to insist upon standards, which will enhance the atmosphere for education. The most abused argument for poor dress is that “Everyone else does, why can’t I?” The fact is that everybody else doesn’t! While it is recognized that the choice of attire and grooming are matters of expression and are subject to fashion and current fads, Fairview School staff expects good grooming to be stressed at all times. It does make a difference to the individual student and to the total school setting.

Violation of the dress code will result in the following possible consequences: a change of clothes will be requested via a phone call home, a lunch recess detention, and/or a parent conference.

## **FIGHTING**

Fighting will not be tolerated at Fairview Charter School. Fighting is described as someone who strikes another person in anger. Any students guilty of this misconduct will be subject to a one to 5 day out-of-school suspension and may be considered for expulsion (see MPS Parent/Student Handbook on expulsion). Who started the fight is not the issue; students are expected to contact a teacher, counselor, supervisor, or administrator before hostilities reach this level. Fighting may result in contacting the Milwaukee City Police Department. Charges of disorderly conduct and battery do carry substantial municipal fines.

## **HALL POLICY**

The hallways are designated as a Quiet Work Zone. The rule is “Silent Moving, Quiet Working.” The expectation that the halls will be quiet places of business will be strictly enforced.

## **ITEMS PROHIBITED AT FAIRVIEW SCHOOL**

The following items are prohibited at Fairview because they 1) pose safety hazards, 2) generate conflict due to being frequently lost or stolen, or 3) disrupt learning.

### **Expellable Offenses**

The Milwaukee Board of School Directors’ Policy on weapons and other criminal offenses is detailed below. This policy will be discussed with the students, and they will be asked to sign a statement acknowledging that discussion.

“Guns and other weapons are not allowed in school. If a student brings a gun, knife, etc., the student may be recommended for expulsion.”

Possession of any of the following is grounds for potential **expulsion** from Milwaukee Public Schools.

- Real, toy, or make-shift weapons
- Controlled substances- drugs, alcohol, etc.

### **Items Thrown Away**

The following items will be **thrown away** if a student has them at school.

- Trading/collector’s cards
- Glass bottles and cans are not permitted anywhere at Fairview. Juice boxes and pouches are permitted in the lunchroom only.
- Gum
- Candy, chips and cans of soda if a student brings them to school to consume at an unauthorized time.

### **Items Held**

The following items will be **confiscated and held** until a parent picks them up unless the items are used for learning with the permission of the teacher.

- Electronic devices - such as cell phones, pagers, walk-mans, Game Boys, cameras, CD players, radios, CDs, tapes, DVD's, I Pods etc.
- Playground equipment balls, toys, yo-yos, jump ropes, etc.
- Any belonging used in a way that disrupts learning.

### **CD Players/I Pods/Cell Phones**

Allowing a CD player, I Pod or cell phone to be brought to school will be left to the discretion of the parent/guardian. If the CD player, I Pod or cell phone interferes with the learning environment, the item will be confiscated and held until a parent picks it up. Parents who need to get in contact with their child should call the main office not on their child's cell phone.

The staff at Fairview will not investigate the loss or theft of prohibited items.

### **LUNCHROOM POLICY**

To maintain an atmosphere that is conducive to eating, students will:

1. walk through the lunchroom in a safe and orderly fashion.
2. talk using **soft** voices.
3. keep food on the table or tray. Throwing of food is not to be tolerated.
4. keep food and beverage in the lunchroom.
5. not share food.

A student not following these rules will serve in a lunch recess detention and/or a referral to his/her parents.

### **PLAYFIGHTING**

Playfighting will not be tolerated at Fairview as this behavior often leads to injuries. If any student is involved in play fighting, the student may serve a lunch detention, after school detention or suspension.

### **RESPECT AND COOPERATION**

To facilitate the learning process, it is important to practice respect and cooperation with the staff. Confrontational situations will not be allowed in and about the classrooms. If disagreements do occur, the student, if appropriate, should meet with the staff member after class and set up a mutually agreeable time to discuss differences. Students who challenge the authority of or demonstrate disrespect towards a staff member will be sent to the office for disciplinary action.

Swearing or direct disrespect towards a staff member or student may result in a detention or suspension. Direct defiance of any member of the staff will not be tolerated. Direct defiance is defined as an unwillingness or refusal to follow a reasonable directive given by any member of the staff.

### **SNOWBALLS**

Snowball throwing can result in serious injury. To ensure the safety of all students, we must enforce a no snowball throwing rule. Throwing snowballs is absolutely prohibited on the school grounds or surrounding areas.

### **SUSPENSIONS**

When a student is issued a “pending suspension” as disciplinary action, the student will be required to transmit the notice to his/her parents/ guardians. Parents/guardians of students on a pending suspension are required to contact the school before 1:00 p.m. the following day for re-admittance to school.

**A formal suspension becomes effective when a parent fails to contact the administration.**

When a student is issued a suspension for a serious breach of discipline, the administrator will reach the parent/guardian by telephone to alert them to the suspension and discuss the matter. Students, who are suspended from school, carry the notice of the suspension home with them or a copy is sent via U.S. Mail to the parent. Parents are requested for a conference with an administrator and staff member to discuss the suspension before the student is re-admitted to school. This can be done the day following the suspension, if the parent requests. If the parent does not contact the administrator for a conference, the student may not return to school after three days.

### **Alternate Day Assignment/ In School Suspension**

An alternative to an out of school suspension is an alternate day/in school suspension. The length of an Alternate Day Assignment may vary from one period to ten days. If the student is given a full-day Alternate Day Assignment, they must report to the main office no later than 8:00am. The student will be placed in a different location other than his/her regular classroom. All of the expectations for classroom behavior apply to the Alternate Day Assignment. In addition, the student will:

- a) be allowed to leave the room only during specified restroom breaks,
- b) eat their lunch with a designated staff member,
- c) complete all assigned course work.

Failure to comply with any of these provisions will result in a parent conference and an extension of the Alternate Day Assignment, loss of privileges, and / or out of school suspension.

Any student serving an ADA will not be able to participate in any specialist's class or special performance or activity during the day. In addition, this student will not be able to participate in any athletic practice session or co-curricular activity after school.

### **After School Detentions**

Student in grades 6 through 8 may serve after school detentions depending upon the rule that was violated. Students will stay after school from 2:30 to 3:15p.m. with a staff member.

### **TECHNOLOGY RELATED OFFENSES**

Fairview School supports the use of computer technology to enhance the educational process of all students. With this educational opportunity comes personal responsibility.

Approved electronic activities must not contain profanity, obscene comments, sexually explicit material, and expressions of bigotry, racism or hate. Messages should not contain personal information that a sender would not want a stranger to have. This would include sender's name, address, telephone numbers, charge card numbers, social security numbers, or other personal information. E-mail accounts and file materials are not private and are subject to monitoring by the school.

The use of the Internet is a privilege, not a right, and inappropriate use will result in the cancellation of that privilege.

Discipline for students who break the acceptable use policy are as follows:

- 1st Offense                      Student will lose 3 days of Internet access with a letter sent home to the parent signed by Administration.
- 2nd Offense                     Student will lose 7 days of Internet access with a letter sent home to the parent signed by administration.
- 3rd Offense                     Student will lose a semester of Internet access and a letter sent home.
- If four or more offenses occur, the student may be given approved site only status or no Internet access for 1 year or more depending on infraction and meeting with parent.

### **VANDALISM**

Willful damage to school property or to the property of other persons is considered an offense that may result in suspension. Parents will be notified and conferences arranged when necessary. Police may also be notified. Full payment for damages may result. It is important that students know that unauthorized marking or cutting of school property is considered to be vandalism.

***NOTE:** If a student breaks any other rule of behavior as noted in the Milwaukee Public Schools' Parent/Student Handbook, the student may be suspended, assigned to another school or expelled.*

**Remember it's all about making choices;  
make sure yours are good ones!**



Richard Cohn, Principal  
Debra Dimberg, Assistant Principal

**School Governance Council**

Linda Beczkiewicz, Parent  
Jennifer Carney, Parent  
Sandy Mendez, Parent  
Meg Pledl, Parent  
Spencer Ramsdell, Parent  
Kelly Scott, Parent  
Julia Unger, Parent  
Chris Young, Parent  
Jane Christianson, Staff  
Elaine King, Staff  
Debbie Konings, Staff  
Kari George, Staff  
Mary Owens, Staff  
Dr. Kagey Burdick, Community

**Parent Teacher Association**

Lynn Paszkowski, Co-Presidents  
Jenny LaPlant & Angel Salermon, Co-Vice Presidents  
Nina Thomas, Secretary  
Sandy Mendez, Treasurer  
January Brylow, Historian  
Pam Picciolo, Staff Representative  
Helen LaCroix, Staff Representative

**School Colors:** Blue & Gold

**School Mascot:** Lion

Fairview-Where staff and students excel,  
Parents and community care!

