

**Student Handbook  
2009-2010**



**Fairview Theme School  
3325 Fairview Road  
Covington, Georgia 30016**

**Ruth Anne Smith  
Principal**

**Shaun Wells  
Assistant Principal**

**This Planner Belongs to:**

**Name :** \_\_\_\_\_

**Grade :** \_\_\_\_\_ **Homeroom :** \_\_\_\_\_

**Address :** \_\_\_\_\_

\_\_\_\_\_

**Phone :** \_\_\_\_\_

**Student # :** \_\_\_\_\_

Dear Students and Parents:

On behalf of the faculty and staff, I welcome you to Fairview Theme School. We are dedicated to making students successful in their learning and providing a safe place for everyone to learn. Fairview Theme School opens the year with more than 460 students in kindergarten through the third grade. Its population is comprised of students from every elementary school in the Newton County School System. I challenge you to assist us in making our school the best school in the state of Georgia. It will be whatever we make it. Be proud of it and take good care of it. Join me in working with families and the staff to provide the best education for all students.

Our goal is excellence! Reaching this goal must be a cooperative effort on the part of students, teachers, and parents. Our faculty, highly competent and professional, is looking forward to working with each of you and assisting you in every educational adventure.

This handbook of information should provide you with a better understanding of our school and its procedures. A supplement to our school handbook also accompanies this agenda.

Please take care and read over this handbook. You will use it for organizing your homework assignments and communicating between home and school. If there are questions or concerns, please feel free to call me. Suggestions or recommendations for improving our school are always appreciated.

Let's make this a great learning year for all of our students.

Sincerely,

*Ruth Anne Smith*

Principal

## **ATTENDANCE/TARDIES**

It is important that students be at school all day every day. If a student is absent, a written excuse should be sent to his/her teacher the day he/she returns to school. All students will be responsible for any assignments due to absences. If students are tardy, they must check in at the office before going to their classrooms. Excessive absences and tardies are monitored by the administration and school social workers.

## **CAR RIDERS/PARENT PICK-UP PROCEDURES**

Parents who pick up their children on a regular basis must have a number assigned to their cars. This number should be hanging from the rearview mirror or displayed so that our staff can easily read the number. Parents must remain in their cars and drive through the pick-up lane (front drive) in order to pick up their child in the afternoon. Students will be released through the front doors and placed in your cars.

## **CHANGE OF ADDRESS AND PHONE NUMBER**

If for any reason your address or phone number changes during the school year, please notify our school office immediately. It is important that we have your correct address and phone number in the event of an emergency.

## **CHANGES IN TRANSPORTATION**

**Students feel safe and confident when they go home the same way every day. If it becomes necessary to change the way your child goes home, you must send a written note or fax to the school before 1:30 p.m. The child will be given a “Change of Transportation” form.**

## **DRESS CODE**

**Fairview Theme School students are required to follow a strict dress code which is explained in the supplement of this handbook. (Refer to the Fairview Theme School Student Handbook Supplement.)**

## **HOMEWORK**

Homework is designed to be a constructive tool in the teaching-learning process; and, as such, can be an effective aid to student learning. Students will have homework on a regular basis to help them develop independent study skills, to reinforce learning that has taken place at school, and to bring the home and school closer together. At Fairview Theme School parents should show a positive interest in all school activities, including homework.

## **MEDIA CENTER**

We think of our media center as the classroom for the entire school and hope that students will see it as an extension of their learning. Our collection includes a variety of materials both in support of the curriculum and for pleasure reading. Our students locate and check out materials by computer and are encouraged to use reference materials and select books that they enjoy. Students are responsible for items they check out. There is a charge for lost or damaged books. Our media center is open each day from 7:30 a.m. until dismissal. We invite parents to visit us at any time during our regular hours.

## **PARENT ADVISORY COUNCIL**

At Fairview Theme School, we are fortunate to have all parents wanting to be involved in our school. The two Newton County theme schools, Fairview and Clements, have a joint parent advisory council named the Trailblazer Community Council. All council members are participants on committees, such as, communication, finance, hospitality, improvement, program, public relations, and volunteers. Parents choose a committee on which to serve. Each committee then chooses a chair who becomes a member of the executive board of the Trailblazer Community Council. For more information about our parent advisory council, please contact the school.

## **STUDENT CHECKOUT**

**Fairview Theme School puts student safety first. Any person checking out a student must present a photo identification card such as a driver's license and be listed on the student's information card. Remember we only check out students before 2:00pm.** Parents/guardians are not allowed to check out their child from the classroom without a release slip or being called from the office. Parent/guardian will also be required to show proper ID to the office staff before a student is released.

## **STUDENT INFORMATION/TRANSPORTATION CARD**

All students must have an updated Student Release Transportation Card on file in the office. Only the persons listed on the card will be allowed to pick up your child. We will ask you, or the person you have authorized to pick up your child, to show a picture identification. When your child is to be checked out early, please follow the following guidelines:

- Send a note in advance if you know you will be checking out your child early.
- Please come to the office, not the classroom, to check out a child.

- Sign the student out with the secretary at the front desk.
- Be prepared to show a picture identification.
- There should be no checkouts after 2:00 PM.

## **VISITORS TO SCHOOL**

**All visitors to school, including parents, must come into the front office, sign in, and receive a visitor's pass. Thank you for your cooperation; this practice is for the safety of all of our children.**





