

FAIRMEADOWS ELEMENTARY

2009-2010
FAMILY HANDBOOK



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August, 2009

Welcome to Fairmeadows!

My name is Carol Seid, and I am the Principal at Fairmeadows Elementary. I look forward to making sure that your child has a positive educational program here at Fairmeadows.

Student success is the mutual responsibility of the child, family and teachers. A supportive climate and on-going communication between home and school must exist for success to happen effectively.

Family and community involvement at school is encouraged. Suggestions include attendance and participation in conferences, volunteering, PFC, attendance at school activities, helping your child with homework, reading to and with your child, etc.

Fairmeadows Elementary School provides educational programs for students from kindergarten through sixth grade. The organizational structure in kindergarten through fourth grade consists of self-contained classrooms. This means that the responsibility for the academic program rests with one or two teachers. Fifth and sixth grade teachers work together in a departmentalized program. Your child may have up to three or four educators working together to provide the areas of our academic curriculum. Specialists provide instruction in art, foreign language, music and physical education.

This year the range of programs at Fairmeadows will include: full-day kindergarten classes, an English as a Second Language program, paid before and after school child care, Extended Learning program, Student Council, Special Needs educators who have small class sizes in order to meet individualized learning needs, computer-assisted instruction, a computer lab, and Reading Resource teachers who provide excellent literacy instruction and information. Every student will visit the school library and have the opportunity to check out books to be returned at least weekly. Fifth and sixth graders have the opportunity to try out for 23rd Street Singers at Fairmeadows. Band and orchestra lessons are available. Other services include: speech and language services, nursing, vision and hearing screening, counseling, psychological and sociological services.

There are several clubs and activities for Fairmeadows students throughout the school year sponsored by Fairmeadows teachers. We will also have opportunities for you to volunteer your expertise and time for Fairmeadows. Information will be sent home during the year as these opportunities arise.

Fairmeadows has a business alliance with The City of West Des Moines and with Hy-Vee. A number of activities and opportunities are possible through this alliance and we appreciate the support of these businesses, as well as other West Des Moines businesses and organizations.

I thank you for the honor of being allowed to participate in your child's education.

Respectfully,

Carol Seid
Fairmeadows Principal
(515) 633-6500



Dear Students,

Welcome to Fairmeadows Elementary. We look forward to a great year with you! We all have responsibilities in our school community and working together on these will help make this a successful school year. To meet these responsibilities we ask that you:

- Be on time
- Be prepared
- Do your best
- Respect and care about yourself and others.

Sincerely,
Your Teachers

FAIRMEADOWS MISSION STATEMENT

We believe all children should have the opportunity to develop the skills necessary to become responsible, respectful citizens and lifelong learners in an ever-changing and diverse world. Our mission is to establish a strong foundation for lifelong learning by nurturing, challenging, and guiding all students toward their maximum academic, creative, physical, social, and emotional potential.

FAIRMEADOWS SCHEDULE

Fairmeadows students may enter the building at 8:55 a.m. Classes begin at 9:05. Our regular dismissal time is 3:55 p.m.

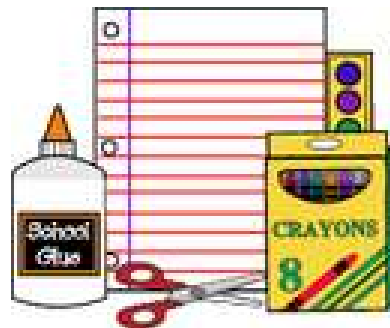
Students should not arrive on the school grounds prior to 8:55 a.m. Children should not play on the playground equipment before or after school as there is no supervision.

Every Wednesday there is early dismissal for professional development and collaboration for staff. The student school day schedule on Wednesday is 9:05-3:10.

FAIRMEADOWS BUILDING STAFF

Principal	Carol Seid
Kindergarten	Joan Miller
Kindergarten	Paula Olson
Kindergarten	Sue Samuelson
First Grade	Jane Abens
First Grade	Carrie Boik
First Grade	Rhonda DeRocher
Second Grade	Amanda Oleson
Second Grade	Sharlene Riche
Second Grade	Beth Yokiell
Third Grade	Nancy Higginbottom
Third Grade	Deborah Pavelick
Third Grade	Erin Schinzel
Fourth Grade	Kim Gansemer
Fourth Grade	Karen Sipfle
Fourth Grade	Deb Vail
Fifth Grade	Rhonda Koerselman
Fifth Grade	Lori Kerr
Fifth Grade	Mindi Myers
Fifth Grade	Karen Wolcott
Sixth Grade	Tim Dunn
Sixth Grade	Karen Klinge
Sixth Grade	Jodi Smith
Sp .Ed. SCIN	Sharman Blake
Sp. Ed.	Meridith Wies
Sp. Reading	Dawn Bassett
Sp. Reading	Deb Haskins
Art	Denise Miller
Art - Kindergarten	Sarah Petersen
Vocal Music	Deb Augspurger
Vocal Music	Bill Bird
Vocal Music	Nancy Morgan
Elementary Strings	Matt Meyer
Instrumental Music	David Kobberdahl
Instrumental Music	Jon Lewis
Physical Education	Jason Eckhoff
Media Specialist	Laura Swessinger
Nurse	Leslie Leavenworth
Counselor	Karen Hanson
Extended Learning	Vicki Wright
ESL	Sheryl Bastian
ESL	Kim Miller
Spanish	Amy Murphy
Secretary	Rhonda Neal
Secretary/Lunch Clerk	Helen Moskal
Media Assistant	Sindi Day
Math Assistant	Anne Wolf
Kdgn. Asst/Noon Supervisor	Karen Kehoe
Kdgn. Asst./Noon Supervisor	Connie McCarthy
Kdgn. Asst./Noon Supervisor	Jeanne Wallace

1 st Grade Asst./Noon Supervisor/ ESL Asst.	Dianne Davis
1 st Grade Asst./Noon Supervisor	Parvin Veach
1 st GradeAsst./Noon Supervisor	Robin Lawyer
ESL Assistant	Mindi Anderson
SCIN Assistant	Jill Crees
SCIN Assistant	Lori Hendricks
Special Needs Assistant	Charles Hotchkiss
Health Assistant	Kathleen Otte
Day Custodian	Ken Wolcott
Night Custodian	Tim Cavan
Night Custodian	Kim DeLong



FAIRMEADOWS CALENDAR OF ACTIVITIES/EVENTS

Please refer to the Fairmeadows Flyer for additions or revisions to this calendar of events.
Thank you!

August

18 **Open House/Ice Cream Social and Bring Your School Supplies, 4:00-5:30 pm**
20 **First Day of School!**

September

7 **Labor Day – No School**
8 **PFC Meeting, Media Center, 6:30 pm**
23 **School Pictures**

October

12 **Professional development – No School**
30 **Fall Parties**

November

9 **PFC Meeting, Media Center, 6:30 pm**
11 **Fifth Grade Veteran’s Day Assembly**
18-19 **Parent/Teacher Conferences**
19 **Pancake Dinner, 5:00-7:00 pm**
18-20 **Book Fair**
25 **No School**
26-27 **Thanksgiving holiday – No School**

December

18 **Winter Parties**
21-Jan 1 **Winter Break**

January

5 **Classes Resume**
12 **PFC Meeting, Media Center, 6:30 pm**
18 **Staff work day – No school**

February

12 **Valentine’s Day Parties**
19 **Staff development – No school**
24-25 **Parent/Teacher Conferences**
24-26 **Book Fair**

March

8 **PFC Meeting, Media Center, 6:30 pm**
27 **Spring Fling, 4:00-7:00 pm**
12 **No School**
15-19 **Spring Break**
22 **Classes Resume**

April
23 **Collaboration/Building Goals – No School**

May
3 **PFC Meeting, Media Center, 6:30 pm**
26 **Sixth Grade Recognition, 1:30 pm**
30 **Valley High School Graduation**
31 **Memorial Day – No School**

June
2 **Last day for students, No early dismissal**

COMMUNICATION

We have several methods and opportunities for communication with families.

TELEPHONE

Each teacher has a phone in their instructional area with voicemail. If you call your child's teacher during the instructional day, you will be able to leave a message on the phone or with the school Secretary.

EMAIL

Each teacher also has individual email addresses and periodically checks email throughout the day.

EVERY SCHOOL EVERY THURSDAY

Each week Fairmeadows information is submitted to the Des Moines Register for publishing.

FAIRMEADOWS FLYER

The Fairmeadows Flyer is distributed to every student and sent home along with the INFORMALINE. This newsletter contains information about upcoming activities and events, as well as providing information about learning activities at Fairmeadows.

INFORMALINE

Informaline is a district-wide newsletter sent home bi-monthly. It provides school board meeting information and additional information for families.

WEBSITE

West Des Moines Community School District has a website with district information. There is a link from this website to the Fairmeadows Elementary website as well.

EVENING ACTIVITIES FOR FAMILIES AT FAIRMEADOWS

We provide opportunities at Fairmeadows for families to share together and with staff members. One such example would be our family/staff member conferences. We have a variety of activities for families; many of these occur in the evening, while other programs take place during the school day. Please review the school calendar, website, and newsletters for information regarding the variety of activities for students at Fairmeadows.

EXPECTATIONS AND GUIDELINES AT FAIRMEADOWS

There are expectations/guidelines for each student at Fairmeadows Elementary. These are for the safety and productive learning environment of the entire building and campus. Please review these with your child before and throughout the school year.

- Use appropriate language in a respectful tone of voice.
- Follow directions.
- Be kind to others whenever possible.
- Enter and exit politely.

CLASSROOM

Each teacher establishes a classroom set of guidelines. These guidelines may vary somewhat from classroom to classroom. Posting of these guidelines in the classroom is encouraged, so that all students are aware of the guidelines.

LUNCHROOM

There are specific expectations for students in our lunchroom. Students will:

- Handle and eat only their own lunches.
- Use polite and courteous voices.
- Use good table manners.
- Be dismissed and leave when the eating area is clean.
- Leave in an orderly manner.

PLAYGROUND

We want our playground to be a safe and sound area for all students to play. If good judgment prevails on the part of our students while playing, our grounds will be safe. In order to provide a safe, orderly and pleasant area in which to play, students will:

- Play in authorized areas.
- Ask permission from supervisor to enter the building.
- Refrain from bringing dangerous or sharp objects to the playground.
- Follow the recess supervisor's guidelines.
- Respect all persons and property.
- Bring equipment approved by the noon supervisor.
- Line up quickly when the supervisor blows the whistle, or the bell rings.
- Return equipment to its proper place.
- Use the play equipment as it was meant to be used.
- Use respectful, caring language.

CONSEQUENCES FOR BEHAVIORAL ERRORS

Our focus is always to provide a learning environment for our students; whether the learning is academic focused, or behavioral in nature. Consequences are opportunities for students to learn from their behavioral errors in order to lessen the likelihood of that error reoccurring. Classroom consequences are developed by the teachers. Possible consequences for behavioral errors on the playground are loss of part or all of recess, notes home to families, time after school, phone call home to families, or parent conference with the principal.

HEALTH INFORMATION

Our health office provides a variety of care to our Fairmeadows students. Please let our nurse or Health assistant know when your child is ill, injured or has a health concern.

We do have a few students at Fairmeadows with allergies. Certain allergies are quite dangerous and can even be life threatening. In order to provide a safe environment for all students we ask that you provide **peanut-restricted snacks** at school and inform our health office of all known allergies and reactions your child may have. We also ask that **no latex material** come into the school. This would include latex gloves and balloons. **Please contact our health office if you have questions or concerns.**

PARENT FACULTY CLUB

The Parent Faculty Club at Fairmeadows is equivalent to the PTA at other schools. It consists of parents and teachers willing to volunteer at our children's school because we love them and we want the best for them. Studies show that when parents are involved at school, student performance and enjoyment of school increases. Since this is what we all want for our kids, we urge you to participate in PFC.

It's also a great way to get to know the teachers and other parents at Fairmeadows. We are a family oriented, neighborhood school, so come and join in on our sense of community!

SAFETY

Safety of our students is of the utmost importance at Fairmeadows. We have plans in place to manage emergency and crisis situations that may occur. There are occasions when we need to utilize the emergency closing information families provide for the school at registration. Please make sure to share any updated information throughout the school year so that we are able to follow the plan you designate for your child. Fairmeadows has added security to ensure the safety of each student at Fairmeadows. After a designated time the only accessible entrance into the building is the front door. Access is granted through the security system. Thank you for being patient and possibly inconvenienced in order to protect the safety of our students.

BICYCLES

Permission forms for students in grades 4-6 to ride their bike to and from school are available from the classroom teacher or Fairmeadows office. This form must be signed by a parent before students may ride their bicycle to school. Students must wear bicycle helmets. Bikes are to be walked on school grounds. Bicycle riding is considered a privilege. The privilege will be revoked from students who do not abide by safe riding habits and procedures. Scooters and skateboards are not allowed on school property. Extenuating circumstances must be approved by the building administrator.

CROSSING GUARDS

The West Des Moines Police Department and the West Des Moines School District jointly employ crossing guards at several locations in our community. A crossing guard is located at the intersection of 22nd Street and Ashworth Road. We also have parent volunteers who assist students at the intersections of 21st Street & Prospect Road, and on 23rd Street & Fairlawn. The adult crossing guards will assist your child crossing busy streets before and after school. Please reinforce with your child that directions from the crossing guards are to be followed for their safety.

FAIRMEADOWS STUDENT COUNCIL

We have an active Student Council at Fairmeadows. Student Council members are selected by their classmates in grades 2-6, and meet regularly with the staff sponsors. Student Council-sponsored activities are service oriented and promote academic and character development.