FAIRVIEW ELEMENTARY SCHOOL  
Parents’ Top Ten “Need to Know” Information Hot List 2016-2017

Please take time to read this document. The complete Fairview Hawk Handbook can be found on our school website at www.wcs.edu/fes.

1. **Attendance** is vitally important. Our school hours are 8:35 – 3:35. In order to ensure that your children are adequately supervised, the school building will not open until **8:15 AM**. Our goal is to teach from “bell to bell” and provide your children with highest amounts of optimal educational experiences. **Students must be in their classrooms at 8:35, so we will lock doors at 8:35** each morning.

   - **Notes** explaining absences are required the day your child returns. If you email your note, please cc that note to your classroom teacher AND Shirley Hammon.
   - Prior approval from the principal for trips and planned, extended absences are required (2 weeks’ notice – please contact our front office for the extended absence form).
   - Doctor’s notes will be required from students who have accumulated 10 total absences.

2. Your child’s **safety** is very important to us. **All people not enrolled in or working at FES enter the building through the front doors** only – no exception for any reason or any amount of time. Please follow instructions for the **car rider pick-up line. Remember – no smoking/smoking devices in the car rider line.** **Our bus students** must follow bus safety guidelines. All dismissal rules are created to maintain a safe environment for students.

   **Changing your child’s mode of transportation on a given day requires a written notice sent to your child’s teacher.** Emergency changes during the day can only be made by calling the school office before 3:00 PM, followed up by email to the office. To ensure we dismiss in a safe and orderly manner, **no students will be dismissed after 3:00 PM FROM THE SCHOOL’S FRONT OFFICE/LOBBY. You must use the car rider line if you are picking your child up after 3:00. If you are a walker, please contact the principal to discuss walker procedures.**

3. **You may only take photographs of your child** while at school for events or parties. With the ease of access to all types of media, we must protect the privacy of all our families.

4. **When your child is sick,** please keep him home. If your child has a fever, the child needs to remain home until he/she has been fever free without the aid of fever-reducing medicine for 24 hours. Never send medication to school with your child – not even an over-the-counter remedy – we need you to bring it in. We must have an authorization form, a pharmacy bottle that reflects your child’s prescription, or in the case of an over-the-counter medication, we need an original bottle with your child’s name attached.

5. If your child is having **difficulty at school**, call or email your teacher immediately. Please don’t wait until problems become huge issues. Most problems can be resolved with increased communication.

6. **Homework** is an extension of the learning and allows independent practice and reinforcement of skills and concepts presented in class. Students in grades Kindergarten – Second should not exceed more than 30 minutes nightly of homework. Students in grades Third – Fifth should not exceed more than 1 hour nightly. If you believe your child is spending too much time on homework, please contact the teacher right away. The general rule of thumb is about 10 minutes per grade (i.e. 3rd grade – 30 minutes). Please encourage children to read every day at home for at least 20 minutes in addition to homework. In order to protect instructional time and reinforce responsibility, forgotten homework brought to school late will not be delivered to classrooms. It will be placed in teacher's mailbox and graded at teacher’s discretion. Homework should be done independently. Parents should monitor the homework and not complete it for their child. School Board Policy 4.607 has further information as it relates to homework.

7. Occasionally our **buses run late** in the afternoons. We don’t allow students to call home because by the time they all call home, the bus has arrived. If you have concerns about a late bus, please call the school or call Transportation at 472 – 4950. 472 – 4952 (After hours)

8. We love for you to **visit** our school. In fact, we have numerous opportunities for you to volunteer.

   a. Please contact your classroom teacher, our related arts teachers, or our PTO if you would like to help!
   b. Additionally, you are welcome to have lunch with your child. **Please do not bring outside, restaurant food to the cafeteria.** We emphasize never sharing food in the cafeteria because we have many children with serious allergies. This practice also often causes disruptions and negative feelings for our students who do not have “special” food.
   c. Please help us **protect instructional time** by not visiting the classrooms when teachers need to be working with your children. You are most welcome to make an appointment to talk to the teachers.

9. **School Lunch Prices**: Breakfast - $1.50, Lunch - $2.75, Adult Lunch Price - $3.50 You may make payment online via https://www.myschoolbucks.com/ver2/login/getmain?requestAction=home

10. Your **contact information** is essential. If your address, email address, or phone changes, please send that information to school. If you change your emergency dismissal plans, please contact your teacher immediately. Be sure to keep us updated on any changes with **legal documents/parent plans.** We can only follow what is on file with our front office.

Office (hours 8 am to 4 pm): 472 – 4380  Fax number: 472 – 4391  Cafeteria Mgr.: 472 – 4387