

FAIRVIEW ELEMENTARY SCHOOL
Parents' Top Ten "Need to Know" Information Hot List
2018-2019

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 8:50 – 3:50. In order to ensure that your children are adequately supervised, the school building will not open until **8:30 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 8:50, so we will lock front doors at 8:50** 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 (shirleyh@wcs.edu).
 - Doctor’s notes will be required from students who have accumulated 10 total absences.
 - The new Tennessee Department of Education Accountability Regulations (ESSA) defines students as “chronically absent” after 18 absences per year, regardless of excused or unexcused. Students who accumulate 18 or more absences will be considered “Chronically Absent” and reported to the state.
2. We love to honor and celebrate students at Fairview. There will be two class parties scheduled during the year. It is vital that staff and parents be mindful of food allergies when planning for celebrations.
 - a. All celebrations must be pre-planned with the classroom teacher. The room parents and party planners for each classroom organize classroom celebrations and coordinate the plans with the teachers. As we work to keep our buildings and children safe, parties will no longer be open to all family members. **Only the party planners (2 per class) and PTO Board members will be allowed to attend/facilitate parties.** All foods for scheduled schoolwide and classroom celebrations must be pre-packaged with ingredient and nutritional values listed. Food made from home may not be distributed during the school day or brought into the classroom.
 - b. Birthdays: Students love to celebrate birthdays at school, as it is a memorable time to share with teachers and friends. In an effort to abide by the [WCS Wellness Policy](#) as well as address the increasing number of students with food allergies or diabetes, we are asking all parents to follow these simple guidelines when planning for your child’s birthday this year.
 - Send in a non-edible treat for everyone in the classroom such as pencils, bookmarks, etc.
 - Donate a book in your child’s name to our school library.
 - Donate an educational game or book to your child’s classroom teacher in their honor.
 - Have a family member come and read to the class.
3. 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 3:15 PM.** If you need to pick up your child from school early, do so BEFORE 3:15. **CHILDREN ARE NOT ALLOWED TO DISMISS FROM THE SCHOOL’S FRONT OFFICE/LOBBY – You must use the car rider line. If you are a walker, please contact the principal to discuss walker procedures.**

4. **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.
5. **When your child is sick**, please keep him/her 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.
6. Ongoing communication from school to home is essential. Please do not hesitate to reach out to your child’s teacher. Students in grades 3-5 also have access to WCS Family Access. Parents are encouraged to check this regularly to check on student progress. 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.
7. **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.
8. 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)
9. 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. **In the best interest of all students and in alignment with the district’s wellness policy and allergy protocol, outside restaurant food is not permitted. Parents should plan to purchase a school lunch or bring a sack lunch from home for themselves. We appreciate your understanding of this request as we work to reduce disruption, promote healthy school lunches, and diligently protect our students with allergies.**
 - 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.
 - d. School Lunch Information – visit <https://family.titank12.com> to add money to your child’s account.
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): (615) 472-4380
Cafeteria Mgr.: (615) 472-4387

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