



408 North Section Street • Fairhope, AL 36532

Phone: 251.928.8400 • Fax: 251.928.9709

Parent/Student Handbook 2023-2024

Principal
Jenny Breazeale

Assistant Principals
Caroline Hollowell and Sydney Smith

BCBE Superintendent
Eddie Tyler

BCBE Assistant Superintendents
Renaë Carter Joe Sharp Marty McCrae

BCBE Board Representative
Cecil Christenberry

FWE Vision Statement
Fairhope West Elementary seeks to create a challenging, collaborative learning environment that empowers students to become lifelong learners.

FWE Mission Statement
Learning and Leading to Empower Our Genius!

Baldwin County Public Schools Mission Statement
In partnership with the community, the Baldwin County Public Schools' mission is to prepare ALL students to graduate College and Career Ready through a culture of equity and opportunity.

Baldwin County Vision Statement
Our vision is to foster a nurturing environment with high expectations for students to achieve their potential and graduate with countless opportunities.

**Handbook will be updated periodically and subject to change according to local and state policies*



Parent Notification that Fairhope West Elementary School is a Title I “Schoolwide” Program

Title I is a federal funded program that provides resources and opportunities to improve the academic achievement of economically disadvantaged students. Title I ensures that all children have a fair, equal, and significant opportunity to obtain a high-quality education. In accordance with the *Every Student Succeeds Act (ESSA)*, Title I funds enable schools to employ and train highly qualified teachers and paraprofessionals, purchase instructional materials, update technology in the classroom, and sponsor parental involvement activities.

Schools in communities that meet the requirements use Title I funds to benefit the entire school. This type of program is known as a schoolwide program. Title I schoolwide programs use Title funds, along with other local, state, and federal funding to serve all students in the school. Individual students are not identified as participating in the Title I program.

Effective schools are the result of a dedicated faculty and staff working together with families and the community to share in the success of all students at school. Increased student self-esteem occurs when parents and teachers collaborate to ensure learning takes place at the school, in the home, and in the community.

Parent Right-to-Know In accordance with the Title I program and the *Every Student Succeed Act (ESSA)*, parents, through the Right-To-Know provisions, may request information regarding the professional qualifications of their child’s teacher(s) or the qualifications of paraprofessionals providing services to their child. In addition, parents will be provided information about their child’s level of achievement on any state academic assessments.

If you have any questions regarding this information, please reach out via phone 251-928-8400 or email jbreezeale@bcbe.org.

Jenny Breezeale
Fairhope West Principal

Arrival/Dismissal

7:15	Buses and Cars unload and report to the Cafeteria for breakfast or Classroom
7:40	Breakfast ends
7:45	Carline ends and Instruction begins; Students should be in class
7:50	Students are late and must report to office
2:50	Dismissal for Bus Riders
2:55	Dismissal for Car Riders, Walkers, and After-School Care

Students are required to be on time for school. It is the responsibility of the parents or guardian to make sure students arrive on time each day and remain the entire day.

FWE Bell Schedule

7:45	1st Bell Class Begins Car line ends
7:50	2nd Bell Tardy Bell
2:50	Bus Riders Dismissed
2:55	Car Riders, Walkers, and After-School Care Dismissed

Morning Arrival and Afternoon Dismissal Procedures

All students in the Fairhope West Elementary School are eligible to ride the bus. If you are unable to drop off your child between 7:15 and 7:45 am, or are unable to pick up at 2:55 pm, then please contact the front office for bus transportation information. We also encourage carpooling for those who drive to school.

Car Riders: Student safety is our primary concern. All drivers are expected to follow directions of teachers on duty and be respectful towards those assisting and directing traffic. For the safety of our students and duty teachers, drivers should not use cell phones and other electronic devices while driving on campus.

Arrival Morning Car Line

- Car riders should not arrive prior to 7:15 am. Supervision before 7:15 is not available and doors are locked.
- Students may begin unloading once an adult is on duty at 7:15 a.m. Parents should remain in cars while in carline. Please do not get out of your car in the carline. If you need to come to the office, please park in the front parking lot. Do not park in the carline parking lot.
- Students eating breakfast must be in the cafeteria by 7:35 a.m.
- Car Line ends at 7:45 a.m. and the school day begins.
- Doors lock at 7:50 a.m. Students are tardy at 7:50 a.m.
- Parents should remain in cars while in carline. Please do not get out of your car in carline. If you need to come to the office, please park in the front parking lot. Do not park in the carline parking lot.
- **PreK Car Line:**
Turn right on Bayou Drive FROM Bancroft Street (not Section Street) and drive past the Nix Center. Turn left into the school driveway of the PreK Center. PLEASE NOTE: RIGHT TURN FROM BAYOU DRIVE TO SCHOOL DRIVEWAY IS PROHIBITED. Park in front of the PreK building to take your student inside and sign them in. When leaving, merge into the 4-6 car line, turn right at the bottom of the hill into the right lane and exit by turning right on Fairwood Drive.
- **Grades 4-6 Car Line:**
Turn right on Bayou Drive FROM Bancroft Street (not Section Street) and drive past the Nix Center. Turn left into the school driveway of the PreK Center and continue driving past PreK to drop off at the side of the gym. PLEASE NOTE: RIGHT TURN FROM BAYOU DRIVE TO SCHOOL DRIVEWAY IS PROHIBITED. Younger siblings of 4th-6th grade students may be dropped off in this car line (excluding PreK). When exiting turn right onto Fairwood Drive.
- **Grades K-3 Car Line:**
Use Fairwood Drive FROM Fairhope Avenue or Patlynn (not Section Street). Drive past the Armory and turn left into the school driveway. Drop off in the circle and then circle back to the left and exit by turning right onto Fairwood Drive.
- **HOV Car Line:**
Enter the office driveway from Fairwood Drive. When exiting, turn right on to Section Street. (Refusal to turn right will result in loss of HOV status.)
NOTE: High Occupancy Vehicle is for cars with 3 or more students. HOV passes are available in the office.
- **Walkers and Bike Riders:**
Bikers use the HOV entrance via Fairwood Drive. Enter the building at the front office entrance. Walkers enter the building at the front office.

Bus

- Buses will enter from Bayou Street and deliver students in front of the gym. Buses will arrive on campus between 7:15-7:20 a.m.

Afternoon Car Line

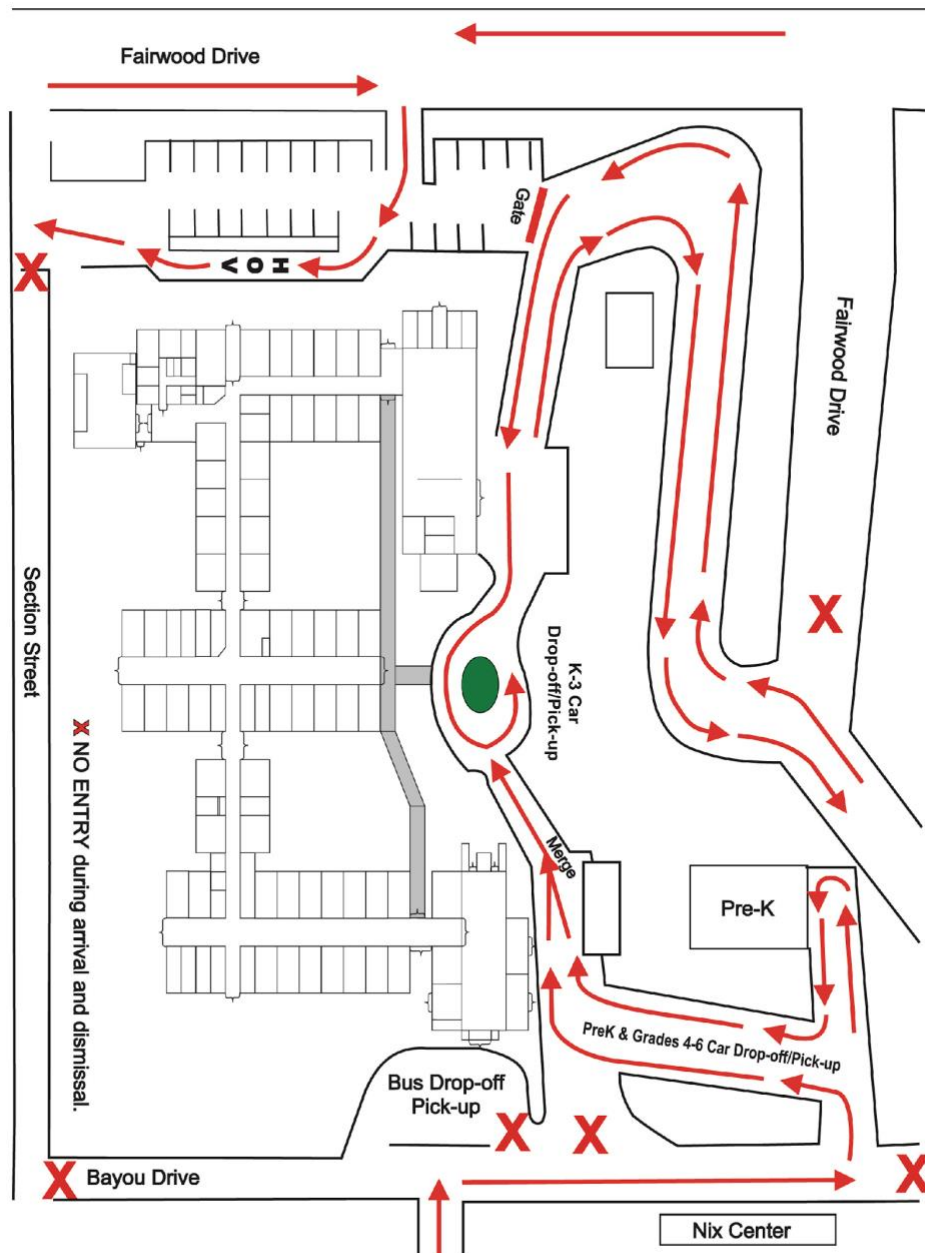
- Afternoon car riders will dismiss at 2:55 pm.
- Parents/Guardians MUST have a yellow CAR Tag provided by Fairhope West in the car window to pick up their child. If they DO NOT have a CAR TAG, parent/guardian will be directed to the front office to receive one BEFORE being able to pick up the student.
- K-3 students will be seated in the hall of the 200 building off of the K-3 circle. Once called, students will proceed to the loading zones and wait for directions from staff and proceed to the colored area to load. Parents/Guardians, please do not exit your car at any time. Students in booster seats should enter and be seated on the passenger side of the car which allows for the driver to reach back and help buckle if needed.
- Pre K/4-5th Grade Car Riders will be seated in the gym. 6th grade students and siblings will be seated on the benches outside. Once called, students will proceed to the loading area and wait for directions from staff as when to load.
- HOV car riders will be escorted to their designated spot outside of the office. Students will sit quietly so that their name can be heard. Once called, students will proceed to the loading area and wait for directions from staff as when to load.
- ASCC/Walkers/Teacher's Children will be walked to the cafeteria foyer/cafeateria and remain with students until the first wave of students exit campus. Teacher's kids will walk with the ASCC/Walkers and walk quietly to their parent's classroom.
- All car riders/walkers should be picked up beginning at 2:50 pm. Bus transportation is available if you are unable to pick up your child by this time.

Changes in Dismissal:

A consistent method of dismissal is very important. At this age, students cannot always remember if they are a car rider or bus rider when asked to do something different on different days. Please make every effort to make sure your child has the same departure procedure daily.

If your child has a change in dismissal, please send a note to your child's teacher. **Changes in dismissal are not taken over the telephone, text, Remind, or via email.** Often times, teachers are not checking their email or phones until after dismissal. Also, in a teacher's absence, a substitute will not have email access. Please help us by following this policy and making sure all communication is given to the student **in writing** to share with his/her teacher upon arrival to school. Teachers will have a morning system in which students know when and where to turn in notes from home. Therefore, if there is a change in dismissal, please write a note including the guardian's signature and send with the student to school. Again, students need a consistent form of transportation. A change in dismissal should be a rare occasion eliminating confusion for the student and teacher.

Arrival and Dismissal for Vehicles, Pedestrians, and Cyclists



Dismissal:

Afternoon Car Line

- Afternoon car riders will dismiss at 2:55 pm.
- Parents/Guardians MUST have a yellow a CAR Tag provided by Fairhope West in the car window to pick up their child. If they DO NOT have a CAR TAG, parent/guardian will be directed to the front office to receive one BEFORE being able to pick up the student.
- K-3 students will be seated in the hall of the 200 building off of the K-3 circle. Once called, students will proceed to the loading zones and wait for directions from staff and proceed to the colored area to load. Parents/Guardians, please do not exit your car at any time. Students in booster seats should enter and be seated on the passenger side of the car which allows for the driver to reach back and help buckle if needed.
- Pre K/4-5th Grade Car Riders will be seated in the gym. 6th grade students and siblings will be seated on the benches outside. Once called, students will proceed to the loading area and wait for directions from staff as when to load.
- HOV car riders will be escorted to their designated spot outside of the office. Students will sit quietly so that their name can be heard. Once called, students will proceed to the loading area and wait for directions from staff as when to load.
- ASCC/Walkers/Teacher's Children will be walked to the cafeteria foyer/cafeateria and remain with students until the first wave of students exit campus. Teacher's kids will walk with the ASCC/Walkers and walk quietly to their parent's classroom.
- All car riders/walkers should be picked up beginning at 2:50 pm. Bus transportation is available if you are unable to pick up your child by this time.

Bus Riders: Students who live in the FWE district are eligible to ride a bus to and from school. Students will be assigned to a bus based on the student's home residence. Transportation methods should be consistent, and **students will not be transported to alternate locations (friend's/relative's homes, daycares, businesses, or after-school activities).** If a student's drop off location needs to change (same bus only), a note must be sent to the office for approval. If approved, the student will receive a bus pass to give the bus driver. **Due to limited seating on buses, students may not ride home on a bus other than their assigned bus.**

Buses will arrive on campus at approximately 7:15 am. All bus riders will enter through the gym foyer and proceed to either the cafeteria for breakfast or the classroom. Please refer to the bell schedule regarding dismissal times.



Students should follow all bus rules and procedures as directed by administration and bus driver. Bus transportation is a privilege. Students not following procedures may be suspended from the bus.

Bus Rules

1. *Stay off the road while waiting for the bus.*
2. *Cross in front of the bus after it is stopped, and the stop sign is out.*
3. *Keep all body parts and items inside the bus.*
4. *Remain seated until it is time to exit.*
5. *Sit in your designated seat and stay there throughout the trip.*

6. *Keep voice to a whisper and use appropriate language.*
7. *Do not share or swap items on the bus.*
8. *Help keep the bus neat, clean and in good condition.*
9. *No eating or drinking on the bus.*
10. *Treat others as you want to be treated.*
11. *Be respectful and follow all rules of the driver.*
12. *Electronic devices should not be used on the bus.*

Attendance and Absences

Late Arrival/Tardies: Please make every effort to have your child at school prior to 7:45 am. The first bell rings at 7:45 am, and students should be present and ready for instruction. Carline ends at 7:48. Students can not be dropped off in carline after 7:48 and expect to be in their classrooms by the tardy bell at 7:50. Students arriving after 7:48 am, the parent will need to accompany the child to the front office to check in their student. Be ready to show your Personal ID (Driver's License) at the door.

IMPORTANT

- **If a child is tardy, a Parent/Guardian must check-in the child through the front office.**
- Ring the doorbell, state your purpose, and show your Personal ID.
- Parents/Guardians will sign in the child on paper as student walks straight to class.
- Office Staff will give unexcused/excused tardy slip to the teacher.

Please remember, tardiness disrupts the teacher, classmates, and can lead to anxiety on behalf of the student entering late when trying to catch up on missed instructions. Please make every effort to have your child at school on time and remain all day. Persistent problems with tardies or early dismissals may result in disciplinary action. Parental support helps establish good habits of attendance and promptness.

Parents or Guardians of a student who is not on school campus by 9:30 am, will receive an automated phone call from the Baldwin County School System.

Early Dismissals/Check-outs/Absences: Research has proven a direct correlation between school attendance and student achievement. Any time a student arrives late or checks out early, he or she is missing important instructional time. Students are engaged from bell to bell, and the end of the day is just as critical as mid-day. In addition, students are often getting final instructions and transitioning during this time. Please make every effort to avoid late arrivals and early dismissals. When necessary, a legal guardian or designee with proper I.D. may check out a student through the front office.

If possible, appointments should be made during after school hours. Please provide documentation upon return. Students will only be released to those on **the child's contact list and with a valid picture I.D.** Updates to a student's contact list must be made in writing and turned into the school office. Unless a child brings a doctor's excuse or parent note, all check-outs will automatically be unexcused.

Attendance and Make-up Work: It is critical that students arrive at school on time, ready to learn, and stay all day unless ill or in case of emergency. Students are encouraged to discuss missed work with teachers immediately upon return to school. Please contact your child's teacher via email, Remind text, or written note in your child's agenda for the quickest response regarding makeup work. This is the responsibility of the child and parent to initiate and ensure make up work is completed.

Absences

Permissible Reasons for Absences (Grades K-12):

- (a) Student illness
- (b) Inclement weather, which makes it dangerous for students to attend school (as announced by the Superintendent)
- (c) Physician excuse
- (d) Death in the immediate family
- (e) Emergency condition as determined by the principal or superintendent
- (f) Absence to observe traditional religious holidays of a local, national, or international origin when verified by the student's minister or religious leader

When absent, it is imperative that your child return with a doctor's note or parent note within 3 days of the absence. If a note has not been received within 3 days of the absence, the missed day(s) will be unexcused. Students are given 9 Parent Discretion Absences. This includes vacation days and illness without a doctor's excuse. Any dates past 9 without a doctor's note, will be considered an unexcused absence.

Please see the [BCBE Student Handbook](#) for more information regarding Parent responsibilities, School Responsibilities, Attendance Policies, make-up work, and what constitutes an excused/unexcused absence.

Sick Day Exclusions

As a parent, there are times when you are unsure whether your child should attend school and when to seek medical care. As a whole, school-aged children and youth are a healthy, robust group. A student can expect to get 2 to 9 colds per year. Excluding routine doctor appointments, infectious diseases account for 40% of all visits by children and youth to a doctor.

This list serves as a guideline in managing students but is not inclusive. All students will be evaluated on a case by case basis by the school nurse. The decision to send home your child will be made on an individual basis based on the school nurse's professional judgment. The goal is to keep our students safe and healthy.

When to keep your child home:

Symptom	Child must be at home?
Fever: Elevated temperature of 100.4 F or greater.	YES- when accompanied by behavior changes or other symptoms of illness, i.e. rash, sore throat, stomach ache/vomiting, diarrhea, coughing, headache, each ache. The student should be

	fever free (oral temperature below 99 degrees F) without the use of fever-reducing medicines, for a complete school day (24Hours) before returning to school
Vomiting: Two or more episodes of vomiting in the past 24 hours.	YES-until vomiting resolves (no further vomiting for 24 hours). Student should be observed for other signs of illness and for dehydration.
Diarrhea: Frequent, loose or watery stools compared to child's normal pattern; not caused by diet or medication.	YES-if the child looks or acts ill; if the child has diarrhea with temperature elevation of 100

Illness	Child must be at home?
Conjunctivitis: Pink/reddish color to white part of the eye and thick discharge may be yellow or greenish in color.	YES- until discharge and signs of infection have cleared or completion of 24 hour treatment with ophthalmic solution prescribed by a health care provider.
Impetigo: Blister like lesions which develop into pustules. May "weep" and crust.	YES- for 24 hours after medical treatment initiated. Note: Lesions must be covered for school attendance.
Ringworm A common skin infection, usually resulting in red, itching, scaly circular rash.	NO-Treatment initiated Note: Lesions must be covered for school attendance.
Rash with Fever: Any new rash accompanied by a fever.	Yes- seek medical advice. May return after rash goes away or clearance given by a health care provider.
Open Wound: Any open wound, draining or pustule lesion on the skin.	Yes- If any drainage from a sore that cannot be contained within a bandage OR sores that are increasing in size OR new sores need to be evaluated by a health care provider.
Other Symptoms that prevent the student from active participation in usual school activities OR student is requiring more care than school can safely provide.	Yes-Recommendations from a health care provider are indicated.

Early Warning Truancy Program: Please see the Student Code of Conduct Handbook for more details on the Early Warning Truancy Program.

Anti-Harassment Policy: The Baldwin County Public School System is committed to providing a safe and supportive learning environment in which all members of the school community are treated with respect. Harassment,

violence, and threats of violence are prohibited and constitute unacceptable behavior that will not be tolerated. Please call the school if your child is not treated with respect.

Baldwin County Board Policy: The Baldwin County Student Handbook policies can be found at this link:

Birthdays: The school will not accept birthday treats sent from home or delivered; this includes cupcakes, cookies, flowers, balloons, gifts, etc. The school provides an opportunity for parents to purchase a Special Birthday Ice Cream Package for the entire class. The Cost is \$20. The office will deliver a special Birthday Snack during the child's scheduled snack time or at a time convenient to the teacher. If interested, please contact the office to place an order at least a week before your child's birthday. Your child's birthday can also be displayed on our School Digital Sign for \$5. Contact the office to schedule that special shout out for your child. Birthday invitations may be distributed at school only if everyone in the class receives an invitation or if all boys/all girls receive an invitation. A parent, guardian, or relative who is under the student's contacts in PowerSchool may eat lunch at school with the student on his/her birthday or month of his/her birthday. A summer birthday can be celebrated 1 day throughout the year.

Cafeteria: School cafeteria menus, prices, payment, and online lunch applications are available at <https://www.bcbe.org/Page/359>. Please see the [BCBE Student Handbook](#) for details when a student requires a special diet plan. Monthly breakfast and lunch menus are also displayed on the website and BCBE app.

Change of Address, Phone Numbers, Emergency Contacts: It is required that you inform the office immediately if your home address changes or if telephone numbers and emergency contact numbers change. It is vital that our school is able to reach you or an emergency contact when needed. Students must have a minimum of 4 emergency contacts with phone numbers on file. **Any changes or updates to an address, phone number, or additional contacts must be made in writing. A parent can send a signed note with these changes or come by the office.**

Communication: Teachers and Administration are expected to return phone calls, answer notes/letters, and respond to emails within 24 hours. Information is communicated to parents through the following ways:

- Blackboard - emergency and non-emergency phone calls, texts, emails from Administration; no sign up necessary
- Local school website – <https://www.bcbe.org/fairhopewestelementary>
- District website - www.bcbe.org
- PowerSchool Parent Portal
- The Pirate - weekly Newsletter from the Principal; sent through email on Fridays
- Fliers – special event announcements through text, email, or paper
- Each grade level uses a variety of communication methods like social media, emails, Remind101 texts
- Facebook

Discipline:

The success of a school-wide discipline system lies in the relationship built between parents, staff, and students of the school community. This relationship begins with communication. Parents will be informed about current school issues, success, and concerns through school-wide newsletters/emails, classroom teacher's newsletters/emails, the school website/Facebook, parent meetings, and parent handbook.

It is fundamental that an orderly school have clearly defined rules for behavior to which students must conform. Non-conformity to these rules is a violation of the Baldwin County Code of Student Conduct. Please see the [Baldwin County Student Handbook](#) for a more detailed explanation of possible violations and consequences. Below are Fairhope West Elementary's School-wide expectations that support BCBE Student Code of Conduct.

FWE School-wide Expectations

<p style="text-align: center;">Arrival/Dismissal</p> <p>Listen and follow directions of staff on duty Quiet hallways Walk to destination Be on time Be prepared and know how you are getting home</p>	<p style="text-align: center;">Hallway</p> <p>Quiet hallways Stay in line Walk to destination Hands by your side Be aware of your surroundings – respectful of others' learning No Gum or Candy</p>
<p style="text-align: center;">Classroom</p> <p>Be on time Be prepared for the day Engage in planned activities and learning Encourage yourself and classmates to make good choices Empower the Warrior in you Stay-on task Listen and follow directions of teacher</p>	<p style="text-align: center;">Restroom</p> <p>Quiet restrooms Use restroom time wisely Enter and exit quietly Clean up after yourself Appropriate use of facilities Respect other's privacy</p>
<p style="text-align: center;">Picnic Tables/Outside Snack</p> <p>Walk quietly to your table or snack area Speak and interact kindly and appropriately with others around you Take care of your space and clean up after yourself Walk quietly back to your classroom</p>	<p style="text-align: center;">Cafeteria</p> <p>Enter and exit quietly Stop, listen, and follow directions when an adult speaks to you Quickly progress through the line Use good manners Use utensils when eating your food Eat your own food Use inside voices and speak to students only in close proximity Clean around your sitting area and floor Save gum, candy, and snacks for later</p>
<p style="text-align: center;">Carline</p> <p>Walk quickly and quietly to your spot in the hallway Listen for name to be called</p>	<p style="text-align: center;">Bus</p> <p>Stay off the road while waiting for the bus Cross in front of the bus after it is stopped, and the stop sign is out</p>

No talking while waiting Keep hands and feet to yourself Save snacks for later Listen and follow directions of staff on duty	Remain in your assigned seat until time to exit Speak quietly and respectfully Keep your hands and feet to yourself No eating or drinking No cell phones or electronic devices in use during route Keep all parts of your body and all objects inside the bus Listen and follow the directions of the bus driver
<p style="text-align: center;">P.E.</p> Stop, listen, and follow directions of PE Coaches Enter and exit quietly Play, speak, and interact kindly and appropriately with others while respecting everyone's personal space	<p style="text-align: center;">Assemblies/Field Trips</p> Stop, listen, and follow directions of teacher, speaker, chaperone, or guide Enter and exit quietly Remain with your teacher and class group Respect materials and property Respect everyone's personal space Represent EES in a positive manner

EMERGENCY PROCEDURES

Fire, Severe Weather, Lockdown:

Practice drills will take place throughout the year. Parents may NOT check out students during emergency conditions unless instructed to do so. Standard emergency procedures will be followed. Parents should not call the school during emergency situations or inclement weather as the telephone lines must remain clear. Emergency information will quickly be disseminated using the Baldwin County Board of Education mass phone calling, text, and email system. Accurate phone numbers and email addresses are critical in making sure you receive critical information.

In case of fire, an alarm will sound alerting evacuation of the building. An evacuation plan is posted in each classroom ensuring all staff and students know where to evacuate based on their location in the school building. Students will remain quiet and wait until an "all clear" is given. Teachers will instruct children regarding specific procedures.

In case of severe weather, an alarm will sound. Students will move to their designated areas and assume the "tornado position". Students will remain quiet and wait until an "all clear" is given. Teachers will instruct children regarding specific procedures. Practice drills will take place throughout the year.

In the event of a lockdown, an auditory and visual warning will be made through our school wide Centegix automative system. Each teacher will instruct students regarding specific procedures. The school will remain on lockdown until the principal or designee, in coordination with the Baldwin County Public School System and/or local authorities, has given clearance. Parents will not be allowed to check out students until after clearance.

Fairhope West has a full-time School Resource Officer on campus that will help oversee and monitor all drills and safety.

Field Trips and Activities:

Field trips are considered an extension of classroom learning. Advance notification of trips will be given with the date, cost, and the deadline for payment. A completed permission slip, signed by the parent/guardian, is required for all field trips. **Field trip permission forms must be filled out completely, including insurance information, physician name and number, etc. and submitted prior to the deadline. Students/Chaperones not submitting form and money prior to designated deadline will not be able to attend.** Once reservations and bus arrangements have been made, **refunds will not be given.**

Some field trips will allow for and sometimes require chaperones. Chaperones are typically limited in number and may include parents/guardians, grandparents, or close relative and must be on the child's PowerSchool contact list and of at least 18 years of age. **Chaperones are expected to assist the teacher with supervision of students including during transportation and may be assigned students in a group.** Therefore, chaperones must ride the designated transportation with the students and teachers. Siblings are not permitted to be part of the trip. **Students must ride the bus to the trip location and back to school.** Students who receive disciplinary referrals in the same quarter as a planned trip may not be allowed to participate or a parent may be required to attend. This will be subject to the principal's discretion and a plan would be communicated between the teacher and parent as discipline issues arise. **When returning from a field trip, students will not be checked out excused. Students are expected to remain at school until the end of the school day.**

Forgotten or Drop off Items: Please make sure that students have all necessary items in hand **prior** to arriving to school. Our goal is to teach our students responsibility and being proactive as they plan for their school day. If you must drop off an item at school, make sure these are "essential" items, such as eye glasses, lunch box, jacket, etc. and dropped off **before 8:15 a.m.** Homework, snack money, or a water bottle are examples of non-essentials and will not be delivered.

Homework: Homework is assigned to reinforce what has already been taught at school or to initiate thinking about what's ahead. As a guideline, completion time for homework should typically take about 10 minutes in first grade with an additional 10 minutes added each year thereafter. (1st=10 min. /2nd=20 min. / 3rd=30 min. / 4th=40 min. /5th =50 min. / 6th =60 min.) If your child is struggling with homework, please communicate this with your child's teacher. Parents must check student folders daily.

Grades

Please check your child's grades on a regular basis and communicate with your child's teacher as needed. Grades can be check electronically in PowerSchool with your personal username and password. If you do not know your username/password, you can reset this on your own at your convenience. If you need assistance, please call the school's registrar, Mrs. Brock, or ask your child's teacher.

Parent/Teacher/Administrator Conferences:

Parents, teachers, and administrators are a team! We welcome and encourage conferences to discuss student progress and other concerns. At least three parent-teacher conferences should take place during the school year: two 1st semester and one 2nd semester. Conferences may be scheduled before or after school, or during the teacher's daily planning time. Conference can be held in-person, phone, or Google Meet (virtually). The best method of setting up a conference is via email, Remind, note in the folder, or by leaving a message for the teacher at the front office at (251) 928-8400. Please remember that teachers may not receive a message or email until the end of the school day. Please give all staff 24 hours to respond.

Parent Teacher Partnership (PTP): The Fairhope West Parent-Teacher Partnership is our school's parent organization. We aim to serve the Fairhope West family by supporting the needs of our teachers and parent community. The PTP is an inclusive partnership of parents and teachers who want to build a vibrant West community. If you are a parent, grandparent or guardian of a Fairhope West student, you are already a member of the PTP! No membership fees or signup required. Whether you have time to volunteer 10 hours a week or 1 hour a semester, the PTP is your way to connect and support our school. Our email address is fairhopewestptp@gmail.com.

What We Do

Leadership Committee– Liaison between PTP teachers, parents and leadership, PTP communications, large scale school, teacher and parent requests, organizes the PTP master calendar, volunteers at committee events

Appreciation– Teacher and School Staff Appreciation Days, Lunch Duty volunteers, Quarterly Snack Wagons

Events– Back to School Bash, Trunk or Treat, Spirit Nights, Graduations, Booster-thon volunteers On Campus Volunteers-Art/Music/STEAM Helpers, Library, Bookroom, Copy Room, Club helpers, STEAM speakers, Veteran's Day décor, Pelican's Nest, Picture Days

Outreach- Pirate Dash/Sponsors, Community Workers baskets, clothing/supply closet, community service projects, new family welcome

Physical Education & Excused Participation: FWE students have 45 minutes of daily physical activity during PE class, so students have opportunity for movement daily and at length. A physician's note must be on file in the front office if it becomes necessary for a child to not participate in P.E. class due to injury or illness. Students not participating will report to PE with the rest of the class and follow directions from the PE teacher regarding nonparticipation.

Water Fountains will be used to fill students' water bottles. Please send a water bottle with your child daily. Students will be outside during PE (weather permitted), and it gets hot.

Promotion/Retention: Promotion or retention of a student is based on the student's academic performance and school attendance. The decision to promote or retain is a professional one and ultimately the responsibility of the Principal and teacher with parental input taken into consideration. Parent/teacher conferences and ongoing communication are highly recommended,

especially for students with academic deficiencies. The [BCBE Student Handbook](#) addresses retention as related to absences.

Report Cards: Baldwin County Schools operate on a nine-week reporting system. Parents should review the report card carefully and schedule a conference, if necessary. Grades and attendance can be accessed online through the PowerSchool Parent Portal. You may call the front office for additional information.

Security: The security and safety of all persons are our top priority. Doors remain locked at all times. Visitors are admitted into the building after proper identification and purpose for the visit are verified. Please do not hold doors open for others. Allow the front office to properly vet each visitor. Safety before courtesy.

Large events (plays and awards ceremonies) allow visitors to enter the gym through the front gym doors and sign in without entering the hallways or needing to enter through the front locked doors. Visitors who need to access the hallways will be required to enter through the front office.

Sexual Harassment: The Baldwin County Board of Education policy can be located at this link: <https://www.bcbe.org/Page/24919>.

Snack/Recess: Students may bring a drink and healthy snack to eat daily during their 15-minute snack/recess time. This break allows time for students to nourish the body, interact socially with peers, and have movement. Snacks may not include coffee, candy bars, gum, or soft drinks. Healthy snacks like fruit, cheese, pretzels, water and juices are preferred. A labeled water bottle is allowed at PE. Only water may be brought to P.E. Peanut butter may be prohibited in some classrooms due to extreme allergies. Snack will also be available to purchase daily by 8:15 am.

Students and the Media – Public Notice: Occasionally, representatives of the news media seek access to public schools within the Baldwin County Public School System. Quite often, these visits involve filming, taping and interviewing students. Further, students are sometimes filmed, taped or interviewed in the production of educational or promotional material for use by the Baldwin County Public School System as well as posting these types of media on our website and Facebook page. If you object to your child being filmed, photographed, taped, or interviewed, you must notify the principal of your school in writing. Be advised that while every effort will be made to honor your written request, parents should also make sure their children understand these wishes.

Student Health: Fairhope West Elementary is fortunate to have 2 school nurses on campus to assist with student medical needs, health education, and emergencies. Please do not send any type of medication (prescription or over the counter) to school with your child. All medication must be brought to the school nurse by a parent and in the original container. If medication on-campus is required for your child, please call 928-8400 to make an appointment with the school nurse. Students out of school due to sickness will need to present a Physician's note or Parent Note (9 total for the entire year) in order for the absence to be excused. Any questions, please contact our nurses at 928-8400.

Telephone Usage and Electronic Devices: The school office telephone is reserved for school business. Students will **only** be allowed to use the phone in an **emergency situation** and with both teacher and office approval. Please make sure your child knows what to do in case of rainy days, early dismissal days, or in an emergency. Students may not use the phone to call home for the delivery of forgotten items. Per Baldwin County Policy, **Elementary students are not allowed cell phones at school or on the bus.** Any electronic devices, including SMART watches with the capability to record images are **prohibited**.

Chromebooks will be utilized by students daily on campus. Students will be allowed to take home their Chromebook. Please teach your child the importance of care and responsibility of this device, especially since it is owned by BCBE.

Per BCBE Student Handbook: The use of personal, wireless communication devices by students is prohibited on school grounds or while students are being transported on a school bus.

Inappropriate Use of School Devices: Students have access to Chromebooks during the school day for instructional use only. Students using this device in an inappropriate way (such as searching the internet for non-educational topics, downloading inappropriate images or music, inappropriate communication, etc.) will result in loss of use and possible suspension. See [BCBE Student Handbook](#) for further information.

Toys and Games: At the teacher's discretion, children occasionally may be asked to share a favorite toy or game. As a general rule, though, students may not bring any toys or games to school. If misused, the item may be confiscated to be picked up by a parent.

Uniform Policy: Please see the BCPS Student Uniform Policy below. In addition to the white and navy polo, FWE students will be allowed to wear any shade of blue polo shirts and other Fairhope West T-shirts. On Fridays only, students may wear any shirt honoring Fairhope (not just West) and pirate pride. Team jerseys and any Fairhope Pirate shirt is acceptable. We are pleased to have a uniform closet available for anyone who may need uniforms. Please remember clothing must be of appropriate length and fit. To be acceptable, shorts and skirts must extend beyond either the fingertips when the student extends arms downward along the sides or reach the mid-thigh whichever is longer. NOTE: Athletic shorts generally do not meet the length requirement. Also, BCPS uniform policy will be closely monitored and enforced.

Monday - Friday: Any day of the week, see Uniform Chart below.

*Special Shirts may be added during the year for events or clubs.

<i>Tops</i>	<i>Bottoms</i>	<i>Shoes</i>	<i>Sweatshirts and Sweaters</i>
<i>Navy, White or any shade of blue</i>	<i>Navy, Khaki, or Denim (Pants, Shorts,</i>	<i>Closed toe shoes</i>	<i>Solid (Navy, White, Tan,</i>

<i>(Polo, Collared Shirt, or Turtleneck) *No solid color T-Shirts</i>	<i>Jumpers, Capris, Skirts, or Skorts)</i>		<i>Gray, Black or Brown)</i>
<i>FWE T-Shirts (available to purchase online).</i>	<i>No holes, cuts, slits, or overalls Corduroy ok Leggings may be worn under skirts only.</i>	<i>Athletic shoes are recommended. Students will not change shoes for PE.</i>	<i>FWE Sweatshirts (available to purchase)</i>

Visitors: The staff members of FWE welcome parents, guardians, and other interested members of the community to visit the school during planned events, scheduled appointments, or other volunteer opportunities. We value our community and encourage our community to be involved in our planned school events and activities.

Student Safety is our top priority. **ALL** visitors must have an appointment or been asked on campus by a staff member. **ALL** visitors should be prepared to show their Personal ID at the front door and state their purpose for entering our school. Visitors are then asked to sign in and wear a visitor sticker while on campus. To protect instructional time, visitors are not visiting classrooms unless invited by the teacher. Visitors are expected to dress appropriately while on school grounds, speak respectfully to all staff, use appropriate language, and follow class procedures as requested by the teacher. Visitors not following our school's expectations will possibly be asked to leave campus and return at a later time. All BCBE schools prohibit drugs, alcohol, tobacco, weapons, and use of profanity.

Due to the limited space in our cafeteria, visitors requesting to eat lunch with students will be allowed for the child's birthday and possible special school events only.

VOLUNTEERS: Your volunteer time is very much appreciated by the staff. Teachers may need a variety of assistance in the classroom. They may assist by preparing instructional materials, helping in the library/media center, volunteering in the cafeteria, and helping teachers and students in the classroom at each teacher's discretion. Please arrange with your child's teacher during the first weeks of school days and times when you are available. Prearrange through an appointment when you will volunteer so the teacher can be ready and not be distracted from instruction.

To ensure safety and confidentiality of all our staff and students, volunteers must follow these guidelines:

- Enter through the front doors with proper identification.
- Please do not hold doors open for others; allow the front office to properly vet each visitor. Safety before courtesy.
- Wear your ID visitor sticker so it is always visible.
- Please visit only your volunteer areas when in the building. It can be distracting to visit other classrooms or your child's classroom without a scheduled conference with the teacher. We must protect instructional time. Please set up a conference time with your child's teacher using the teacher's procedures.
- Please park in vehicle parking spaces. No parking in the HOV line is allowed between 7:15 a.m. and 8:00 a.m. and after 2:00 p.m.

- Children may accompany while volunteering as long as the teacher approves and there is no disruption to the learning environment; however, children may not attend field trips.
- Background checks must be completed for any volunteer who will have unsupervised access to any child. Background Investigation Bureau (BIB) offers background clearance. Once cleared the volunteer is issued a Volunteer Card to present to the school. See below for more detailed information.

Background Investigation Bureau (BIB)

The Baldwin County Board of Education has entered into a contract with a company called BIB to conduct background clearances for our volunteers. Secure Volunteer is an easy to use online system created to help school systems manage volunteer screening. This service is provided at no cost to the Board as the volunteer pays the screening cost of \$17.50. This will be a much less expensive and much easier process for volunteers to obtain background clearance.

Who Must Participate in Secure Volunteer Screening?

Any volunteer who has the potential to have unsupervised access to students must complete the secure volunteer screening process and be approved **PRIOR TO PARTICIPATING IN ANY ACTIVITY WITH STUDENTS**. Examples of volunteers who would need screening are volunteers who pull students out of classrooms for academic help and any other volunteer who may be alone with students without a school employee present during school hours or at any school sponsored activity. Background screening is not required for volunteers who attend class parties, make copies for teachers, office helpers, etc.