



408 North Section Street • Fairhope, AL 36532

Phone: 251.928.8400 • Fax: 251.928.9709

# 2020-2021 Parent/Student Handbook

## Fairhope Schools Mission Statement

We choose to sail beyond the horizon at Fairhope West Elementary!

## The Fairhope West Elementary Mission Statement

Fairhope Elementary School seeks to create a challenging, collaborative learning environment that empowers students to become lifelong learners.

## The Fairhope West Elementary School Motto

Learning and Leading to Empower Our Genius!

408 North Section Street  
Fairhope, AL 36532  
(251) 928-8400  
Fax (251) 928-9709

[www.fairhopeelementary.com](http://www.fairhopeelementary.com)

Principal.....Julie Pierce  
Assistant Principal.....Wanda Logan  
Assistant Principal.....Caroline Hollowell

## COVID – 19

Fairhope West Elementary will follow safety precautions as directed by the Board of Education of Baldwin County. The Fairhope West Elementary Parent/Student Handbook may be adjusted and modified at any time based on the directives of the Superintendent. To stay updated on these changes due to COVID-19 please use this link: <https://www.bcbe.org/Domain/7655>

### Table of Contents

|   |    |
|---|----|
| Anti-Harassment Policy                    | 3  |
| Arrival and Dismissal                     | 4  |
| Attendance                                | 7  |
| Baldwin County Board Policy               | 10 |
| Birthdays and Classroom Parties           | 10 |
| Bus                                       | 10 |
| Cafeteria                                 | 11 |
| Calendar                                  | 3  |
| Care of Student's Property                | 12 |
| Checks - Returned                         | 12 |
| Communication                             | 12 |
| Conferences                               | 13 |
| Electronics                               | 13 |
| Emergency Procedures                      | 13 |
| Family Educational Rights and Privacy Act | 14 |
| Field Trips                               | 14 |
| Gifted Referrals                          | 15 |
| Health Information                        | 15 |
| Homework                                  | 18 |
| Kindergarten Corner                       | 18 |
| PreK Corner                               | 18 |
| Promotion Standards                       | 19 |
| Report Cards                              | 19 |
| Security                                  | 19 |
| Sexual Harassment                         | 19 |
| Snack                                     | 19 |
| Student Rules                             | 20 |
| Tardiness                                 | 20 |
| Toys and Games                            | 20 |
| Uniforms                                  | 21 |
| Visitors                                  | 22 |
| Volunteers                                | 22 |

## **2020-2021 FES School Calendar** - subject to change due to COVID-19

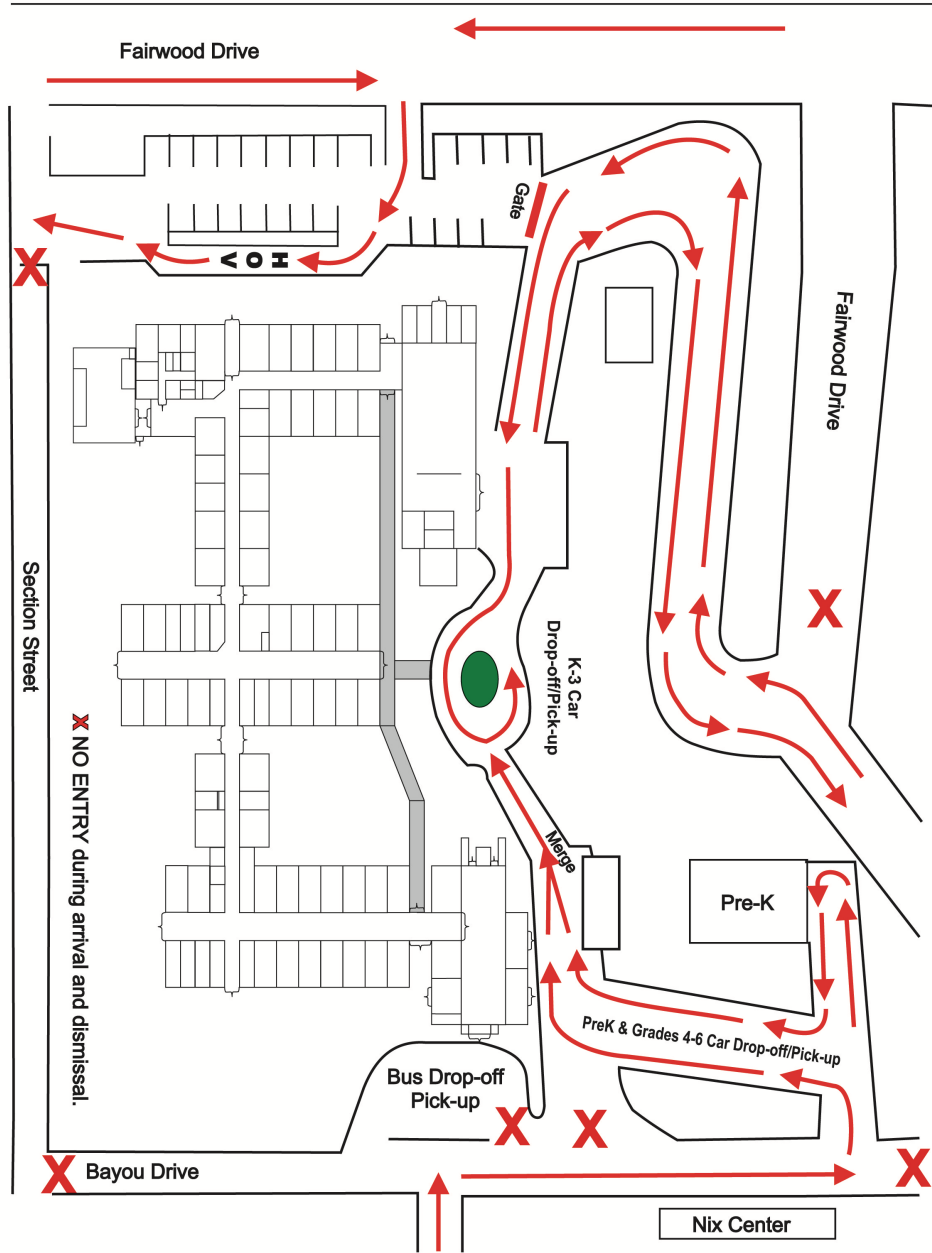
For more up-to-date calendar information, please go to the Fairhope West Elementary School website and the Baldwin County Board of Education website.

|                         |  |
|-------------------------|--|
| August 10               | PreK & Kindergarten Meet the Teacher                 |
| August 12               | First Day of Classes: Class Begins 7:40 & Tardy 7:50 |
| September 7             | Labor Day  |
| September 9             | Fall School Pictures                                 |
| September 29-October 8  | Boosterthon  |
| October 2               | School Custodian Appreciation Day                    |
| October 8               | Boosterthon Fun Run                                  |
| October 9-13            | Fall Break   |
| October 16              | 1 <sup>st</sup> Quarter Report Cards Go Home         |
| November 11             | Veterans' Day Holiday                                |
| November 13             | Santa Pictures                                       |
| November 23 – 27        | Thanksgiving Holidays                                |
| December 18 – January 4 | Christmas Holidays                                   |
| January 6               | Classes Resume: Class Begins 7:40 & Tardy 7:50       |
| January 8               | 2 <sup>nd</sup> Quarter Report Cards Go Home         |
| January 12              | Make Up Picture Day                                  |
| January 18              | Martin Luther King Holiday                           |
| January 21              | STEAM Night  |
| January 29              | Bus Driver Appreciation Day                          |
| February 1--5           | Counselor Appreciation Week                          |
| February 15-17          | Mardi Gras Holidays                                  |
| February 29             | PTC Pirate Dash                                      |
| March 19                | 3 <sup>rd</sup> Quarter Report Cards Go Home         |
| April 1                 | Paraprofessional/Tutor Appreciation Day              |
| April 2 – 9             | Spring Break/Good Friday Holiday                     |
| April 13                | Spring School Pictures                               |
| April 14                | Assistant Principal Appreciation Day                 |
| April 22                | Secretary Appreciation Day                           |
| May 3 - 7               | Teacher Appreciation Week                            |
| May 6                   | School Nurse Appreciation Day                        |
| May 7                   | Cafeteria Appreciation Day                           |
| May 25                  | Last Day for Students                                |

## **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.

# Arrival and Dismissal for Vehicles, Pedestrians, and Cyclists - subject to change due to COVID-19



Fairhope Elementary Campus has 4 arrival and dismissal points. For obvious safety reasons, no child, for any reason, may be dropped off or picked up on Section Street, Fairwood, Bancroft or Bayou Drives. If a child is a car rider, parents must use the appropriate car line.

1. **HOV Car Line:** High Occupancy Vehicle car line is for cars with 3 or more students. HOV passes are available in the front office. Parents enter the office driveway from Fairwood Drive and exit right on to Section Street. HOV efficiency is dependent on cars turning right onto Section Street when exiting. Refusal to turn right will result in loss of HOV status. HOV plaques can be obtained in the office.
2. **K/3 Car Line:** Parents of students in kindergarten through 3<sup>rd</sup> grade students must use Fairwood Drive FROM Fairhope Avenue or Patlynn (not Section Street), go past the Armory, and turn left into the school driveway to drop off at the circle.
3. **PreK and 4/6 Car Line:** Parents of preschool, and 4<sup>th</sup> through 6<sup>th</sup> grade students should use Bayou Drive FROM Bancroft Street (not Section Street), drive in front of the Nix Center and turn left into school driveway to drop off at the PreK building and/or side of the gym. (Right turn from Bayou Drive to school driveway is strongly prohibited.)
4. **Walkers** may enter the building at the front office entrance. Walkers will be dismissed from the side door nearest the cafeteria. Parents must request a walking pass from the teacher. Walking passes must be presented to teacher on duty before student will be released. No student will be released without a walking pass. Parents will be required to report to office and show ID to obtain a walking pass if the pass is misplaced or forgotten.

#### **Drop Off Points for Children with Multi-Ages**

- Parents of children ages preschool through 6<sup>th</sup> grade drop PreK students first at the PreK building, merge into the 4/6 car line, and then drop *all* children in the 4/6 car line at the side of the gym.
- Parents of children ages K-3 drop off *all* children in the K/3 car line at the circle.

#### **Miscellaneous Tips and Reminders**

- Left lane of the 4/6 car line is for drop offs. The right lane is a through lane for PreK traffic. If students exit the car on the passenger side, **use extreme caution**. Be aware the right lane has moving traffic.
- Right turn from Bayou Drive into the PreK-4/6 car line school driveway is **strongly prohibited**.
- No parking in the HOV line is allowed between 7:15 a.m. and 8:00 a.m. and after 2:00 p.m.
- Bikers use the HOV entrance via Fairwood Drive. Bike Riders should not use any other entrance. Bikers are encouraged to walk bikes down steep hills.
- Cars will only be allowed to turn right when exiting onto Fairwood Drive.
- Entrance onto Bayou from Section is discouraged when arriving.
- Buses will deliver and pick up students in front of the gym. They will enter from and leave on Bayou Street.
- Parents are encouraged to carpool.

#### **Arrival**

- All outside doors will remain locked until 7:15 a.m. Students must not be dropped off at any location before 7:15 a.m.
- School begins promptly at 7:40 a.m.
- Students are tardy at 7:50 a.m.
- Doors are locked at 7:50 as teachers enter the building. Students not walking toward the building with the car line teachers should be brought to the office to get a tardy note to enter the classroom.
- If no teachers are present upon arrival, the doors are locked.
- Bus students and car riders in grades 2-6 wait for the 7:40 bell in the gym.
- Kindergarten and 1st grade car riders wait for the 7:40 bell on the class line outside their classroom.
- Students eating breakfast go to the cafeteria.
- Students must sit quietly until their teacher moves them to the room at 7:40.

- Parents may not accompany children to their classrooms; if exceptions are needed, please see an administrator.
- Children may not be dropped off or picked up in the parking lots, on the street, or in the bus line.

### **Dismissal from Classroom**

2:50 – First Wave Buses, Car Riders

2:55 – Second Wave Buses, HOV, Walkers, Extended Day

- At dismissal, please keep car name sign displayed until child is in the car to help speed the loading of cars.
- Extended Day students will be escorted to the cafeteria.
- All students should be picked up by 3:10 as no supervision is available. Remaining students will be taken to the office for pick-up

### **Dismissal**

Beginning September 14, 2020, transportation changes are made through School Dismissal Manager. School Dismissal Manager is an online system that informs all parties of transportation changes with a few clicks of a button. Detailed instructions will be given to you before school begins. Please do not email, text, or call teachers with dismissal changes because teachers may be absent from school or a miscommunication may occur. Administration can quickly access School Dismissal Manager for information directly entered into the system by the parent/guardian.

#### **Initial Log Into School Dismissal Manager Account**

- To access your account, visit [www.schooldismissalmanager.com](http://www.schooldismissalmanager.com) and login using your SDM username and password. PLEASE NOTE\*\*\**VERY IMPORTANT*\*\*\*when you log in for the first time using the credentials given to you, you will be prompted to change your password before you can proceed further. You can change your SDM password and email address by clicking on "Change Password and Preferences".
- After your initial log on and password change, verify that your child(ren)'s default dismissal transportation is correct (seen in the calendar on each day). If it is NOT correct, please change it by calling the school office as soon as possible. Your child(ren)'s default transportation is the mode of transportation that is used 3 or more days of the week. Thus, if your child rides the bus Mondays, Wednesdays, and Fridays and is a car rider on Tuesdays and Thursdays, the default transportation is BUS. (You can, through RECURRING DISMISSAL INSTRUCTIONS, note that your child is also a car rider every Tuesday and every Thursday.)

#### **Daily Transportation Changes in School Dismissal Manager**

- Beginning September 14, 2020 to make a transportation change, simply log into the SDM site at <http://www.schooldismissalmanager.com/> before 2:00 p.m. (The site is completely secure as approved by the Data Governance Committee and can be studied in depth under the *Terms and Conditions* link.)
- Choose the date. All of your children enrolled at FWE will appear. Changing your child's default or normal dismissal routine is called an "exception." Simply click on the calendar day, and an exception window will open where you can select an alternate dismissal for your child(ren) via a drop down menu next to your child's name.
- Once you have made your selection(s), click UPDATE SCHEDULE, and then if all is correct, click DONE. Alternatively, if you need to select a date that falls outside of the two-

week calendar view, you can click in the PICK A FUTURE DATE field found just above the calendar and select your date from the pop-up calendar.

- If you wish to note a recurring instruction for another day of the week, this can be done by selecting RECURRING DISMISSAL INSTRUCTIONS on your dashboard. Simply select your child's name and follow the prompts.
- Immediately after a transportation change is made, both custodial parents will receive an email that a change has been made for your child's transportation because each custodial parent will have a separate profile, username and password.
- If an emergency arises after 2:00 p.m. simply call the front office and we will make sure your child's transportation change is communicated.
- If you choose to cancel the transportation change, then log back into the site and 'cancel exception.'

## **Attendance** - subject to change due to COVID-19

### **General Information/Make-up Work**

Regular attendance is essential for a student's success at school. The ALSDE Official Yearly Report Card issued in December of each year is affected by the **chronic absenteeism that is defined as 15 or more absences**. State law stipulates that absences are to be classified into two categories – excused and unexcused. Parents can excuse 9 absences through a note from home. If a student misses more than half of the school day (after 11:30 am,) a full absence will be accumulated. Absences may be excused for the following permissible reasons:

- personal illness
- hospitalization
- death in the family
- court subpoena
- religious holidays
- emergencies conditions approved by the principal
- prior permission of the principal upon request of the parent or legal guardian

After 9 parent note excused absences, absences will be unexcused unless excused by a physician's note.

There is no maximum allowed number of physician excuses for absences.

Vacation day requests, not exceeding 3, should be sent to the registrar, Mary Elizabeth Brock, at [mebrock@bcbe.org](mailto:mebrock@bcbe.org), excluding state testing days. She will ensure the vacation days do not exceed the 9-parent note maximum.

When a student returns to school after being absent, parents have 3 days to email, fax, or send a statement with an explanation of the reason for the absence and the date of the absences.

Each day, automated phone calls are generated to notify parents their child was absent from school that day. Students with excused absences may make-up schoolwork. Students are responsible for requesting work. Students are given 3 days to complete and turn in make-up work. When a student is out for an extended period of time, call the school to arrange for assignments to be collected. Please allow 24 hours for teachers to gather books and assignments.

### **Early Warning Truancy Program**

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

**1. First Truancy/unexcused absence (warning)**

(i) Parent/guardian shall be notified by the school principal or designee that the student was truant and the date of the truancy.

(ii) Parent/guardian shall also be provided with a copy of Alabama’s compulsory school attendance laws and advised of the penalties that can be applied and the procedures that shall be followed in the event that other unexcused absences occur.

**2. Second Truancy/unexcused absence (written notification)**

Parents will be sent a letter from the school notifying them of actions that will be taken by the school and courts should trancies continue.

**3. Third Truancy/unexcused absence (school conference)**

Parents will participate in a truancy intervention conference at the school with the school principal and/or designee (counselor, social worker, lead teacher, etc.). The school files a truancy report with the County Attendance Officer.

**4. Fourth Truancy/unexcused absence (district level intervention)**

The County Attendance Office will notify parents or legal guardians of legal actions related to non-attendance.

**5. Fifth Truancy/unexcused absence – (referral to Early Warning Truancy Prevention Program)**

(i) The parent, guardian, or person having control of the child shall (1) attend a conference with the attendance officer and principal or his/her designee and/or (2) participate in the early warning program provided by the juvenile court.

(ii) Attendance at one of these conferences shall be mandatory except where prior arrangements have been made or an emergency exists.

(iii) Failure to appear at the school conference and/or to appear at the early warning program may result in the filing of a complaint/petition against the parent under Code of Ala. 1975, §16-28-12(c) (failure to cooperate), or a truancy against the child, whichever is appropriate.

**6. No earlier than seventh unexcused absence.**

(i) File complaint/petition against the child and/or parent/guardian, if appropriate.

**Early Warning Program**

**1. Purpose:** The Early Warning Program is a school /community-based program to assist public school personnel, parents, and law enforcement personnel in providing for early intervention for children and youth who are truant or in danger of becoming truant. A child is truant if no explanation is provided for absences or the child is absent for reasons other than those recognized as excusable.

**2. Description:** The Early Warning Program is a cooperative effort involving the Baldwin County Board of Education; Juvenile Court Services; and Community Agencies.

**3. Procedure:** Parents will be notified in writing of the date they are scheduled to attend the Early Warning Program. Per State Department guidelines, participation in the Early Warning Program is required.

**4. Truancies after Referral to Early Warning:** Non-attendance of the Early Warning Program and/or subsequent truancies may result in a truancy petition (against student) or a contributing to truancy petition (against parent/guardian) to be filed with the Baldwin County Juvenile Court.

**Tenth Absence Coded Excused:**

Students who accumulate ten excused absences may also be required to attend the Early Warning Truancy Prevention Program. This action will require approval of the principal.



**Check Outs**

Parents/guardians may be allowed to check a child out of school early for a valid reason (i.e. sickness, doctor appointments, etc.) All check outs will be unexcused until excused by a physician or school nurse. Written, faxed, or emailed permission from the parent/guardian is required to authorize someone other than the parent to check out a child. A picture ID is required. For your child’s safety and security, no exceptions will be made to this policy. Students leaving campus before 11:30 a.m. will be counted absent all day. **Please limit check outs after 2:00 p.m. to only emergencies.**

**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 and 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?   |
|--|--|
| <p><b>Fever:</b><br/>Elevated temperature of 100.4 F or greater.</p>   | <p><b>YES-</b> 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</p> |
| <p><b>Vomiting:</b><br/>Two or more episodes of vomiting in the past 24 hours.</p>   | <p><b>YES-</b>until vomiting resolves (no further vomiting for 24 hours). Student should be observed for other signs of illness and for dehydration.</p>   |
| <p><b>Diarrhea:</b><br/>Frequent, loose or watery stools compared to child’s normal pattern; not caused by diet or medication.</p> | <p><b>YES-</b>if the child looks or acts ill; if the child has diarrhea with temperature elevation of 100</p>  |

| Illness   | Child must be at home?   |
|---|--|
| <p><b>Conjunctivitis:</b><br/>Pink/reddish color to white part of the eye and thick discharge may be yellow or greenish in color.</p> | <p><b>YES-</b> until discharge and signs of infection have cleared or completion of 24 hour treatment with ophthalmic solution prescribed by a health care provider.</p> |
| <p><b>Impetigo:</b><br/>Blister like lesions which develop into pustules. May “weep” and crust.</p>                                   | <p><b>YES-</b> for 24 hours after medical treatment initiated.<br/>Note: Lesions must be covered for school attendance.</p>  |
| <p><b>Ringworm</b><br/>A common skin infection, usually resulting in red, itching, scaly circular rash.</p>                           | <p><b>NO-</b>Treatment initiated<br/>Note: Lesions must be covered for school attendance.</p>  |
| <p><b>Rash with Fever:</b><br/>Any new rash accompanied by a fever.</p>   | <p><b>Yes-</b> seek medical advice. May return after rash goes away or clearance given by a health care provider.</p>  |
| <p><b>Open Wound:</b><br/>Any open wound, draining or pustule lesion on the skin.</p>   | <p><b>Yes-</b> If any drainage from a sore that cannot be contained within a bandage OR sores that are</p>   |

|  |   |
|--|---|
|  | increasing in size OR new sores need to be evaluated by a health care provider. |
| <b>Other</b><br>Symptoms that prevent the student from active participation in usual school activities OR student is requiring more care than school can safely provide. | <b>Yes</b> -Recommendations from a health care provider are indicated.          |

Students who are properly treated and are free of lice and nits are permitted to return to school within 24 hours. Students are allowed a maximum of 3 consecutive days per incidence for treatment and removal of nits. All absences over 3 per incidence due to head lice are unexcused.

Your child cannot attend class until the school nurse has cleared them to return. A doctor or health department excuse does not preempt these requirements.

Please consult your doctor promptly if there is any doubt about the condition of your child. Follow the directions from your child’s physician or school nurse before returning to school.

### **Baldwin County Board Policy**

The Baldwin County Student Handbook policies can be found at this link: <https://www.bcbe.org/handbook> .

### **Birthdays and Classroom Parties**

Parties are held at the discretion of the grade level.

Birthday parties are not allowed; however, you may purchase Birthday Cake Ice Cream Cones for \$15 from the school for all the students in the class. The ice cream will be served at break time or at the teacher's discretion, not in the cafeteria. The teacher must be notified in advanced. If you forget to plan for the birthday, the office can still accommodate if supplies allow. Simply call the front office. A teacher will request a non-dairy option for classmates with allergies.

Here is how to order ice cream:

1-2 weeks before your child's birthday, download the order form found on the FES website and email or send to the teacher.

On the day of the birthday, send a check or cash for \$15 to the school.

The office will deliver the ice cream at the time of the teacher's choosing.

Cupcakes and other baked goods are discouraged because drop-offs of cupcakes for birthday celebrations at school have become burdensome. This change will avoid classroom interruptions, decrease drop-offs, and reduce stress for everyone.

Finally, if party invitations are distributed at school, each child in the class must receive one. Gifts/flowers/balloons may not be delivered to the classroom.

### **Bus Procedures - subject to change due to COVID-19**

The policy of Baldwin County Board of Education (BCBOE) requires students who ride a bus to conduct themselves in a manner consistent with established standards for classroom behavior. If a student does not conduct himself properly on a bus, a referral to the office will be made by the

bus driver. The principal or assistant principal will discipline the student as deemed appropriate. A student who becomes a serious discipline problem on the school bus may have transportation privileges suspended or terminated.

While BCBOE offers a system of student transportation, it requires parents to accept responsibility for supervision until the student boards the bus in the morning and after the student leaves the bus in the afternoon. Only at the time a student boards the bus does he/she become the responsibility of the school district.

Due to bus overcrowding, no students may ride a bus that is not assigned to that bus based on the 911 address. In case of an emergency, administration may allow a bus change if space is available.

### **Bus Rules**

- Remain out of the road while waiting for the bus.
- Cross in front of the bus while it is stopped and the stop sign is out.
- Keep hands and head inside the bus.
- Keep hands, feet, and objects to yourself.
- Remain seated while bus is moving.
- Keep the bus litter free.
- Respect and be courteous to the driver.
- Be obedient...follow the rules.
- Transportation changes should be made using School Dismissal Manager.
- Bus riders will only be transported to the 911 address. The bus driver will not accept new riders without written authorization from the office.

### **Cafeteria** - subject to change due to COVID-19

The cafeteria serves two meals, breakfast and lunch, and hosts over 1,100 students per day. To maintain an orderly and pleasant environment for students, teachers, and guests, we ask that you follow these guidelines.

- Lunch boxes should contain a healthy drink. No sodas are allowed.
- Birthday celebrations are only for one class; therefore, birthday celebrations are not allowed in the cafeteria where other classes are eating.
- Students may not share food due to both known and unknown food allergies.
- Parent visits to the cafeteria are welcome. Please limit visits so students can be encouraged to develop healthy social skills with their peers without parents.

### **Lunch Program**

Applications for free or reduced lunches may be obtained from your child's teacher or the office. Breakfast/lunch must be paid until free/reduced application is approved. Meals may be paid for yearly, monthly, weekly, or daily. Please put the money in an envelope and provide the following: Student's first and last name, teacher's name, use of money, and keypad number. Example – (\$12.50); John Doe; Mrs. Friendly Teacher, Lunch, 2768. Students are responsible for snack money.

Online payments may also be made at [www.myschoolbucks.com](http://www.myschoolbucks.com). Baldwin County Board of Education Policy #967 realizes that some students may lose or forget their lunch/breakfast money. However, it is unlawful for the Child Nutrition Program to absorb unpaid, charged meals. Therefore, the following guidelines may be used by schools at the principal's discretion: Grades K-12: Two meals may be charged. The students and/or parents are responsible for repaying funds for charged meals to the cafeteria. After a student has two charged meals, an alternative meal may be provided to the student at the principal's discretion. No a la carte items can be purchased by any student until money for charged meals is collected. The cafeteria manager should continue to submit the

child's name to a designated office employee daily or weekly until the charges are collected and submitted to the Child Nutrition Program.

- Lunch: \$3.00
- Reduced: \$0.40
- Extra Milk: \$0.50
- Adult/Children Lunch Visitor: \$4.25

### **Breakfast Program**

Breakfast will be served from 7:15 – 7:40 a.m. All breakfast students will go directly to breakfast from their drop-off point.

- Breakfast: \$2.00
- Reduced: \$0.30

### **Care of Student's Property** - subject to change due to COVID-19

- Late items will be placed on a table for students to check during the day to avoid interrupting the classroom. Students should check the table during the day for the forgotten/late item.
- Label **personal** school belongings (book bags, sweaters, jackets, etc.) with your child's first and last name. Please do not label school-owned supplies.
- Students are responsible for the care and safekeeping of all personal and school materials, books and money, including all electronic devices.
- Students will be required to pay for lost and/or damaged materials issued by the school.
- "Lost and Found" will be displayed several times per year in the gym for claim. During the year, lost items will be housed in the gym.

### **Checks – Returned**

The Baldwin County Board of Education has an agreement with Envision Payment Solutions for the collection of all returned checks issued to all locations. The Board will require the following on all checks:

Full Name  
Street Address (No P.O. Box)  
Home Phone #

If your check is returned for NSF, account closed, etc., it will be automatically forwarded by the Baldwin County Board of Education's bank to Envision Payment Solutions. Envision will contact you in order to collect the face amount of the worthless check plus a collection fee. The amount of the collection fee is currently \$35.00. This fee is subject to change as allowed by law. If you do not properly respond to Envision, or if Envision is unable to contact you, Envision will re-present your check to the bank electronically. Fees could also be deducted from the same account.

### **Communication** - subject to change due to COVID-19

Teachers 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:

- School Messenger - emergency and non-emergency phone calls and emails - no sign up necessary

- Local school website – <https://www.bcbe.org/fairhopewestelementary>
- District website - [www.bcbe.org](http://www.bcbe.org)
- INow Home Portal: [www.bcbe.org/HomePortal](http://www.bcbe.org/HomePortal)
- *The Pirate* – monthly school newsletter sent home with students and posted on the local school website
- Fliers – special event announcements on colored paper
- Each grade level uses a variety of communication methods like emails, texts, newsletters, Remind101, Waveside, Seesaw
- Facebook

## **Conferences** - subject to change due to COVID-19

Teachers' hours are 7:30 a.m. until 3:10 p.m. If you wish to request a conference, you may contact your child's teacher by sending a note, email, or calling the school office (251-928-8400). Teachers will meet before/after school hours or during their planning time.

## **Electronics**

Electronic reading devices i.e. Kindle, Nook, etc. and smart watches may be used at school. These items are the sole responsibility of the student/parent. Misuse may result in loss of privileges. Baldwin County Board of Education policy does not allow students in grades K-6 to bring cell phones to school. Please see the BCBE board policy for consequences.

## **Emergency Procedures (Fire, Tornado, Lockdown)**

Drills are conducted periodically during the school year. Fire drills are conducted 6 times throughout the year. Severe weather drills and lockdown drills are conducted biannually.

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 be most quickly disseminated using the Baldwin County Board of Education mass phone calling and email system. **Accurate phone numbers and email addresses are critical in making sure you receive critical information.**

### **Emergency Dismissal- Off Campus Reunification**

In the event an emergency requires police or other officials to secure the grounds and restrict public access to the campus, students will be moved to an off campus site for checkout and dismissal.

Fairhope Elementary School, in cooperation with Fairhope Police Department and Fairhope Volunteer Fire Department, will set up an orderly procedure for students to be safely moved and taken to the Fairhope Civic Center.

Procedure:

1. The police or other officials will direct all traffic away from the school and to the Fairhope Civic Center.
2. Designated office staff will check off the names of students as parents sign out each student with picture ID.
3. An area will be designated for the parents to wait, and non-homeroom teachers will bring the student to them.
4. Parents will not enter the student waiting area.

### **Emergency Dismissal- On Campus**

Whenever an emergency makes it impractical or dangerous for regular dismissal or checkout procedures, the following emergency plan will be implemented:

1. Other than bus riders, students must be picked up in their designated car line.
2. The office will page the student and he/she will report to the designated car line to sign out and leave immediately.
3. Bus procedures will be followed as directed by emergency personnel.

## **Family Educational Rights and Privacy Act (FERPA)**

The Family Educational Rights and Privacy Act is a Federal law that protects the privacy of student education records. FERPA gives parents certain rights with respect to their children's education records. Generally, schools may disclose, without consent, "directory" information such as a student's name, address, and telephone number. However, schools must tell parents about directory and allow parents a reasonable amount of time to request such information not be disclosed. Fairhope Elementary School will allow a parent 10 days to notify the registrar to "opt out" of "directory" information disclosure.

### **Field Trips - subject to change due to COVID-19**

Field trips are considered to be an extension of classroom learning. You will be notified in advance of the date a trip will be taken, the cost of the trip, and the deadline for payment. Often, the deadline is several weeks before the actual date of the trip. For most events, reservations and payments are necessary to ensure seats. Payments are to be made by deadline date. Refunds cannot be given after arrangements, reservations, and payments have been made.

### **Field Trip Reminder**

- The permission form must be sent in by the deadline date. Payment must be made online by the deadline date.
- Permitting calls home on the day of the field trip will be determined on an individual basis.
- A permission slip signed by a parent or guardian is required for all field trips.
- The permission form and money should be sent together.
- You should keep the top portion of the permission form so you will know the date of the field trip and what your child needs for the trip [sack lunch, drinks, etc.].
- Field trip money should be paid online to reduce the exchange of cash.
- Brothers and sisters may not accompany a sibling on a trip.
- If a student has a behavioral issue, he/she may possibly not be allowed to attend a field trip.
- Official chaperones must accompany the entire length of the field trip to maintain safe supervision of students including transportation unless approved by administration.
- Chaperone payments will only be accepted for official chaperones.
- Official chaperones will be expected to sign the Chaperones Guidelines form explaining the specific guidelines and expectations of official chaperones.
- Students should not be removed from a field trip unless a request has been approved by the principal prior to leaving the school.
- Sometimes teachers will invite parents to attend a field trip who are not official chaperones. In those cases, please leave siblings at home so you can spend quality time with your student. This is your special time with your child. You will make special memories with your child and enjoy a great day together without the distraction of younger siblings.

## Gifted

Gifted students are those who perform at or have demonstrated the potential to perform at high levels in academic or creative fields when compared to others of their age, experience, or environment. These students require services not ordinarily provided by the regular school program. Students possessing these abilities can be found in all populations, across all economic strata, and in all areas of human endeavor.

All second grade students will be observed as potential gifted referrals using a gifted behavior checklist through the program called Second Grade Child Find. In addition, teachers, counselors, administrators, parents or guardians, peers, or any other individuals with knowledge of the student's abilities may refer a student.

For each student referred, information is gathered in the areas of Aptitude, Characteristics, and Performance. The information is entered on a matrix where points are assigned according to established criteria. The total number of points earned determines if the student qualifies for gifted services.

### To make a referral

- Tell your child's teacher or the school's Gifted Education Program teacher you would like to refer your child for the Gifted Education Program.
- The Gifted Education Program Teacher will then begin the referral process by sending a *Notification and Consent for Gifted Screening* home for you to sign. This gives permission for the school system to look at previous test results and achievement information. It also allows the system to administer achievement tests, vision and hearing screening, and ask the classroom teacher/s to complete an evaluation of gifted characteristics observed in the regular classroom.
- Next, a committee at the local school will review all data and determine if there is enough information to continue with the referral. The referral is then sent to Loxley Satellite Office for processing.
- If screening scores are at the appropriate level, the referral will continue. If screening scores are not at the appropriate level, a letter will be sent to parents.
- After testing is completed, parents will receive information on the results and eligibility requirements for the program. For more information on gifted referral procedures and eligibility requirements, please contact our Gifted Education Program Teacher or Special Services Supervisor, at 972-6858.

### Health Information - subject to change due to COVID-19

The school nurses provide several opportunities throughout the school year to educate, screen, and evaluate the students in Baldwin County. These programs include, but are not limited to, control of communicable disease, hand washing, vision, hearing, dental screening, and health and hygiene classes.

Nurses are available at your school to meet the health care needs of your child/children while attending school. Some of the services we provide are administering medication, conducting health screenings (vision, hearing, & scoliosis), developing health care plans, administering first aid, health education, and immunization audits.

In the event your child has a chronic medical condition (i.e., asthma, diabetes, seizures, severe allergies) or requires a specialized diet or treatment, please notify the school nurse immediately. We may need to obtain additional medical information from your child's physician.

There are specific forms available if your child requires medication or other accommodations during school hours. Please talk to the school nurse regarding specific medical issues.

Once registration is complete, the nurse will review the registration packet and contact you if we have specific questions or concerns. The goal is to make plans early so that when school starts, it will be a smooth transition for you and your child in meeting their health needs.

Contact your school nurse if you have questions and/or concerns.

### **Accidents**

Neither the local school nor the Board of Education is responsible for a student's medical bills which result from accidents that occur during the school day or at school functions.

**School Day Accident Insurance** is available in the school office and should be purchased by students whose parents do not have medical insurance. This insurance must be obtained at the beginning of the school year.

### **Medications at School**

#### **Introduction**

The goal of the school system regarding the administration of medication during school hours is to assist students in maintaining an optimal state of wellness, thus enhancing the educational experience. **These guidelines refer to both prescription and over-the-counter medications.**

The parent/guardian should treat minor illness at home. For example, a student with a cold severe enough to require frequent medication should remain at home.

It is the policy of the Baldwin County Public Schools to administer the student's medication as prescribed by their physician. The local school district encourages parents to give the student their medication at home whenever possible. For example, when a student has medication ordered daily, the medication should be given at home. Medication prescribed three times a day should be given at home – just before leaving for school, upon returning home in the afternoon, and at bedtime. The only exception to this schedule is medication that must be given before or with meals.

The following requirements provide school personnel, parents/guardians, students, and health professionals with the guidance necessary to provide safe and proper assistance with medication in schools.

#### **Parent's Responsibility**

The parent/guardian and physician must sign the Alabama State Department of Education School Medication Prescriber/Parent Authorization form granting permission for a child to receive prescription medication at school.

The parent/guardian must provide the school with medication that is in a correctly labeled prescription bottle container (which includes student's name, prescriber's name, name of medication, strength, dosage, time interval, route, and date of drug's discontinuation when applicable). Medications will only be accepted in the original container. Medications received in a Ziplock bag or not in the original container **will not be given** and parents will be contacted to pick up medication.

The parent/guardian must provide the school with a new, signed prescriber/ parent authorization



form at the beginning of each school year and/or before any prescription medication can be given at school. This consent form authorizes school personnel to assist students with medication. If the medication order is changed during the school year (e.g., change in dosage), an additional prescriber authorization/order is necessary.

The parent/guardian or the parent designated responsible adult must deliver all medication to the school nurse or other school personnel as designated by the principal. The parent/guardian shall pick up student's unused medication (when the medicine is completed, out of date, or at the end of the school year). The school nurse or designated school personnel will destroy medications not picked up by the parent/guardian in a timely manner.

The parent/guardian shall provide nonprescription medication in an original, unopened, sealed container of the drug, identifying the medication and the entire manufacturer's labeling plus the student's name (written legibly on the container). Please provide medication, such as Tylenol, in smallest container available.

### **School's Responsibility**

The registered school nurse with the assistance of the school principal identifies the appropriate individual who shall ensure the right student gets the right medication, in the right dosage, by the right route, at the right time, for the right reason, and has documented appropriately, accurately, and in a timely manner.

Designated school personnel shall receive school-specific and student specific training from the delegating registered school nurse prior to assisting students with medication in a safe and private setting (i.e., an area free of distractions and disruptions).

The delegating registered school nurse must evaluate and approve all over-the-counter medicines and parent instructions. The delegating registered school nurse will determine if over-the-counter medication is appropriate and whether a physician's order is necessary. In 2004, the Alabama Board of Nursing issued a declaratory ruling stating that "a school nurse may administer over-the-counter medications without a physician's authorization." Therefore, only parent/guardian signed permission is required for assistance with over-the counter medication.

In the event of an allergic reaction or an emergency involving medication, the school will handle the problem as any other medical emergency.

If your child has a chronic illness that requires prescription medications, both the physician and parent/guardian signatures are required on the Alabama State Department of Education School Medication Prescriber/Parent Authorization form.

The school personnel will administer sample medication provided from a physician only if it is in an original, unopened, sealed, properly labeled container and according to written directions from the physician.

School personnel will refuse to administer medication when there is any discrepancy (i.e., label different from instruction or contents, label is unclear or label is torn). This medication **will not be given** until clarification is obtained.

The school personnel and parent/guardian must count all controlled drugs upon delivery and document the number of tablets or capsules delivered to the school.

Due to the possibility of side effects and allergic reaction, the parent/guardian shall give the first dose of a new medication or a change in dosage (increase or decrease) of current medication at home, with the exception of emergency medications (e.g., EpiPen injection, Diastat).

## **Student's Responsibility**

Students must not deliver medications to the school.

Students must have a signed order/authorization from a licensed prescriber and signed parent/guardian permission to self-medicate and carry medications on their person (i.e., Epi Pen, asthma inhalers, insulin).

Students who have met the criteria to self-medicate will be able to identify and select the appropriate medication, know the frequency and purpose of the medication ordered, and follow the school's self-administration procedures (e.g., safety and security precautions, proper labeling).

Students will notify their teacher/nurse at the onset of any distress or allergic reaction.

## **Homework**

Homework is for practicing, expanding, enriching, and enhancing instruction. Flipped classrooms also use homework to introduce new material that will be taught the next day. Time required should be reasonable. Teachers may choose not to send home homework.

## **Kindergarten Corner**

Some school practices are different for the very youngest of our students:

- Nap time is not mandatory in kindergarten. If nap time is scheduled, the time will not exceed 45 minutes at the beginning of the school year and will decrease by 15 minutes each quarter. 1<sup>st</sup> quarter – 45 minutes, 2<sup>nd</sup> quarter – 30 minutes, 3<sup>rd</sup> quarter – 15 minutes, 4<sup>th</sup> quarter – 0 minutes.
- Extra clothing including underwear is needed in case of accidents.

## **PreK Corner - subject to change due to COVID-19**

Baldwin County Board of Education provides a Public School Preschool Inclusion Program Handbook for Parents. In addition to that information, please note the following additions:

- Each morning, parents will sign in and sign out students at 7:40 and 2:45 respectively at the PreK building. If you have older children, we recommend that older car rider siblings be dropped off first in the morning and picked up second in the afternoons.
- After 8:00 a.m., tardy students must be checked in at the front office before dropping off at the PreK building.
- Students checking out early must be checked out through the front office before picking up at the PreK building.
- All tuition should be paid online and not to the teacher.
- Half day is defined as 11:30.
- No admittance will be allowed at the PreK building without an appointment.
- Parents must abide by the Fairhope West Elementary campus traffic patterns.

## Promotion Standards

The decision to promote a student is based on the student's performance during the school year. The decision is a professional one and is the responsibility of the principal and the teacher. Retention, not promotion, in kindergarten requires parent/guardian consent. Students must meet criteria established by the Baldwin County School Board for each grade level.

## 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 can be accessed online through INow using your child's access code. You may call the front office to obtain your child's access code.

## Security - subject to change due to COVID-19

The security of all persons on BCBOE campuses is of utmost importance. 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. See sections - Visitors and Volunteers.

## Sexual Harassment

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

## Snack – subject to change due to COVID-19

Students may purchase a snack in the morning by paying their homeroom teacher. See *The Pirate* for a list of available snacks. Tardy students may not be able to purchase snack because the order has been processed for the day. **Exact change is helpful.**

Parents may also send a snack from home. Snacks may not include 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.

Please pre-arrange special snack with the teacher in advance. Birthday snacks are not allowed in the cafeteria. Different grade levels have different routines and procedures for special snacks and holidays. Snack is not connected with the Child Nutrition Program; therefore, snack must be paid for separately.

## **Student Rules** - subject to change due to COVID-19

Fairhope West Elementary uses various positive approaches for behavior management. Teachers will communicate the classroom management system at Kindergarten Orientation and Get the Facts Night. A classroom log of minor misbehaviors is used as follows: 1st minor - Do I have to call your parent? 2nd minor - Parent phone call. 3rd - Parent conference requested. 4th- Office referral. Major discipline infractions and district infractions will result in an office referral.

The Baldwin County Board of Education Student Handbook has a complete listing of infractions and consequences in the Student Code of Conduct that can be found at this link:

<https://www.bcbe.org/handbook>.

## **Tardiness** - subject to change due to COVID-19

It is essential for the orderly start of the day that each student is on time. **School begins at 7:40 a.m. The tardy bell rings at 7:50.** Students are expected to be in their homeroom classrooms at that time. Students who ride the school bus will be on time for school each day. All tardies will be marked unexcused unless accompanied by a note.

Students who are not tardy and have no early checkouts will be allowed out of uniform every 20 days. Please remember:

- School begins promptly at 7:40 a.m. Students should be in their classrooms at 7:40. The first assignments for the day are given at this time.
- Students are marked tardy at 7:50 a.m.
- Doors are locked at 7:50 as teachers enter the building.
- Students arriving after teachers have entered the building must be brought into the office by the parent.
- All tardies will be marked unexcused unless accompanied by a note.
- Students on late buses will not be marked tardy.

## **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.

## Uniforms

The link for the BCBE uniform policy: <https://www.bcbe.org/19dresselementary> .

| <b>Baldwin County Public Schools Elementary Uniform Policy and Compliance Code 2020-2021</b>   |   |   |  |
|--|---|---|--|
| <b>Elementary Grades K - 6</b>   | <b>Compliance Code</b>  |   |  |
|  | 1 <sup>st</sup> infraction: Warning and parent notified   |   |  |
|  | 2 <sup>nd</sup> infraction: Referral to office and parent notified  |   |  |
|  | 3 <sup>rd</sup> infraction: Detention   |   |  |
|  | 4 <sup>th</sup> infraction & subsequent: One day suspension and parent notified   |   |  |
| <b>TOP</b>   | <b>BOTTOM</b>   |   |  |
| <u><b>White or Navy</b></u><br>Collared shirt with sleeves or turtleneck. School color polo as approved by the principal. Small unobtrusive logo is permitted  | <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none; vertical-align: top;"> <b>BOYS</b><br/> <u><b>Khaki or Navy Blue</b></u><br/> Pants or Shorts (corduroy fabric and "blue" denim permitted) </td> <td style="width: 50%; border: none; vertical-align: top;"> <b>GIRLS</b><br/> <u><b>Khaki or Navy Blue</b></u><br/> Pants, Skirts, Capris, Skorts, Jumpers or Dresses (corduroy fabric and "blue" denim permitted) Jeggings are permitted under short or skirts but not alone as bottom attire </td> </tr> </table> | <b>BOYS</b><br><u><b>Khaki or Navy Blue</b></u><br>Pants or Shorts (corduroy fabric and "blue" denim permitted) | <b>GIRLS</b><br><u><b>Khaki or Navy Blue</b></u><br>Pants, Skirts, Capris, Skorts, Jumpers or Dresses (corduroy fabric and "blue" denim permitted) Jeggings are permitted under short or skirts but not alone as bottom attire |
| <b>BOYS</b><br><u><b>Khaki or Navy Blue</b></u><br>Pants or Shorts (corduroy fabric and "blue" denim permitted)  | <b>GIRLS</b><br><u><b>Khaki or Navy Blue</b></u><br>Pants, Skirts, Capris, Skorts, Jumpers or Dresses (corduroy fabric and "blue" denim permitted) Jeggings are permitted under short or skirts but not alone as bottom attire  |   |  |
| <b>Undergarments</b>   | <b>Footwear</b>   |   |  |
| Undergarments, excluding the neckline of an undershirt, must not be visible at any time. Pajamas are prohibited.   | Footwear must be worn at all times and be closed toe in nature.   |   |  |
|  | <b>SWEATSHIRTS AND SWEATERS</b>   |   |  |
|  | Must be solid: <b>Black, Brown, Navy, Tan, Gray, White</b> or school colors as published by the principal   |   |  |
|  | <b>COATS and JACKETS</b>  |   |  |
|  | Outerwear items must not have lettering, or logo of alcohol, tobacco, and/or controlled substance, nor pictures, symbols, art work that might be offensive in nature and cause a disruption to the educational  |   |  |
| <b><u>ITEMS NOT ALLOWED</u></b> Wind Pants/Sweatpants, velour pants, tights, yoga pants, over-sized clothing, overalls, bellbottoms, un-hemmed clothing, clothing with cuts, slits, holes or slashes, sleeveless shirts, overcoats, or trench coats.   |   |   |  |
| <b><u>KHAKI is defined by Baldwin County Public Schools to be light tan in color.</u></b>  |   |   |  |
| <b>Pupils are expected to be clean and appropriately dressed for school. Dress and appearance must not present health or safety problems or cause disruption and should encourage a serious approach to school. The local school principal will be the final authority for determining appropriate dress within the framework of the policy.</b> |   |   |  |

### **FES T-Shirts and PTC Clothing**

- Students may wear Fairhope West Elementary t-shirts and PTC clothing, past and present, any day of the week.
- Friday is "Fairhope Friday." Every Friday, students may wear shirts honoring city and pirate pride.
- Shades of blue polo style shirt may be worn in addition to white and navy blue uniform shirt.

- Tennis shoes are strongly encouraged to promote safety.

### **Out of Uniform Reward Days**

Parents will be notified of all “out of uniform” days. Below are some definitions of what clothing is appropriate:

- On occasion, Out of Uniform – top and bottom of choice following BCBOE guidelines for length, no inappropriate wording or spaghetti straps; shoes must follow BCBOE policy due to safety concerns.
- Scout troops may wear their uniforms on meeting days.

## **Visitors - subject to change due to COVID-19**

Fairhope West Elementary is a secure campus and we welcome visitors to our school! Please schedule all visits with the teacher. Drop in visitors cannot be accommodated due to the need for uninterrupted instructional time. Teachers need uninterrupted instructional time in order to promote the most effective learning environment possible. This includes birthday celebrations. Forgotten items may be left on a central table for students to pick up during the day. Be advised that visits will be monitored as to the number of visits and the length of those visits. See section, Security, for more details.

### **Things to Remember When Visiting FES...**

- Set an appointment for a visit.
- Be prepared to present identification and explain purpose of visit. All school doors are locked.
- 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.
- Small children should not disrupt the instructional environment.
- Teachers must not be interrupted during the instructional day.
- Observe quietly.
- Students must comply with school rules and procedures when visitors are present.
- Sign out when visit is complete.

## **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 is a Volunteer?**

A volunteer is someone who receives NO pay or compensation for services. Examples of this are volunteer tutors, volunteer coaches, volunteer band helpers, etc. A volunteer is NOT someone who receives any type of supplement for their services.

### **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. For example, volunteer coaches, volunteer tutors who pull students out of classrooms for tutoring and any other volunteer who may be alone with students, without a school employee present, during school hours or at any school sponsored activity must obtain clearance through BIB. For the safety of our students, we have included overnight chaperones for field trips in the list of people who are required to complete the Secure Volunteer background clearance prior to attending an overnight field trip as a chaperone.

**Background clearance is not required for parents who attend class parties, copy volunteers, office helpers, etc. who volunteer their time in the presence of a school employee.**