



2025-2026 Student and Parent Handbook

Principal

Jenny Davis

Assistant Principals

Caroline Hollowell and Sydney Smith

BCBE Superintendent

Eddie Tyler

BCBE Assistant Superintendents

Shannon McCurdy, Joe Sharp, & Marty McCrae

BCBE Board Representative

Cecil Christenberry

FWE Vision Statement

Fairhope West Elementary seeks to create an engaging, collaborative learning community that empowers all to achieve excellence.

FWE Mission Statement

Empowered to learn and lead with excellence!
#expectexcellence

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.
#baldwinproud

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



Parent Notification: 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 Davis
Fairhope West Principal

General School Information, Policies, and Procedures

Arrival/Dismissal

- 7:15 Buses/Cars unload and report to the cafeteria for breakfast or classroom
- 7:35 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	1 st Bell Car line ends Class begins
7:50	2 nd 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, 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.

Morning Arrival

- Car riders should not leave their vehicle before 7:15 am. There is no supervision prior to 7:15 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 the 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 before 7:35 a.m.

- Car Line ends at 7:45 a.m. Classroom instruction begins at 7:45 a.m.
- Doors are locked at 7:50 a.m. and students are tardy at 7:50 a.m.

Pre-K Car Line:

- Enter Carline through the 1st drive closest to the armory.
- Continue around the loop until making a final stop at the designated spot in front of the building.
- Parent and child should remain in car the entirety of carline.
- Please place the car in Park while Fairhope West Staff helps students exit the car and enter the building.
- Parent stays in the car while PreK staff member approaches driver's side to sign child in and discuss breakfast/lunch.
- Another PreK staff member will approach the passenger side to assist unloading the PreK student.

Grades K-2 Car Line:

FROM Fairhope Avenue take a right on Fairwood Blvd. or come from Patlynn Dr. to take a left onto the road behind the Armory. DO NOT take a right turn from Fairwood Blvd. Continue on the road to the drop off circle. Continue around the circle back up the hill and exit by turning right onto Fairwood Drive. DO NOT enter carline from Section Street.

*****IMPORTANT: ALL STUDENTS SHOULD EXIT VEHICLE ON PASSENGER SIDE**

*****IMPORTANT: PARENTS SHOULD NOT EXIT THE VEHICLE AT ANY POINT OF CARLINE**

Grades 3-6 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 3rd-6th grade students may be dropped off in this car line (excluding PreK). When exiting, turn right onto Fairwood Drive.

*****IMPORTANT: ALL STUDENTS SHOULD EXIT VEHICLE ON DRIVER'S SIDE**

*****IMPORTANT: PARENTS SHOULD NOT EXIT THE VEHICLE AT ANY POINT OF CARLINE**

Walkers and Bike Riders:

Walkers and bikers enter the school via Fairwood Drive. Come down the hill and park by the cafeteria. Enter the building through the cafeteria lobby entrance.

Bus:

Buses will enter from Bayou Street and deliver students in front of the gym. Buses arrive on campus between 7:15-7:20 a.m. Special Transportation buses enter from Fairwood Drive dropping off at the front office entrance.

Afternoon Dismissal

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 phone, text, Parent Square, or via email.** 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. Again, if there is a change in dismissal, please send a signed note with your student. A change in dismissal should be a rare occasion eliminating confusion for the student and teacher.

- Bus riders will be dismissed in an orderly manner supervised by designated staff from the classroom to the buses as a grade level at 2:50.
- Special Transportation students will be escorted to their bus or car for dismissal by designated staff at the front office entrance.
- Afternoon car riders will dismiss at 2:55 pm. Bus transportation is available if you are unable to pick up your child by 2:55 each afternoon.

Afternoon Car Line

Parents/Guardians MUST have a yellow CAR Tag provided by Fairhope West hanging on the rearview mirror 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.

****IMPORTANT: PARENTS SHOULD NOT EXIT THE VEHICLE AT ANY POINT OF CARLINE.**

Grades K-2 Carline

K-2 students will be seated in the hall of the 200 building off the K-2 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. If needing extra time to buckle, please move forward to allow carline to continue.

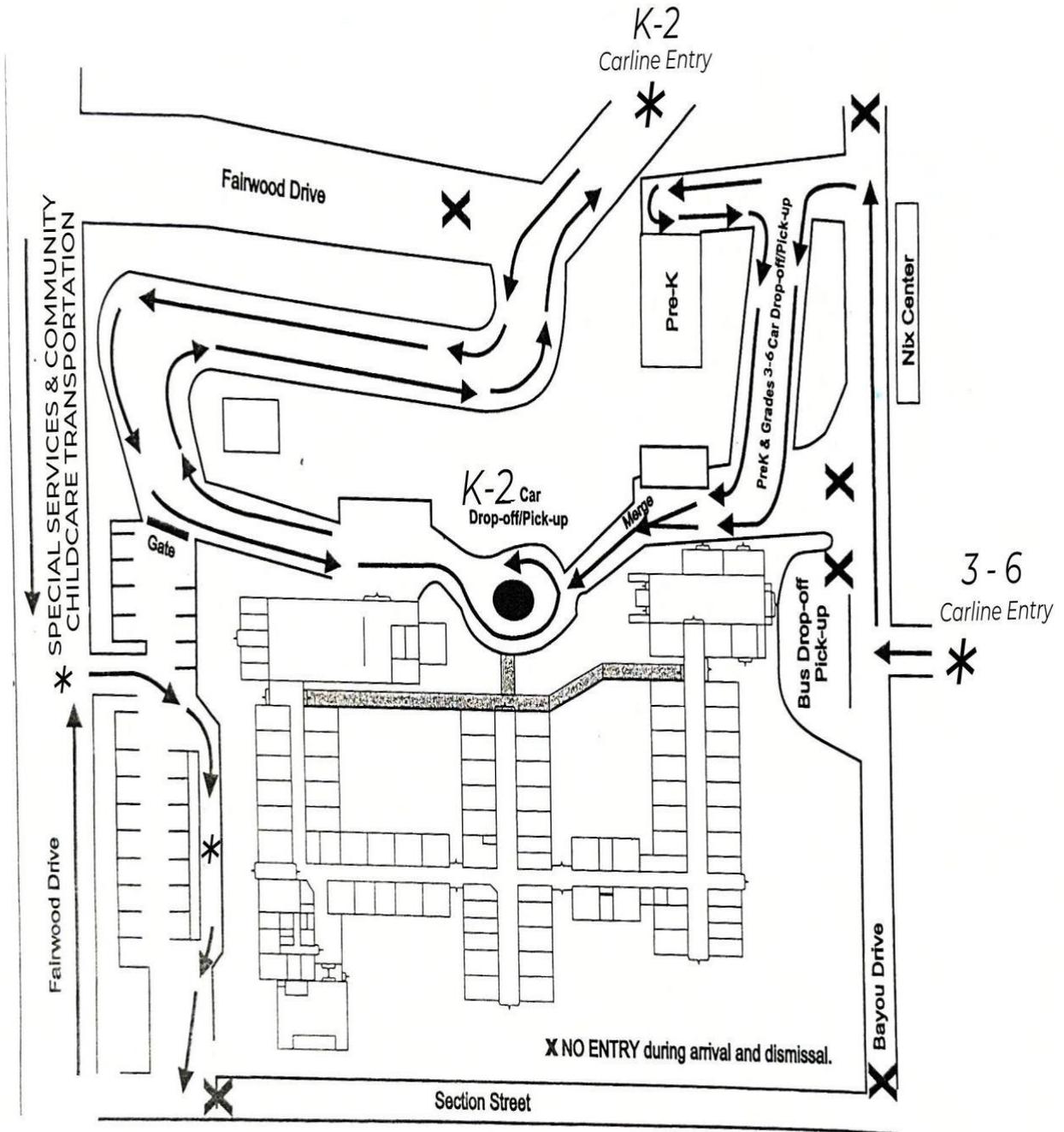
Grades 3-6/Prek/Younger Siblings

Pre-K and 3-6th Grade Car Riders will be seated in the gym. Once called, students will proceed to the loading area and wait for directions from staff as when to load.

ASCC/Walkers/Bikers

ASCC/Walkers/Bikers will be walked to the cafeteria foyer/cafeteria and remain until the first wave of students exit campus. Once the first wave has exited, they will begin dismissal.

Arrival and Dismissal for Vehicles, Pedestrians, and Cyclists



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).** **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 the school through the breezeway double doors and proceed to either the cafeteria for breakfast or their classroom. Please refer to the bell schedule regarding dismissal times.

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

Bus Rules

- Be seated immediately after boarding and remain in your assigned seat until time to exit.
- Speak quietly and respectfully to students.
- Be courteous to the driver and other students.
- Keep your hands and feet to yourself.
- No eating, drinking, or chewing gum or candy.
- The use of cell phones or electronic devices on buses is prohibited by law.
- Keep feet, arms, and belongings out of the aisle and keep feet off seats.
- Keep body parts and all objects inside the bus.
- Do not throw objects inside or out of the bus
- Listen and follow the directions of the bus driver
- Do not smoke, vape, or use tobacco products
- Do not bring weapons of any kind on the bus
- Do not fight, harass, quarrel, yell, or use profane or obscene language
- Keep the bus clean. Pick up after yourself.
- Do not commit careless or willful acts which may cause damage to the bus or injury to others.
- Students should get on and off the bus at their assigned stop.
- If needing to cross the street, students should check traffic and wait on the bus driver's signal before crossing.
- Students are expected to provide their name and address if asked by the driver.

Progression of Bus Offenses per BCBE Policy	
1st Offense	Up to 20 days of bus suspension and/or out of school suspension
2nd Offense	Up to 40 days of bus suspension and/or out of school suspension
3rd Offense	Up to 1 year of bus suspension and/or out of school suspension

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 7:45. Students cannot be dropped off in the carline after 7:45 and expect to be in their classrooms by the tardy bell at 7:50. Students arriving after 7:45 am should be brought to the front entrance and checked in at the office by the parent.

IMPORTANT: If a child is tardy,

- a Parent/Guardian must sign-in the child through the front office window.
- State purpose and show personal ID
- Parents/Guardians will sign the child in on paper as the student walks in the front entrance to the office to receive a tardy slip to give to the teacher.
- Office Staff will code the tardy unexcused/excused depending on the parent's providing excused documentation.

Please remember, tardiness is disruptive to learning 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, and Absences: Research has proven a direct correlation between school attendance and student achievement. When a student arrives late or checks out early, he/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 after school hours. If a student must check out, please provide documentation upon return. Students will only be released to those on **the child's contact list. They must have 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 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):

- Student illness
- Inclement weather, which makes it dangerous for students to attend school (as announced by the Superintendent)
- Legal quarantine
- Death in the immediate family
- Emergency condition as determined by the principal or superintendent
- 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 Parent and 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, stomachache/vomiting, diarrhea, coughing, headache, earache. The student should be fever free (oral temperature below 99 degrees F) without the use of fever-reducing medicines , for a complete school day (24 hours) 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 healthcare provider.

<p style="text-align: center;">Impetigo: Blister like lesions which develop into pustules. May “weep” and crust.</p>	<p>YES, for 24 hours after medical treatment initiated. Note: Lesions must be covered for school attendance.</p>
<p style="text-align: center;">Ringworm A common skin infection, usually resulting in red, itching, scaly circular rash.</p>	<p>NO, treatment initiated Note: Lesions must be covered for school attendance.</p>
<p style="text-align: center;">Rash with Fever: Any new rash accompanied by a fever.</p>	<p>YES, Seek medical advice. May return after the rash goes away or clearance given by a health care provider.</p>
<p style="text-align: center;">Open Wound: Any open wound, draining or pustule lesion on the skin.</p>	<p>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.</p>
<p style="text-align: center;">Other Symptoms that prevent the student from active participation in usual school activities OR student is requiring more care than school can safely provide.</p>	<p>YES, Recommendations from a healthcare provider are indicated.</p>

Early Warning Truancy Program: Please see the [BCBE Parent and Student 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.

Backpacks: For safety reasons, rolling backpacks are not allowed. This is a tripping hazard to others. If you need a backpack, please let our office staff or your child’s teacher know of this need.

Baldwin County Board Policy: Please see the [BCBE Parent and Student Handbook](#) for additional information.

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/Digital Sign Shout Out Package for students. The Bundle cost is \$35, which includes ice cream for the entire class and birthday shoutout on our school marquee. 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. To purchase package, go to My School Bucks to pay and complete form. This must be done 2 weeks prior to child’s birthday celebration.

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:

Breakfast/Lunch:

The Baldwin County Public Schools offer a food service program meeting the requirements of the USDA Type A meal program; that is, a meal that provides one-third of the daily nutritional requirements for a student.

For the 2025-2026 school year, breakfast and lunch are free for all students.

Staff/Adult Lunches: State regulations under The Child Nutrition Act of Alabama regulate "Healthy Kids Choices." The guidelines stipulate no soft drinks, candy, or excessive sugar and high fat products during school hours (7:40 a.m.-3:05 p.m.)

Please see the [BCBE Parent and 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, telephone numbers, or emergency contact numbers change. It is vital that our school can 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 – [Fairhope West Elementary](#)
- District website - [BCBE website](#)
- PowerSchool Parent Portal
- Weekly Newsletter from the Principal; sent through email on Fridays
- Fliers that contain special event announcements through text, email, or paper
- Each grade level uses a variety of communication methods like social media, emails, Parent Square
- 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, successes, 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 [BCBE Parent and Student Website](#) for a more detailed explanation of

possible violations and consequences. Below are Fairhope West Elementary's School-wide expectations that support the BCBE Student Code of Conduct.

FWE School-wide Expectations
A proud Pirate does things the West Way.
 #westway

<p style="text-align: center;">Arrival/Dismissal</p> <ul style="list-style-type: none"> ● 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 style="text-align: center;">Hallway</p> <ul style="list-style-type: none"> ● 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 style="text-align: center;">Classroom</p> <ul style="list-style-type: none"> ● Be on time ● Be prepared for the day ● Engage in planned activities and learning ● Encourage yourself and classmates to make good choices ● Empower the Pirate in you ● Stay-on task ● Listen and follow directions 	<p style="text-align: center;">Restroom</p> <ul style="list-style-type: none"> ● Be Quiet ● Use restroom time wisely ● Enter and exit quietly ● Clean up after yourself ● Use facilities appropriately ● Respect the privacy of others
<p style="text-align: center;">Picnic Tables/Outside Snack</p> <ul style="list-style-type: none"> ● Walk quietly to your table or snack area ● Speak and interact kindly ● Clean up after yourself ● Walk quietly back to your classroom 	<p style="text-align: center;">Cafeteria</p> <ul style="list-style-type: none"> ● Enter and exit quietly ● Stop, listen, and follow directions ● Quickly progress through the line ● Be quiet first 10 minutes ● 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 your sitting area and floor
<p style="text-align: center;">Carline</p> <ul style="list-style-type: none"> ● Walk quietly to your assigned area ● Sit quietly and listen for your number ● Keep hands and feet to yourself ● Save snacks for later ● Listen and follow directions of staff on duty 	<p style="text-align: center;">Bus</p> <ul style="list-style-type: none"> ● Be seated immediately after boarding and remain in your assigned seat until time to exit. ● Speak quietly and respectfully to students. ● Be courteous to the driver and other students. ● Keep your hands and feet to yourself. ● No eating, drinking, or chewing gum or candy. ● The use of cell phones or electronic devices on buses is prohibited by law. ● Keep feet, arms, and belongings out of the aisle and keep feet off seats. ● Keep body parts and all objects inside the bus. ● Do not throw objects inside or out of the bus ● Listen and follow the directions of the bus driver ● Do not smoke, vape, or use tobacco products ● Do not bring weapons of any kind on the bus ● Do not fight, harass, quarrel, yell, or use profane or obscene language ● Keep the bus clean. Pick up after yourself.

	<ul style="list-style-type: none"> • Do not commit careless or willful acts which may cause damage to the bus or injury to others. • Students should get on and off the bus at their assigned stop. • If needing to cross the street, students should check traffic and wait on the bus driver's signal before crossing. • Students are expected to provide their name and address if asked by the driver.
<p style="text-align: center;">P.E.</p> <ul style="list-style-type: none"> • Stop, listen, and follow directions of adults • Enter and exit quietly • Play, speak, and interact kindly • Keep hands and feet to yourself 	<p style="text-align: center;">Assemblies/Field Trips</p> <ul style="list-style-type: none"> • Stop, listen, and follow directions of adults • Enter and exit quietly • Remain with your teacher and class group • Respect materials and property • Respect personal space of others • Represent FWE 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, a verbal command and light flash 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, a verbal command and light flash alerting students to evacuate the classroom and enter safety in the hallway. 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 automotive 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 by the deadline date. Permission forms/or money will not be accepted after 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 parent/guardian, grandparent, or close relative and must be at least 18 years of age and on the child's PowerSchool contact list. **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. Chaperones are expected to sign and return the Chaperone Expectation form. 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 at school. Our goal is to teach our students responsibility and to be 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 eyeglasses, lunchboxes, jackets, etc. They should be dropped off **before 8:15 a.m.** Homework, snack money, and water bottles are examples of non-essentials and will not be delivered to students.

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 grade = 10 minutes, 2nd grade = 20 minutes, 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, please check your 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 checked 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. Conferences can be held in-person, phone, or Google Meet (virtually). The best method of setting up a conference is via email, Parent Square, 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 Organization (PTO): The Fairhope West Parent Teacher Organization 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 PTO is an inclusive partnership of parents and teachers who want to build a vibrant West community. To learn more information and join our PTO, visit [Fairhope West PTO](#).

Physical Education & Excused Participation: FWE students in grades K-3 will have 45 minutes of daily physical activity during PE class. Students in grades 4-6 will have 35 minutes daily of physical activity during PE class. A physician's note must be on file in the front office if it becomes necessary for a child to not participate in PE 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. You may send a water bottle with your child. 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 and Parent 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 is 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 or the cafeteria using the side doors at the front of the school 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 on page 58: <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 PE. 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 3 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) 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. Phone calls made on behalf of students will only be allowed in **emergency situations** 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.

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 take home Chromebooks as directed by their teacher. Please teach your child the importance of care and responsibility of this device, especially since it is owned by BCBE. Parents/Guardians may be required to cover repair or replacement costs.

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 may occasionally be asked to share a favorite toy or game at school; however, as a general rule, students may not bring toys or games to school. If misused, the item may be confiscated to be picked up by a parent.

Dress Code Policy: Students should be clean and appropriately dressed for school. Dress and appearance must not present health or safety problems or cause a disruption to the school educational environment. The Board prohibits any clothing or grooming that in the principal's judgment may reasonably be expected to cause a substantial disruption of, or interference with, normal school operations. The local school principal will be the final authority for determining appropriate dress within the framework of the policy below.

All schools will utilize a dress code. The dress code will consist of guidelines that students must follow to ensure appropriate attire. Any article of clothing or grooming that the principal can reasonably expect to cause a material or substantial disruption of, or interference with, normal school operations can be prohibited.

DRESS CODE GUIDELINES:

All attire:

No pictures, emblems, or writings on clothing that:

- a. Are lewd, offensive, vulgar, or obscene.

- b. Advertises or depicts tobacco products, alcoholic beverages, drugs or any other illegal substance.
- c. Contains fighting words or criminal activity; or
- d. Can reasonably be expected to cause a disruption of, or interference with, normal school operations.

Tops:

- a. Tops that reveal the body in an inappropriate manner are not permitted. This includes but is not limited to no midriffs, crop tops, bare at the sides, sundresses, "spaghetti strap" type tops, racer backs, off-the-shoulder, or see-through tops.
- b. No cut off/crop tops. (No midriff can be showing)
- c. No sleeveless garments.
- d. No see-through garments.
- e. Designed so that the neckline does not cover cleavage.
- f. Designed to cover undergarments
- g. Fit properly- no oversized or overly tight tops.
- h. Tank tops or undershirts cannot be worn as a shirt

Shorts:

- a. Length should be at fingertip, hand, or mid-thigh, whichever is longer.
- b. Fit properly- no oversized or tight shorts.
- c. No spandex, biker, or see-through shorts.
- d. Must be hemmed and not rolled up.

Dresses:

- a. Length should be at fingertip or mid-thigh, whichever is longer.
- b. Splits may not exceed (3) inches above the top of the knee.

Pants:

- a. Proper fit- no sagging or baggy fit worn at the waist. (No pajama bottoms)
- b. No see through or spandex legging pants
- c. Pants that are too tight or allow for exposure of undergarments are not permitted
- d. Leggings, yoga pants, and other tight-fitting pants, must be worn with an acceptable top that covers the private areas of the body.
- e. Leggings/tights may be worn only under shirts and dresses of appropriate length so that private areas are covered.
- f. No holes in jeans in inappropriate areas (length rule); Pants or Jeans may only have holes at the knee or below. Pants or Jeans that have holes above the knee are not allowed, unless there is material beneath the holes.
- g. Sweatpants and warm-up suits are allowed.

Shoes:

- a. Must be worn at all times and fastened properly.
- b. No bedroom slippers
- c. No open toed or open heeled shoes are allowed due to safety reasons (*i.e.* no Crocs, sandals)

Accessories:

- a. Students may not wear hats or head coverings in school buildings or on school premises. This includes but is not limited to bandanas, athletic headbands, headscarves/hair wraps, hoodies, and other forms of headgear or hair covering.
- b. Exceptions include:
 - Religious purposes, which have been approved prior to wearing
 - During extreme cold weather, students will be allowed to wear toboggans outdoors on campus.

- Other than safety-related accessories for safety related purposes, accessories such as masks, hats, caps, sweatbands, or other head covering will not be worn in the building.
- No gang related clothing/items will be allowed.

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 month.

Volunteers: Your volunteer time is very much appreciated by the staff. Teachers may need a variety of assistance in the classroom. You 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 Special Transportation line is allowed between 7:15 a.m. and 8:00 a.m. and after 2:00 p.m.
- Children may accompany while volunteering if 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.