



Fairview Elementary School
608 Fairview Street, High Point NC
Integrity. Excellence. Teamwork

To: Fairview Families
From: A. Hege, Principal
Memo: Daily School Operations
Date: August 24th, 2023

Daily Arrival

- The doors open at Fairview each morning for scholars at 7:10am. Scholars will not be able to access the building before 7:10am.
- Car riders will utilize the side parking lot to drop off scholars. Please wait for a staff member to open your car door before releasing your scholar.
- Staff members are available each day to escort all scholars that need assistance to their classroom as parents and guardians will not be permitted to walk down the hallways to drop scholars off for safety purposes.

School Visitors

- To continue and ensure safety for scholars and staff, we will utilize the buzzer for communication with all visitors. When you come to the front door, ring the buzzer and an office staff member will talk to you through speaker.
- No visitor, parent or guardian will be allowed to enter the building and/or classroom during instructional time. If you need to speak with your child, your child will be brought to the front office during non-instructional time.
- For safety purposes, no parent, visitor or guardian will be allowed to walk their child to their classroom under any circumstance. If your child needs assistance getting to class upon arrival, school staff will assist. In the GCS handbook, no visitors can distract the teacher from instruction or interrupt the instructional process at any school.

Volunteers

- To volunteer at any GCS school, you first need to complete the online Background Check prior to working with scholars in any capacity. Mrs. Pam Greene works with our volunteers at Fairview Elementary. Please contact the school and ask for Pam Greene if you have interests in Volunteering and need more information.
- Link for Background Check: <https://www.gcsvolunteers.com/>

Tardies and Absences

- A scholar is considered tardy if they arrive after 7:28am. Scholar's arriving to school late, daily, isn't a best practice. It is vital for your scholar to arrive to school on time each day.
- If a child misses a day of school for sickness or an appointment, you must provide a note from a healthcare provider to have the absence marked as excused.
- Always communicate with the teacher or school regarding a scholar's absence either by phone call, written note, or Class Dojo.
- As a reminder, picking your child up early each day is not a best practice. If you pick your child up just 30 minutes early each school day, that's over 5,000 minutes of missed instruction! It is vital that your child is at school each day and stays the entire day.

Transportation

- Kindergarten-5th scholars aren't allowed to be picked up from the front office past 1:45pm. Pre-K scholars aren't allowed to be picked up from the front office past 1:25pm. This helps with making sure we can get all our scholars into the right area before dismissal begins.
- If you have a change in transportation for your child, please send in a note with your child to give to the front office/teacher and/or call the front office at 336-819-2890 by 1:30pm. Please do NOT text or call your scholars cell phone as this disrupts the learning environment. Scholars that show us a text message will not be considered a proper notification.

Cell Phones

- Please monitor your child's cell phone regularly. Each morning, teachers ask scholars to place cell phones in their bookbags for the day and they can be pulled back out at 2:20pm or when scholars are off campus. If a child is seen on their phone during the day, per the GCS handbook, their phone will be confiscated, and a parent will need to pick the phone up. On the second time that a scholar is seen with their phone out for the instructional day, the school can hold the phone up to five days, depending on principals' discretion.

As a principal, my goal is simple, to ensure that your child is safe and receiving high-levels of instruction each day while they are attending Fairview Elementary. Thank you for your continued partnership and support of Fairview Elementary.

Should you have any specific questions, you can contact the main office at 336-819-2890.

Abe Hege
Principal

Fanisha Fuller
Assistant Principal