



FCE Note about Early Dismissal

Dear Fountain City Elementary Parents,

Here are some answers to some frequently asked questions (FAQs) about our **Early Dismissals** policy. Please know that it is our intention to inform parents about the policies of our school and school district, so they can make good decisions on behalf of their child(ren).

When Does the School Day End?

We would like to let you know that a full day of school doesn't end until 2:45 p.m. Students and teachers are working right up until the dismissal bell each day.

Why Is This So Important to My Child's Learning?

When your child leaves early, he/she is missing valuable instructional time, which cannot be replaced. It is extremely important for your child to be in school until the end of the school day.

What Happens When My Child is Picked Up Early?

Early dismissals get recorded on your child's attendance record. This is our communication with you, and our documentation, that you have been informed of the issue and informed about the expected times of dismissal to avoid documentation of early dismissals on your child's permanent attendance record.

What is the No Early Dismissals Policy?

FCE does not allow any early dismissals between the times of 2:15-2:45 p.m. on any day. This is due to the fact that the office is VERY BUSY at the end of the day and we MUST dismiss our 400 students safely. It is important that our office staff is available to help assist with any dismissal issues, phone calls, and bus issues that could occur. This policy is in place at several Knox County Schools, including Gresham Middle School.

How are Early Dismissals Viewed by the School?

Early dismissals are viewed much like tardies (late to school at the beginning of the day), because instructional time is missed. The only difference is that early dismissals just happen at the end of the day.

What if My Student Has a Doctor's Appointment and has to Leave Early?

Any doctor's note will make an early dismissal EXCUSED. Just be sure to turn in that doctor's note the next day of school. A copy of the note is put into your child's file for documentation. If we do NOT receive a note, then that early dismissal is UNEXCUSED.

What if My Student is Sick and the School Calls Me to Pick Him/Her Up Early?

When a student goes home early from school due to illness, that early dismissal is EXCUSED. However, if the parent keeps the child home **another day** due to illness, then a medical or parent note MUST be sent in or the absences will be UNEXCUSED. **Parents have five (5) days to send in notes for absences or they are considered UNEXCUSED.** Please see the FCE Family and Student Handbook for this KCS policy.

Please feel free to call the office to ask questions about the procedures. We hope we can work together and communicate with parents about each child's individual needs in order to create goals to help students be successful in school! ☺