

# Dr. Douglas K. Fletcher Elementary School Parent Handbook



## 2016-2017

### **OUR VISION**

The vision of Dr. Douglas K. Fletcher Elementary School is to establish a school that is nationally recognized for increasing student learning and the education of the whole child, its strong partnerships between home, school and the community and its positive learning environment strengthened by high expectations and enduring relationships.

### **OUR MISSION**

The mission of Dr. Douglas K. Fletcher Elementary School is to inspire students to explore the world and make it a better place. Innovative teaching professionals with high expectations will lead our students through inquiry and exploration toward academic and social excellence in a positive learning environment. We will establish strong partnerships between home, school and the community. Meaningful collaboration will be present between teachers and students and the latest educational technology will be used to extend learning opportunities for all students.

## **ATTENDANCE AND STUDENT ABSENCES**

Students are expected to be at school, on time, every day unless they are ill or have a doctor's appointment. Parents should call the school's line 631-5960 to report each absence and to give the reason for the absence, because school attendance is closely monitored. When the school does not receive a call and/or note regarding the absence within five days, the absence is considered a "No Parent Response" and is unexcused. The state will only allow us to excuse those absences for illness, medical and dental appointments.

If a child must be absent for more than five consecutive days, for other than an excused absence, an Independent Study contract may be completed through the school office. This will allow the child to complete work that is assigned during the absence and credit can be given for attendance. Independent Study contracts should be arranged with the school office and the teacher at least a week in advance of the absences. Late independent study paperwork will result in no credit for student attendance or academic credit.

## **ARRIVAL TIME AND BREAKFAST**

School starts at 8:15 a.m. Staff supervision of the playground starts at 7:45a.m. students should not be on the playground before. There is no supervision and it is not safe. Students may begin breakfast at 7:30a.m. and can be dismissed to the playground after 7:45a.m.

## **ARTICLES FROM HOME**

No toys, electronics, personal cell phones, or other personal items should be brought from home. The school is not responsible for any loss of personal items brought by students from home. If any of these items are brought to school and cause a disruption to the learning environment, the item will be held and returned to the parent.

## **EARLY DISMISSAL FROM SCHOOL**

If your child needs to leave early from school, we ask that a parent/guardian come to the main office to sign them out. We will call your child to the office for dismissal. When possible, advance notice of an early dismissal can help give teachers the opportunity to have your child ready and to prepare/gather any written work that your child may miss during his/her absence.

## **GUM, CANDY, SEEDS**

At Fletcher, we have a "No Gum" policy for adults and children. Gum and seeds should not be consumed on campus at any time. The teacher will handle gum and seed problems in the classroom. Candy may be a part of the student's lunch and is to be eaten at that time in the cafeteria.

## **MEDICATION**

If children should require medication during school hours, parents must pick up a medication release form at the school office. Medication release forms are to be filled out by a Doctor. No medications of any kind (including cough drops) can be administered without prior doctor permission and completion of the medication release form.

## **PHONE MESSAGES**

Please make any necessary arrangements (transportation, lunch, etc.) prior to school. Office and classroom telephones are for emergency and classroom management use only. Students will not be allowed to use the phones in the office or in the classrooms for personal calls. We will not interrupt instruction to deliver a message to your child.

## **STUDENT DISCIPLINE AND POSITIVE BEHAVIOR INTERVENTION SUPPORTS**

At Dr. Douglas K. Fletcher Elementary, we believe that a positive learning environment must exist in order to ensure student learning and we expect that students will follow a set of Behavior Expectations. There are three behavior expectations that are posted in each room: Students will Be Safe, Be Cooperative and Respectful and Be Responsible and Ready to Learn.

## **STUDENT DROP-OFF AND PICK-UP FROM SCHOOL**

Parents are responsible for getting children to school on time. It is important that parents not inhibit the flow of traffic by double parking, stopping, or parking in the red zone. Parents are to report to the office before going to classrooms by signing in the office and obtaining a visitor's badge.

## **STUDENT WELLNESS AND CLASSROOM PARTIES**

We encourage parents/guardians or other volunteers to support our District's nutrition education program and Student Wellness policy by considering the nutritional quality when selecting any snacks which they may donate for class parties. Food items brought to school for celebrations/parties are to be commercially prepared and packaged. Foods prepared in a home may not be offered. **Individual birthday celebrations involving food and beverages are not allowed.** Balloons and gifts for individual children will be held in the office to limit classroom distractions.

There will be TWO classroom parties for the year- Christmas and one determined by the teacher. Fifth graders will have a celebration at the end of the year. PARTIES ARE TO BE HELD THE LAST HALF HOUR OF THE DAY.

## **TRANSPORTATION**

Riding the bus is a privilege. Strict rules of behavior for students have been adopted by the school district in order to protect the safety of students. Safety is a priority at Dr. Douglas K. Fletcher Elementary School. The bus driver will issue citations to students who do not obey school bus regulations. If a student misses his/her bus after school, he/she is to report to the school office immediately. If you have bus transportation questions, call 631-5880.

## **VISITING OUR SCHOOL**

**Visitors:** We encourage families to visit your child's classroom and be involved in their education. To visit the classroom during instructional time, parents need to make arrangements with the teacher ahead of time to check for availability for the teacher. Teachers are not able to stop and discuss a student's progress during instructional time. For the safety of our children, we require that all visitors (including parents/guardians) check in at the main office when visiting our school. This procedure allows us to carefully protect the safety of our school environment and to issue you a visitor's badge, a "signal" to our students that you have checked in with us.

**Volunteers:** Parent and community volunteers provide critical support to the important work of learning that takes place in our school each day. Individual classroom teachers will share their specific classroom needs for volunteers with the parents/guardians of their students. In addition to your child's own classroom, we welcome volunteer support to our school in many capacities. For safety reasons, regular volunteers to our school are asked to complete the district's volunteer process. Volunteer forms can be picked up in our main office.

## **School Contact Information:**

Main Office Phone Number: 661-631-5960  
School office hours: 7:30-4:00 p.m.  
Principal: Nancy Olcott; [olcottn@bcasd.com](mailto:olcottn@bcasd.com)  
Secretary: Susana Morales  
School Clerk: Antoinette Castaneda  
Academic Program Leader: Lori Roberts

# Parent Handbook Acknowledgement and Signature Page 2016-2017

Please tear off and return this signature page to your child's teacher.

I have read and agree to support the rules and expectations outlined in the Fletcher Elementary Parent Handbook.

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Parent Signature

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Date

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Student's name

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Teacher