

# Dr. Douglas K. Fletcher Elementary School Parent Handbook



## 2021-2022

### **School Contact Information:**

Main Office Phone Number: 661-631-5960  
School office hours: 7:30-4:00 p.m.  
Principal: Denise Flowers  
Vice-Principal: April May  
Secretary: Jessica Gutierrez  
School Clerk: Sonia Cuadras  
School Office Assistant: Savanah Lara  
Academic Program Leader: Lori Roberts

### **BCSD Nondiscrimination Statement**

The Bakersfield City School District (BCSD) is committed to equal opportunity for all individuals in education and in employment. BCSD prohibits discrimination, harassment, intimidation, and bullying in any employment practice, education program, or educational activity on the basis and/or association with a person or group with one or more of these actual or perceived characteristics of age, ethnicity or race, which is inclusive of traits historically associated with race, including but not limited to, hair texture and protective hairstyles, such as braids, locks, and twists, color, ancestry, nationality, national origin, immigration status, ethnic group identifications, religion, pregnancy, marital status, parental status, physical disability, mental disability, sex (including sexual harassment), sexual orientation, gender, gender identity, gender expression, medical information, genetic information, homelessness, foster status, military veteran status, political affiliation or any other basis prohibited by California state and federal nondiscrimination laws consistent with Education Code 200, 220 and 234.1, Penal Code 422.55, Government Code 11135, and Title IX. Not all bases of discrimination will apply to both education services and employment. If you believe you, or your student, have been subjected to discrimination, harassment, intimidation, or bullying you should contact your school site principal and/or the District's Chief Compliance and Title IX Officer, Erin Johnston, by phone at (661) 631-4663, by email at johnstone@bcsd.com, or in person at 1300 Baker Street, Bakersfield, CA 93305. Copies of BCSD's Uniform Complaint policy, Sexual Harassment policy, and Nondiscrimination policies are available upon request.

## **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. 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. Parents will receive attendance letters for excused and unexcused absences.

### **Repeated Excused Absences Due to Illness**

When a student has had eight excused absences in a school year for illness, any further absences in the school year must be verified through the student's physician with a written note. If a child must be absent for more than five consecutive days, for reasons 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**

Please be aware that students may not be dropped off before 7:40am. There is no adult supervision and it is not safe. Staff supervision of the playground starts at 7:40am. Students may begin breakfast at 7:40am. **Breakfast service ends at 8:05am.**

## **ARTICLES FROM HOME**

No toys, fidgets, and electronics are allowed at school. Personal cell phones or other personal electronic items should not be brought from home. The school is **not responsible** for any loss or damage 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.

## **COMMUNICATION**

Fletcher School maintains a comprehensive website as well as on-going communication through Parent Square and the Flyer News – our school newsletter. You can find the school website at <https://fletcher.bcsd.com>.

## **EARLY DISMISSAL FROM SCHOOL**

If your child needs to leave early from school, a parent/guardian must 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. **Please bring your photo ID at all times when checking out a student.**

## **GUM, CANDY, SEEDS, and CHIPS**

At Fletcher Elementary, 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. If candy or chips are part of the student's cold lunch brought from home, **these items must be eaten in the cafeteria** and will not be allowed to be taken on the playground. No food is allowed on the playground.

## **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. Phone messages are sent to teacher via email; however teachers cannot check their email on a regular basis during the instructional day. **We will not interrupt instruction to deliver a message to your child.**

## **STUDENT DROP-OFF AND PICK-UP ZONE**

Traffic during student drop-off and pick-up can be congested. To ensure the safety of everyone, please remember to be courteous at all times and follow the signs that are placed around the parking lot. It is important that parents not inhibit the flow of traffic by double parking, stopping, or parking in the drop/off zone. Most importantly, please do not release your children from the inside lane of the drop-off loop or in the parking lot. This is very dangerous for your children.

When dropping off your children in drop-off loop, please pull forward slowly and remain in your car until your child exits. Please do not drop off your child before 7:40 on regular days or 9:45 on Late Start Days. There is no adult supervision.

At dismissal, we have a large number of parents picking up children and it is critical that all adults follow the signs. Students will not be allowed to cross the drop-off loop to enter the parking lot without an adult. Students will not be allowed to cross the street, Highland Knolls Drive, without an adult. This will create a safer atmosphere for students and parents. **Please do not park and leave your car in the drop-off loop area.**

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

At 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 all areas of our campus: Students will Be Safe, Be Cooperative and Respectful and Be Responsible and Ready to Learn. **Parents are not allowed to approach other students about any discipline issues. All discipline concerns must be addressed by school administration.**

## **STUDENTS ON INTRA-DISTRICT PERMITS**

Please be aware that students who attend Fletcher on a permit must maintain a 95% attendance average. This includes early pick-ups, late arrivals and late pick-ups after school. Students who are on a permit may not ride the bus to and from school and these students must also follow the Fletcher Behavior Expectations at all times.

## **STUDENT WELLNESS POLICY**

We encourage parents/guardians to support our District's nutrition education program and Student Wellness policy by considering the nutritional quality when selecting any snacks which they may send to school with their child. Due to safety protocols currently in place due to COVID-19, food item donations will not be accepted. **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.

## **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.

### **Bus Drop-Off for Pre-, Transitional-, and Kindergarten Students**

A parent/guardian, authorized emergency contact, or sibling age 18 or older must be present to receive PreK, Transitional, and Kindergarten students when the student has been dropped off by bus to go home. In order to ensure their safety, students are not permitted to walk home by themselves. If the parent/guardian, authorized emergency contact, or sibling age 18 or older is not present when the bus arrives, the bus driver will return the student back to their school. **If a bus driver is forced to return a student to their school on two occasions, the student may lose their bus privileges.**

## **VISITORS**

In order to protect the health and safety of students, families, employees, and the community, outside visitors will not be allowed on campus due to COVID-19 restrictions. When necessary, visitations must be scheduled in advance with the school principal. For the safety of our children, we require that all visitors (including parents/guardians) check in at the main office and be screened utilizing the Raptor Visitor Management System. Visitors will need to present a government issued ID for the screening and will be issued a visitor's badge once registered. This procedure allows us to carefully protect the safety of our school environment and the badge is a "signal" to our students and staff that you have checked in with us. Please refrain from taking photos or videos of other children while visiting our campus.

## **VOLUNTEERS**

Due to the COVID-19 pandemic opportunities to volunteer at the school are severely limited. In the event volunteers are allowed, volunteers will be asked to complete the district's volunteer process.

## **WALKERS**

Students in grades 1-5 may walk home at the discretion of their parent/guardian. Kindergarten students are not allowed to walk home by themselves and must be picked up by an authorized adult. If your child will be walking to/from school, please inform your child's teacher in writing. Students will not be released to walk home unless the teacher has received written permission from the parent. As a safety measure, please remind your student to use designated crosswalks and sidewalks when walking to and from school.

## FLETCHER BELL SCHEDULE 2021-22

	<u>Start Time</u>	<u>Start Time</u>	<u>Lunch Time</u>	<u>Dismissal Time</u>	<u>Dismissal Time</u>	<u>Dismissal Time</u>
	REGULAR DAY	LATE START	START-END TIME	Mon., Tue., Thur., Fri.	BANK DAY Wednesdays	MINIMUM DAY
TK & K	8:10	10:10	10:40 - 11:20	12:25	1:40	11:25
1st	8:10	10:10	11:05 - 11:50	2:30	1:45	1:30
2nd	8:10	10:10	11:30 - 12:15	2:30	1:45	1:30
3rd	8:10	10:10	11:55 - 12:40	2:30	1:45	1:30
4th	8:10	10:10	12:20 - 1:05	2:30	1:45	1:30
5th	8:10	10:10	12:20 - 1:05	2:30	1:45	1:30

## IMPORTANT DATES

Date	Event
Aug. 18	First Day of School
Aug. 26	Back to School Night
Sep. 6	Labor Day Holiday
Oct. 15	End of 1 <sup>st</sup> Grading Period
Oct. 25-29	Parent Conference Week
Oct. 29	Report Card Sent Home
Nov. 11-12	Veteran's Day Holiday
Nov. 19	Minimum Day
Nov. 22-26	Thanksgiving Recess
Dec. 17	End of 2 <sup>nd</sup> Grading Period
Dec. 17	Minimum Day
Dec. 20 – Jan. 2	Winter Break
Jan. 7	Report Card Sent Home
Jan. 14	Martin Luther King, Jr. Day Holiday
Feb. 14	Lincoln Day Holiday
Feb. 21	Washington Day Holiday
Mar. 11	End of 3 <sup>rd</sup> Grading Period
Mar. 21-25	Parent Conference Week
Mar. 25	Report Card Sent Home
Apr. 8	Minimum Day
Apr. 11-18	Spring Break
May 30	Memorial Day Holiday
June 3	Last Day of School (Minimum Day)
June 3	Report Card Sent Home

### 2 Hour Delayed Start for Collaboration/Professional Development

Aug. 26, Sep. 23, Oct. 21, Nov. 18, Jan. 27, Feb. 24, Mar. 17, Apr. 28

# Parent Handbook

## Acknowledgement and Signature

### Page

### 2021-2022

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