

Dr. Douglas K. Fletcher Elementary School Parent Handbook



2024-2025

School Contact Information:

Main Office Phone Number:	661-631-5960
Extended Learning Program:	661-437-2017
School office hours:	7:30-4:00 p.m.
Principal:	Denise Flowers
Vice-Principal:	April May
Campus Supervisor:	Nathaniel Plascencia
Secretary:	Sonia Cuadras
School Clerk:	Katie Barta
School Office Assistant:	Jamie Valencia
Academic Program Leader:	Lori Roberts

BCSD Nondiscrimination Statement

The Bakersfield City School District prohibits discrimination, intimidation, harassment (including sexual harassment) or bullying based on a person's actual or perceived ancestry, color, disability, ethnicity, gender, gender expression, gender identity, immigration status, national origin, race, religion, sex, sexual orientation, or association with a person or group with one or more of these actual or perceived characteristics. For questions or complaints, contact your school site principal and/or the District's Chief Equity Compliance Officer, Section 504 Coordinator, and Title IX Coordinator: Erin Johnston, Director I, Human Resources, 1300 Baker Street, Bakersfield, CA 93305, (661) 631-4663, johnstone@bcisd.com.

ATTENDANCE AND STUDENT ABSENCES

Regular attendance is essential to a student's success in school. 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 10 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 three 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.

Attendance Incentives

Students with perfect attendance will be recognized with rewards on a monthly, quarterly and yearly basis. These rewards can include brag tags, extra recess, special activities, prizes and medals. Students with perfect attendance for the entire quarter and school year will be recognized at the Flyers Quarterly Awards assemblies.

ARRIVAL TIME AND BREAKFAST

Please be aware that students may not be dropped off before 8:10am. There is no adult supervision and it is not safe. **Breakfast service begins at 8:10am and ends at 8:40am.**

ARTICLES FROM HOME

No toys, balls, 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. Students may bring a water bottle for use at school. No glass bottles are allowed. To limit lost and found, please label your child's items such as lunch pails, water bottles, hats and jackets.

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://www.bcsd.com/Page/23>.

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. Please update your child's emergency card regularly, as only individuals listed will be authorized to check out your child from school.**

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.**

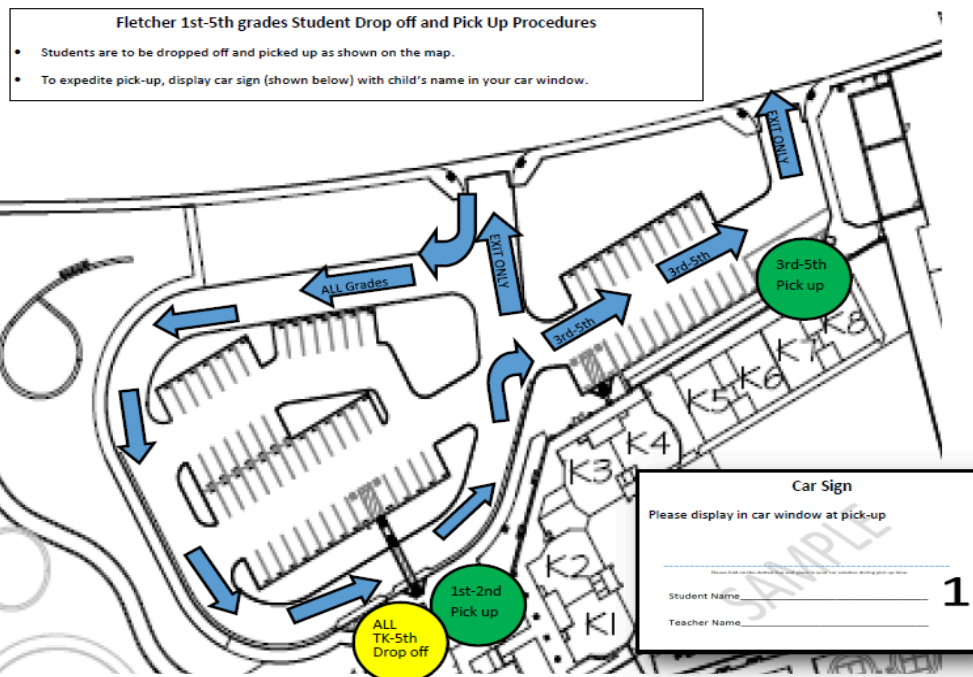
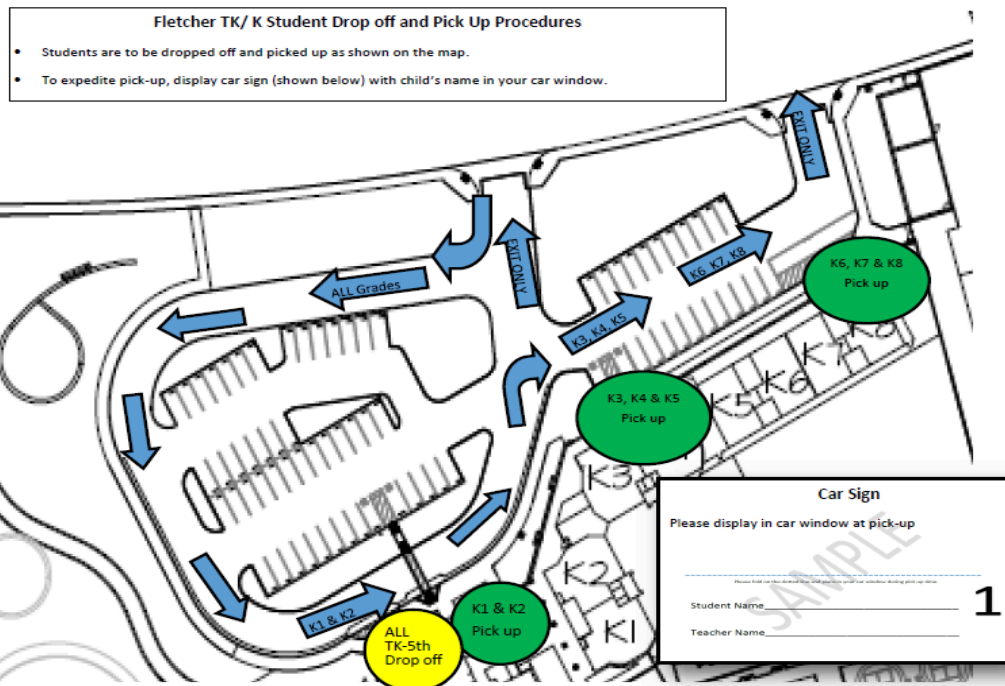
STUDENT DROP-OFF AND PICK-UP ZONE

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. Please review the drop-off/pick-up maps below. It is important that parents not inhibit the flow of traffic by double parking, stopping, or parking in the drop-off zone. **Please do not park and leave your car in the drop-off loop area.** There are designated parking spaces for handicapped individuals that we need to honor.

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 release your children from the street, from the inside lane of the drop-off loop or in the parking lot. Please do not drop off your child before 8:10am on regular days or 10:10am 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. When picking up your children in the loop, please display the car sign on your dash, pull forward slowly and remain in your car. Your student will be escorted to the car by staff.

Students will not be allowed to cross the loop to enter the parking lot without an adult. Students will not be allowed to cross the street, Highland Knolls Drive, without an adult. Please do not park across the street or in the parking lot and call your child over to you while you are in the car. This is very dangerous for your children.



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, Be Responsible and Ready to Learn and shown below. Students have the opportunity to earn positive referrals for displaying appropriate behavior. **Parents are not allowed to approach other students while on campus about any discipline issues. All discipline concerns must be addressed by school administration.**

		<h3>Dr. Douglas K. Fletcher Elementary School Behavior Expectations</h3>	
	Be Safe	Be Respectful and Cooperative	Be Responsible and Ready to Learn
Hallways	<ul style="list-style-type: none"> Walk in a single file line Face forward Keep hands and feet to yourself 	<ul style="list-style-type: none"> Use quiet voices Avoid disrupting classes in session 	<ul style="list-style-type: none"> Arrive and return to class promptly Stay on the designated path Have a pass if out of class
Cafeteria & Quad	<ul style="list-style-type: none"> Wash your hands Walk in line Keep hands and feet to yourself Wait to be dismissed 	<ul style="list-style-type: none"> Use good manners Keep area clean Follow instructions from adults Use quiet or whisper voices Sit at assigned tables 	<ul style="list-style-type: none"> Throw away trash Eat your own healthy lunch Drink plenty of water
Playground	<ul style="list-style-type: none"> Stay in assigned areas Report problems to an adult Keep hands and feet to yourself 	<ul style="list-style-type: none"> Be kind and include others Follow instructions from adults Follow game rules 	<ul style="list-style-type: none"> Keep playground clean Keep food off the playground Walk to line when bell rings Use restroom during recess Use school equipment appropriately
Restrooms	<ul style="list-style-type: none"> Keep entrance clear Keep water in the sink 	<ul style="list-style-type: none"> Respect others' privacy Remember to flush 	<ul style="list-style-type: none"> Keep your restroom clean Use bathroom supplies correctly Report problems to an adult Use time wisely
Office	<ul style="list-style-type: none"> Remain seated in student lobby Keep hands, feet, and objects to self 	<ul style="list-style-type: none"> Speak respectfully and quietly Wait at counter for help Be courteous of others 	<ul style="list-style-type: none"> Present pass upon arrival and return Return to class promptly
Library	<ul style="list-style-type: none"> Walk Keep hands, feet, and objects to self 	<ul style="list-style-type: none"> Use quiet voices Be patient and wait your turn Use your time wisely 	<ul style="list-style-type: none"> Return books on time Handle materials and computers with care Listen to instructions Ask for help from an adult
Classroom	<ul style="list-style-type: none"> Follow teachers' instructions and classroom rules 	<ul style="list-style-type: none"> Always speak respectfully Be an active participant Speak in complete sentences 	<ul style="list-style-type: none"> Every assignment will be completed Practice responsible partnering Be on-time and prepared Pursue excellence

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, SNACKS and CLASSROOMS PARTY

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 snack and lunch items. Food items brought to school for celebrations/parties/snacks are to be commercially prepared and packaged. Foods prepared in a home will 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 to be determined by the teacher. Fifth graders will have a celebration at the end of the year.

STUDENT/PARENT LUNCHES

Parents and guardians may eat lunch with their children; however this privilege extends only to the parent and their child (not extended family, friends or classmates). It is important that food items not be shared with other students because many students have specific food allergies. Parents may not enter the cafeteria during breakfast or lunch times and may eat with their children at the green tables outside the cafeteria only. When your child joins their classmates for recess, please return to the office to sign out.

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 Transitional Kindergarten and Kindergarten Students

A parent/guardian, authorized emergency contact, or sibling age 18 or older must be present to receive Transitional Kindergarten and Kindergarten students at school when the student has been dropped off by bus to go home. In order to ensure 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


We encourage families to visit your child's classroom and be involved in their education. To visit the classroom during instructional time and before school, parents need to make arrangements with the teacher ahead of time to check for availability of 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 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

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. Volunteer schedules for individual teachers will be maintained in the office. For safety reasons, regular volunteers to our school must complete the district's volunteer process. Volunteer forms can be picked up in our main office.

WALKERS

Students in grades 1-5 may walk home at the discretion of their parent/guardian. TK/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 2024-25						
	<u>Start Time</u> REGULAR DAY	<u>Start Time</u> LATE START	<u>Lunch Time</u> START-END TIME	<u>Dismissal Time</u> Mon., Tue., Thur., Fri.	<u>Dismissal Time</u> BANK DAY Wednesdays	<u>Dismissal Time</u> MINIMUM DAY
PreK	8:50	10:50	11:00-11:30	1:30	12:40	12:30
TK & K	8:50	10:50	10:55-11:35	1:40	12:50	12:40
1st	8:50	10:50	11:20-12:05	3:10	2:25	2:10
2nd	8:50	10:50	11:45-12:30	3:10	2:25	2:10
3rd	8:50	10:50	11:45-12:30	3:10	2:25	2:10
4th	8:50	10:50	12:10-12:55	3:10	2:25	2:10
5th	8:50	10:50	12:35-1:20	3:10	2:25	2:10

IMPORTANT DATES

Date	Event
Aug. 14	First Day of School
Aug. 22	Back to School Night
Sept. 2	Labor Day Holiday
Oct. 11	End of 1 st Grading Period
Oct. 21-25	Parent Conference Week
Oct. 25	Report Cards Sent Home
Nov. 11	Veteran's Day Holiday
Nov. 22	Minimum Day
Nov. 25-29	Thanksgiving Recess
Dec. 20	End of 2 nd Grading Period
Dec. 20	Minimum Day
Dec. 23 – Jan. 3	Winter Break
Jan. 17	Report Cards Sent Home
Jan. 20	Martin Luther King Jr. Day Holiday
Feb. 10	Lincoln Day Holiday
Feb. 17	Washington Day Holiday
Mar. 14	End of 3 rd Grading Period
Mar. 24-28	Parent Conference Week
Mar. 28	Report Card Sent Home
Apr. 11	Minimum Day
Apr. 14-21	Spring Break
May 26	Memorial Day Holiday
May 29	Last Day of School (Minimum Day)
May 29	Report Card Sent Home

2 Hour Delayed Start. School Begins at 10:50am.

Sep. 12, Oct. 17, Nov. 21, Dec. 19, Jan. 16, Feb. 20, Mar. 13, Apr. 10

Parent Handbook

Acknowledgement and Signature Page

2024-2025

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.

Parent Signature

Date

Student's name

Teacher