

August 2017

Dear Parent/Guardian,

This Student-Parent Handbook has been prepared to foster a good working relationship between the school, students and parents. We want to make our expectations explicit by clearly presenting rules, procedures and other school information. Please read it carefully and refer to it as needed.

The school alone cannot teach the whole child. It takes the effort of the school, the parents and the community working together. Parents are their child's first teacher. Parents are encouraged to become involved in the education of their children. You can become involved by reviewing homework each evening, listening to and reading with your child/children and becoming a classroom volunteer and an active member of the Parent Teacher Association (PTA).

We are extremely proud of Fulbright Elementary! The staff and I look forward to getting to know you and assisting each child to reach his/her highest potential. We also anticipate working with each parent to accomplish this task.

Sherkeyer Jackson  
Principal

"Every Student is a Priority!"

*Please detach and return to your child's teacher.*

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### **2017-2018 Student-Parent Handbook: Parent-Student Signature**

**I have read the Fulbright Elementary School Handbook and will support and adhere to it.**

\_\_\_\_\_  
**Signature of Parent/Guardian**

\_\_\_\_\_  
**Signature of Student (K-5)**

\_\_\_\_\_  
**Print Full Name of Student**

\_\_\_\_\_  
**Grade**

\_\_\_\_\_  
**Teacher**

\_\_\_\_\_  
**Date**

# **Fulbright Elementary School**

## **2017-18**

### **Parent-Student Handbook**

Mrs. Sherkeyer Jackson, Principal .....	(501) 447-4702
Mrs. Holly Brown, Assistant Principal.....	(501) 447-4715
Mrs. Melanie Tiner, Attendance Secretary.....	(501) 447-4738
Mrs. Lottie Jernigan, Bookkeeper.....	(501) 447-4703
Cafeteria.....	(501) 447-4707
Nurse.....	(501) 447-4705
Transportation Line.....	(501) 447-4770
Fax.....	(501) 447-4701

For more information or for a specific department,  
call the school office at (501) 447-4700

Little Rock School District Main Number..... (501) 447-1000

**FULBRIGHT ELEMENTARY SCHOOL**  
**MISSION STATEMENT**

The mission of Fulbright Elementary School is to provide a quality, integrated educational program that motivates all children to reach their optimum intellectual, social, emotional and physical development. The students will develop positive attitudes, and behaviors, and appreciation for ethnic and cultural diversity, leading to responsible citizenship.

**LITTLE ROCK SCHOOL DISTRICT**  
**MISSION STATEMENT**

The mission of the Little Rock School District is to equip all students with the skills and knowledge to realize their aspirations, think critically and independently, learn continuously, and face the future as productive, contributing citizens.

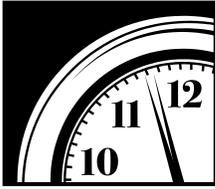
This mission is accomplished through open access to a diverse, innovative, and challenging curriculum, in a secure environment with a staff dedicated to excellence and empowered with the trust and support of our community.

**Fulbright Elementary**  
**2017 -18 Parent Student Handbook**  
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## **Office Hours**

The school office is open Monday through Friday, 7:00 a.m. to 3:30 p.m. Students are not permitted on school grounds prior to 7:15 a.m., unless enrolled in the Little Rock School District CARE Program. You may contact the CARE Program at (501) 447-1880 for registration information.



The school's doors will officially open for students at 7:15 a.m., unless notified of changes. (Instruction will begin promptly at 7:40 a.m.). Adult supervision of students will begin at 7:15 am. It is unsafe for students to arrive before 7:15 a.m. because adequate supervision will not be available.

## **Attendance**

A student's achievement in school is directly related to attendance. Students who have excessive absences do not make acceptable progress and are prone to failure. Excessive absences also create extra tasks and work for the teaching staff, thus reducing their effectiveness for other students. It is the responsibility of the parent/guardian to see that the student attends school daily. Parents and students need to treat this issue seriously. Irregular attendance, tardiness or truancy will result in a referral to the Pulaski County Juvenile Court as per the LRSD Student Handbook.

**The parent/guardian is to notify the school attendance office at (501) 447-4738 by noon on the day a student is absent.**

## **Full day or half day resolved absences**

An absence may be resolved by the administration for:

- Student illness
- A serious family emergency
- A medical appointment which cannot be scheduled after school
- An authorized religious holiday
- School authorized event

A half day absence is considered being out of school for 4 hours. A student arriving after 10:40 a.m. will be marked with a half day absence. Any student checking out by 11:15 a.m. will also be marked with a half day absence.

A written record of a student's absences shall be kept in the student's cumulative record folder and will be reflected on their report card.

## **Unexcused Absences**

Any absences which do not fall into the resolved categories qualify as unexcused absences.

## **Excessive Absences**

Students who have chronic absenteeism in school tend to continue this pattern which affects their academic performance and work habits when employed. The school will make an effort to keep parents informed about the student's attendance habits. Please refer to the LRSD Student Handbook for full procedures.

## **Tardiness**

Tardiness interrupts the learning process in the classroom. It is the responsibility of the parent/guardian to see that the student arrives to school on time. A student receives a tardy when he/she fails to be in the classroom or other assigned location by the time the 7:50 a.m. There are generally no excused tardies. However, an exception will be made if the student is tardy due to official school business, late bus, illness or medical appointments (documentation is required on the day the child returns to school) or for other reasons approved by the principal.

## **Tardies/Early Check Outs**

School/class tardiness or early check-outs can negatively impact student's academic success. Parents and students should make every effort to ensure that students are **always** punctual to school and class. Good communication between the home and school can improve the chance that students do not accumulate excessive tardies or lose learning opportunities because of early checkouts.

## **Make-Up Work**

Students may make-up work for excused and for short term absences. It is the student's and/or parents/guardian's responsibility to request make up assignments upon returning from excused absences. Teachers will determine a reasonable amount of time for the completion of make-up work following excused absences.

## **Early Check Outs**

Circumstances may require a parent to pick up their child from school early. Please do not call the office and ask that students be called out of class and waiting in the office for parents to arrive. This interrupts valuable instruction time. Parents need to allow time for their child to be called out of class and arrive at the office. Parents must sign their child out through the office on the appropriate form. Please do not check your child out early unless it is an emergency. Early check-outs should be prior to 2:00 p.m. since office personnel are busy with the end of day activities, making transportation calls to classrooms, bus announcements and end of day school messages.

### **Other Regulations:**

Only parents, legal guardians or their authorized representative are permitted to pick up a student at school.

For the safety of our students and staff, we ask that parents DO NOT enter trailers to pick up their child prior to the dismissal bell. Parents and visitors are not allowed to enter trailers without signing in at the front office and wearing a visitor tag. All students, including those in trailers, checked out prior to the dismissal bell are required to be signed out at the front office. If parents want to pick up their child after the dismissal bell, please do so by waiting on the playground area.

### **Family Trips**

Parents occasionally have an opportunity to take their child on a special trip. We believe that students learn much while traveling, and we try to help your child take advantage of educational opportunities that arise through travel. If possible, try to arrange special trips during school holidays. If the special trip cannot be arranged during school holidays, we ask that you notify the principal and teacher in writing ahead of time so the attendance can be marked appropriately.

### **Perfect Attendance Award**

Students are considered to have perfect attendance and be eligible for the Perfect Attendance Award when they have been present, and have arrived on time with no unexcused tardies for the school term. Awards will be presented to students who have maintained perfect attendance.



### **Standardized Testing**

State Testing for 1<sup>st</sup> and 2<sup>nd</sup> grade students TBA. The ACT Aspire for 3<sup>rd</sup>-5<sup>th</sup> grade students' window will be April 9-May 11, 2018. It is critical to your child's success that they are present, well rested, with a nutritional breakfast each day of these tests. We ask parents to not plan vacations/family trips, dental or doctor appointments during these time periods.

### **Homework**

Homework is assigned as an extension of our daily school program. Examples of homework assignments your child may have are:

- Make-up work after an absence
- Using individual math or sight word flash cards
- Extra practice of basic skills in math, language arts, or reading
- Collecting or reading material for writing reports
- Gathering news or current information from news sources

## **Dress Code**

School board policy prohibits students from attending school attired in such a way as to endanger his/her own safety or health or dressed in a manner which is disruptive to the education of others. Students who violate the above standards of safety, health or disruption will be expected to change clothing. Students are expected to present a neat appearance and parents are encouraged to help enforce these standards. Please refer to the LRSD Student Handbook for specific dress code guidelines.

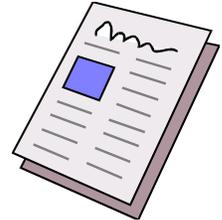
To assist parents here are some of the rules students are required to follow:

- Pants should not have styled holes in them.
- All shorts should be hemmed, mid-thigh.
- Flip-flops should not be worn (safety reasons).
- Tops with spaghetti straps are not allowed.
- Shirts must cover the entire midriff area.
- Hats, headdresses, and sunglasses should not be worn in the school.

Students representing Fulbright on a field trip, a visit to another school, or a special school event, are expected to follow dress code guidelines as stated by the teacher or advisor. Failure to comply may result in nonparticipation.

## **Care of School Property**

Students are expected to take care of school property, including the building, equipment and books. A student who deliberately damages school property is subject to disciplinary action. Parents/guardians are liable for damages.



## **Parent Communication**

Communication is very important! The classroom newsletter, communication folder, website and facebook are all means of communication between you and your child's teacher. They provide important dates, classroom activities and upcoming events. Check with your child's teacher to see how and when communication will be distributed.

## **School Website and Facebook Page**

The Fulbright Elementary website can be found at [www.fulbrightelementary.com](http://www.fulbrightelementary.com). Teachers have individual pages where they can list items such as homework, spelling lists, project information, etc.; PTA posts important information; links to Edline and updating lunch account; e-mail/phone directory is provided for all staff. You can also find us on Facebook! Search for Fulbright Elementary and PTA to keep current on upcoming dates, pictures, and announcements. We ask that you keep your comments appropriate for an elementary audience and public viewing.

### **HAC (Home Access Center)**

HAC is Little Rock School District's online communication tool between school and home. HAC is a safe and easy way for educators, parents, and students to share information via the Internet. Teachers can use HAC to post assignments, class policies, links to websites, tests and assignments, due dates and much more. Once you are given your activation code and activate your account, and Fulbright has posted information, you can use HAC to:

- Check your child's latest grades
- Receive e-mail alerts when new grades are posted

### **ParentLink Communication System**

ParentLink is the communication system that the LRSD uses to accomplish rapid, mass communication (phone, text and email) with parents regarding both general district announcements and information particular to individual schools and students. You may access your [lrsd.parentlink.net/main/login/](http://lrsd.parentlink.net/main/login/) with your access information provided by Fulbright.

Adding information to your ParentLink account DOES NOT update the primary (legal) LRSD records for parents and students. You MUST contact Fulbright to update your main phone number and mailing address.

### **Student Directory Information**

Directory information which includes a student's name, address, and telephone number may be made available for the student directory. However, any eligible parent/guardian who objects to the release of directory information must notify the principal or registrar at the beginning of each school year of this decision. For additional information regarding this policy, please refer to the LRSD Student Handbook.

### **Fulbright Staff Phone Directory**

There are telephones in every classroom with a direct number. Please learn your child/children's teachers' direct extension. Please leave a message and the teacher will return your call during a prep time or after school. Teachers will not answer the classroom phones during instruction time. Staff members try to check voice mail regularly for messages. If you have an urgent message, contact the office at (501) 447-4700.

### **Student Messages**

Students are not allowed to use the telephones in their classroom or school office unless it is deemed an emergency. Children should make arrangements for after-school activities before coming to school. Parents need to ensure that their child knows after-school plans before leaving for school each morning. Children will not be allowed to call home to request forgotten items. This, we believe, facilitates the development of responsibility and clear understanding of the natural consequences of one's behavior.

## **Bus Passes**

Students may ride only the bus to which they have been assigned. Parents must have a written request for student permission to ride another bus. Permission must then be obtained from the school to ride any other bus or to get off at a location other than the regular stop. Non-bus riders, who wish to ride home with a friend, must have a written request from parents providing permission. Students must provide the written note to the front office prior to the end of the day, to receive their bus pass. Non-bus riders are required to have a bus pass provided by the school office, before they will be allowed access to a school bus.

## **Changes in Transportation Home**

Do not leave a voicemail with your teacher for changes in transportation. If you have a mid-day change in transportation home, call the transportation line at (501) 447-4770 and the office will relay your message to the student and teacher. Messages regarding students' transportation need to be received by the office no later than 1:45 p.m. If you are aware of the change prior to school, please send a note with complete details to your student's teacher and ensure a phone number is included in case of questions regarding your request.

## **Students Who Walk to School**

Student conduct and safety on the way to and from school should be a matter of concern to parents. The school will cooperate with parents on these matters. Parents should discuss the safest route to school, emphasizing the use of sidewalks, and not trespassing on private property. Children should be instructed to proceed directly to and from school, without talking to strangers or accepting rides without explicit parental permission to do so. *Fulbright students are escorted across Pleasant Valley Drive by a designated adult.*

*In the event of rain during dismissal or weather conditions which make it dangerous for a child to walk home, students will remain at school. Parents will be required to pick up their child in the carpool line.*

## **Bus Transportation**

### **Transportation Contact Information**

Main Number..... (501) 447-4130  
Late Bus Information ... (501) 447-4160  
Bus Stop Changes..... (501) 447-4162



When calling First Student (*formerly Laidlaw Educational Services*) regarding your child's bus, please know the route number and pick up location.

## **Bus Safety**

To ensure student safety, we have designated a bus loading zone, which is in the front of the building. There is NO PARKING in the bus zones at any time, and children **MAY NOT** be dropped off in the bus zone from a private vehicle.

Students who ride the bus must follow all rules and regulations of the school district. For a complete list of transportation regulations, please refer to the LRSD Student Handbook. Disciplinary action taken is in a range from minimum to maximum. Parents will be given a written report informing them of any disciplinary incident involving a student on the school bus or while waiting at the bus stop, which may jeopardize the safety and well-being of all students or himself/herself. Parents are urged to both appreciate action taken by the bus driver and to cooperate with the corrective action initiated by the school district.

Parents should refrain from discussing bus matters with drivers at bus stops. They should call the transportation office at (501) 447-4130 to discuss the issue.

For the safety of all students, parents should not step onto a school bus for any reason, unless invited to do so by school personnel. Students must know their bus route number, their home address, and home telephone number. Such information should be written and taped into backpacks.

## **Late Bus Information**

Contact First Student at (501) 447-4160 to inquire on the status of a late bus. The dispatch has radio contact with each bus and will have access to drivers. You will be required to know the bus number and route stop when contacting the dispatcher.

- 48A- Red
- 48B- Blue
- 48C- Yellow
- 48D- Pink
- 48E- Brown
- 48F- Orange
- 48G- Purple
- 48H- Green
- 48I- Black

## CARPOOL SAFETY

### Carpool Access

*Here's how to help us keep Fulbright safe for our children!*

- ▶ Please enter the campus using the driveway leading to the visitor's parking lot at the far end of the playground. Only one lane of traffic is allowed to enter the visitor's driveway, even if you are heading for a parking space and not the carpool area.
- ▶ All carpool students must be dropped off at the circular drive. Students whose classrooms are in the trailers should also adhere to this rule. For the safety of all students and to ensure the continued flow of cars, we ask that you do not stop the flow of traffic by dropping students off at the gate near the trailers. You will be stopped and asked to follow this rule.
- ▶ During carpool drop off and pick up **DO NOT** turn left from Pleasant Valley Drive to drive directly into the school driveway; instead, you **MUST** go up one more turn-off and make a U-turn, so that you are turning right into the school driveway. **Again, it is not permitted to turn left and cross Pleasant Valley Drive to get into the school carpool driveway.** For the safety of our staff and students, please adhere to this important safety rule.
- ▶ The circular drive adjacent to the playground is reserved for arriving and departing students during carpool hours. Children are to be dropped off in the carpool area, not in the bus line, in front of the building, or on Pleasant Valley Drive.
- ▶ Please pull ALL THE WAY forward in the carpool circular drive to the blue marks on the sidewalk; instead of stopping directly in front of the doors. This will allow the maximum number of cars to pull in behind you. Also, please wait until the door to your car is closed behind your child before driving off. Be courteous to the staff and students directing the carpool line.
- ▶ If you are late for school you will need to park in a visitor's space and walk your child in through the front doors to sign him or her in at the office. Any student arriving after 8:00 a.m. is required to have a parent or guardian sign them in at the front office before they are allowed access into class.
- ▶ In the event of inclement weather, car riders may wait in the Kindergarten entrance. Parents may pick up their children in the circular drive.
- ▶ Please obey speed limits on Pleasant Valley Drive and on the school grounds. Do not park on the street or grassy area on Pleasant Valley Drive.
- ▶ No kickball, basketball or two-square activities are allowed on the playground during carpool.
- ▶ Only school buses, day care vans, and staff may use the second driveway entrance. Please utilize the visitor's parking spaces, and when you exit, turn left to exit the old driveway to Pleasant Valley Drive.

- ▶ Never park under the basketball hoops! Use the visitor's parking spaces. Do not use the carpool loop during school hours, either for parking, or for turning around. Our children use that area for P.E. and recess.
- ▶ Please hold your small child's hand while crossing the parking lot.
- ▶ Put your cell phone away until you have left the parking lot.



### **Staff Parking Lot**

The staff parking lot is for Fulbright staff only. Please be considerate of our staff and use the assigned visitor parking.

### **CARE Program**

Students enrolled in the morning Little Rock School District CARE program may arrive at school as early as 7:00 a.m. Students will be supervised by CARE teachers until time to go to the classroom. Students who are enrolled in after-school CARE may stay at school until 5:30 p.m. This is a day care service provided by the school district for a fee. For complete details, please contact the CARE office at (501) 447-1880.

### **Pupil Information Form (PIF)**

It is essential that Fulbright has current phone numbers, including cell phones, so that parents/guardians can be contacted in case of an emergency. An emergency number for a nearby neighbor, friend or relative is also necessary. Please note on the PIF form if the child is allergic to bee stings, insect bites, or is required to take special medication. Parents/guardians or the emergency person listed will be contacted if a child is ill or injured.

### **Change of Address**

It is very important that every student maintain an up-to-date address and telephone numbers on record. Please notify the office immediately at (501) 447-4700 if you have a change of address or telephone number during the year. An address correction form must be completed and provided with proof of current address before records can be changed.

### **Withdrawal from School**

As soon as parents/guardians know their child/children will be moving from Fulbright, they should notify the office to ensure that all bills are paid and books returned. In order to make a smooth transition to your new school, parents are invited to come by the office to complete the withdrawal of their child/children.

## **Inclement Weather**

A decision concerning the closing of Fulbright Elementary due to inclement weather will be made by the Little Rock School District superintendent. You may check the Little Rock School District website ([www.lrsd.org](http://www.lrsd.org)) for school closings and current weather conditions. Notices of any changes in school schedule will be provided to area television and radio stations.

- KARK Channel 4
- KATV Channel 7
- KTHV Channel 11
- KLRT Channel 16
- KARN Radio
- KSSN Radio

You may also tune to Comcast Cable Channel 4. LRSD-TV posts the most recent updates on school closings in the Little Rock School District.

## **Emergency Closings**

During an emergency, it might be necessary to close school rapidly and without prior notice. Please discuss with your child where they are to go and what to do in the event you are not at home. Local radio and TV stations are notified as soon as the decision is made to close early. Listen to your radio or TV for word about Little Rock School District Schools. PLEASE DO NOT CALL THE OFFICE BECAUSE WE NEED OUR PHONE LINES TO COMMUNICATE WITH THE DISTRICT. When weather or road conditions are poor but expected to improve, the opening of school may be delayed or emergency snow routes may be run by busses. Radio and TV stations will be notified. When the school opens late, the students will be dismissed at the regular time, unless early closing is necessary.

## **Safety Drills**

Fires drills and intruder drills are practiced at least nine times each year. Correct practices make the process of evacuation automatic should we ever have a real emergency. We encourage all families to practice these drills in their homes.

Take-cover drills are practiced in the fall and spring and students are instructed on safety practices during tornado watches and warnings.

## **School Dismissal**

Parents are not to be in the classroom at dismissal time. Parents can wait for their child in the front office area or in the carpool/playground. Teachers are getting students ready for dismissal. Teachers are responsible for their students until they are dismissed. Should you need your child, please stop in the office. We will call them to the office. Should you neglect to do this, the teacher has the right to refuse to release the child to you. We are doing this for your child's protection. We want to make sure that whoever might pick your child up is authorized to do so, by you, on the Pupil Information Form on the contact list which is kept in the office.

## Medication Protocol

### Prescription Medication

If it becomes necessary for a student to take prescription medication at school, the following steps must be taken:

- A parent must bring the medication to school where it is counted with the nurse or nurse's assistant. We cannot accept medication from students.
- Medication must be in the original prescription bottle labeled with the student's name, the dosage to be administered, and the reason for the medication.
- A parent must fill out and sign a Medication Authorization and Release form.
- A parent must pick up any unused portion of the medication by the end of the school year or it will be disposed. Student medication cannot be stored in the Health Room over the summer months.

According to the Clinical Guidelines used within the LRSD, "using OTC (over the counter) medications is not in the best interest of students, nor in keeping with best pediatric practice standards. Teaching students other strategies for managing common health complaints is fundamental to quality practice." We do not give OTC medications, (Tylenol, Motrin, etc.) unless they are ordered by a physician. We will try to help them find relief using alternate methods.

No medications may be carried by a student. This includes Tylenol, cough drops, eye drops and the like. The only exception to this is asthma inhalers. However, all health records must be on file and the nurse and parents must mutually agree that this is safe for the student and a form to self carry will need to be filled out by a parent and nurse.



Any child with a known diagnosis, such as asthma, diabetes, sickle cell, seizures, etc., must have an individual health care plan filled out by a physician on file in the health room.

### Student Illness

If your child is absent due to illness, please notify the school before Noon by calling (501) 447-4738 and leave a message on the attendance line. **If your child has had a fever of 100.4 or more, the child must stay home for 24 hours after the temperature has returned to normal. If your child has vomited or had diarrhea, the child must also stay home until 24 hours after the last episode.** All communicable conditions (i.e. chicken pox, strep throat, head lice) need to be reported to the school.

## **Physical Examinations**

Arkansas State Law requires all students entering school for the first time (transfer to LRSD or kindergarten) to have a physical examination by a physician. The results of this exam are to be recorded on a form and returned to the nurse. Forms for this physical are provided in the health room.

## **Health Tips**

Health service staff members suggest the following guideline for parents/guardians:

- Make sure your child receives adequate sleep and good nutrition.
- Keep immunizations up-to-date and keep the school advised of those dates.
- Keep your child home when he or she is ill.
- Notify the school about severe allergic or chronic conditions your child may have.

Keep the school advised of accurate, current phone numbers, (including cell), so that you can be reached easily in case of an emergency.

## **Animals at School**

Animals may not be brought into school without prior approval from the administration and may not be transported by the school bus.



## **Lost and Found**

Your child's name should be on all articles of clothing, school supplies, or other possessions brought from home. The school assumes no responsibility for a child's personal belongings.

Any clothing item or lunch box found by students should be turned in to the lost and found located in the cafeteria. Parents and students are urged to check in the lost and found regularly. Clothing items left unclaimed at the end of each school term will be sent to a local clothing donation center. Money, jewelry or any other articles of value are turned in to the office. Students may claim them after proper identification.

## **Toys and Other Personal Belongings**

Toys and other personal belongings such as cell phones, radios, CD and tape players, electronic games, baseball cards, Fidget Spinners, Pokémon cards and cameras may not be brought to school or on class field trips unless they have been approved as part of a class assignment. If such items are brought to school, they may be taken up and kept in the school office until parents come to claim them. Breaking this rule repeatedly will result in disciplinary actions.

## **Visitor Policy**

The school's security plan requires all visitors to the campus, including parents, to immediately proceed to the security desk and sign in and receive a visitor's tag to visit the school or communicate with any student or staff. The school's security plan has been established to protect the students and staff from the danger of an unauthorized person on the campus, including trailers. For the safety of all students and staff, please comply.

All parents or visitors entering the school building to drop off items for their child must first report in at the office. In most cases, your child will be called out of class to come to the front office. Student learning time is a priority. Classroom interruptions must be kept to a minimum. Please take time to ensure your child has their lunch, backpacks and/or homework prior to leaving home. When students are contacted in their room for these items, it is a distraction to the entire classroom.

## **Student Insurance**

For the benefit of district families with school age children, low cost student accident and dental insurance programs are made available. This insurance is optional and is offered only as a service. In instances, where families have other insurance, the school plan is secondary. All transactions regarding school insurance are handled by the insurance company—not the school. However, claim forms may be obtained at the school office.

## **Recess**

Two recesses a day are scheduled one during morning arrival and one at lunch. Students and parents should consider weather conditions when dressing for school. Please label outerwear-coats, boots, gloves, hats, with your child's name.

If a child needs to stay indoors for medical reasons, please send a note from a physician to the Health Office.

## **Fulbright Parent Teacher Association (PTA)**

Fulbright has an active PTA with over 100% school membership. If interested in joining the Fulbright PTA, membership forms are located at the school office and on the Fulbright website, ([www.fulbrightelementary.com](http://www.fulbrightelementary.com)). There are many functions that require parent assistance; all volunteers are welcome. All families are encouraged to become involved in this association. The Fulbright PTA is a proud recipient of several awards which include the Little Rock PTA Council 2007-08 LRSD PTA Unit of the year and the prestigious 2008-09 Arkansas PTA Unit of the year award.

## Fulbright Elementary PTA Board 2017 – 2018

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**Room Rep Coordinator**

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## **Volunteers...We need you!!**

You make the difference. When school budgets are limited, it is often parents who make it possible for many programs to continue.

There are many ways you can volunteer your time in school. Each teacher has different needs and will tell you how you may help in your child's classroom. You can often tailor your volunteering to fit your time and interests. You can either volunteer in your own child's classroom or be placed elsewhere in the school.

You may be asked to:

- Type or make copies
- Write newsletters
- Make phone calls
- Organize special events
- Read with a child
- Tutor a child
- Supervise projects
- Accompany students
- Create bulletin boards
- Go on field trips (outdoor education)

## **School Parties**

The Arkansas state nutrition standards states that students may be given food or beverage items for up to nine different school events to be determined and approved by school officials. Fulbright will not use food as a student reward. LRSD allows two classroom parties per year (Winter Holiday and Valentine's Day). These occasions are included in the nine allowed times where food items will be served to students in the classroom. The remaining seven will be determined and approved by administration.

## **Grading Scale**

The grading scale is as follows:

90-100	A
80-89	B
70-79	C
60-69	D
59 and below	F

## Birthday Parties

Birthdays are not considered as part of the nine special school events. Therefore, NO special food treats (cupcakes, cakes, sweets of any type) may be brought to school for these events.

If you are providing snacks for a class, please choose healthy snacks. Ask the nurse or your child's teacher for a list of acceptable choices. Please be mindful of Fulbright's multicultural population in your party preparations.

Birthday party invitations may be distributed at the school only if the entire class is invited. Otherwise, make arrangements to distribute the invitations so feelings will not be hurt. Please refer to the PTA's Student Directory for mailing addresses. The school office will not be allowed to provide this information.

## School Supplies

A list of supplies your child will need at school is provided by the teacher, on the Fulbright Website, ([www.fulbrightelementary.com](http://www.fulbrightelementary.com)), or within this handbook. In some instances a fee for classroom supplies will be collected. All regular textbooks for classroom use are provided by the school district at no charge. However, improper care, loss or deliberate damage to a district book will result in a fine to cover replacement costs.



## School Breakfast and Lunch

### 2017-2018 Meal Prices

#### Breakfast

Regular Meal Price	\$1.90
Adult Meal Price	\$2.25
Extra Milk	\$ .30

#### Lunch

Regular Meal Price	\$2.75
Adult Meal Price	\$3.50
Extra Milk/Juice	\$ .40

A balanced breakfast and hot lunch with milk is served daily. Each child has an account maintained by the cafeteria manager. Parents may deposit as much money as they wish into the child's account. Each time the child purchases breakfast or lunch from the cafeteria, the amount will be deducted from the account. *It is the responsibility of the child's parents to monitor their child/children's accounts to ensure sufficient funds are available to cover their meals.* Should the account fall short, the parents will be called and asked to bring a meal or funds to pay for a meal. Parents are asked to help and encourage their children to learn their ID numbers as early as possible in the school year to facilitate service.

Parents are invited to eat lunch with students at any time. Please report to the office upon arrival to obtain a visitor's tag. We ask that you wait at the visitor's table until your child has passed through the cafeteria line with his or her class. Once your child has obtained lunch, he or she may join you. One guest may be invited to eat lunch with you.

Students who bring lunch from home may purchase milk. Students should bring lunch in a labeled lunch bag or box. Please do not pack anything in glass containers. **Carbonated drinks are not allowed.** All food brought to school must be eaten in the cafeteria. Students may not eat food in the classroom, on the playground, on the bus, or at any other time or place other than designated lunch times in the cafeteria. Please make sure that your child's lunch needs are taken care of each day.

When paying with a check for payment on a child's lunch account, please write the name and ID number of the child(ren) the payment is being made for. This will enable the food service to deposit the money into the correct accounts.

If a student requires a special diet, the parent must provide a statement from the doctor.

### **Little Rock School District Online Student Meal Plan**

The Little Rock School District is providing a new method for parents to not only pay online but to monitor their child's lunch account. Parents are now able to check their child's account balance 24/7 as well as add funds. To access the web link you may go to the LRSD website at [www.lrsd.org](http://www.lrsd.org). The LRSD Homepage will have a direct link to the Student Meal Prepayment link. To make payment online you will need: MasterCard or VISA (debit, credit or check card) number & expiration date and child's 6 digit LRSD student ID number. Parents will be charged a handling fee on each transaction. To check balances you will need to know the child's 6 digit LRSD student ID number.

Student account balances will be updated each school day afternoon. *Transactions can be made until 10:00 a.m. to post for that day.* Therefore it is critical that you monitor your child's lunch account to ensure they have adequate money in their lunch account each morning.

### **Borrowed Lunch Money**

If a student forgets lunch money, parents will be contacted by phone and asked to bring money or a lunch to school. If a parent cannot be reached, any money borrowed from the office must be paid back the next day. This money should be paid directly to the school office and not returned to the student's lunch room account. Students will not be permitted to borrow once they have reached a \$10 limit. If after a call to parents, a lunch cannot be brought to school, a school snack and juice will be provided to those who do not have their lunches and have exceeded the \$10 limit. Excessive borrowing from the office will result in the loss of the privilege.

### **Free and Reduced Meals**

All students will be provided a Free and Reduced Meal Application on the day of registration at their school site. Households shall complete ONE application for the entire household and return it to the school office.

A child who is receiving free or reduced price meals at the end of a school year will automatically be placed in the same category for the first 30 days of the new school year. However, a new application form must be completed within that time to ensure continuation in the program. New students to the district will be charged full price until application forms have been received and processed. Approval for free or reduced meals includes breakfast as well as lunch.

### **Guidance Services**

A guidance counselor is available to counsel students at scheduled times. Students are encouraged to use the counselor's help with academic, occupational, social and personal problems.

### **Field Trips**

Each class will be allowed to have two field trips each year. One field trip must be directly related to the classroom curriculum.

Students participating in a field trip must have a signed permission slip turned in to their teacher prior to the date of the trip. The permission slip must be signed by the child's parent or guardian.

Students participating must ride the bus from the school to the destination of the field trip. Parents are not allowed to ride the bus with students and teachers. Only parents or guardians may sign out their child from a field trip.

### **Report Cards**

Report cards will be available to parents at the conclusion of each nine-week grading period, excluding the final report card, which will be mailed. Please review and discuss the report card with your child.

Report cards will be available on the following dates:

- 1<sup>st</sup> Nine Weeks: October 26, 2017
- 2<sup>nd</sup> Nine Weeks: January 17, 2018
- 3<sup>rd</sup> Nine Weeks: April 9, 2018
- 4<sup>th</sup> Nine Weeks: Mailed home

## **Parent Teacher Conference**

October 12 (after school) & October 13 (8 a.m. – 1 p.m.), 2017

February 15 (8 a.m. – 1 p.m.) & 16 (after school), 2018

Conferences will be held during the day and after school.

Guidelines are listed below:

- Conferences between parents and teachers will be scheduled once each semester of the school year.
- Information concerning dates and times will be sent to parents prior to conferences.
- Parents are welcome to call the teacher any time during the year to arrange a conference if they feel it is necessary.

Teachers are eager to develop close communications with parents. With a prearranged appointment, teachers are willing to meet with parents before or after school. If a conference is desired during the school year, please contact the teacher directly to arrange a meeting.

Parents should feel free to consult the school any time a concern arises. It is best to address the matter before the concern becomes a serious issue. Keeping communication open between home and school is a joint responsibility of the family and the school.

## **Room Placement**

Room placements are made by the principal with the intent of providing a quality learning experience for each and every child. The characteristics considered for each classroom are academics, personalities, ethnicity, and gender. Assignments are made after careful consideration of the recommendations of our teachers, specialists, and support staff, all of whom interact with your children on a daily basis. Music, Physical Education, Library, Computer Lab, Speech, Resource, OT, PT, Gifted, and Counseling Services are subjects taught or offered by persons other than your child's homeroom teacher. We hope parents and students will support and respect the assigned teacher. Parents are encouraged to set goals with their child and the teachers at the beginning of the school year and to conference regularly as needed.

For these reasons, parents are discouraged from making classroom teacher requests. We ask that you please accept the teacher assignment each year as the result of a process that has been thoughtfully considered by the principal to satisfy our diverse student population.

## **Discipline Plan**

One of the characteristics of an effective school is providing an environment that is safe, orderly and wholesome. With this in mind, Fulbright Elementary School maintains high expectations of student behavior. All pupils are expected to know and comply with school rules, to cooperate with their teachers and other staff members and to treat all persons on the campus with respect and consideration. The staff and students are expected to work together to make Fulbright Elementary School an exciting, rewarding and pleasant institute of learning. Students who come to school knowing this will have very few problems with discipline. Every student will be presented with the school's "General Rules" and will be specifically informed of each teacher's classroom rules. Students will be held accountable for these rules.

We feel that the following discipline regulations will assist in creating the safest possible school environment for your children.

### **School Rules**

- Be on time and enter the classroom quietly.
- Follow directions! Show respect to all of Fulbright's staff.
- Keep your hands, feet, and bodies to yourselves.
- Raise your hands to speak in class and listen while others are speaking.
- Walk quietly in the building at all times.
- Respect all school and personal property.
- Be courteous and respect the rights of others

### **Individual Classroom Rules**

These will be sent home by your teacher for your signature, returned to school, and kept on file.

### **Positive Rewards for Appropriate Behavior**

1. Verbal Praise/Happy Grams
2. Classroom Teacher's Incentives
3. Special Stickers/Pencils/Awards
4. Announcements on the Intercom
5. Academic Honor Roll/ Special Recognition from PTA

### **Negative Consequences for Inappropriate Behavior**

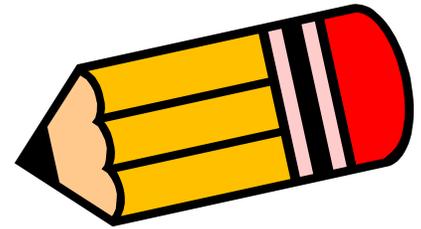
1. Verbal Warning
2. Time Out in Class/Another Class & Teacher/Student Conference
3. Telephone Call to Parent
4. Behavior Document (3 signed by parent)
5. Parent Conference
6. Sent Home
7. Out of School Suspension

Consequences will follow Little Rock School District guidelines.

## **END OF SCHOOL YEAR PROCEDURES**

### **Personal Check Deadline**

No personal checks will be accepted by library or office after April 13, 2018.



### **Lunch Money Loans**

No money for lunch will be loaned to students five days prior to Field Day each year. Please make sure your child has lunch or lunch money each day.

### **Final Report Cards**

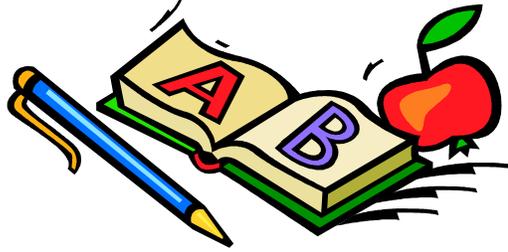
Year end report cards will be mailed home after the close of school. Please ensure the office has your current address. No report cards will be released early.

### **Attendance**

Attendance is taken through the last day of school. Please be sure your child is in school.

### **Monies Owed To the School**

All loans for lunch and fees for lost books, including library books must be paid in full prior to Field Day each year. Students will not be allowed to participate in Field Day with outstanding debts.



# Fulbright Elementary Building Schedule

*(Subject to Change)*

## **MORNING ARRIVAL**

7:15 a.m.	Students Arrive
7:35 a.m.	Teachers Arrive
7:40 a.m.	Tardy Bell Rings

## **LUNCHES**

10:15 a.m. – 10:50 a.m.	Pre-K Lunch/Physical Activity
10:30 a.m. - 11:15 a.m.	Kindergarten Lunch/Physical Activity
11:00 a.m. - 11:45 a.m.	1st Grade Lunch/ Physical Activity
11:30 a.m. – 12:15 p.m.	2 <sup>nd</sup> Grade Lunch/ Physical Activity
12:00 p.m. - 12:45 p.m.	3rd Grade Lunch/Physical Activity
12:20 p.m. – 1:05 p.m.	4th Grade Lunch/Physical Activity
12:40 p.m. – 1:25 p.m.	5 <sup>th</sup> Grade Lunch/Physical Activity

## **DISMISSAL**

2:15 p.m.	Bus Riders
2:20 p.m.	Carpool, Vans, Walkers, and CARE
2:20 p.m. – 2:55 p.m.	Teacher Planning

**Children who have not been picked up by 2:45 p.m. will be sent to the office. Parents must park and sign-out these students.**