

Fern Bluff Elementary Family Information Handbook

School Colors

Royal Blue and Silver

School Mascot

Bobcat

School Attendance Hours

7:45 a.m.—2:45 p.m.

Office Hours

7:30 a.m.—4:30 p.m. Monday-Thursday

7:30-4:00 p.m. Friday

Registration Requirements

1. Proof of residence (house title, lease agreement or current RRISD tax statement)
2. Official birth certificate or passport. Kindergarten students must be five years of age on or before September 1st of the current year. First grade students must be six years of age on or before September 1st.
3. Immunization record from a physician or clinic.
4. Student's Social Security Card.
5. Records from previous school.

District Parent Student Handbook

The RRISD Student-Parent Handbook & Student Code of Conduct has complete district information of legal importance to students and parents. Please refer to the district handbook for complete policy and procedure explanations. This local family information handbook addresses procedures that are specific to Fern Bluff. If you have questions, please contact the school at 428-2100.

Arrival at School

Student supervision begins at 7:15 a.m. Students wait on the front or back porch until 7:30 when they are allowed in the building. On cold days students will wait in the cafeteria. Fifth grade students will report to the cafeteria every day where their teachers will pick them up. The first bell rings at 7:30 a.m. and the second bell rings at 7:40 a.m. **To be considered on time, students must be in class by 7:45 a.m.**

Arriving Late/Leaving Early

Students arriving between 7:45-8:00 a.m. should go directly to class where the teacher will mark them tardy. If you bring your child after 8:00 a.m., please walk him/her to the front desk and sign in. **During the day, all students must be signed in and out through the front desk by an authorized adult with suitable identification.** List all persons with permission to pick up your child on the registration and health forms. The school will not release a child to anyone without the consent of the person with legal custody.

Dismissal

For student safety, we dismiss students in two different groups. Students walking or biking are dismissed at 2:45 p.m. Students in Kindergarten and First grade are taken to the front porch facing Park Valley Drive. Students in grades 2-5 are taken to the back porch facing Wyoming Springs Road, except for those children with siblings in K-1. They join their younger siblings on the front porch. Students being picked up by car are released at 2:50 p.m. **Please make a nameplate for the front windshield of your car to assist us in finding your child(ren).**

If there is a change in the way your child is to go home, notify the teacher in writing that morning. If a change needs to be made during the day, call the office. We will notify the teacher about the change.

On Early Release days students will be dismissed at 12:45 p.m.

Attendance

Students must attend a minimum of 90% of the days (18 days of absence for the school year) set forth for instruction during the school year to be promoted to the next grade. Daily class attendance is important, but so is the health of your child. If your child is ill or needs to miss school, please call the office at 428-2100 each day your child is absent. **Parents must provide a written note when the student returns to school. To a report an absence on-line, parents may go to the parent resources link on our website.**

If an absence or tardy is due to a doctor's appointment, please request a note from the doctor's office for the attendance clerk. A child not in class at 9:00 a.m. will be marked absent for the day. See the RRISD Student Parent Handbook regarding religious holiday absence information and instructions. **A note must be submitted before a religious holiday.**

*****To receive perfect attendance recognition within a nine week period; students must not have any absences and may have up to (but may not exceed) three tardies.**

In District and Out of District Transfers

The regular and prompt daily attendance is necessary to help insure the optimal success of every Fern Bluff student. If student are on transfer to our campus and have received eight tardies or absences within a semester; the parent/guardian will be asked to withdraw their child from Fern Bluff and return to the neighborhood school designated for their area.

Emergency Contact

Parents must provide telephone numbers where they, or adult designees, may be reached in the event of illness or injury. **Please send a written note or stop by to let us know if any contact numbers change during the year.** If your child needs emergency care and we cannot reach you or others you have named to act in your place, we will call Emergency Medical Services. Parents are responsible for paying EMS and/or hospital medical bills.

Inclement Weather & School Closing

- ☺ Parents should monitor the radio and television stations for early school closing bulletins.
- ☺ If it is necessary to close school, we will send an email to all parents who have signed up on the Fern Bluff official email list. (See instructions below under Communication)
- ☺ All day care students will go on their day care bus unless we have other notification.
- ☺ Walkers and bikers need to receive directions from their parents for an early dismissal from school.

Breakfast Program

Student Breakfast	\$1.35
Milk	\$.50
Juice	\$.50 (for students allergic to milk)

The breakfast program is newly added to all RRISD Elementary campuses beginning the 2008-09 school year. Breakfast will be served from 7:10 am – 7:30 am. Students will need to transition from the cafeteria by 7:40 am to insure that they are on time for class by 7:45 am.

Lunch Program

Student lunch	\$2.05 (includes milk)
Reduced lunch	\$.40
Milk	\$.50
Juice	\$.50 (for students allergic to milk)
Adult lunch	\$2.50

Food Service Information

Food Service provides monthly menus. Lunch accounts may be purchased on the first day of each week. Each student will be issued a personal identification number to be used with the electronic purchasing system in the cafeteria. Make checks payable to Round Rock ISD. **Driver's license numbers are required on all checks.** Put the money/check in an envelope with the child's name, teacher's name and "lunch money" written on the front. Lunches may not be charged. A sandwich and milk will be provided if a child forgets his/her money. Applications for free and reduced lunch are in the office. To check lunch fund balances, visit the district website at: www.lunchroom.com – enter student's name & ID number.

You are welcome to join your child for lunch. If you wish to order a school lunch, please notify our cafeteria by 8:00 a.m. at 428-2156.

Calendar

The school year calendar is posted on the district website at www.roundrockisd.org.

Classroom Placements

As a school community we work together as an administrative team with our teachers and school personnel (Ex. counselors, special education team, ESL representatives, TAG, speech therapist, etc.) to discuss every student's needs. We work to carefully place each of the students, Kindergarten through 5th grade, into their classrooms each school year. Although we **do not honor specific parent requests**; each year we will provide parents an opportunity to share information about their student(s) by completing an optional input form. In extenuating circumstances, if a change of teacher occurs after class lists are made public; parents must complete a parent request for student reassignment form and **NO FURTHER REASSIGNMENTS WILL OCCUR.**

Computer Usage

Students are expected to follow district guidelines for computer usage and policy at all times. Students who violate these guidelines will receive disciplinary consequences resulting in the denial or suspension for campus use of electronic communication systems.

Communications

Communication between home and school contributes to school success. We encourage parents to contact their child's teacher to share information, clarify questions, and get to know each other better. The following identifies communication tools you may use:

Email Go to www.roundrockisd.org

Select Subscribe

Enter your email address

Scroll down and check **Fern Bluff**

By signing up on this school-based e-news list, you will be notified in case of school closings or emergencies. You will also receive important news updates from the school. This list is in addition to the PTA e-newsletter.

Home Access Center (HAC)

New last year to parents of elementary students is the on-line home access to student information such as attendance and grades. This feature must be accessed with a secure password which parents register for. More information will be sent separately to assist you in signing up. For more information about HAC please check out the parent resources section of Fern Bluff website. There you will find an overview, log-in, and additional guidance. Your password will be sent to the email address that you provide.

Tuesday Folders

Folders containing class work, tests and school memos are sent home weekly on Tuesday for parents to review. Parents should sign and return folders the next day.

Progress Reports

Students whose grades are failing or on the borderline at three week intervals will receive a progress report.

Report Cards

Report cards are issued every 9 weeks. The district copy must be signed and returned. Any grade below 70 is failing. Kindergarten, 1st and 2nd grades do not use numerical grades.

Parent/Teacher Conferences

Conferences may be requested by parents or teachers at any time during the year. Teachers are available for telephone conferences during their conference time or after school. Every student has two scheduled conferences—one each in the fall and spring for the purpose of goal setting and follow-up.

Teacher Websites and Email

Every teacher on campus maintains a website with up-to-date information about what is happening in his/her class. This is a great place to get questions answered. Go to the district website and click on Fern Bluff website. Teacher websites are listed by grade level. Teachers may also be reached by email.

Telephone

During teaching hours, teachers have their classroom phone forwarded to their voice mail; however, teachers can call back during their planning period or before and after school.

Telephone – Student Use

Students must receive permission before using the phone. Students should arrange for transportation, lunch, and after school plans prior to arriving at school. We will deliver messages; however, students cannot be directly contacted by phone during instructional time from 7:45-2:45.

Medications

We cannot provide medicines for students. Parents must provide any medication needed during school hours or kept for emergency use. When medicine must be administered at school, Texas law requires that it be furnished in its **original labeled container** with the parent's signed **written request and directions**. The nurse has a form to be filled out with all the pertinent information about administering the medication at school. **The school requires that all medicine be checked into the office and the note completed.**

Safe Schools/Healthy Students

Our district has placed in each school a Parent Support Specialist to carry out the goals of the Safe Schools/Healthy Students grant. Holly Stueve serves as our Parent Support Specialist. Please visit her in the Parent Resource Office on our campus.

Campus and Classroom Visits

We welcome you to visit our school and your child's classroom. In order to provide for safety and assure students receive uninterrupted instructional time, please observe the following guidelines:

- **All visitors must sign in and out through the sign in system in the front hallway. You are required to use a photo identification card such as a driver's license.**
- If you wish to observe in your child's classroom, please request this of the teacher at least 2 days in advance.
- Class observations are limited to 30 minutes.
- Please do not bring other children to the classroom. Siblings are welcome to join you for lunch with your child.
- Lessons and instruction are to proceed as planned. Please do not talk with the teacher during classroom observation. If you wish to discuss your visit, please set up a conference with the teacher at a mutually convenient time.
- Visitors are not allowed to join students at recess.
- Parking is limited on campus. Please park only in Visitor parking spaces or in the Fern Bluff MUD Community Center on Wyoming Springs Drive.
- Vehicles parked in painted/marked Fire Lanes in front and back of the building are in violation of fire code and are subject to ticketing or towing at the Fire Marshall's discretion.

PTA

Fern Bluff PTA serves our students and community through parent education and awareness. They also provide many hours of volunteerism to the school. Please consider joining and supporting our PTA. Mrs. Kelly Moreno is the PTA president for the 2008-09 school year.

Watch D.O.G.S. (Dads of Great Students)

The Watch D.O.G.S. program was established at Fern Bluff during the 2007-08 school year. It is the safe schools initiative of the National Center for Fathering. The program has been recognized by the U.S. Department of Education. This program involves fathers and father figures to help create a more safe and secure learning environment in our schools. At Fern Bluff, our awesome Watch D.O.G.S. serve as an extra set of eyes and ears for our campus. Students are elated when it's their dad's day to serve. Watch D.O.G.S are considered our honorary "Rock Stars" as they serve as positive role models for all our students.

Volunteers in Our School

There is no better way to become involved in the school than to volunteer. There are many opportunities to fit diverse interests. Please contact our PTA volunteer coordinator, Mohra Johnson or the school office to find out how you can contribute to our school.

Round Rock ISD Policy Book

The Round Rock ISD Board Policy Book can be accessed through the RRISD website at: www.roundrockisd.org

Site-based Advisory Committee

Our SBAC is comprised of parents, campus and central office staff, and community members who are interested in school improvement. All interested persons are welcome to attend. Meeting notices are posted and are on our website. Agenda items for the group to consider may be submitted to the principal at least a week prior to the meeting.

Campus Expectations for Students

We expect all students to contribute to a safe and respectful learning environment. Our "Bobcat Way" rules:

- ☉ Help everyone feel safe, capable and accepted
- ☉ Treat everyone with courtesy, dignity and respect
- ☉ Act responsibly and accept consequences
- ☉ Cooperate in a way that allows everyone to learn
- ☉ Respect school and personal property

Homework Assignments

Each grade level will communicate specific homework expectations at the beginning of the year to students and parents. Teachers will often post homework assignments on their teacher website which may be accessed through the Fern Bluff website.

Promotion/Placement/Retention

We expect all of our students to do their best each day in order to learn. For promotion to the next grade, students must have an overall mastery at 70% of the curriculum in language arts, math, science and social studies. In addition, students in grades 3 and 5 must pass the TAKS reading and mathematics exam.

Special Programs

Many special educational programs exist to assist students in meeting their academic goals at our school. These programs are put into place through recommendation of the Student Success Team which carefully evaluates student needs and programming.

General Information

School supply and dress code lists are available online and in the office.

Due to allergies, **no animals are allowed on campus.**

All students must adhere to the **district dress code**. This code is part of the parent-student handbook of the district on page 17. Please refer to this handbook for any questions you may have regarding dress code.

Students may not bring toys, electronic games or other personal items to school. Also, pocket and penknives are considered weapons and are not permitted on campus.

Telecommunication devices will be allowed during the school day provided they are not activated, visible or used during the school day (7:30 am – 3:00 pm). If a student's electronic communication device emits an audible sound and/or the student is text messaging during the school day, he/she shall be disciplined. Please refer to page 36 of the RRISD student – parent handbook for more details.

Lunches, homework and backpacks are sometimes forgotten at home. Please bring all forgotten items to the receptionist in the front hallway. Please make sure your child's name and teacher's name is on the item. We will deliver it to the classroom or notify the child to pick it up.

Lost and Found is located across from the office. Two days per month we also put the items in the main hallway for parents to claim lost items. To help us, please put your child's first and last names on everything that comes to school—lunch boxes, clothes, backpacks, etc. After the "Claim your Clothes" days we send any remaining items to the clothes closet for adoption.

Student recognitions are planned twice per year. Awards are given for academic achievement, character traits, and other service-related awards. The Site-based Advisory Committee approves the recognition plan each year.

School Directory

Students may become involved in Safety Patrol, Student Council and other student-based organizations that provide service to the school. These will be made available to appropriate grade levels during the year.

Library Media Center

The Fern Bluff Library is dedicated to promoting the development of lifelong learners. Through encouraging participation in motivational reading programs, integrating library skills instruction and technology with the curriculum, and providing guidance in the self selection of books while introducing varied experiences with information literacy, we collaborate with teachers to have a positive impact on student achievement.

The library is available for all students to use. Students are taught to be responsible for their library books and library ID cards. Lost or damaged library books and ID cards must be paid for so we can replace them. Overdue notices are sent out regularly as a reminder to students about the books they still have out. No overdue fees are collected and books may be renewed. However, students must return their overdue books and have their ID cards in order to check out books.

Visit our Library Web Page for more detailed information and links to sites.

General Information

Parties are held at school on 3 days per year: December 19, February 13 and end of year. These are days that special treats may be brought to the classroom. **Because this is a nut-free campus, all treats coming into the building must not have nuts, nut oils, or other nut products in them.** All foods brought for birthday recognitions or for parties must be purchased commercially and labeled with ingredients. Birthday treats are delivered to the classroom and distributed after the lunch hour.

Students must pay for lost and damaged books. A receipt will be issued for lost books. Fines for textbooks are collected in the office. Fines for lost library books and library cards are collected in the library.

You may refer to the RRISD Student-Parent Handbook & Student Code of Conduct for other district information. These documents may be found on the district website. We will also try to answer any other questions you may have. Please contact us at 428-2100 if there is any way we can help. We look forward to having you as part of our school community!

Campus and district information is available at:

www.roundrockisd.org

School information is available at:

www.roundrockisd.org/fernbluff

Non-discrimination Statement

Round Rock Independent School District is an equal opportunity employer and provides educational programs and services which do not discriminate on the basis of age, national origin, race, sex, color, religion, disability or against any other legally protected group. Complaints should be addressed to the District's Department of Legal Services at 464-5036.

El Distrito Escolar Independiente de Round Rock es un Distrito que da oportunidades iguales y provee programas educativos y servicios los cuales no discriminan con relación a la edad, raza, color, creencia, religión, discapacidades, género, etnicidad o nacionalidad, o contra cualquier grupo legalmente protegido. Favor de dirigir sus quejas al Departamento de Servicios Legales del Distrito al 464-5036.

Office Team

Dr. Elizabeth Wilson, Principal	428-2100
Jennifer Mercer, Asst. Principal	428-2100
Suzanne O'Brien, Counselor	428-2109
Susan Hartsfield, Counselor	428-2109
Brandy Hafner, RN	428-2105
Betty Jewert, LVN	428-2105
Dianna Kieschnick, Secretary	428-2101
Barbara Ewing, Registrar	428-2102
Elsy Robinson, Office Support	428-2104
Mark Kania, Inst. Technology Spec.	428-2106
Holly Stueve, District Parent Advocate	428-2195

Kindergarten Team

Melissa Vandermeer	428-2113
Cyndi Fischer	428-2116
Brandy Cheung	428-2118
Kasie Thibodaux	428-2115
Natalie Driskill	428-2114
Kay Whitehead	428-2117
Cindy Lawson	428-2119

First Grade Team

Jennifer Schrott	428-2122
Kathy Skinner	428-2121
Kelly Shepherd	428-2146
Kristin Henley	428-2178
Justine Davis	428-2177
Monica Kibbe	428-2176
Cindy Dicks	428-2147
Rebecca Torres	428-2120

Second Grade Team

Traci Pettit	428-2183
Mary Lu Layton	428-2184
Elizabeth Carneiro	428-2185
Deidra Floyd	428-2181
Ruth Sweet	428-2182
Clint Tidwell	428-2179
Nasreen Hussain	428-2148
Katie Beittel	428-2180

Third Grade Team

Marsha Templeton	428-2136
Julie Hubbard	428-2149
Lance Bradley	428-2144
Kathryn Koronka	428-2143
Jennifer Gossett	428-2145
Jan Breau	428-2150
Jodee Mullins	428-2137

Fourth Grade Team

Stephanie Rodriguez 428-2140
Carrie Strmiska 428-2171
Margie Gray 428-2172
Amanda Matthews 428-2170
Kristen Owen 428-2139
Susan Barrett 428-2173
Lisa Langley 428-2175

Fifth Grade Team

Carol Clark 428-2151
Patrick Benfield 428-2186
Tara Richards 428-2187
Jennifer Delatte 428-2152
Jennifer Ormesher 428-2188
Sheryl Witschorke 428-2189

TAG

Julie Scully 428-2194
Robyn Burris 428-2193
Elisa Denkler 428-2194

Library

Kathi Dalton, Librarian 428-2110
Darby Blackburn, Library Support 428-2111

Special Education

Rebecca Ehlert, Diagnostician 428-2134

Angie Pittman, Speech Therapist 428-2142

Bonnie Walker, Resource 428-2196
Yvonne Sanchez, Resource 428-2141
Sheri Ogden, Resource 428-2141

Janice Woods, SAIL 428-2153
Debbie Copeland, SAIL Support 428-2168

Jana Graves, District Itinerant 428-2130

Tanya Stalder, Structured Teach 428-2132
Tracy Wancho, Structured Teach 428-2124
Gwen Krone, Structured Teach Support 428-2132
Tracie Hrehor, Structured Teach Support 428-2132
Marisol Castellanos, Structured Teach Support 428-2123
Kay Keery, Structured Teach Support 428-2123
Lesa Staley, Structured Teach Support 428-2132

Mary Jo Parker, ESL Support 428-2135

Special Areas

Barbara Anderson, Music Teacher 428-2112
Carrie Gooch, Music Teacher 428-2174
Brenda Kouri, Art Teacher 428-2133
Ashley Stevener, Art Teacher 428-2174
Ruben Dones, PE Teacher 428-2127
Bryan Thompson, PE Teacher 428-2127
Pam Pritchard, PE Support 428-2127

Kitchen/Cafeteria

428-2156

PTA

Kelly Moreno (PTA President) 733-9590
Bill Funk (Watch D.O.G.S. Co-Chair) 971-7476
Jessica Wilson (Watch D.O.G.S. Co-Chair) 494-5180