



5174 N. First St.  
Fresno, CA 93710  
(559) 248-7340

# PARENT HANDBOOK



5174 North First Street  
Fresno, California 93710  
Phone: 559-248-7340 Fax: 559-248-7342  
*Brian Vollhardt, Principal*      *Thomas Fuentes, Vice Principal*



August 12, 2021

Dear Parents/Guardians,

Welcome to another exciting school year! We are excited to have you and your child as part of our Wildcat family.

The staff at Wolters Elementary look forward to collaborating with you to make your child's school experience a success. We are committed to providing your child with a safe, high quality-learning environment that promotes academic excellence. Our goal is also to engage our Wildcats in learning experiences that promote leadership and the habits necessary for college and career success.

As we start the 2021-2022 school year, please take the time to review the information in this parent handbook. The handbook includes the most current policies and procedures specific to Wolters Elementary.

Parents and guardians are a valued partner in a child's educational success. To ensure that all students graduate on time and are college and career ready, we need to work together as a team. Please feel free to contact Mr. Fuentes or myself if you need additional information or have concerns. We welcome your comments, input and suggestions.

Here's to a great year filled with academic success!

Sincerely,

Mr. Vollhardt  
Principal

Mr. Fuentes  
Vice Principal



*Responsibility    Respect    Trustworthiness    Caring    Fairness    Citizenship*



**The following paperwork is due back to school as soon as possible:**

Yellow Emergency Cards

Student Insurance Envelope (if purchasing insurance)

**School Office Hours**

Office hours are 7:30 a.m. – 4:00 p.m.

Monitoring instruction and student achievement are critical parts of the principal and vice principal's job. The principal and vice principal will be making classroom visitations between 8:30 a.m. and 10:30 a.m. If you need to reach us, please leave a message and we will be happy to return your call in a timely manner.

**Start & Dismissal Times**

Pre-K Morning	8:00 – 11:00
Pre-K Afternoon	12:00 – 3:00
TK/Kindergarten	8:15 – 2:10 (Semester 1)
1st – 6th Grade	8:15 – 3:20 (Semester 1)

**Early Dismissal Days**

The first two days of school, August 12<sup>th</sup> and 13<sup>th</sup> will be 4-hour days.

TK/Kindergarten	8:00 – 12:45
1st – 6th Grade	8:00 – 12:45

**Early Release Days**

TK/Kindergarten	8:15 – 1:10 (Semester 1)
1st – 6th Grade	8:15 – 1:40 (Semester 1)

Early release days are scheduled for the week of Parent Conferences, October 18-22, 2021.

**Breakfast 7:40 – 8:10 a.m.**

Breakfast is served between 7:40 – 8:10. **Students should not arrive at school before 7:40 as there is no supervision.** When students arrive, they must line up in front of the school. School staff will bring students into the cafeteria at 7:40. For student safety, all students are expected to report to the cafeteria if they arrive at school between 7:40 – 8:05.

## **Snacks**

In order for students to be ready to learn, they must have proper nutrition and a healthy diet. As of February 2018, students are no longer allowed to bring any chips, candy or soda as a snack for recess.

Daily healthy snacks are provided during morning recess starting the third week of school for all students. Only healthy snacks from home are allowed during morning recess.

Chips such as Hot Cheetos and Takis are not allowed as a morning snack and can only be eaten in the cafeteria as part of a student's lunch.

## **School Messenger**

Fresno Unified uses School Messenger as a communication tool between home and school. School Messenger is an automated phone messaging system. This system sends out district messages as well as messages recorded by school personnel. Throughout the year you will be receiving phone messages regarding school wide events or messages from your child's teacher regarding classroom events or messages that are specific to just your child. **You can only receive messages if we have a current phone number**, so if you change your number during the year, please notify our office.

## **EduText**

EduText provides up to date academic and attendance information to help you monitor and support your student's school progress. To register for EduText, text your EduText parent PIN number to 28527. Your unique parent PIN is located on your student's report card and in the ATLAS Parent Portal. Please see our office staff if you need any assistance registering for EduText.

## **Rapid Alert**

Rapid Alert is our district's emergency notification system. Rapid Alert sends a text message to your cell phone in the event an incident occurs on campus that will disrupt the school day or cause an early dismissal. To sign up for Rapid Alert, simply text the word "YES" to 67587 and you will receive future notifications in the event of an emergency at school. The cell phone you use to subscribe must match the emergency contact information file on your student's emergency card. If you change your cell phone number or emergency contact, please notify the school office as soon as possible.

## **Attendance/Tardy**

The Wolters Wildcat staff is committed to preparing students to be college and career ready. Make every effort to send your child to school every day, on time, prepared, and ready to learn. If your child must be absent for any reason, please call the school office (248-7340) after 7:30 a.m. You must call each day that your child is absent, or absences will be unexcused.

Attendance/tardy monitoring is a joint venture between Fresno Unified and the Fresno County Office of the District Attorney. Please review the attendance/tardy policy included in this packet.

Classes begin at 8:15 a.m. Students arriving after 8:20 are considered tardy. Students arriving at school after 8:20 a.m. are to report directly to the office for a tardy slip. A tardy and/or absence of more than 30 minutes without a legitimate reason for being late is considered unexcused. If students leave early or are taken out midday with more than 30 minutes left of instruction time and not brought back without a legitimate excuse, the attendance will change into an unexcused tardy and/or absence. Three unexcused tardies and/or absences will generate a truancy letter.

Perfect Attendance includes being at school on time every day. Students who are tardy or absent for any reason will not be considered as having perfect attendance. Please help your child arrive to school on time and ready to learn every day.

### **Safe Schools**

The Board of Education has made the issue of school safety a top priority. Wolters School maintains a comprehensive Safe School Plan. The plan outlines all procedures to be taken during an actual emergency. The procedures will be taught and students will practice them throughout the school year. The school has a safety coordinator and a school safety team that oversees the implementation of the plan should an emergency occur.

### **Student Referral to the Office**

Each time a child is sent to the office for discipline, the incident is recorded in his/her online discipline log. Consequences may result in detention, community service, suspension warning or suspension.

### **Parent & Visitor Sign In**

For the safety of our students, all parents, visitors, volunteers, and Jr. High/High School siblings **MUST** check in the office prior to entering the campus during school hours. All visitors and volunteers will be issued an identification badge allowing them to be on campus.

School staff is instructed to ask any visitor(s) not wearing a badge to report to the office. This does not apply to parents dropping off or picking up their children in front of the school before and after school.

### **Volunteers**

The Governing Board encourages parents/guardians and other members of the community to share their time, knowledge, and abilities with students. Each volunteer is required to complete the District Volunteer Application Form, and the completed form must be on file in the Principal's office by commencement of service. This form includes a requirement to disclose

any prior criminal convictions. Failure to provide accurate information will result in immediate dismissal.

\*\*Please note: Due to COVID we are pausing on all parent volunteers until further notice.

### **Yellow Emergency Cards**

Please make sure you fill out the emergency card completely. It is critical that you include anyone who you think might be picking up your child on your behalf. For the safety of your child, we cannot release your child to anyone who is not listed on your child's emergency card. It is the parent's responsibility to update the emergency card if there are any changes. If you do not have a working phone number, please leave a contact number where you can be reached in case of an emergency.

### **Medications**

Students are not allowed to bring or take any medications at school without the appropriate consent forms on file.

A doctor must prescribe medications to be taken at school. This includes over the counter medications as well as prescription medication. A parent or guardian must bring the medication in the original container with complete instructions explaining the time and dosage and a signed consent form for the medication to be taken/administered at school. Please see our office staff or school nurse for more information.

### **Illness**

Notify the school office if your child has a health condition that may affect his/her activities at school. If your child becomes ill during the school day the parent will be contacted. Students will not be released to walk home, be picked up by someone under the age of 18, or by someone that is not listed on the emergency card.

### **Students Being Checked Out Early**

Students being checked out early from school must be signed out and picked up from the office. Office personnel will contact the classroom and arrange for your child to meet you in the office. For the safety of your child, students will only be released to individuals on the emergency card with appropriate identification.

### **Student Phone Messages & Cell Phones**

In the best interest of student learning, we do not put calls through to classrooms during instructional time. Please make sure your child is aware of after school arrangements (taking the bus, walking home, etc.) BEFORE arriving at school. In case of emergency, your call will be referred to an administrator for assistance.

**FUSD elementary school students are not permitted to possess or use portable communication devices** (cellular telephones, portable pagers, handheld radios, PDA's, and laptop computers with cellular/phone capability) on district elementary school campuses or at District-sponsored elementary school activities, except upon approval of the Principal for medical reasons as required by Board Policy. Our goal is to ensure that your students have a safe learning environment and will allow your students to use school phones if the need arises. Please note that the school cannot assume responsibility for lost, stolen or damaged cell phones or any other electronic devices brought to school.

### **Dress Code**

Maintaining a dress code is another opportunity to ensure student safety and promote a productive learning environment. The following dress code regulations have been approved by the Fresno Unified School District Governing Board. Below are the most critical dress code requirements. You can find the district dress code in its entirety in the Fresno Unified District Parent Handbook which is sent home during the first week of school.

- \*Body piercing (eyebrows, nose, or lips) are not permitted
- \*Non-prescription sunglasses worn indoors
- \*Head coverings must be removed in school buildings.
- \*Non-school logos (other than for own school)
- \*See-through clothing, clothing that reveals a bare midriff or chest, or clothes that expose the body in a sexually suggestive manner are not acceptable.
- \*Underwear-type sleeveless shirts, tube tops, halter tops and spaghetti straps are not acceptable.
- \*Sagging or baggy pants that do not fit the waist or that are drastically altered or frayed are not acceptable.
- \*Skirts, shorts and dresses that are more than 4 inches above the knee, or are formfitting or tight around the body (such as bike shorts).
- \*Attire that may be used as a weapon may not be worn, including steel-toed boots, chains and items with spikes or studs.
- \*Thongs, flip-flops, backless sandals/shoes are not acceptable
- \*Any fashions that draw undue attention to the wearer, or detract from the educational environment, including exotic clothing, extreme make-up, body piercing, military, or camouflage attire.
- \*Temporary tattoos are not allowed at school.

Please remember that the dress code is for the safety and protection of all students. We appreciate your support.

### **Safe & Civil Schools**

Our goal is to ensure that all students have a safe, supportive, and positive school environment to prepare them for college and a career. Therefore, the Wildcat staff will expect all students to follow the four school wide rules:

1. Follow directions when given.

2. Keep hands, feet, and objects to yourself.
3. Always show respect and use appropriate school language.
4. When responding to any adult, students should respectfully answer by saying, “Yes and no, ma’am” or “Yes or no, sir.”

Students who fail to comply with these rules may be counseled, reprimanded, suspended, or expelled.

In preparing career and college ready students, we will be teaching the following Wildcat guidelines for success:

**Respectful**  
**On task**  
**Are college and career ready**  
**Responsible**

In addition to the above, students will learn about the 7 Habits for Happy Kids by Stephen Covey:

- Habit 1- Be Proactive
- Habit 2- Begin with the End in Mind
- Habit 3- Put First Things First
- Habit 4- Think Win-Win
- Habit 5- Seek First to Understand, Then to Be Understood
- Habit 6- Synergize
- Habit 7- Sharpen the Saw

Practicing the 7 Habits will assist students in learning lifelong habits that will help them become the **LEADER** of their lives.

At Wolters, leadership is doing the right thing even when no one is watching.

### **Safety Procedures**

Wolters is committed to providing our students and staff with a safe teaching and learning environment. Our staff is trained in safety procedures in case of fire, intruders, or natural disaster. In case of an emergency, we have procedures in place to ensure the safety of all children. Please note that in case of a lock down, we may not release students to anyone, including parent until the Fresno Police Department has released the lock down and declared the area as safe.

### **Bus Rules**

Bus transportation is a service and a privilege. Consequences for violating bus rules can lead to written warning, suspension from riding the bus or total loss of bus riding privileges. Total loss



of bus riding privileges may cause your student to be excluded from class field trips that involve bus transportation.

**Bus Violations:**

- Refusing to put on a seat belt.
- Leaving seat while bus is in motion.
- Kindergarten parents failing to pick up their child from the bus stop.
- Tampering with bus equipment.
- Obstructing the aisle with legs, feet, or other objects.
- Not sitting facing the front of the bus.
- Putting any part of the body out of the bus windows.
- Eating or drinking on the bus.
- Failing to cross the street in front of the bus under the driver's supervision.
- Having dangerous objects, glass, knives, etc. on the bus.
- Being defiant or uncooperative with the bus driver, needing constant correction.
- Fighting or using body contact on the bus, or while loading or unloading.
- Damaging or defacing the bus.
- Making unnecessary noise or commotion, whistling, or calling people from the bus.
- Giving improper identification when requested by the bus driver.
- Throwing objects from the bus window or while at the bus stop.

**Parent Involvement**

Parent involvement is crucial to your child's success in school. We encourage you to volunteer and join us for meetings and coffee hours. Listed below are some of the ways you can become involved:

- Classroom Volunteers
- PTA
- School Site Council
- English Language Advisory committee
- Parent University
- Crossing Guards
- Parent Conferences
- Coffee Hours

Please look for our monthly news wires for upcoming events, activities, and meetings.

Revised 06/16/21