

Lines of Communication

Newsletters

The school newsletter is sent home every other Friday to keep parents informed about the school calendar, lunch menus, special events and activities, and important district and school updates. This is your best source of information for school news. In our on going efforts to conserve paper, and copying costs we no longer send home a paper version of our newsletters or lunch menus Please sign up to receive our Newsletter via e-mail or visit our school website at www.douglasselementary.com. In addition, teachers send home classroom newsletters either weekly or twice a month

Friday Folders

Every student is given a “Friday Folder” at the beginning of the school year. These will be used to carry newsletters, progress reports, notes from the teachers, student work, and announcements, etc. Please review the contents carefully each week and return the folder and any paperwork that needs to be returned to the school on Monday. This folder will be used all year and is an important tool for effective communication between the school and home.

Phones

The office is staffed from 7:00 a.m. to 3:30 p.m. daily. If you call after school hours, you may leave a message and we will return your call as soon as possible. If you would like to leave a message in a teacher’s voicemail box after school hours, call the main number and follow the prompts. **Please keep in mind that during the school day the teacher’s primary responsibility is the classroom and classroom instruction will not be interrupted except in an emergency.** If you would like to leave a message for your child’s teacher, they will get back to you when their schedules allow. **It is essential that parents make arrangements regarding transportation and after school activities with their children before school.** Unless there is an emergency or an unexpected and unavoidable change in circumstances, please do not call the office during the school day to relay after-school plans to your child. Students are allowed to use the school phone for emergencies only. Please avoid calling the school during busy office times, 7:45 am-8:10 am and 2:15 pm – 2:45 pm. We are very busy attending to your children during these times.

Email

All Douglass teachers and staff members use email to communicate. Most teachers and staff members use a BVSD account and can be easily located by entering firstname.lastname@bvsd.org. For example, Ms. Draper’s email is monica.draper@bvsd.org. You can find a staff e-mail list and a listing of e-mail accounts for many of our families at our school website at www.douglasselementary.com. This information is password protected. Please follow instructions on the website to obtain a password or call the main office.

Principal Chats with the Parents

These informal meetings are held the first Friday of the month, in the library, from 8:15 – 9:15 a.m. This is a great opportunity to come and have a cup of coffee, meet other parents, and discuss school and educational issues with Ms Draper. Watch your newsletter for reminders about these monthly meetings, occasionally a date will need to be changed due to scheduling conflicts.

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School Tours

If you are interested in learning more about Douglass Elementary, the school tour is an excellent opportunity to see the school during the school day and to meet our principal. Our School Tours are held several times each month during December and January. The principal will provide information on our facility, programs, and extracurricular options and can tailor the tour to meet your needs. No reservations are required; just come to the office and sign in. Dates and times are listed in the calendar, on the district and school website or you can call the school office.

Parent-Teacher Conferences

Parents are encouraged to schedule a twenty-minute conference during our regular Parent Teacher conferences twice yearly. Kindergarten and Third Grade Teachers will hold Parent Teacher Conferences in October and Grades 1, 3, 4, & 5 will hold their conferences in November. All grades will have their spring conferences in March. In addition, parents can request a conference with teachers and staff at any time and are welcome to visit our school. Parents and/or teachers can initiate a more in-depth conference to discuss a child's needs and appropriate interventions. These meetings are attended by teachers, parents, principal and the school psychologist and are called O.K ("Our Kids") meetings.

Report Cards

Douglass uses a District approved standards-based report card that is issued at the end of each trimester. The report card will inform parents about their child's mastery of content standards in all subject areas. Work habits, effort, and social skills are also evaluated. Additional information will be provided to parents in the fall so that you will be familiar with how to interpret your child's report card. Parents are encouraged to review the report card with their children, and then return the yellow folder to the school. Report cards will be used during Parent-Teacher conferences as part of the portfolio of student assessment data.

Website

The school website and district website are other useful sources of information. The latest events and announcements, the school newsletter, lunch menu, school calendar, SIT/PTO meeting minutes, staff and family e-mail addresses and much more can be found there. The district website can be found at www.bvsd.org and the school website is www.douglass elementary.com. If you would like more information on our website or would like to have your e-mail address added to our list please contact our webmasters, follow the links under the Student/Parent Directory on the school website.

Student Directory

The Student Directory is a service provided by the school and SIT/PTO. The directory will provide a list of students at Douglass and will include their address, phone numbers, and parent names. A paper copy is available for \$3.00 in the school office, or on our school website. Information for the directory will be gathered via our PTO Manager web page. If you are already registered in the PTO Manager database, you simply need to log on to your account and update any contact and student information. If you are not currently registered on PTO Manager, go to www.ptomanager.com and click on New User, then type in Douglass in name of school and Boulder for city. From there follow the prompts to set up your PTO Manager account and provide your directory information. The on-line directory is password protected. Please follow instructions on the website to obtain a password or call the main office.

Families that would like more than one address and phone number published must provide that information on the form.

Only students with a signed form that has been returned to school will be published in the school directory for the year.

