

Alyssa Ferguson Elementary

Home of the Fireflies



Parent-Student Handbook
2026-2027

DIRECTORY

Front Desk	281-327-8500
Principal	281-327-8501
Assistant Principal	281-327-8503
Executive Assistant	281-327-8502
Attendance/Registrar	281-327-8510
Counselor	281-327-8523
Campus Compliance Coordinator	281-329-9276
Librarian	281-634-4568
Clinic	281-327-8512
Cafeteria	281-327-8611
Extended Day	281-634-4695

Mailing Address:

1300 Heritage Park Dr.
Missouri City, TX 77459

Website:

<https://fe.fortbendisd.gov/>

TRANSPORTATION INFORMATION

MORNING ARRIVAL

During arrival, cars will be able to temporarily stop around the front drive (blue tags) and bus ramp drive (green tags). We will place colored cones to indicate where the front of your car should stop. If you are the first car, we ask that you pull all the way up.

Students can begin arriving at school no earlier than 7:30 a.m. **Please do not drop students off before 7:30 a.m.** as there is no adult supervision on duty.

In order to maximize instructional time, students will be allowed to enter the building at 7:30 a.m. and go straight to their designated grade-level hallway. Students will engage in SSR (Sustained Silent Reading) in the mornings before entering the classroom. Please make sure your students come prepared with a book to read. **Students will enter their classrooms at 7:50 a.m. for morning announcements.**

If your Firefly will be eating breakfast in the cafeteria, please have them arrive before 7:50 a.m. **Students will not be allowed to enter the breakfast line after 7:50 a.m.**

AFTERNOON DISMISSAL

Every student at Alyssa Ferguson Elementary will be provided with a blue or green paper dismissal tag (2 per student) and a dismissal number (1 per student). Dismissal tags will be available in your child's homeroom

classroom during Meet the Teacher. The purpose of this tag is for safety and to expedite dismissal procedures. You **MUST** have it for pick up.

- We encourage you to practice your child's number with them.
- Our school day ends at 3:25 p.m. All students must be **picked up no later than 3:45 p.m.**
- FBISD Special Education buses, licensed daycare vans, Pre-K students and special education families with a green car tag, will load and unload students on the bus ramp.
 - **K-5 cars without a green tag may not drop off or pick up students on the bus ramp.**
- Dismissal tags should be placed on the passenger side dashboard **BEFORE** you enter the pick-up line. ***Once you have entered the double-stacked lines, do NOT switch lines.*** Switching lines slows our internal processes, which slows the car line. If someone other than a parent/guardian will be picking up your Firefly, please make sure that you share your Firefly's dismissal card with that person.

Dismissal Modes

Daycare

- All daycare students will be dismissed to their daycare van once it arrives.

Car Riders

- Main Car Rider Line: K-5 students will use the main car rider (blue car tag) line unless they have a Pre-K sibling or a blue car tag provided by Alyssa Ferguson Elementary.
- Bus Ramp Car Line: All Pre-K students (green car tags), licensed daycares and special education buses will use the bus ramp car line.

- ****Older siblings will join the youngest sibling in the family.**

Extended Day

- Extended-day students will be escorted by a staff member to the extended-day room.

Walkers/Bikers

- We will have two walker/biker dismissal areas:
 - Sienna Oaks and Heritage Park.
 - All walkers will be escorted by a staff member out of the building to designated rendezvous points.
- Students in grades 3-5 will be dismissed to walk or bike home by themselves.
- Students in grades K-2 **must be met by a parent** at one of the designated rendezvous points or be dismissed with a sibling in 3-5 grade.
- Pre-K students **must be met by a parent** regardless of if they have a sibling in 3-5 grade.

Special Education Transportation

- Students who have special education transportation as designated in ARD documents will be escorted to the bus ramp and loaded once it arrives.

Transportation Changes

If your child's regular plan of dismissal should change at any time, for any reason, please notify the front office. **Any change in dismissal requires an email to Sarah.Kaelber@fortbendisd.gov from an email listed on Skyward no later than 2:00 pm.** Changes *should* not be made after

2:00 pm except for unforeseen emergencies. **Early dismissal pick-up must occur prior to 2:45 pm. After 2:45 pm, students will not be released and will be dismissed according to their daily dismissal plan.**

Weather Dismissal Changes

Please make sure that you have communicated to your Firefly student and his/her teacher how he/she will dismiss on a severe weather dismissal day. Changes due to weather will be communicated around 3:00 p.m.

- **Severe Weather Guidelines:** On severe weather dismissal days, walkers/bikers will join the car rider lines (Pre-K and siblings: Bus Ramp Line, K-5: Main Car Line). Severe Weather Dismissal will be communicated with parents via Blackboard.
- **Rainy Days:** If it is raining, but a severe weather dismissal has not been determined, walkers and bikers will still be dismissed to walk and bike home. *If you would like to pick up your child on a rainy day, please notify the front office before 2:00 pm.*

IMPORTANT ATTENDANCE **INFORMATION**

ABSENCES

When a student is absent for any reason, the student will have five (5) days to provide an excuse note. Notes should include date(s) absent, child's first and last name, reason for absence, and parent's signature. If the note is not received within five (5) days, it will be coded as 'unexcused'.

An absence of five (5) consecutive days due to illness will require a doctor's note to be considered excused. Texas Education Code states that students must be present in class 90% of the time in order for a student to earn course credit or promotion to the next grade level.

Absence notes may be emailed to: attendance@fortbendisd.gov

TARDIES/EARLY PICK-UPS

A child is considered tardy when he/she is not in their seat at 8:05 a.m. When tardy, the parent/guardian must walk the student in and sign in at the front office. It is important that students arrive on time each day and early pick-ups are avoided, so students do not miss out on important classroom instruction.

ADDITIONAL INFORMATION

BIRTHDAYS: Students will be allowed to celebrate their birthday at the end of the day by providing single-serve or individually packaged store-bought treats. Cookies and cupcakes are highly suggested. Items containing nuts are not allowed due to possible allergies. Individual waters will also be accepted if a parent chooses to bring this item along with the treat. A parent or guardian must bring the food item into the building, *along with a list of ingredients*, and complete the required District form.

We respectfully request no cakes, drinks other than water, balloons, flowers, stuffed animals, or goodie bags. If these items are brought, we will not accept them at the time of delivery.

Students may bring party invitations for parties held off-campus. The invitations must invite all students in the class or boys/girls as appropriate. Invitations to students in another class are to be distributed outside of school. Invitations received by the homeroom teacher during the week will be sent home with students in the Friday folder.

FRIDAY FOLDERS: These are sent home every Friday containing information from the teacher and school.

BREAKFAST: Breakfast is served in the cafeteria from 7:30 AM to 7:50 AM.

LUNCH: Parents, siblings over 18, family, and friends are welcome to eat with their children; however, ALL visitors must register at the front office and receive a name badge with their drivers' license or passport. When dropping off a lunch, please make sure your child knows before coming to school. **We will not deliver lunches.** All lunches will be in the front office area and the student is responsible for picking it up during their designated lunch time.

LUNCH VISITORS: We welcome our families to come enjoy lunch with his/her Firefly!

- Guests will sit at the designated guest tables with the student they are visiting.

- Guests will only be allowed to eat with their Firefly when visiting for lunch.
- Guests will only be able to eat with their Firefly on designated days beginning September 1st, 2026.
- Guests will be invited to exit the cafeteria during the start of the 5-minute quiet SEL moment.

Lunch Visitor Schedule (by last name):

- Monday: A-C
- Tuesday: D-H
- Wednesday: I-M
- Thursday: N-R
- Friday: S-Z

CAFETERIA CHARGE POLICY: Parents are responsible for any charges made to their student's account. Please see the Alyssa Ferguson Elementary cafeteria manager, Edwin Wilderness, Edwin.Wilderness@fortbendisd.gov if you have any concerns or questions. The District has partnered with SchoolCafe to give parents/guardians the convenient option of pre-paying their students' meal account online. Access to this service can be reached from any device with internet access at <http://www.schoolcafe.com/fbisd>.

Families may complete an online application for free or reduced meals from any device with internet access at <https://www.schoolcafe.com/fbisd>.

Snacks: Snack time will be scheduled by each teacher or grade dependent on their class schedule.

- Students will bring snacks from home.
- Snack time will be brief, no more that 5-7 minutes (PK being the exception).
- Snacks **MAY NOT** contain peanuts or tree nuts.
- Water is the only beverage allowed in the classrooms.
 - We kindly request that water bottles come with sealed tops that do not have external straws.
- Snacks should be healthy.
- Snacks should require no assistance from an adult for opening. Refrigeration is not available.
- Snacks should be finger food that is not messy.

- Snacks should be portioned in single servings, such as in a plastic container or bag.

DELIVERY OF PERSONAL ITEMS: We encourage students to come to school prepared and with all that they need for the day. We understand that at times a student may forget lunch, glasses, homework, a jacket, etc. at home. Items for students may be dropped off at the reception counter. A short form will be available for parents to fill out and attach to the item being dropped off.

CAMPUS COMMUNICATION: It is important for parents to keep contact information in Skyward complete and current. That way we have current phone numbers and email addresses to contact parents, should the need arise. Additionally, important information regarding school news, report cards, and other material will be sent out electronically via e-mail.

CLINIC: Children will be sent home if they have: fever of 100.0 or above, vomiting, diarrhea, undetermined rash, or feeling too ill to remain in school. Furthermore, a child SHOULD NOT come to school if they are vomiting and/or have fever of 100.0 or more within the last 24 hours ***without*** medication. Please reach out to both our nurse and clinic assistant if your child has any needs that should be shared with the campus and/or the classroom teacher. Olivia.Nowacki@fortbendisd.gov and Vicky.Surber@fortbendisd.gov

MEDICATION: If a student needs medicine during school hours, it must be brought in by the parent directly to the school nurse. This includes over-the-counter medicine and cough drops. Medicine **will not** be accepted from a student.

FOOD ALLERGIES: If your child has a food allergy, please inform the clinic immediately. FE's food allergy protocols include special seating at lunch and other arrangements to ensure the safety of all our students.

Volunteers: All volunteers must complete a background check through FBISD. Each new school year the District requires volunteers to complete a **new** application. Use the following link to complete this process. Once you receive the approval email, you are able to volunteer.

https://aa210.taleo.net/careersection/ex_volunteer/jobdetail.ftl?job=260001F3&tz=GMT-05%3A00&tzname=America%2FChicago

LUNCH SCHEDULE

2026-2027

Pre-Kindergarten	11:45 a.m.-12:15 p.m.
Kindergarten	10:50 a.m.-11:20 a.m.
1 st Grade	11:50 a.m.-12:20 p.m.
2 nd Grade	10:20 a.m. -10:50 a.m.
3 rd Grade	12:45 p.m.-1:15 p.m.
4 th Grade	11:20 a.m.-11:50 a.m.
5 th Grade	12:15 p.m. - 12:45 p.m.