

Stephen Foster Elementary Charter School Elementary Policy Manual Supplement



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SCHOOL PROCEDURES

Daily Schedule K-6

Supervised Playground	8:10 AM
Line Up Bell	8:22 AM
Instruction, Grades K – 6	8:27 AM – 11:25 AM
Lunch	11:25 AM – 12:15 PM
Instruction, Grades K-6	12:15 – 3:16 PM

Daily Schedule Title One – Pre-School

Monday - Thursday AM only
8:27 AM – 11:03 AM

Daily Schedule Title One - Foundation for Learning

Monday - Thursday PM only
12:39 PM – 3:16 PM

Monday Morning Meeting

8:40AM Monday mornings only

In lieu of daily morning and afternoon announcements that consume instructional time, Foster will continue to gather all students at 8:30am in the gymnasium for the all-school Monday Morning Meeting. This is our opportunity to provide students and staff with announcements for the entire week, forecast to the next week, acknowledge student achievements and other accomplishments, as well as provide an all-school learning activity from time to time. Attendance at Monday Morning Meetings is expected of all students and staff.

Fees

Elementary Fees are: \$30.00 for full day kindergarten - 6th grade students. Families for whom the fees pose a financial hardship may apply to have these fees waived using the forms provided in the school office. See the office for application. (Free or reduced meal prices may be applied for using this same form.)

ATTENDANCE

Regular school attendance is essential to school success. Frequent absences from school are the greatest single cause of poor achievement and discouragement in school. Daily educational opportunities lost through absences can never fully be made up, and students cannot be expected to achieve to their full potential if they miss class sessions. It is the legal and moral responsibility of parents/guardians to ensure regular school attendance. This pattern is established early in the child's life by the attitude and support toward the school shown by the parents/guardians.

Prompt arrival by the 8:22AM bell ensures students are in their classrooms and ready to learn by the start of the instructional school day (8:27AM). Attendance is monitored closely and parents will be asked to meet with the principal and PLS Officer to address any attendance concerns that may arise.

Absences

Students are afforded 10 days of excused absence per school year for reasons such as illness, appointments, family vacations, etc. After these 10 days, a medical excuse may be required to document the absence as excused.

Absence Due to Appointments

If your child will be absent from school due to an appointment – doctor, dentist, orthodontist, etc – please call and report the absence. The student should bring in a slip from the doctor, dentist, etc. when returning to school.

Absence Due to Family Trip

If your child will be absent from school for a family trip for more than three (3) days, you will need to fill out a "Notification of Absence due to Family Trip" form found in Appendix C of this handbook. The form should be submitted one week in advance of the absence.

Tardies

Students arriving between 8:27 and 10:00 AM for the morning classes and/or between the start of afternoon classes and 2:00 PM for afternoon classes will be considered tardy for that portion of the day.

Excused Tardies Include:

- Doctor, dentist, optometrist, chiropractic or other professional appointment which occur prior to a student coming to school
- Inclement weather

Unexcused Tardies Include:

- Car trouble
- Oversleeping
- Running late

Excused absences and unexcused absences are explained in depth on the last page of the AASD School Policies Manual.

In accordance with Wisconsin State Law, children between the ages of 6 and 18 must be enrolled in school and in attendance full time unless they have a legal excuse.

Children who are absent or tardy without a valid excuse part or all of five (5) days in one school semester are considered habitually truant. Habitual truancy will result in a Habitual Truancy conference with the principal and the Police School Liaison Officer (PSLO).

Regular attendance and promptness to class is important for your child's success!

Arrival at School

Staff supervision of the playground begins at 8:10 AM. Please plan to have your child arrive at or after that time unless they are enrolled in the Boys and Girls Club Before-School program, which begins at 7:30AM. A playground without supervision can be dangerous. There is no playground supervision after school. Students are expected to go directly home after school unless they are part of an organized after school activity or program such as the Boys and Girls Club.

In case of inclement weather, either before school or during the noon lunch period, students will enter the building by the main entrance and will be able to go into the gym until the bell rings. **Check the windows in the front door for the appropriate entry signal.** A **red circle** indicates students may enter the front doors to go into the gym area.

Students should wear and/or bring clothing that is suitable for outdoor play. Students are outside for recess each day. Dressing appropriately for the weather is important all year round but is especially important in the winter. In the winter, students should come to school with hats, coats, mittens and *boots*. Occasionally, children may be kept in for recess if the temperature combined with the wind chill necessitates it. Please make sure that your child is dressed appropriately for the weather.

So that outerwear is not lost or confused with another's, parents are encouraged to label all items with child's name.

Safe Arrival Attendance Program

The purpose of the attendance program is to ensure the safety of your child. By following the safe arrival guidelines, your child can be accounted for at all times. **If your child will be absent or tardy, please call the school office at 832 – 6288 prior to 9:00 AM.** This number has voice mail at all times for your convenience.

If you have not called the school by 9:00 AM, we will contact you at your home or place of employment. If you make the call, our secretary's time can be used much more productively. Your cooperation is greatly appreciated!

Check-in Policy

For security reasons, all parents, visitors, and guests are required to check in at the office upon entering the building during regular school day hours. Nametags will be issued to identify you as a visitor or volunteer. This procedure allows us to better monitor everyone who is in our building. If a visitor, whether a known or unknown person, is not wearing a visitor's badge, he or she may be questioned by school personnel and requested to report to the school office. No person is allowed to loiter or cause a disturbance on school property. Violators will be requested to leave and assistance may be sought from law enforcement officials. These procedures are followed for the safety of all students and staff members.

If you are bringing your child to school, you are asked to wait in the office hallway until the 8:22AM bell rings. At that time, your child can proceed to his/her classroom.

If you are meeting your child after school, you are asked to wait in the office hallway until the dismissal bell rings at 3:16 PM. This allows for a focused instructional environment to maximize the available time in the school day.

If your child comes to school after the last morning bell has rung, a parent should accompany the child to the office to inform the secretary that he/she is present. If you are coming to pick up your child before the end of the school day, you will need to come to the office to sign your child out of school. Your child will then be called to the office to meet you. If possible, please let the teacher know ahead of time whenever your child will be missing class time so that any homework can be ready to go home with your child. If your child will be returning to school, he/she needs to come into the office to be checked in prior to returning to the classroom.

Accidents and Emergencies

Every effort is made to prevent accidents. In the case of an accident, authorized school personnel will give limited first aid. In serious emergency situations, the parent will be notified immediately. A 911 call will be made if the injury is deemed by school personnel to be life threatening. Parents should make sure that the school has a current home and work phone number on file. We also insist that an additional person(s) be listed on the Student Information Sheet for instances in which we are unable to contact the parent directly.

Change of Address/Telephone

It is *very* important that the office has current phone numbers for each student. If your address or telephone number should change at any point in the school year, please notify the school office as soon as possible. Home-school contact is imperative, especially in the event of an emergency.

Crossing Guards/Safety Patrol/Traffic

Please make sure that your child is aware of the importance of respecting the authority of the crossing guards and safety patrols. These individuals are present to assist students in getting to and from school in a safe manner. All students, parents, and visitors to Foster are asked to cross at the cross-walk where the crossing guard is stationed. Crossing in mid-block is highly discouraged due to safety concerns. Students and others who disregard the directives of safety personnel will be referred to the principal.

All parents are also expected to give their complete support so that the crossing guard and safety patrol members may carry out their duties. Parents who drive their children to school are also asked to drive cautiously at school crossing and to be patient as the crossing guard and school patrols carry out their duties. **No one is allowed to drive into the parking lot from 8:00 – 8:30 AM and from 3:00 – 3:30 PM. Parents picking up and dropping off their children are not to park directly in front of the school.** This is a school bus area. Our main concern is

for the safety of the students. Parents are also asked to follow posted signs in the parking lot when picking up children from the After-School program and when dropping students off for the Before-School program. Your cooperation is greatly appreciated for the safety of all.

Students who do not follow the safe crossing procedures or the directions of the safety patrols will be reported to the safety patrol teacher supervisor. Parents who do not follow traffic guidelines will be reported to the Appleton Police Department.

Dogs on School Property

The Appleton City Ordinance does not allow dogs in park areas, which the Foster campus falls under this ordinance. Additionally, several children attending Foster have pet allergies that can result in serious reactions to pet hair. Dogs on school property is thus a safety issue for our students and school. No matter how friendly a dog may be, its reactions can be unpredictable when surrounded by small children. If your family dog accompanies you when walking your child to and from school, please do not bring it on school property. We appreciate your understanding.

Field Trips

From time to time, students will attend learning opportunities off campus that support, supplement, and enhance understanding of curricular content. Teachers will make every effort to plan these field trips at least two-weeks in advance of the trip date. Often, a fee will be charged for your child’s participation in the field trip. If family circumstances make it difficult to afford the fee, please contact your child’s teacher immediately.

Field Trip Chaperones

Adults agreeing to serve as a chaperone on a school-sanctioned field trip will be required to submit a background check at least one week prior to the departure date.

Healthy Snack Policy

Throughout the school year, there may be events or occasions where snacks are provided for students. Additionally, each of our classrooms provides an opportunity for students to participate in a healthy snack time scheduled during the instructional day. Research has shown that children do need healthy snacks during the day to maintain the energy needed to stay focused on learning. The chart below includes a list of acceptable and unacceptable healthy snack choices. Thank you for your support in this area!

Healthy School Snacks	Birthday Treat Ideas	None of these please
<ul style="list-style-type: none"> · Fresh or dried fruit · Pretzels · Cheese · Crackers (whole grain is better) · Sandwich half · Whole grain bagel · Raw vegetables · Muffins (low fat) · Juice boxes (100% juice) · Yogurt · Popcorn (no butter) · Nuts · Unsweetened cereal · Water bottle 	<ul style="list-style-type: none"> · Fruit or cheese kabobs · Apple wedges · Raisins · Vegetable or fruit platter · Trail mix (nuts, dried fruit, unsweetened cereal, etc.) · Celery with peanut butter or cheese · Rice cakes · Cheese platter with whole grain crackers 	<ul style="list-style-type: none"> -carbonated beverages -high sugar, high fat foods -desserts -items needing refrigeration -potato chips and similar chips -fruit roll-ups, prepackaged "fruit" snacks -pop tarts -items children cannot open on their own!

Headlice

Head lice are tiny, wingless, gray-brown, hairy flat insects that live in human hair, usually on the scalp. They are very small and hatch from small eggs called nits that attach very firmly with a glue-like substance the hair shaft. Head lice are referred to as a nuisance because they rarely cause any serious medical concern. Because head lice are

highly communicable, control depends upon prompt identification and treatment. Detailed procedures for control and treatment are available from the school office and the school nurse. Students must be nit-free within four days of being treated for head lice or they will not be allowed to remain in school. Students will be sent home for treatment as the need arises.

Homework

Homework assignment notebooks (agendas) are used for all students beginning in 1st grade. These notebooks are an effective way for communication to occur between school and home. It is our expectation that the assignment notebook will be used on a regular basis and checked on a daily basis by parents. The notebooks provide space for parents to make comments regarding academic concerns.

Students are provided with class time to complete most homework. However, there are times when homework will need to be brought home. We strongly encourage parents to promote reading and set aside time each evening for your child to read. This practice encourages the importance of reading and gives your child a chance to improve his/her reading skills.

Homework Policy

Students are expected to complete assigned homework nightly. Homework to be completed is written in the student's agenda (see above). Students not completing their homework may receive classroom consequences and/or will be afforded time to complete the coursework during lunch-time Homework Club.

Illness and Recess Requests

Please do not send notes requesting that your child stay indoors for recess. It is our expectation when you send your child to school he/she is well enough to go outside and participate in outside activities. A doctor's written excuse will be needed if there is a medical reason why your child should not be going outside for recess.

Self Medication at School

Although it is permitted and sometimes necessary for students to carry and administer their own medication, it is not recommended for elementary age students. If a parent/guardian wants their child to possess medication for self-administration, please contact the school nurse. A change in state law and district policy requires that asthma inhalers and controlled substances (such as Ritalin, Adderall and Codeine) need parent/guardian and physician authorization in order to be self-administered. Authorization forms are available in the school office. Please contact our school nurse if you have any concerns.

Inclement Weather

Parents and children can assume school will always be open unless there is a school-closing announcement on the radio or television. You can also go to the local television websites for this information. If the weather is stormy in the morning, parents should listen to local radio or television stations. When school is canceled for students, the office will not be open, so it will not be possible for parents to reach the school for clarification.

Early dismissals during the school day will also be made known by radio or television announcements. Parents will be asked to fill out an emergency school closing form each year that indicates the emergency plan you wish the school to follow in the event of an emergency early dismissal.

Foster Before- and After-School Care Program

Foster is proud to partner with the Boys and Girls Club of the Fox Valley to provide child care for our students both before and after the normal school day. A wide variety of activities and child-care options will be offered for students, grades K – 6. Children must be registered prior to attending Boys and Girls Club. Registration materials are available in the school office – once a child is registered, s/he is eligible to attend both the before- and after-school program.

The Before-School Care Program begins at 7:30 AM. For safety reasons, children are not allowed on the playground before 8:10AM as there is no supervision. Students arriving before 8:10AM must be registered members of Boys and Girls Club and should always report to the staff in the gym.

The After-School Care Program begins at 3:20PM. For safety reasons, children remaining on school grounds after 3:30PM must be registered members of Boys and Girls Club. If your child is registered for the After School program, they may attend the Before School program. Both programs will start on the first day of school.

After -School Care is offered on full school days only from 3:20 – 6:00PM. After -School Care does NOT run on half days of school or on snow days.

Lunch Procedures

Foster's lunch and lunch recess period is scheduled from 11:12 AM – 12:02 PM. We use a 'split' lunch period to alleviate overcrowding on the playground and in the lunch area. At approximately 11:37 AM the two groups change places with each other.

To ensure the safety of all students, any child going home for lunch **must** have written permission and should sign-out in the office. When they return to school, they should check-in at the office and then join their class until the bell rings.

Students staying at school for lunch may either bring a sack lunch or choose to eat hot lunch. Hot lunch menus are sent home on a monthly basis; you may also visit the school's website for the current menu at <http://www.aasd.k12.wi.us/foster>.

Lunches may be purchased on a daily or long-range basis. It is important to keep track of how much money your child has on his/her account. White or chocolate milk is also available to be purchased or your child may bring juice from home.

Families receiving Food Stamps or Aid to Families with Dependent Children (AFDC) may be eligible for free meals. Low-income families may also be eligible for free or reduced costs of meals. Application forms are sent home at the beginning of the school year. Forms are also available in the school office at any time throughout the year. School fees may also be waived using the same application form.

Money Sent to School

If your child brings money to school for field trip expenses, lunch, school store, etc., please place it in a sealed envelope **with the child's name, the teacher's name, and the purpose for the money marked on the front** of the envelope. This is of great help to the teachers and office in keeping accurate records.

Fire/Tornado/Intruder Drills

For the safety of Foster students and staff, Foster will continue to conduct the following required drills:

- Fire ~ monthly (two per year will be conducted upon request of visiting AFD representatives)
- Tornado ~ two per year
- Intruder drills ~ two per year

Everyone is expected to quietly and quickly follow all instructions during these drills. Staff members will do their best to prepare students so that these drills are not overly worrisome for younger children.

Lost and Found

Lost and found items are collected in a receptacle located in the front office lobby. Parents and students should look there when they have lost something. Lost schoolbooks are turned over directly to teachers. Please label your child's outdoor clothing, boots, and books so these items can be returned when they are misplaced.

Library Media Center (LMC)

Foster students are strongly encouraged to borrow from our LMC's growing collection of academic and recreational books and magazines. The number of items that may be checked out by each student depends on grade level. Exceptions may occur when students are working on research projects. Materials may be checked out for a period of up to two weeks and renewed, if necessary. Students receive written notices regarding overdue items and are assessed fines for damaged and/or lost books. These fines must be addressed before the student can regain full checkout privileges.

Parent Library

Looking for a book on child development, what to expect, tips and tricks to parents, or something similar? Be sure to check out our Parent Library. The cart of research-based books can be found in the Pre-K wing. Be sure to check the book out with the school secretary in the office.

School Telephone

The office phones are for school business and cannot be tied up with outgoing calls by students. Foster is billed for each outgoing call, so we need to minimize unnecessary calls. Students will be allowed to use office phones for emergency situations only. Parents who have emergency messages for their child should call the school office. Be sure that after-school arrangements are made with your child before they come to school.

The office telephone will not be available for use after 4:00 PM when the school office closes. Please make sure students participating in after school activities such as Walking Club, Scouts or Intramurals have transportation plans made for when after school activities comes to an end.

Student Activities/Co-curricular

Foster offers a variety of co-curricular activities to interested students. Information regarding the opportunities listed below will be made available through the *Classroom Connection* and/or the staff member sponsoring the activity. Additional after school activities will be available through the *Foster/Boys and Girls Club Neighborhood Learning Center*, a 21st Century Community Learning Center.

Previous offerings include:

- Student Ambassadors
- Page Pal
- Book Store
- Safety Patrol
- Chess Club
- Choir (Grade 4 - 6)
- Cribbage Club
- Intramurals
- Knitting Club
- Service Club/Student Council
- Talent Show
- Walking Club

Textbooks

Students are provided with the textbooks necessary for their classes. We ask parents to help your children respect and care for this property by covering textbooks. The school fee that is collected at the beginning of each year is for rental of the books and does *not* cover damage to the books due to neglect or carelessness. If a student's textbook is lost, damaged beyond repair or beyond what is reasonably expected from normal use, a fine will be issued. **Parents are asked to help their children respect and care for this school property by covering the textbooks and treating them kindly.**

COMMUNICATION

Appointments with Staff

Teachers are very willing to meet with you when questions or concerns come up. If you would like to have a conference with a teacher prior to, or after, the scheduled Parent-Teacher Conferences that are held in October and March, please feel free to call the office to schedule an appointment, or contact staff through email . (See Contact page for information on how to do this). We ask that you avoid going directly to the classroom during the school day so that we can minimize disruptions to the learning environment. Classroom visits during the day should be pre-arranged with the teacher or office staff. Your cooperation is greatly appreciated.

Report Cards

Your child will bring home his/her report card twice per year, once in January and again at the end of the school year. The report cards are placed in a special envelope that will need to be signed and returned.

AASD Elementary Testing Schedule

September and May	Grades 2-6*	Measures of Academic Progress (MAP)
November	Grades 3-6	Wisconsin Knowledge and Concepts Examinations (WKCE)
January	Grades K-6	ACCESS testing for English Language Learner (ELL) students

*Grade 1 may participate in MAP testing depending upon availability of test from the District

Students will also participate in district-wide assessments throughout the school year.

Classroom Connection

The Stephen Foster Elementary Charter School newsletter is called the *Classroom Connection*. Foster Elementary is interested in “going green” – this publication will be posted on the school’s website by Friday morning each week (<http://www.aasd.k12.wi.us/Foster>) . If you need or prefer a hard copy of the *Classroom Connection*, please stop by the Information Zone in the front lobby to pick up a copy or contact Mary in the school office at 832-6288.

Parent Comments or Concerns

Do you have a question about what is happening at Stephen Foster Elementary Charter School? The weekly *Classroom Connection*, the school’s website at <http://www.aasd.k12.wi.us/Foster> , and this handbook are good sources of information. If you still have questions after consulting these resources, please do not hesitate to call the school office at 832-6288. If you have a specific concern about something that is happening at Foster, please write a note to the teacher or principal or call to make an appointment. The *AASD Complaint Procedure* is included in Elementary Policy Manual that was distributed at registration.

Parent/Student/Teacher Compact

The Parent/Student/Teacher Compact is a requirement for all Title 1 school-wide programs that receive Title 1 federal dollars. The Compact is a talking tool for parents, students, and teachers so that all are aware of the role and responsibilities we have. Parents are asked to read through the Compact with their child(ren), sign and return it to the classroom teacher.

See Appendix A for a copy of this important agreement between parents, students and teachers.

Parent Involvement

There are many opportunities for parents to participate actively in their children’s education. The *Foster Family Network* (formerly PTA) sponsors activities that provide many ways for parents to volunteer at Foster. Research has

shown that children whose parents are involved with the school are more likely to achieve academic success and to feel good about their school experiences.

Foster Elementary encourages parents to become involved in their children's educational programs in whatever way is most comfortable and interesting for them. If you have a unique talent or interest that you would like to share, please contact your child's teacher or the office. If you can help from your home by making phone calls or completing computer work, please contact the office. If you are interested in volunteering in your child's classroom, chaperoning field trips, or serving as a tutor in reading or math, please contact your child's teacher. In some cases, a background check may be needed.

Stephen Foster Elementary Charter School Governance Board

As a public charter school, Stephen Foster Elementary Charter School is afforded greater flexibility in how we meet the needs of our students as we educate them towards mastery of skills and content while ensuring attainment of all public education standards. At Foster, that flexibility affords us the ability to utilize the AFA model of instruction otherwise known as center-based instruction.

The increased flexibility, however, is accompanied by increased accountability. One component of this increased accountability is the Stephen Foster Elementary Charter School Governance Board. This Board provides general oversight of the school's activities along the path to student achievement. The Charter School Board is comprised of parent and community representatives, as well as staff members. All parents are invited to attend the monthly meetings; dates and times will be publicized prior to each meeting.

FOSTER ELEMENTARY SCHOOL BEHAVIOR GUIDELINES, EXPECTATIONS

The goal of Foster Elementary School is to provide a safe and productive learning environment for all individuals. Each member of the school community is responsible for behavior that exhibits respect for human dignity and individual differences. All students and staff share the responsibility of maintaining a safe climate that promotes and encourages learning.

In the 2009-2010 school year, Foster implemented the Positive Behavior Intervention and Support (PBIS) program. This program is designed to teach the desired behaviors throughout the many areas of the school campus. See Appendix B for the Behavior Matrix. Through specific teachings of these behaviors at the beginning of the year and weekly instruction focused on behaviors and related social skills, Foster aims to assist students in consistently meeting those desired behaviors.

Parental reinforcement of behavioral expectations is a vital component of a safe, caring environment. Your continues support of this program is greatly appreciated.

Anti-bullying

The staff and students of Foster Elementary believe that our school should be bully-free. The staff, with the help of students, and support from parents, expect that Foster will be a safe learning environment for all. Our main objective is to educate staff, students, and families on how to handle bullying situations that exist while working with students and parents to change bullying behaviors to reflect the positive, expected behaviors taught through PBIS. Our goal is to promote unity and appreciation of diversity in our school.

Suspension Guidelines (from *AASD Policy Handbook*)

The administration reserves the right to use its discretion in applying the criteria to decisions regarding suspension.

Criteria for In-School Suspension include but are not limited to:

- Insubordination and disrespect to staff
- Chronic violations of school rules
- Failure to comply with detentions
- Possession and/or use of tobacco
- Profanity
- Threats, intimidation, harassment

Criteria for Out-of-School Suspension include but are not limited to:

- Insubordination while in in-school suspension
- Fighting
- Threats, intimidation, harassment
- Physical intimidation and threats to staff
- Possession, use of, threat of use, or storing a weapon or look-alike weapon on school property, in a school facility, in a school vehicle or at any school-sponsored function
- After 3 to 5 in-school suspensions within a semester
- Possession of, or use of controlled substances, including alcohol
- Deliberate and premeditated actions, which endanger the health and safety of students or staff, causing serious physical and/or psychological harm

- ◆ Only the administration or administration designee can determine in-school or out-of- school consequences.
- ◆ Parents will receive a verbal and written notification of any in-school or out-of-school suspension.
- ◆ In addition to suspension, students violating the law while on school property or at school-sponsored events, may be cited accordingly by police authorities.
- ◆ All students receiving Special Education services will be dealt with in accordance with Wis. SS 120.13.

Wisconsin Statute 118.164 permits teachers to remove a student from class if the student violates the code of classroom conduct, is dangerous, unruly, and disruptive or exhibits behavior that interferes with the teacher's ability to teach effectively. When a student is removed from class, the proper documentation will be used to document removal of a student from class.

Cell Phones

In accordance with Board Policy 443.5:

- ✓ Students are prohibited from using cellular phones, electronic paging, two-way communication or gaming devices while in school buildings (7:00-4:00 PM) or attending school activities.
- ✓ Cell phones, etc must be kept in student lockers (or backpacks) during the school day.
- ✓ Cell phones, etc must be turned off (not on silence or on vibrate, but off) during school hours or while on school grounds
- ✓ Cell phones, etc found to be on or in use during school hours or while on school grounds by students will be taken away – parents will be required to come into the school to pick them up.

Violation of this policy will result in disciplinary actions. The school is not liable for any lost or stolen items.

Bicycles/Skateboards/Rollerblades/Ripsticks/Scooters

Bicycles MUST be walked while on school grounds and across streets. We encourage students to lock up their bicycles when arriving at school and to wear helmets when riding their bikes. These are good safety practices. Students will be expected to position their bicycles correctly in the bike racks. Skateboards, rollerblades, and the like may not be used on school grounds during school time. They must be kept in the student's locker during the day.

Personal Property/Intermediate Lockers

Personal items such as radios, MP3/CD players, iPods, electronic and hand-held games are not to be brought to school except when requested by a teacher for a class assignment. Expensive items are difficult to store and the school will not be responsible for lost or stolen items. Although lockers are used for intermediate students, the school does not provide locks. Students may **not** bring their own locks from home because school personnel need to have easy access to lockers at all times.

DRESS CODE GUIDELINES

We take pride in the appearance in our students. How students act is often affected by what they wear. Students are expected to dress appropriately in clean, well-fitting clothing appropriate for the weather. This makes them feel more comfortable about school and increases their chances of being successful students ready to learn.

Students dress or attire must adhere to the following minimum standards. The standards maintained align with the BOE approved policy found in the family district handbooks.

- Students may not wear scanty/revealing clothing. Examples of these items include **but are not limited to** tube tops, halter tops, backless tops, strapless tops, spaghetti straps, and clothing that expose the midriff and/or undergarments.
- Jackets, coats, and gloves must be removed at the student's locker/hallway hook area. Any such items may not be worn around the building during school hours.
- Students are not allowed to wear head gear in the school building. Removing a person's hat when entering a building is a well-established sign of respect in our country and one that will be reinforced in our schools. Examples of head gear include **but are not limited to** hats, caps, and bandanas.
- Students must wear shoes/appropriate footwear in and around the school at all times.
- No garments that advertise alcohol, alcohol establishments, tobacco products, or other drugs may be worn.
- No attire with any gang related purpose is allowed.
- No attire with messages or symbols that include profanity, violent or sexual language/actions, or inappropriate subject matter such as skull, crossbones, or weapons, is allowed to be worn in the school buildings.
- Any attire or accessory which by its design, use or intended use, could cause bodily harm, property damage, or intimidation to other persons, may not be worn. Examples of these items include **but are not limited to** chains, leather straps, pet collars, and spikes.

Body markings or tattoos that do not meet the above standards must be fully covered at all times.

Heelies and other wheeled foot where are not allowed in the school building.

This policy is in force during the school day, in school vehicles, and at all school activities. The wearing of outer garments and headwear will be permitted in school vehicles and at school activities when deemed appropriate by building administration.

This list is not meant to be exhaustive; rather it is intended to provide some idea of acceptable dress.

Since styles of clothing change rapidly, the administration reserves the right to restrict certain fashions that are inappropriate as well as interpret what is considered to be in poor taste or distracting to the learning environment. Members of the staff will use their professional judgment when enforcing this policy.

Authority of Principals and Consequences for Violations:

If there is a disagreement between students and/or parents and the staff regarding the appropriateness of clothing and body markings, the principal or his/her designee will review the situation and make a final decision. Violations of any of the above standards will be subject to disciplinary actions specified in school handbooks.

DRESS CODE GUIDELINES (Hmong)

Peb xav kom txhua tus menyuam hnav ris tsho kom zoo. Tus menyuam hnav ris tsho li cas nws yeej coj tus cwjpw zoo li ntawd. Txhua tus menyuam yuavtsum hnav khaub ncaws huvsi, haum cev, thiab raws li tej huabcua. Qhov no yuav ua rau lawv nyob khabseeb lug thiab npaj txhi rau txoj kev kawm ntawv.

Tej ris tsho uas cov menyuam hnav yuav tsum yog tej yam hais nram no. Cov kev coj no yog raws li txojcai tsim los ntawm Board of Education tsab cai 443.1, June 1999 uas nyob rau hauv phau kevcai uas tsev kawm ntawv muab faib rau txhua yim neeg.

- Tsis pub hnav ris tsho zawm ceev ceev. Muaj tej yam xws li cov tsho zawm ceev ceev, cov tsho ua ob txog hlua khi saum cajdab, cov muaj ob txog hlua me me khi ntawm xwbpgw, cov tsho uas npog xub ntiag xwb nraub qaum tsis muaj dabtsi npog li, lossis tej tsho luv luv los txog ib nta plab xwb.
- Tsho tiv no, tsho tiv nag, thiab hnav looj tes yuavtsum muab hle dai cia. Tsis pub hnav cov tsho loj no lub sijhawm nyob hauv tsev kawm ntawv lawm.
- Tsis pub ntoo mom ntoo phuam thaum nkag los hauv tsev kawm ntawv lawm. Yuavtsum hle mom thaum nkag los tsev kawm ntawv, qhov no yog ib qho uas qhia txog kev sib hwm.
- Yuavtsum rau khau kom zoo mus kev thaum nyob hauv tsev kawm ntawv.
- Tsis pub hnav tej ris tsho qhia txog cawv, luam yeeb, thiab lwm yam tshuaj.
- Txwv tsis pub hnav ris tsho sau ntawv los kos duab ua laib (gang).
- Txwv tsis pub hnav tej khaub ncaws uas hais lus phem lus dev, muaj tej daim duab sib ntaus sib tua, lossis tsis pub sau tej ntawv phem.
- Tej ris tsho lossis saw uas muaj tej lus phem uas yuav ua rau lwm tus raug mob, ua rau vajtse puas tsuas, lossis hais lus phem los hem lwm tus, txwv tsis pub hnav/coj kiag li. Tej no yog tej yam li saw coj ntawm cajdab, saw hlau sia ntawm duav, siv tawv, hlua cab tsiaj, thiab spikes.

Yog yus lub cev muab tej duab kos rau (tattoos), yuavtsum tau hnav ris tsho npog txhua lub sijhawm tsi pub tawm.

Txoj cai no yuav tswj sawvdaws thaum nyob hauv tsev kawm ntawv, nyob hauv tsev kawm ntawv lub tsheb, thiab thaum nrog tsev kawm ntawv mus ncig xyuas ib qho chaw twg. Hnav ris tsho sov thiab ntoo mom thaum nyob hauv tsheb thiab mus ncig sab nraud yeej tau tsuav yog lub tsev kawm ntawv tso cai lawm. Tsab cai no tsi yog yuav tsim los kom sawvdaws nyuaj siab, nws tsim los kom sawvdaws hnav ris tsho kom zoo tsim nyog.

Vim tias tsoos tsho tom khw hloov sai heev, mas cov thawj coj thiab li tsim ib txojcai los txwv tej yam ris tsho uas lawv pom tias tsi zoo thiab hais tej lus tsis tsim nyog nyob tom tsev kawm ntawv. Thaum cov thawj pom tias yam twg tsi zoo, lawv yuav siv txoj cai no los tswj sawvdaws.

Txoj Kev Cai Thiab Kev Rau Txim Yog Hla Txoj Cai:

Yog thaum twg cov menyuam, cov niamtxiv, thiab cov xibhwb hauv tsev kawm ntawv muaj kev tsis sib haum txog kev hnav ris tsho thiab kev kos duab ntawm lub cev, tus thawj saib tsev kawm ntawv thiab nws cov neeg khiav haujlwm yuav soj ntsuam txojcai kom meej. Leejtwg hla txojcai no yuav raug rau txim raws li lub tsev kawm ntawv tau teeb tseg lawm.

DRESS CODE GUIDELINES (Spanish)

Nos enorgullecemos de la apariencia de nuestros alumnos(as). La manera en que los alumnos(as) actúan es a menudo un efecto de como se visten. Se espera que los alumnos(as) vistan ropa limpia y apropiada para el clima. Esto los/las hace sentirse más cómodos(as) en la escuela e incrementa sus oportunidades de ser alumnos exitosos y listos para aprender.

La vestimenta o ropaje de los/las alumnos(as) debe acatarse a los siguientes mínimos estándares. Los estándares mantienen alineación con la política 443.1, aprobada por el BOE en junio de 1999, localizada en la guía escolar del distrito.

- Los alumnos(as) no deberán vestir ropa escasa/revelante. Ejemplos de estos artículos incluyen **pero no se limitan a** blusas/camisetas entalladas al cuerpo, descubiertas por la espalda, sin tirantes, de tirantes delgados, y ropa que exponga el abdomen/diafragma o prendas interiores.
- Chaquetas, abrigos y guantes deben ser mantenidos en el armario del alumno o en los ganchos del pasillo. Cualquiera de dichos artículos no deberán ser vestido dentro del edificio durante horas de instrucción.
- No se permite a los alumnos(as) vestir accesorios para la cabeza dentro del edificio. El remover el/los accesorio(s) para la cabeza al entrar a un edificio es un signo bien-establecido de respeto en nuestro país y él cual reforzaremos en nuestras escuelas. Ejemplos de accesorios para la cabeza incluyen **pero no se limitan a** sombreros, gorras/cachuchas y pañuelos.
- Los alumnos(as) deben calzar zapatos/calzado apropiado en y alrededor de la escuela en todo momento.
- No prendas deberán ser vestidas las cuales anuncien alcohol, establecimientos de alcohol, productos de tabaco u otras drogas.
- No son permitidas prendas relacionadas con pandillas.
- No son permitidas prendas con mensajes o símbolos que incluyan profanidad, violencia, lenguaje sexual/acciones, o temas inapropiados en los edificios escolares.
- Cualquier prenda o accesorio el cual por su diseño, haga o nos pudiese causar daño corporal, daño a la propiedad o intimidación a la(s) persona(s) no deberá ser vestido. Ejemplos de estos artículos incluyen **pero no se limitan a** cadenas, ataduras de cuero, collares para mascotas y picos.

Foster Elementary Charter School

Parent/Student/Teacher Compact

2009-10 School Year

Student Name _____

Teacher _____

Learning can take place only when there is a combination of effort, interest and motivation.

This Compact is an agreement: a promise to work together.

Together we can improve teaching and learning at Foster School.

Student promise:

I want to work to the best of my ability. I will try hard to:

- Attend school regularly and on time
- Come to school prepared with what I need for learning
- Return completed homework assignments; read after school or in the evening.
- Ask my teachers or parents questions when I do not understand something
- Tell my parents what I am learning at school
- Follow the Foster Charter School behavior expectations
- Show my parents my completed homework and then get agenda signed daily
- _____

Student signature _____

Date _____

Parent/Guardian promise:

I want my child to do well in school. To encourage him/her, I will try my best to:

- Send my child to school regularly, on time, and dressed for the weather
- Take care of my child's health and medical needs.
- Have a quiet study time and place at home
- Encourage my child; talk about and help with homework
- Read and sign homework agenda
- Support the school's behavior expectations
- Attend/participate in (circle): Open House, Parent/Teacher conferences, Family Nights, or other school events
- _____

Parent signature _____

Date _____

Teacher promise:

I want my students to do well in school. I will:

- Assess individual needs
- Provide quality individualized learning opportunities
- Assign homework and give timely feedback
- Welcome parents who want to visit and/or volunteer at school
- Give parents assistance so they can help with homework
- Encourage students by giving them, and their parents, information about their progress
- Maintain discipline in the classroom so that students can learn and be safe
- _____

Teacher signature _____

Date _____

Principal signature _____

Date _____

Appendix B

Foster’s Expected Behaviors

EXPECTATIONS	CLASSROOM (including LMC, specials rooms)	HALLWAY	SPECIAL EVENTS (MMM, assemblies, speakers...)	PLAYGROUND	CAFETERIA	FIELD TRIPS/BUS	BATHROOM	B4/AFTER SCHOOL
Be Responsible	All materials ready for class On task & focused Keep it clean	Stay on right side Keep it clean	Follow adult directions Stay in assigned seat	Dress for the weather and temperature Keep it clean Bring in what you take out Line up promptly, quietly	Clean up after yourself Eat only what you order or bring	Keep it clean Stay with chaperone, guide	Keep it clean Keep it free of damage Be quick Report problems to an adult	Be on time (8:22AM) Bring all materials to school Line up quickly, quietly
Be Respectful	Raise your hand Use appropriate voice level Be a good listener Follow directions from adults	Quiet voices Be aware of learning environments	Ears open Voices off Eyes on speaker	Follow directions from supervisors Follow established rules of the games, equipment Play fair Good sportsmanship	Quiet voices Use table manners Follow directions from supervisors	Quiet voices Follow adult directions Follow rules of the site	Quiet voices Give others privacy Be “green”	Follow directions from safety patrol and supervisors Hands & feet to self Good citizenship
Be Safe	Hands & feet to self Walk at all times Four chair legs on the floor Appropriate use of materials/supplies Follow classroom expectations	Hands & feet to self Walk at all times Stay in line	Hands & feet to self	Stay in designated area Use equipment appropriately Hands & feet to self	Stay seated at assigned table Carry tray with two hands Hands & feet to self Walk	Hands & feet to self Walk Sit in your seat, facing forward	Hands & feet to self Walk Leave the lights on Wash hands with soap & water	Walk Walk bikes, scooter, etc on school property Use crosswalks & sidewalks Stay in supervised area

Notification of Absence due to Family Trip

I request permission for _____
(Child's Name)

To be absent from school on _____ because _____
(Dates) (Reason for absence)

Homeroom Teacher's Name _____

Parent/Guardian Signature _____ Date _____

- This form needs to be submitted to the office one week in advance of the absence.
- This form needs to be submitted if the student will be absent more than 3 days.
- The homeroom teacher will provide the assignments to be completed over the vacation.
- Make-up work may also be assigned when the child returns to school. Alternative assignments may be assigned when it would be difficult to replicate the work/activities that were completed during the student's absence.