

# Foster Elementary School Parent Handbook

2022-2023



**School Info:**

2014 East Diana Street  
Tampa, FL 33610  
813-276-5573 (PH)  
813-276-5731 (FX)

**Principal:** Dr. Antonio Smith

**Assistant Principal:** Kirsten Meyer

**School Hours**

| Campus open for arrival and breakfast at 7:15 am M-F |            |          |
|--|------------|----------|
|  | Start Time | End Time |
| Monday   | 7:40 AM    | 1:55 PM  |
| Tuesday- Friday                                      | 7:40 AM    | 12:55 PM |

**Vision:** Preparing Students for Life

**Mission:** To provide a welcoming environment for where stakeholders exchange ideas and strategies that will result in a rigorous, differentiated academic experience. We will promote stability through social emotionally learning that will help build relationships across the community.

**Note from the Principal**

Dear Families,

*It gives me great pleasure to welcome you to Foster Elementary School, home of the Eagles! Here at Foster Elementary School, we take pride in building strong relationships with our students, at the same time providing them with a rigorous curriculum and varied learning opportunities to meet all their needs. We believe that all students can achieve success, and that success is measured in very different ways. We get to know our students' strengths, and pride ourselves on building upon these to help them learn and grow. It is our vision and commitment and to you that our students are ready for college, career and life. This vision is the cornerstone for the work we do with our students every day and we make sure to take time to celebrate the little successes our students have that help us move one step closer to that goal!*

*Each student will be provided with a **Student Folder**. The **Student Folder** is designed to be used to foster home/school communication. It should be brought to school every day. Students will write their assignments in it, and teachers may communicate information to you daily, weekly, or on an as needed basis. Please take a moment each night to review the day and sign the student school folder and make sure your child returns it to school the next day.*

*We appreciate your support and look forward to working with you this upcoming school year!*

*Your Partner in Education,  
Dr. Antonio Smith, Principal*

## Student Dress Code:

We are modified uniform school. Our students dress for success each day!

### The proven benefits of school uniforms include:

Increased focus on teaching and learning  
 Reduced distraction, peer pressure, and behavioral issues  
 Cost savings to parents/families  
 Strengthened school pride  
 Improved school safety



Here's what to wear!

### Please see below for school uniform colors...

- ❖ Uniform colors (Shirt): White, Red, or Navy Blue. All shirts must have a collar.
- ❖ Uniform colors (Bottom): Khaki or Navy Blue
- ❖ School Spirit Shirts may be worn on the last day of each week with a uniform bottom.



Shoes must have closed heels or backs. Tank tops, tops without backs or tops that do not cover your stomach are not allowed. See-through/mesh tops are not allowed. Shorts and skirts must be fingertip length or longer. Clothes with improper language or pictures will not be allowed. Hats, caps or other items, such as sunglasses, will not be worn in the building unless a doctor or principal gives you permission. Proper grooming is expected at all times. Students should not distract others by his or her clothing or grooming. Students are requested to wear uniforms consisting of red, white, or navy-blue polo shirts or the house T-shirt and blue or khaki bottoms.



## Arrival/Dismissal Procedures Attendance and Tardiness:

To ensure academic success, students are expected to attend school on time daily, from 7:40-1:55 P.M (Tuesday-Friday), except early release days (Monday - 12:55 release). Students should be in their classroom by 7:40 AM. Any student arriving after 7:40 A.M. will be marked tardy. Parents are required to send a note when a student is absent. Please allow teachers ample time to prepare make-up work when students are absent. For safety reasons, students will only be released to parents, authorized guardians, and those listed on the student information card via the main office. Proper ID must be provided every time to sign out a student.

## Morning Arrival Procedures:

To ensure student safety, ONLY drop off car riders in the designated area in the Car Loop- not on Diana Street. Students are not to arrive on campus before 7:15 A.M. There is no supervision for students who arrive early. **Free breakfast is**

**available each morning from 7:15 A.M - 7:40 A.M.** Students who eat breakfast should pick up their breakfast and go directly to class.

### Afternoon Dismissal Procedures:



#### Car Riders/Bikers:

Parents of car riders/bikers are to remain in their vehicle until their child is placed in the car. All car riders are required to have a car tag in their window. Please include all students who ride in that car along with their grade levels. Students are escorted to their cars by a Foster Elementary employee.



**Walkers:** Walkers will be brought to the front of the school by a teacher. Students will wait with their teacher until their adult walks up to pick them up. No students will be released to the street to get into a car. Parents must communicate in writing to the teacher if a student is permitted to walk home without an adult.

#### Standard Dismissal Times:

1:55 - Car Riders

1:55 – Buses 1:55 – Walkers, Bike Riders and Boys and Girls Club

#### Early Release Dismissal Times:

12:55- Car Riders

12:55- Buses

12:55 - Walkers, Bike Riders and Boys and Girls Club

Parents can help ensure safe and convenient transportation by communicating any changes to the teacher in writing and clearly reminding their child. **Children will not be released a different way unless those changes are in writing.** Frequent changes in dismissal transportation make it confusing for the child and the staff. Please be as consistent as possible.

### Before/After School Programs

Boys and Girls Club- Students must be registered to attend.



#### Cafeteria Services:

Breakfast is served from **7:15 A.M - 7:40 A.M. daily.** Students also have a 30-minute lunch. Bag lunches are permitted. Snacks are available for purchase from the cafeteria as needed. Please do not send any glass bottles or containers to school. See the HCPS website for current menu and prices. Parents may pay in advance for meals using [www.mypaymentsplus.com](http://www.mypaymentsplus.com)

or through direct payment into the student account in the cafeteria. Please do not send food that requires heating and also be mindful as to what your child is eating.

### **Early Checkout:**

Students shall not be released after 1:25 p.m. except early release days (12:25). The close of the school day is an important time for students, and interruptions caused by calling into classrooms make it difficult for teachers to finalize instruction and adequately prepare students for dismissal. Please schedule doctor appointments to avoid conflicts with the school's checkout policy.

## **House Keeping Procedures**

### **Illness and Use of Medications:**

The office staff will always attempt to contact parents/guardians in the event their child becomes injured or ill while at school. Please make sure we have your current phone numbers and the required emergency information available at all times throughout the school year. Parents are required to log in all medications (**prescribed and over the counter**) with detailed information for administration. All medications must be in a prescription bottle labeled with the name of the child for whom the medication is intended. A signed authorization form is required for each student who needs to receive medication at school. Over the counter medications may not be dispensed by office staff unless approved by a physician. For safety reasons, students may not bring or keep medications in the classroom. **Medications will only be dispensed as indicated on the medication label by an authorized adult.**

### **Change of Address, Telephone, or Transfer:**

Please notify your child's teacher AND the main office of any changes in important information. Remember, parents must be available to authorize treatment in the event of an emergency. If you do not have a phone, please leave a number for someone who can reach you.

### **Permission Slips/ Field Trips:**

Signed parent permission slips are required for all students planning to participate in school field trips. Parents will be notified in advance of all school sponsored field trips. Teachers may require parent attendance if student behavior warrants additional support. Permission slips and payment will not be accepted after the stated deadline.

### **Student Daily Communication Folder:**



All Foster Elementary students will bring home their student folder each day. This folder will contain information about school wide events and important happenings. Please read all contents with your child and sign the folder and all required documents. Students are expected to bring their folder to school each day.

### **Celebrations:**

Birthday celebrations will include a special moment in class designed by the teacher to highlight the individuality of students. The inclusion of cupcakes, candy and other edible treats during the day will no longer be able to take place.

## **Community/ Parental Involvement**



### **Volunteers:**

Please sign in using the computer in the front office each time you visit our school. The cumulative volunteer hours for Foster Elementary are used for special recognition awards. All volunteers must have an approved application from the district. You must complete the application on the district's website.

### **PTA:**

We invite parents to join and to participate with the Parent Teacher Association (PTA). The PTA strives to involve all members of the community in the improvement of the educational process for the students we serve. Please let us know if you would like to serve as a PTA board member for the 2022-2023 school year.

### **SAC:**

Parents are encouraged to join the School Advisory Council (SAC). The SAC committee meets the 3rd Thursday of each month at 2:30PM to discuss school operations, budget, and current events happening at the school. This is your opportunity to have a voice in making school level decisions. Enjoy a continental breakfast while having the opportunity to participate in SAC.

## School Visitation:

**Please know that we will follow all CDC and District Guidelines in relation to COVID, and visitation rules may change at any time based on their guidance.**

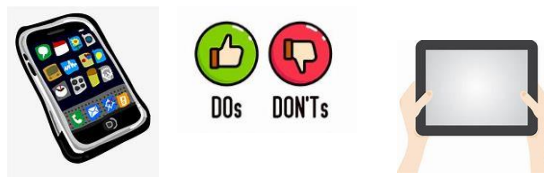
Visitors and volunteers are invited on campus with an appointment. Visitors must sign in at the front office and provide ID. We will allow parents to walk students to class the first day of school only. Following the first day of school, students will need to be dropped off at the car rider loop or walker gate. Adults will be available to assist students in getting to class. We greatly appreciate your cooperation in keeping our students, staff and community safe.

**Textbooks:** Textbooks and library books are provided for your child's use on a loan basis. Please assist your child by keeping track of all school assigned books. Parents are required to pay for any damaged or lost books.

## Lost and Found:

Lost and found student items should be returned to the area next to the cafeteria. Students may check to look through the lost and found box. Parents can avoid problems by labeling everything, especially jackets, coats and backpacks.

## Phone/Electronic Readers:



During school hours and while on the bus, cell phones and other electronic devices are to be used under the supervision of district staff for educational purposes only. Students must comply with the directives of school/district staff regarding when and where electronic devices can be used. Devices may only be used in approved areas and students must comply with the directives of school/ district staff regarding when and where electronic devices may be used. Cell phone conversations or texting during the school day are prohibited unless under the supervision of staff/school personnel. Failure to comply with staff directives may result in student consequences.

## School-Wide Discipline Plan

Students are expected to follow school rules and common area expectations for classrooms, resources, the cafeteria, and the playground. Students will receive expectations for each of the common areas.

## Foster Elementary Parent Handbook Acknowledgement Form

Student's Name \_\_\_\_\_

Teacher's Name \_\_\_\_\_ Grade Level \_\_\_\_\_

Our signatures acknowledge that we were given a copy of Foster Elementary's Parent Handbook. We understand that it contains information about the policies and procedures of our school. We understand it is our responsibility to learn the rules and help our child(ren) understand their role in making Foster a safe and enjoyable learning environment.

Student Signature \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_

Date \_\_\_\_\_

