

Parent Handbook 2021 - 2022

PRINCIPAL
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TEAM

Together Everyone Achieves More



Important

Arrival/Dismissal Procedures

Attendance and Tardiness:

In order to ensure academic success, students are expected to attend school on time daily, from 7:10-1:55 P.M. except early release days (1:25). 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.

Early Checkout:

Students shall not be released after 1:25 p.m. except early release days (12:55). The close of the school day is an important time for students, and interruptions caused by calling into classrooms makes 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.



Morning Arrival Procedures:

To ensure student safety, **ONLY** drop off car riders in the designated area. **Students are not to arrive on campus before 7:10 A.M.** There is no supervision for students who arrive early. Breakfast is available each morning from 7:10-7:40 A.M. Students who eat breakfast should pick up their breakfast and go directly to class. **Please drop car riders off in the designated car rider loop. Car riders may not be dropped off in the front of the school. Everyone must adhere to this policy. There will be school personnel posted to help assist.**

Afternoon Dismissal Procedures:

Parents of car riders 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. Student are escorted to their cars by a Foster Elementary employee.

Standard Dismissal Times:

1:55 - Car Riders

1:55 - Buses

1:55 - Walkers, Bike Riders and Boys and Girls Club

Early Release Dismissal Times:

1:55- Car Riders

1:55- Buses

1:55 - 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

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.**



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.

Tuesday Folders:

All Foster Elementary students will bring home their **Tuesday Folder each week**. This folder will contain information about school wide events and important happenings. Please read all contents with your child, and sign required documents as well as the parent signature page on the of the inside of the folder. Tuesday folders are due to teachers each Wednesday morning.

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. Everyone must complete the online documents.

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 would like to serve as a PTA board member for the 2021-2022 school year.

SAC:

Parents are encouraged to join the School Advisory Council (SAC). The SAC committee meets the 3rd Thursday of each month at 7:40 A.M. 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:

Visitors will be invited on school campus. All visitors must sign in at the front office and complete the online visitor clearance. We will allow parents to walk students to class the first day of school. Following the first day of school, students will need to be dropped off at the car rider area. Adults will be available to assist students in getting to class. We greatly appreciate your cooperation in keeping our students, staff and community safe.

Daily Procedures



Dress Code:

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 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 blue polo shirts or the house T-shirt and blue, black or khaki bottoms.**

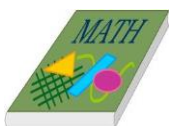


Cafeteria Services:

Breakfast is served from 7:10-7:40 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 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.

All students need to bring a refillable water bottle to school



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 cafeteria. Please check with the cafeteria to look through the lost and found box. Parents can avoid problems by labeling everything, especially jackets, coats and backpacks.

Cell 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 during the school day are prohibited unless under the supervision of staff/school personnel. Failure to comply with staff directives may result in the following 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/School Wide Discipline Plan
Acknowledgement Form

Student's Name _____ Grade _____

Teacher's Name _____

Our signatures acknowledge that we were given a copy of Foster Elementary's Parent Handbook and School Wide Discipline Plan. 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 _____

Note: Failure to return this acknowledgement form will not relieve a student and/or parent/guardian from responsibility for knowledge or non-compliance of the procedures or policies stated in this plan.