

Foskett Ranch Elementary

Student/Parent Handbook

2016-2017



1561 Joiner Parkway, Lincoln, CA 95648
(916) 434-5255 ~ Fax: (916) 434-5240
<http://www.wpusd.k12.ca.us>

Dear Foskett Ranch Families,

Welcome to Foskett Ranch Elementary School.

Thank you for taking the time to read the student/parent handbook. This year we have included an interactive table of contents. If you click on the section you would like to review simply click on the subject to be taken to the corresponding section of the handbook.

We are excited about working with you as we continue to cultivate a positive school climate at Foskett. All staff members are dedicated to providing a quality education for our students and to ensuring that Foskett Ranch is an outstanding school.

By working together, parents, students and staff can provide the environment for student achievement and success. Your involvement is extremely important and can help make a positive difference in your child's school progress.

As parents, you are your children's first teachers. Research shows that when parents and schools work together, students do better. Following are suggestions from the Parent Institute outlining ways you can make a difference in your children's education:

1. **Read to/with your child regularly.** Long after children learn to read for themselves, they love this special time with Mom or Dad. Kids who are read to want to read on their own.
2. **Join PTO (Parent-Teacher Organization).** When parents and teachers work together schools improve.
3. **Volunteer.** We appreciate parent volunteers! It can be a rewarding experience to see students so excited to learn new things. Working full-time? There are still ways to help. Ask your child's teacher what you can do.
4. **Let your children know school is important.** Ask about their homework. Attend school events. Talk about the positive experiences you had in school. Instead of asking your child, "What did you do in school today," ask him to talk about his favorite part of the day, what he did during recess, what he learned in math, etc.
5. **Recognize your child's special gifts.** Each child has special talents. Perhaps the most important thing you can do is to help your child see how he or she is special. That boosts confidence and sets the stage for learning.

We look forward to working with you this year. If we can ever be of any assistance, please call us or stop by the school office.

Sincerely,

Kelly Castillo
Foskett Ranch Principal

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Foskett Ranch Bell Schedule

2016-2017

Grades 1 – 5

Regular Day:

7:50 Breakfast (cafeteria)
 7:55 Supervision Bell
 8:15 Instruction Begins
 9:40 – 9:55 Recess (Grades 1, 2,)
 10:00– 10:15 Recess (Grades 3, 4, 5)
 11: 15 - 11:55 Lunch (Grades 1, 2)
 12:00 – 12:40 Lunch (Grade 3)
 12:00 - 12:50 Lunch (Grades 4, 5)
 1:25 - 1:40 Recess (Grades 1, 2)
 1:40 – 1:55 Recess (Grade 3)
 2:40 Instruction Ends

Early Release:

7:50 Breakfast (cafeteria)
 7:55 Supervision Bell
 8:15 Instruction Begins
 9:40 – 9:55 Recess (Grades 1, 2)
 10:00 – 10:15 Recess (Grades 3, 4, 5)
 11:15 – 11:55 Lunch (Grades 1, 2)
 12:00 – 12:40 Lunch (Grades 3, 4, 5)
 1:40 Instruction Ends

Kindergarten

Regular Day:

AM Classes 8:00 AM – 11:20 AM
 Instruction begins at 8:00 am

 PM Classes 11:20 AM – 2:40 PM
 Instruction begins at 11:20 am

Early Release:

AM Classes 8:00 AM – 11:20 AM

 PM Classes 10:20 AM – 1:40 PM

SDC Classes

Clark, Regular and Early Release Day:

AM Class 8:00 AM – 11:00 AM
 PM Class 11:40 AM – 1:40 PM

Karuzas, Regular and Early Release Day:

AM Class 8:00 AM – 12:00 PM
 PM Class 9:45 AM – 1:45 PM

Colflesh/Stice Gr's 1-5 Regular Day

8:15 – 2:40 PM

Colflesh/Stice Gr's1-5 Early Release Day

8:15 – 1:40 PM

Colflesh Kindergarten Regular and Early Release Day

8:00 AM – 12:00 PM

Arrival & Departure Procedures

Arrival: Students eating breakfast may arrive at 7:50 and proceed through the art room to the cafeteria. We stop serving breakfast at 8:05 AM. All other students may arrive after 7:55 when campus supervision is available.

In the south parking lot, primary students should be dropped off in the lane that is closest to the multipurpose room, intermediate/upper grade students can be dropped off in the center lane (the lane between the parking spaces), use the sidewalk to walk towards the office and wait at the crosswalk until the yard supervisor crosses the student to the main campus. In the north lot, please pull forward and curbside to drop students off. Please note that during drop off and pick up times there is no parking along the curbs during drop off and pick up times, and we need cars to continue towards the exits after dropping off and picking up the children.

Upon entering campus, students drop their backpacks at their classroom door and proceed directly to the blacktop.

Departure: The north parking lot, cars pull forward and curbside to pick up children and yield to the bus when it arrives. The south parking lot continues with two lanes for auto pick up.

When picking up students, please do not leave your car unattended along the curb.

Students walking or biking to school enter the campus through the front gates of the school. Students walk bikes and scooters on campus and park them at the bike racks located near the office. Bikes and scooters should be locked during the day and not left after school. Skateboards can be taken to class and put in the students' cubbies. The school is not responsible for damaged or stolen bicycles, scooters and skateboards.

Attendance

Daily school attendance is critical for a student's success. Consistent attendance enables students to grasp educational concepts and become better prepared to learn the next sequential task in the curriculum cycle. A student's attendance also provides funds for our school. Absences from school will be excused for health reasons, attendance at funeral services for a family member, appearance in court or observation of a religious holiday or ceremony. Whenever possible, a student absent for a reason other than illness should attend at least the minimum school day. Parents may request a travel study for students who will be absent five or more consecutive days (see Travel Study – pg. 14).

When your child is absent, please call the school attendance line (434-5225) or send a note with your child on the day he/she returns to school. The note must indicate student's full name, dates of absences, reason for absence, and parent signature. Students who are absent on a regular basis or absent for extended periods of time will be reported to the principal.

Appointments/Early Pick Up: If you know your student will be leaving early please send a note to your child's teacher so the student can be ready when you arrive. All students leaving campus early must be signed out in the office by a parent or guardian before leaving the school. Please come to the office, complete the form to pick up your child(ren) early, and we will call your child to meet you in the office.

Tardies: If a student arrives to school late, he/she will need to report to the office to get an admit slip to take to class. Thank you for making every effort to get the students to school on time as tardiness can result in disruption to the student's instruction.

Back to School Night

All parents are encouraged to attend Back to School Night held during the first month of school. This evening is designed to orient parents to the school and its programs for the upcoming year. Parents are invited to visit their child(ren)'s classroom(s) to hear an overview of the school year and to learn of specific classroom policies and procedures. This evening is designed for parents only. Children are to remain at home.

Behavior Plan

Our school behavior policy strives to develop a structure in discipline using a proactive, positive approach where students learn respect for others, themselves and learning.

All classroom teachers develop post and consistently enforce classroom standards for behavior with positive and negative consequences. Additionally, at Foskett Ranch, everyone is expected to know and follow our three expectations:

- Be Safe
- Be Respectful
- Be Responsible

Following is a detailed description of procedures for each expectation:

Foskett Ranch Behavior Procedures

Common Area	Be Safe	Be Respectful	Be Responsible
<i>All Common Areas</i>	<ul style="list-style-type: none"> • Walk facing forward. • Keep hands, feet and objects to self. • Get adult help for accidents and spills. • Use all equipment and materials appropriately. 	<ul style="list-style-type: none"> • Use kind words and actions. • Wait for your turn. • Clean up after self. • Follow adult directions. 	<ul style="list-style-type: none"> • Follow school rules. • Remind others to follow school rules. • Take proper care of all personal belongings and school equipment. • Be honest.
<i>Cafeteria</i>	<ul style="list-style-type: none"> • Keep all food to self. • Sit with feet on floor, bottom on bench and facing table. 	<ul style="list-style-type: none"> • Seats are for everyone. • Use inside voices. 	<ul style="list-style-type: none"> • Get all utensils, milk, etc., when first going through the lunch line. • Pick up all your papers, plastic, etc. • Raise hand and wait to be excused.

Common Area	Be Safe	Be Respectful	Be Responsible
<i>Playground/Recess</i>	<ul style="list-style-type: none"> • Walk to and from the playground facing forward. • Stay within boundaries. • Be aware of activities/games. • Play in a safe manner. • What is on the ground stays on the ground 	<ul style="list-style-type: none"> • Play fairly. • Include everyone. 	<ul style="list-style-type: none"> • Get a pass from the campus supervisors to leave the area.
<i>Bathrooms</i>	<ul style="list-style-type: none"> • Keep feet on the floor. • Keep water in the sink. • Wash hands. • Put towels in the garbage can. 	<ul style="list-style-type: none"> • Knock on the stall door. • Give people privacy. • Use inside voices. 	<ul style="list-style-type: none"> • Flush the toilet after use. • Return to the room or playground promptly. • Use a bathroom pass.
<i>Arrival and Dismissal Areas</i>	<ul style="list-style-type: none"> • Use the bike lane. • Use sidewalks and crosswalks. • Wait in designated areas. • Park bike in bike rack. • Wear your helmet if riding to school. 	<ul style="list-style-type: none"> • Use kind words and actions. • Wait for your turn. • Clean up after self. • Follow adult directions. 	<ul style="list-style-type: none"> • Arrive on time. • Leave on time. • Get teacher permission to use the classroom phone.
<i>Special Events and Assemblies</i>	<ul style="list-style-type: none"> • Wait for dismissal signal. • Walk to your seat and wait your turn to be seated. 	<ul style="list-style-type: none"> • Use audience manners. • Sit on bottom. 	<ul style="list-style-type: none"> • Follow school rules. • Remind others to follow school rules. • Take proper care of all personal belongings and school equipment. • Be honest.

Recognition

Students are recognized for appropriate behavior choices with “Bucket filler” coupons. Students collect the tickets and redeem them in the office for prizes when they have collected three coupons.

Each week, one student will be selected as the Bucket Filler of the Week. The student will receive a certificate and participate in the lunch on the stage recognition.

Awards assemblies are held each quarter. Students receive recognition for achievement (either outstanding performance or marked improvement in an area), positive citizenship, and perfect attendance (100% attendance for a semester with no more than 3 excused tardies per year), and for reaching their goals in the Accelerated Reader program (grades 3 – 5).

Teachers develop positive recognition systems in their classrooms that are tailored to meet the developmental needs of the grade level and class.

Consequences

We feel that preventing problems from occurring is the best and first approach to consequences. This includes systematic supervision:

Active supervision – staff **move** around the campus, cafeteria and classroom with unpredictable, randomized patterns, **scanning** with their eyes and ears to notice positive behaviors and potential problems that can be stopped before happening, **connecting** with students by creating a friendly atmosphere, **positively** reinforcing appropriate student behavior by acknowledging it and letting students know we appreciate it.

When problems occur, staff responds quickly and effectively to students who are behaving in an uncooperative or difficult manner:

Staff **responds** immediately or as soon as possible by speaking privately and respectfully with the student, **defining** the problem and giving the student a choice to cooperate with a direction, correction and/or a predetermined consequence. If the student chooses not to cooperate, a consequence is carried out.

Citations are received by students for consistent or more serious problems such as:

- **Causing Bodily Harm (Be Safe, Be Respectful)** – pushing, fighting, leaving any mark, stabbing with object (toys, pencils, etc., throwing objects at others, tripping others, etc.)
- **Defiance (Be Responsible, Be Respectful)** – Refusal to follow school rules or procedures, repeatedly breaking the same rules on purpose, refusal to work after administering systematic supervision.
- **Inappropriate Language (Be Respectful)** – Profanity, foul gestures, derogatory terms, etc.
- **Disrespecting school/personal property (Be Safe, Be Respectful, Be Responsible)** – Writing on walls, bathroom destruction, stealing, vandalism, etc.
- **Disrespecting Others (Be Respectful)** – Put downs, spreading rumors, sarcastic tone when speaking to adults on campus, spitting, etc.
- **Harassment (Be Respectful, Be Responsible, Be Safe)** – Bullying, verbally or physically intimidating, sexual comments or behaviors, etc.
- **Others** – Any behavior which might not adequately fit into one of the categories listed above, yet is detrimental to a positive learning environment for our students and staff.

Citation Consequences

- **Citation One** – Teacher calls parent and administers consequence such as RDR, after school detention, time out, etc.
- **Citation Two** – Teacher calls parent and administers appropriate consequence such as RDR, after school detention, time out, etc. Teacher works with parent and student to create an informal behavior contract.
- **Citation Three** – Teacher sets up a Teacher/Parent/Student/Principal Meeting, create more formal behavior contract, consequence.
- **Citation Four** – Schedule Child Success Team meeting, review behavior contract, administrative consequence such as on campus suspension, loss of recess, formal suspension depending on the infraction.
- **Citation Five** – Formal administrative consequence may be implemented including suspension.

*Out of Class Suspension Note – The teacher has the right to suspend a child from his/her class for the remainder of the day plus one day for continued disruptive behaviors or an infraction that could warrant suspension/expulsion. If a teacher chooses to suspend a child from his/her classroom, the teacher will explain why the child is being suspended from class and shall allow the student to respond either orally or in writing. The teacher and parent should conduct a conference prior to the student's return to class.

Suspension and Expulsion

Education Code 48900 identifies the student actions that are grounds for suspension and/or expulsion. Students may be suspended or recommended for expulsion depending upon the behavior. Grounds for suspension and expulsion include but are not limited to:

- Attempts or threatens actions that cause physical injury to another.
- Unauthorized possession of a dangerous object (or imitation) or substance (i.e., firearm, knife, explosive material).
- Use, sale or possession of a prohibited substance (i.e., alcohol, drug or nicotine product).
- Commits or attempts to commit robbery or extortion or knowingly receives stolen property.
- Causes or attempts to cause damage to school or private property.
- Commits an obscene act or habitual vulgarity or profanity.
- Disrupts school activity or willfully defies school personnel.
- Commits or attempts sexual assault.
- Harassment, intimidation of other students.
- Terrorist or hate threats against school officials or school property.

Students who choose to violate Education Code 48900 are referred to the principal or his/her designee. At the time of the suspension, a staff member will contact the student's parent/guardian regarding the suspension and notify the parent/guardian of the suspension in writing. The school may request to meet with the parent/guardian about the suspension. Under state law Education Code 48914, the parent is then obligated to meet with school staff without delay.

A formal suspension from the principal shall not be for more than five days unless the student is recommended for an expulsion.

Birthday/Party Invitations

Teachers cannot distribute personal birthday or other party invitations for their students, and invitations cannot be distributed during the instructional day. If your child needs to distribute invitations, please work with the teacher to ensure invitations are distributed outside the instructional day. Please keep in mind that staff cannot provide students' addresses or phone numbers.

Cafeteria

Breakfast - Students may purchase a breakfast for \$1.75 (30 cents if student qualifies for reduced breakfast) from 7:50 – 8:10 AM.

Lunch - Students may purchase a lunch that includes milk for \$3.00. Milk can be purchased separately for 50 cents. Students eligible for reduced lunch pay 40 cents.

Payment Accounts - Cafeteria accounts are automated, and prepayment for breakfast and lunch is preferred. In addition to checking their child's school meal balance online for free, parents may use their VISA or MASTERCARD to enter a payment to their child's account for a nominal transaction fee. All parents need to get started is their child's Permanent I.D. number and this website: www.myschoolbucks.com. Students and parents are encouraged to ask about their lunch account balances. When a student's account has a low balance, the student can receive a stamp on his/her hand (if it is okay with the parent) to remind students and parents that additional money is needed on the account. A student is allowed to have one lunch charged on his/her account. After that the student will either need to call his/her parent to bring money or a lunch. **The office does not have the funds to loan students if a parent cannot be reached.**

Cell Phones

Students bringing a cell phone to school need to keep the phone in their backpacks in the off position during the school day. Any cell phone found to be out and/or on will be taken from the student and returned to a parent only. A citation may be given for multiple infractions of this rule. The school is not responsible for damaged or stolen cell phones.

Changing a Student's Teacher

Due to our growing population, a great deal of consideration must be taken prior to changing a student's placement. Changing a child's teacher during the school year is strongly discouraged. Prior to changing a placement, the parent must meet with the child's teacher and principal to discuss the reasons and availability of space in other classrooms. No requests to change teachers will be considered during the first six weeks of the school year or the last two months.

Please note that because our population is rapidly growing, we may need to reconfigure classes at the beginning of the school year to ensure we comply with class size regulations and to ensure classes are not overcrowded.

Confidentiality

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student education records. The law applies to schools that receive funds from the US Department of Education.

School employees cannot provide people (other than the student's parents/guardians) information or educational records about a student unless the parent has provided written consent that approves the release of such records.

Directory information, such as a student's name, address, telephone number, date and place of birth, honors and awards and dates of attendance can be disclosed by the school to officials if the school notifies the parents in writing and provides the parents with the opportunity to request that their child(ren)'s directory information be excluded.

The law also allows parents the right to inspect and review their child(ren)'s educational records and to request copies (schools can charge a copy fee) of all or parts of the record. The request to review and/or copy the records needs to be made in writing, and the review shall take place in the presence of an administrator or his designee.

See ed.gov for a complete description of the Family Educational Rights and Privacy Act

Classroom Interruptions

In an effort to cut down on classroom interruptions, we are asking you to help us by making every effort to set your day's plans with your children **before** sending them to school each day.

We are asking you to help us by:

- Informing your children **before** they leave for school in the morning of any plans for after school that they may need to know such as:
 - How the student will get home (bus, car, walk)
 - Where the student will go after school (daycare, home, relative's house)
 - Plans for inclement weather.
- Making sure lunch is taken care of by:
 - Ensuring the student takes his/her lunch or lunch money to school.
 - Checking to see if the student has credit on his/her lunch account.

We understand that emergency situations will arise in which you will need to call the office. A runner will take the message to the classroom at the end of the day. We thank you for helping to minimize disruptions to the instructional day.

Closed Campus

Foskett Ranch is a closed campus. Once a student arrives on the school grounds, he/she must remain on campus until the end of the school day unless the parent/guardian signs the student out at the front office. All visitors to the campus must register in the office.

Dress Code

Students are to wear clothing that is comfortable, clean and weather appropriate. If a student's appearance is disruptive to the educational process, parents will be called to assist in correction of the disruption.

- Students may wear hats outside only. Brims need to face forward to shade the face.
- Students must always wear shoes. The shoes must be safe and appropriate for P.E. and outside activities. Any heels must be low and all sandals must have back straps. The wheels of Heely shoes need to be stored in the backpack while the student is on campus.
- Clothing that exposes the midsection or underclothing is not allowed.
- Spaghetti straps (less than 2 finger width), low cut tops, or halter-tops are not allowed.
- Tights and/or shorts are recommended to be worn under dresses for outside activities.
- Clothing and jewelry shall be free of writing, pictures, or any other insignia which are crude, vulgar, profane or sexually suggestive or that which advocates racial, ethnic or religious prejudice or use of drugs or alcohol (Western Placer Unified Board Policy AR5132).
- Pants are to be worn above the hip point and need to stay up without a belt. The pant length must be above the ground (no sagging).
- Skirts and shorts shall be not shorter than the tips of fingers when placed at the students' sides.
- Hair shall be clean and neatly groomed. It needs to be natural looking. Style and/or color shall not be disruptive to the learning environment.
- Students may not wear costumes unless the school has organized a special dress up day.

- Students shall not wear accessories that could pose a threat to the physical well-being and safety of the student or others. Accessories not allowed include body piercing (except for ears), tattoos/ink markings, make-up, chains, or chokers with studs. Sunglasses shall be worn outside only.

Early Dismissal

All students leaving campus early must be signed out in the office by a parent or guardian before leaving school property. Please stop by the office, complete the necessary form and we will call your child out of class, while you sign him/her out. When possible please let the teacher know in advance so that the student can pack up his/her belongings and be ready by the time you arrive.

Emergency Procedures

The school's emergency plan clearly identifies the specific actions for any emergency situation. Students and staff practice emergency procedures such as fire drills and classroom evacuations during the school year and are familiar with how to respond in an emergency situation.

- **Evacuation** – In the event that an emergency requires evacuation prior to the end of the school day, all students, staff and visitors will be notified. Students, staff and visitors will evacuate to the primary location (on playground) first or a secondary location on campus if necessary and the principal/designee will work with the classroom teachers to account for all students, staff and visitors. Parents will be notified if student pick-up is required via the phone calling system and will be directed to a release area to pick up their children. Students will be released only to individuals indicated on the students' emergency cards.

If evacuation of the school is necessary, students will be transported to either Lincoln High School (primary relocation site) or Creekside Oaks Elementary School (secondary relocation site) where parents or another designated adult can pick students up. Information regarding the location will be announced on KFBK 1530 AM, KCRA Channel 3, the district's phone system and posted near the school. The school will not be evacuated unless necessary.

- **Lock Down or Shelter in Place** – In the event that an emergency requires students to remain in their classrooms and the doors locked, students, staff and visitors will be notified over the PA system. Students on the playground will be directed by teachers to enter their classroom or the nearest building depending on the situation. Students in the lunchroom will remain in the lunchroom, and the custodian, office personnel and the principal will lock the doors. Staff in each area will take attendance and note the names of students from other classrooms as well as students from their original rosters that are in different locations. Office personnel will enact accountability procedures. Staff will work with emergency response personnel to return to an "all clear" status.

Fees

The California Constitution requires that public education be provided to students free of charge, unless a charge is specifically authorized by law for a particular program or activity. Therefore, the WPUSD may not charge fees for school programs and extracurricular activities, except for those programs or activities where a fee is specifically authorized by law.

The law does allow school districts to request voluntary donations and engage in fundraising to support school programs and activities. These donations and fundraising contributions are voluntary, and all students will be allowed to participate in school activities and extracurricular activities regardless of whether the parent or legal guardian makes a donation or contribution.

The fees, charges, and deposits that are legally authorized by law are as follows:

- Charges for optional attendance as a spectator at a school or District sponsored activity.¹
- Charges for food served to students, subject to free and reduced price meal program eligibility and other restrictions specified in law.²
- Paying the replacement cost for District books or supplies loaned to a student that the student fails to return, or that is willfully cut, defaced or otherwise injured, up to an amount not to exceed \$10,000.³
- Fees for field trips and excursions in connection with courses of instruction or school related social, educational, cultural, athletic, or school band activities, as long as no student is prevented from making the field trip or excursion because of lack of sufficient funds.⁴
- Medical or hospital insurance for field trips that is made available by the school district.⁵
- Charges for required medical and accident insurance for athletic team members, so long as there is a waiver for financial hardship.⁶
- Charges for standardized physical education attire of a particular color and design, but the school may not mandate that the attire be purchased from the school and no physical education grade of a student may be impacted based on the failure to wear standardized apparel “arising from circumstances beyond the control” of the student.⁷
- Charging for the parking of vehicles on school grounds.⁸
- Charges for the rental or lease of personal property needed for District purposes, such as caps and gowns for graduation ceremonies.⁹
- Fees for school camp programs, so long as no student is denied the opportunity to participate because of nonpayment of the fee.¹⁰
- Reimbursement for the direct cost of materials provided to a student for property the student has fabricated from such materials for his/her own possession and use, such as wood shop, art, or sewing projects kept by the student.¹¹
- Reimbursement for the actual cost of duplicating public records, student records, or a prospectus of the school curriculum.¹²
- Fees for transportation to and from school and transportation between school and regional occupational centers, programs or classes, as long as the fee does not exceed the statewide average nonsubsidized cost per student and provided there is a waiver provision based on financial need.¹³
- Fees for transportation of pupils to places of summer employment.¹⁴
- Tuition fees charged to pupils whose parents are actual and legal residents of an adjacent foreign country or an adjacent state.¹⁵
- Tuition fees collected from foreign students attending a District school pursuant to an F-1 visa, equal to the full unsubsidized per capita cost of providing education during the period of attendance.¹⁶
- Fees for an optional fingerprinting program for kindergarten or other newly enrolled students, if the fee does not exceed the actual costs associated with the program.¹⁷
- Fees for community classes in civic, vocational, literacy, health, homemaking, and technical and general education, not to exceed the cost of maintaining the community classes.¹⁸
- Deposits for band instruments, music, uniforms, and other regalia which school band members take on excursions to foreign countries.¹⁹

- Charges for eye safety devices, at a price not to exceed the district's actual costs, in specified courses or activities in which students are engaged in, or are observing, an activity or the use of hazardous substances likely to cause injury to the eyes.²⁰

Our schools may engage in fundraising activities, request donations, and/or coordinate the efforts of community service groups to attempt to raise funds to support the expenses in order to continue these programs. We ask for your continued support of these programs for our students.

¹ 35 Cal.3d 899, 911, n.14 (1984)

² Ed Code 38082 and 38084

³ Ed Code 48904

⁴ Ed Code 35330

⁵ Ed Code 35331

⁶ Ed Code 32221

⁷ Ed Code 49066(c)

⁸ Vehicle Code 2113

⁹ Ed Code 38119

¹⁰ Ed Code 35335

¹¹ Ed Code 17551

¹² Government Code 6253; Ed Code 49091.14

¹³ Ed Code 39807.5

¹⁴ Ed Code 39837

¹⁵ Ed Code 48050-52

¹⁶ 8 U.S.C. 1184 (m)(l)

¹⁷ Ed Code 32390

¹⁸ Ed Code 51810 and 51815

¹⁹ Ed Code 38120

²⁰ Ed Code 32033

Field Trips

Students are responsible for returning field trip permission slips to school whenever field trips are planned. Students who do not have written permission containing a parent's signature may not be allowed to attend the trip. Students, unless officially signed out from school (completing sign out log in the office) by their parents/guardians, need to ride the bus to and from the field trip. Parents that officially sign their children out of school during a field trip can only provide transportation to their children (not to neighbors, friends or relatives).

The principal may exclude from the trip any student whose presence on the trip would pose a safety or disciplinary risk. WPUSD Administrative Regulation 6153 (b).

Fire/Evacuation Drills

Evacuation drills are conducted on a monthly basis. See the emergency section of the handbook for detailed instructions.

Homework

Homework should be an extension or practice of what is learned in school. Students are expected to complete and return homework. Homework should be designed so that parents can serve as a resource to their children. Students who miss school because of an excused absence will be given the opportunity to complete comparable homework assignments and get full credit if work is completed satisfactorily and within a reasonable amount of time. Students that miss schoolwork because of unexcused absences may be given the opportunity to complete comparable homework assignments for either partial or full credit.

Purpose

The purpose of assigning homework is to strengthen academic skills, reinforce concepts taught by teachers, develop student responsibility and accountability, and promote parent awareness.

Definition

Homework may be an independent activity or may require parental help. Homework is to be accomplished outside the school day and without benefit of teacher assistance, to reinforce previously taught material.

Independent Study – See Travel Study (pg 16)

Insurance Information

The district does not provide accident medical insurance for school related injuries so it makes available affordable insurance plans to help in the event of an accident. The insurance is provided through a private company and is not connected with the school. Purchasing the insurance for your child(ren) is optional. Information regarding school insurance plans are available in the front office.

Library Book Damage or Loss

Students are expected to pay for damages to library books or for the loss of books. Students who do not meet this obligation will lose further borrowing privileges and report cards will be held until the obligations have been met.

Lost & Found

Parents are strongly encouraged to label their child's belongings. Articles found are placed in the lost and found area located in the multipurpose room. The lost and found items are cleaned out at the end of each month with items donated to charitable organizations.

Medication

If a student requires medication at school, whether to be administered by a school official (prescription or over the counter) or be carried by the student, a release form needs to be on file in the health office signed by both a physician and the child's parent. The parent needs to provide the school with the medication. Forms are available in the office and need to be renewed every school year.

Nondiscrimination/Harassment

District programs and activities shall be free from discrimination, including harassment, with respect to ethnic group, religion, gender, color, race, national origin and physical or mental disability.

Intimidation or harassment of any student by any employee, student or other person in the district is inhibited. Staff shall be alert and immediately responsive to student conduct that may interfere with another student's ability to participate in or benefit from school services, activities or privileges.

Students who harass other students shall be subject to appropriate counseling and discipline, up to and including expulsion. An employee who permits or engages in harassment may be subject to disciplinary action, up to and including dismissal.

Any student who feels that he/she is being harassed should immediately contact the principal or designee.

Parent Teacher Organization

The Parent Teacher Organization (PTO) is a volunteer group that works to supplement and support the school programs. Supporting school activities, class programs, fundraisers, and sharing time and ideas accomplish these benefits. The PTO identifies and responds to the needs of the school community. Where appropriate, funds are provided for special projects and activities that would not otherwise be possible.

By having a child at Foskett Ranch, you are already a member of the PTO and your ideas and help are welcome in making Foskett Ranch a better place for students to learn and grow. Sign up to help with an event or volunteer in the classroom, shop for supplies, donate items for upcoming events, take photographs for the yearbook. We'd love to have your assistance. To learn more attend the PTO meetings or contact PTO at ptofres@yahoo.com

Personal Property

Please keep personal property, including toys, balls, games, or electronic games at home. The school cannot assume responsibility for lost or stolen personal items.

Student Information

Each year parents are asked to complete a student information/emergency card listing the names and telephone numbers to be used if it is necessary to contact parents or other designated adults during the school day. Please update the card (by notifying the office by note or in person) if the information should change. **Children cannot be released to individuals not listed on their emergency cards.**

Due to the confidentiality of student information, school staff members are not allowed to give out any information (phone, address, etc.) to individuals not listed on the student's emergency card. This includes giving out information for class parties, etc. If there has been a parent separation, we cannot withhold information from a parent unless legal documents are on file. Please speak with an office staff member if you need further information in this area.

Student Messages

The office will make attempts to deliver emergency messages if your plans for after school care change. Messages will be delivered to classrooms prior to the end of the school day. It is very difficult to ensure message delivery late in the day. Please limit your student messages, as each message may cause a disruption to the teaching process.

Student Study Team

Students experiencing difficulties with academics, attendance or behavior may be referred to our Student Study Team (SST). The group is made up of teachers, the child's parent and principal who work together to

develop an intervention plan to better meet the child's particular needs. Parents may request a Student Study Team meeting by contacting the office if they have concerns about their child(ren)'s progress.

Telephone

The use of the school phone is limited to emergency use only. Please make every attempt to communicate after school plans prior to your child(dren)'s departure to school.

Textbooks

Each student is responsible for maintaining the condition of any textbooks and/or classroom materials assigned to him/her and for returning all assigned textbooks to the teacher at the end of the school year or when the child leaves the school. Report cards may be held until all books and materials are returned or debts otherwise cleared.

Travel Study

Students who are going to be out of school for five or more days for reasons other than illness may be eligible for Travel Study. The program requires a contract signed by the parent, student, teacher and administrator. The contract specifies the amount of work to be completed, when the work will be returned to the teacher and how the work will be evaluated. A Travel Study contract must be requested at least **five school days prior** to the planned absence so that teachers can prepare materials for the student. Students that complete Travel Study receive credit for their work, their absences are not counted as unexcused, and it helps the school keep its funding for the student.

Travel Study Contract forms are available in the school office. Travel Study Contracts are not available during the first or last two weeks of the school year.

Tobacco-Free School Site

All schools and district facilities are tobacco, alcohol and drug free sites. The use of tobacco, alcohol or drug products is prohibited within any district property, facility or vehicle. This prohibition also applies to all individuals attending events on school campuses or representing the district at school-sponsored activities (such as field trips) that are held at locations other than district property.

Volunteers and Visitors

Research has documented that a student's success, and overall effectiveness of the school, can be enhanced through parent and community involvement. As a result, we welcome and encourage volunteers at school.

All volunteers and visitors and those not employed by the district are required by penal code law to sign the visitor log in the office. We ask volunteers and visitors to wear a visitor identification sticker while on campus to ensure accountability and safety.

District policy indicates that all volunteers are required to have a current T.B. test on file in the school office. A Live-Scan fingerprint check is also required for all volunteers who will be working alone with students (unsupervised by a school staff member) or supervising on a field trip.

There are times when a volunteer may see or hear something in a classroom or on the campus regarding a student's academic progress, a discipline issue or other matters that must be kept confidential. Therefore, we ask volunteers to be aware that individual student's information should not be discussed with anyone other than the appropriate school officials.