

FOSKETT RANCH ELEMENTARY

STUDENT AND FAMILY

HANDBOOK

2022-2023



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www.fres.wpusd.org

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. Click on the section you would like to review and it will take you 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 Foskett Ranch is an outstanding school.

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

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

1. **Read to/with your student regularly.** Long after children learn to read for themselves, they love this special time with family. Research shows children who are read to are more likely to enjoy reading on their own.
2. **Join PTO (Parent Teacher Organization).** When parents/guardians and teachers work together, schools improve.
3. **Volunteer.** We appreciate our amazing parent/guardian 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 student'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 student, "What did you do in school today," ask them to talk about their favorite part of the day, what they did during recess, what they learned in math, etc.
5. **Recognize your student's special gifts.** Each student has special talents. Perhaps the most important thing you can do is to help your student see how special they are, boosting confidence and setting 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,



Gina Pasquini
Foskett Ranch
Principal

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Foskett Ranch Bell Schedule 2022-2023

2022-2023

FOSKETT RANCH BELL SCHEDULE

Grades 1st - 5th					
Regular Day		Early Release*		Minimum Day Nov 14-18 Only	
7:55	Breakfast (cafeteria)	7:55	Breakfast (cafeteria)	7:55	Breakfast (cafeteria)
7:55	Supervision Bell	7:55	Supervision Bell	7:55	Supervision Bell
8:13	Gates Close	8:13	Gates Close	8:13	Gates Close
8:15	Instruction Begins	8:15	Instruction Begins	8:15	Instruction Begins
9:40-9:55	Recess (Gr 1,2)	9:40-9:55	Recess (Gr 1,2)	9:40-9:55	Recess (Gr 1,2)
10:00-10:15	Recess (Gr 3,4,5)	10:00-10:15	Recess (Gr 3,4,5)	10:00-10:15	Recess (Gr 3,4,5)
11:00-11:40	Lunch (Gr 1)	11:00-11:40	Lunch (Gr 1)	11:00-11:40	Lunch (Gr 1)
11:45-12:25	Lunch (Gr 2,3,4,5)	11:45-12:25	Lunch (Gr 2,3,4,5)	11:45-12:25	Lunch (Gr 2,3,4,5)
1:40-1:55	Recess (Gr 1,2)	1:40	Instruction Ends	12:30	Instruction Ends
2:40	Instruction Ends				

Kindergarten					
Regular Day		Early Release*		Minimum Day Nov 14-18 Only	
8:00	Gates Open	8:00	Gates Open	8:00	Gates Open
8:13	Gates Close	8:13	Gates Close	8:13	Gates Close
8:15	Instruction Begins	8:15	Instruction Begins	8:15	Instruction Begins
11:00-11:40	Lunch	11:00-11:40	Lunch	11:00-11:40	Lunch
1:40	Instruction Ends	1:40	Instruction Ends	12:30	Instruction Ends

AM Transitional Kindergarten (TK)					
Daily Schedule					
8:00	Gates Open				
8:13	Gates Close				
8:15	Instruction Begins				
11:20	Instruction Ends				
11:20-11:40	Optional Lunch				

PM Transitional Kindergarten (TK)					
Regular Day		Early Release*		Minimum Day Nov 14-18 Only	
11:15-11:35	Optional Lunch	10:15-10:35	Optional Lunch		
11:20	Gates Open	10:20	Gates Open	TBA	
11:33	Gates Close	10:33	Gates Close		
11:35	Instruction Begins	10:35	Instruction Begins		
2:40	Instruction Ends	1:40	Instruction Ends		

ASD/SDC TK - 5th					
Regular Day		Early Release*		Minimum Day Nov 14-18 Only	
<u>Stanley (TK-K)</u>		<u>Stanley (TK-K)</u>		<u>Stanley (TK-K)</u>	
8:15	Instruction Begins	8:15	Instruction Begins	8:15	Instruction Begins
11:20	Instruction Ends	11:20	Instruction Ends	11:20	Instruction Ends
<u>Stanley/Hedadji (1st-5th)</u>		<u>Stanley/Hedadji (1st-5th)</u>		<u>Stanley/Hedadji (1st-5th)</u>	
8:15	Instruction Begins	8:15	Instruction Begins	8:15	Instruction Begins
11:00-11:40	Stanley (Gr 1)	11:00-11:40	Stanley (Gr 1)	11:00-11:40	Stanley (Gr 1)
11:45-12:25	Hedadji (Gr 2-5)	11:45-12:25	Hedadji (Gr 2-5)	11:45-12:25	Hedadji (Gr 2-5)
2:40	Instruction Ends	1:40	Instruction Ends	12:30	Instruction Ends

ASD/SDC Preschool					
Daily Schedule (Mon - Fri)			Daily Schedule (Tue-Fri)		
<u>Bianchini</u>			<u>Nieves</u>		
AM Class	8:00-12:00		AM Class	8:00-11:00	
PM Class	9:15-1:15		PM Class	11:40-2:40	

Please note: Every Monday is an early release schedule as well as the last week of school in December and June.

Arrival & Departure Procedures

Arrival: Students may arrive after 7:55 am when campus supervision is available.

In the south parking lot, primary students should be dropped off in the lane 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 to the yellow drop off/pick up area to drop off students. Please do not stop in the red fire lane. Please note during drop off and pick up times there is no parking or leaving your car unattended along the curbs. Vehicles need to continue towards the exits after dropping off and picking up their student.

Upon entering campus, students place their backpacks at their classroom doors and proceed to the playground until the gate bell rings at 8:13 am. Students will then line up and walk to their classrooms. Class instruction begins at 8:15 am.

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

When picking up students, please do not leave your car unattended along the curb. If you need to come onto campus, please park in a designated parking spot.

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. Skateboards can be taken to the office and picked up after school. Per CA VEH 21212 students will be required to wear a helmet while riding a bicycle, scooter, skateboard or roller skates when traveling to/from school. The school is not responsible for damaged or stolen bicycles, scooters and/or skateboards, etc.

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. If a student is going to be absent for three or more consecutive days for vacation or quarantine, parents/guardians may request a travel study (see Travel Study) to help them keep up on their classwork.

When your student is absent, please call the school office at 916-434-5255 or visit the school website at <https://fres.wpusd.org/connect/contact-us/attendance-reporting> to give the reason for the absence. You may also send a note with your student on the day they return to school. Thank you for ensuring the note indicates the student's full name, dates of absences, reason for absence, and parent/guardian 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 notify your student'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/guardian before leaving the school. Please call the office when you are on your way so we can call the classroom and your student can meet you in the office.

Tardies: If a student arrives at school after the gate closes at 8:13 am, a parent will need to sign them in at the office to get an admit slip to take to class. Thank you for making every effort to get your student to school on time as tardiness can result in disruption to the classroom instruction.

Back to School Night

All parents/guardians are encouraged to attend Back to School Night held during the first month of school. This evening is designed to orient parents/guardians to the school and its programs for the upcoming year.

Parents/Guardians are invited to visit their students' 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/guardians only.

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 their behavior management systems.

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 Expectations

Location	Be Safe	Be Respectful	Be Responsible
School Wide	<ul style="list-style-type: none"> ● Stay on school grounds ● Walk your bike or scooter 	<ul style="list-style-type: none"> ● Follow directions from all adults 	<ul style="list-style-type: none"> ● Keep toys and electronics at home ● Be at the right place at the right time
Hallways	<ul style="list-style-type: none"> ● Teacher designated stop points ● Hands and feet to self ● Facing forward ● Use walking feet 	<ul style="list-style-type: none"> ● Use voice level 0 ● Quiet hands and feet 	<ul style="list-style-type: none"> ● Have a pass if you're not with your class ● Go directly to your destination
Cafeteria	<ul style="list-style-type: none"> ● Walk and stay in line ● Keep hands feet, and objects to self ● Stay seated ● Sit 4 students to a bench 	<ul style="list-style-type: none"> ● Use voice level 2 or below ● Listen to supervising staff ● Keep food to self 	<ul style="list-style-type: none"> ● Pick up all the trash ● Raise your hand if you need help ● Exit quietly
Playground	<ul style="list-style-type: none"> ● Keep hands, feet and objects to self ● Stay in boundaries ● Use equipment properly 	<ul style="list-style-type: none"> ● Follow game rules ● Use kind words and actions ● Include everyone in games ● Throw away all trash ● Use the Menu of Choice 	<ul style="list-style-type: none"> ● Snack must be eaten at red tables and while seated ● Freeze and use voice level 0 when bell rings ● Walk to your when whistle blows and wait for your teacher

Restrooms	<ul style="list-style-type: none"> ● Keep water in the sink ● Leave when you're done ● Go directly to your destination 	<ul style="list-style-type: none"> ● Respect others' privacy ● Flush toilet after use ● Use Voice Level 2 	<ul style="list-style-type: none"> ● Keep bathroom clean ● Wash your hands and throw away paper towels in bins ● Take care of business and return to class
Assembly	<ul style="list-style-type: none"> ● Keep hands and feet to yourself ● Walk to sitting area ● Enter and exit quietly 	<ul style="list-style-type: none"> ● Voice level 0 when speaker is talking ● Use appropriate responses 	<ul style="list-style-type: none"> ● Be an active listener ● Stay in your seat ● Follow directions the first time asked
Library	<ul style="list-style-type: none"> ● Walk slowly and carefully ● Hold and handle books gently 	<ul style="list-style-type: none"> ● Voice level 0 or 1 ● Sit and stay in seat unless otherwise directed 	<ul style="list-style-type: none"> ● Use bookmarks when browsing for a book ● Put furniture back how you found it
Office	<ul style="list-style-type: none"> ● Walk into and out of the office ● Open office door slowly ● Stay in seat 	<ul style="list-style-type: none"> ● Wait for direction ● Voice Level 2 or below ● Present your pass when entering the office ● Say "Please" and "Thank you" 	<ul style="list-style-type: none"> ● Be ready to state why you are in the office ● Follow directions of office staff ● Go directly to destination with pass in hand
Pick Up	<ul style="list-style-type: none"> ● Walk directly to your meeting location ● If you are waiting for a ride, wait in front of the office ● stay off the wall ● Use the crosswalk 	<ul style="list-style-type: none"> ● Say "goodbye" and "Thank you" to adults ● Sit quietly while waiting ● Keep watch for your ride 	<ul style="list-style-type: none"> ● Keep all belongings with you at all times ● Walk directly to designated pick up area or walk home
Drop Off	<ul style="list-style-type: none"> ● If arriving by car or bus, exit the vehicle safely at drop off area in parking lot ● Look both ways before crossing a road ● Stay off the wall 	<ul style="list-style-type: none"> ● Say "Hello" and "Good morning" to adults and friends ● Come to school with a "Ready to learn" attitude 	<ul style="list-style-type: none"> ● Arrive on time ● Walk bicycle, scooter or skateboard on campus ● Be on your spot in the line when the bell rings

Recognition

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

Awards are earned each trimester. Students receive recognition for effort/hard work/achievement, positive citizenship, for work in the iReady program, etc. Teachers develop positive recognition systems in their classrooms tailored to meet the developmental needs of the grade level and class.

Consequences

We feel 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 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 respond quickly and effectively to students who are behaving in an uncooperative or difficult manner. Staff **respond** 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, the consequence is carried out.

Citations

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 MAY look like the following

- **Citation One** – Teacher calls parent/guardian and administers consequences such as time out, etc.
- **Citation Two** – Teacher calls parent/guardian and administers appropriate consequences such as time out, etc. Teacher works with parents/guardians and students to create an informal behavior contract.
- **Citation Three** – Teacher sets up a Teacher/Parent/Guardian/Student/Principal Meeting, to create a more formal behavior contract (CICO), consequence.
- **Citation Four** – Schedule Student Success Team meeting, review behavior contract, administrative consequence depending on the infraction.
- **Citation Five** – Consequence decided by principal on a case by case basis.

*Out of Class Suspension Note – The teacher has the right to suspend a student from their class for the remainder of the day plus one day for continued disruptive behaviors or an infraction could warrant suspension/expulsion. If a teacher chooses to suspend a student from their classroom, the teacher will explain why the student is being suspended from class and shall allow the student to respond either orally or in writing. The teacher and parent/guardian 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 or occurrence. Grounds for suspension and expulsion include but are not limited to:

- Attempts or threatens actions causing 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 (grades 4 and up).
- 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 their 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/guardian 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 student needs to distribute invitations, please ensure invitations are distributed outside of the instructional day. Please keep in mind staff cannot provide students' addresses or phone numbers.

Treats for a student's birthday may be brought to campus if previously arranged with the teacher. Treats cannot be homemade and individually wrapped is preferred. Please note balloons are not permitted on campus.

Cafeteria

Lunch - All students in California receive free breakfast and lunch for the 22-23 school year, regardless of income level. Visit the [Food and Nutrition Services](#) page on the WPUSD website to see our daily breakfast/lunch offerings, our district Wellness Policy and more.

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 the student at the end of the day or to parent/guardian, if deemed necessary. The second time the phone becomes a distraction it will be held in the office and a family member over the age of 18 will need to pick it up. A citation may be given for multiple infractions of this rule. The school is not responsible for damaged or stolen cell phones or electronic devices.

Changing a Student's Teacher

A great deal of consideration has occurred by the grade level team to place your student in their teacher's class. Changing a student's teacher during the school year is strongly discouraged. Prior to changing a placement, the parent/guardian must meet with the student'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 or the last two months of the school year.

Due to growth, there are years where we may need to reconfigure classes to ensure we comply with class size regulations and to ensure classes are not overcrowded. In this case parents/guardians will be notified of change in classroom assignments.

Confidentiality

The Family Educational Rights and Privacy Act (FERPA) is a federal law protecting the privacy of student education records. The law applies to schools receiving 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/guardian has provided written consent approving 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/guardians in writing and provides the parents/guardians with the opportunity to request their student's directory information be excluded.

The law also allows parents/guardians the right to inspect and review their student'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 their designee, there will be 24-48 processing time for copies and appointments.

See <https://www.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 student before sending them to school each day.

We are asking you to help us by:

- Informing your student before they leave for school in the morning of any plans for after school they may need to know such as: how the student will get home (bus, car, walk) and/or where the student will go after school (daycare, home, relative's house).
- Remembering water bottles. There are water fountains and filling stations around campus.
- Discussing with your student if they will be eating a school lunch or needs to remember their packed lunch from home.

We understand emergency situations will arise in which you will need to call the office. Efforts will be made to get the information to the student, but there is no guarantee. 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, they 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 comfortable, clean and weather appropriate clothing. If a student's appearance is disruptive to the educational process, parents/guardians will be called to assist in correction of the disruption.

- Students may wear hats for sun protection. Brims need to face forward to shade the face and are not allowed inside. Sunglasses shall be worn outside only.
- 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 exposing 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, masks, and jewelry shall be free of writing, pictures, or any other insignia which are crude, vulgar, profane or sexually suggestive or advocating 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.
- Students may wear costumes only when the school has organized a special dress up day.
- Students shall not wear accessories posing a threat to the physical well-being and safety of the student or others. Accessories not allowed include chains or chokers with studs.

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/Fire Drills

Fire/evacuation drills are conducted on a monthly basis. In the event 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/Guardians 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 student. Students will be released only to individuals indicated on the students' emergency card.

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/guardians/another designated adult can pick students up. Information regarding the location will be announced on ParentSquare and/or Facebook. The school will not be evacuated unless necessary.

Lock Down, Lock Out or Shelter In Place

In the event 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 who 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 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 require 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/legal guardian makes a donation or contribution.

The fees, charges, and deposits 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 the student fails to return, or 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 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 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 their 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 non subsidized 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)
5 Ed Code 35331
9 Ed Code 38119
13 Ed Code 39807.5
17 Ed Code 32390

2 Ed Code 38082 and 38084
6 Ed Code 32221
10 Ed Code 35335
14 Ed Code 39837
18 Ed Code 51810 and 51815

3 Ed Code 48904
7 Ed Code 49066(c)
11 Ed Code 17551
15 Ed Code 48050-52
19 Ed Code 38120

4 Ed Code 35330
8 Vehicle Code 2113
12 Gov Code 6253; Ed Code 49091.14
16 8 U.S.C. 1184 (m)(l)
20 Ed Code 3203

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/guardian's signature may not be allowed to attend the trip. Students, unless officially signed out from school (completing the sign out log in the office) by their parents/guardians, need to ride the bus to and from the field trip location. Parents/Guardians who officially sign their student out of school during a field trip can only provide transportation to their student (not to neighbors, friends or relatives). The principal may exclude any student from the trip whose presence on the trip

would pose a safety or disciplinary risk. WPUSD Administrative Regulation 6153 (b).

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 parents/guardians can serve as a resource to their students. 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 who miss school work 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/guardian awareness.

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

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 student is optional. Information regarding the 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/Guardians are strongly encouraged to label their student's belongings. Larger articles found such as jackets, lunch boxes, umbrellas are placed in the lost and found area located in the tub by the office. Small items such as jewelry, glasses and cell phones are kept in the office. The lost and found items are cleaned out at the end of each trimester 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 student's parent/guardian. The parent/guardian needs to provide the school with the medication. Forms are available in the office and on the district website. Medication plans need to be renewed every school year.

Nondiscrimination/Harassment

When students make remarks (slurs) against other students, families, staff members or members of the community the district takes these types of incidents very seriously. A "slur" is speech (epithets, threats, verbal abuse, use of profanity or derogatory comments) that makes reference to real or perceived ethnicity, national

origin, immigrant status, religious belief, gender, sexual orientation, age, disability, political affiliation, manner of speech, or any other physical or cultural characteristics.

A “slur” also includes spreading rumors, jokes, notes, stories, drawings, pictures or gestures that make reference to real or perceived ethnicity, national origin, immigrant status, religious belief, gender, sexual orientation, age, disability, political affiliation, manner of speech, or any other physical or cultural characteristics.

Directing slurs towards other students or staff may result in, but is not limited to, the following actions:

- Phone call to parent/guardian
- Conference with any or all of the following: students involved, parent/guardian, administration, counselor, staff members
- Written apology
- Loss of school privileges up to and including suspension

Any student who feels they are being harassed should immediately contact their teacher or principal.

Parent Teacher Organization

The Parent Teacher Organization (PTO) is a volunteer group working to supplement and support school programs and the school community. By joining you will be supporting school activities, class programs, fundraisers, and providing ideas to accomplish these benefits. Where appropriate, funds are provided for special projects and activities not otherwise possible.

By having a student 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, etc. We'd love to have your assistance. To learn more attend the PTO meetings, held monthly on the first Wednesday of each month, or contact PTO at ptofres@yahoo.com.

Personal Property

Please keep personal property, including toys, balls, games, or electronic games at home unless prearranged and approved by the teacher or school administration. The school cannot assume responsibility for damaged, lost, or stolen personal items.

Student Information

Each year parents/guardians are asked to complete a student information/emergency information listing the names and telephone numbers to be used if it is necessary to contact parents/guardians or other designated adults during the school day. Please update this information before school begins each year by visiting <https://powerschool.wpusd.org/public> and creating an account or by filling out a paper copy in the office. Once logged in click on “Form” on the left navigation of the screen then on the “Enrollment” tab to complete the process. Once the school year begins please notify the office by note or in person if the information should change. **Students 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/guardian separation, we cannot withhold

information from a parent/guardian unless legal documents are on file. Please speak with an office staff member if you need further information in this area.

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 student's parent/guardian and principal who work together to develop an intervention plan to better meet the student's particular needs. Parents/Guardians may request a Student Study Team meeting by contacting the office if they have concerns about their student's progress.

Telephone

The use of the school phone is limited to emergency use only. Thank you for communicating after school plans prior to your student's departure to school.

Textbooks

Each student is responsible for maintaining the condition of any textbooks/classroom materials assigned to them and for returning all assigned materials to the teacher at the end of the school year or when transferring. Report cards may be held until all books (including library) and materials are returned or debts otherwise cleared.

Travel Study/Independent Study

Students who are going to be out of school for three (3) but no more than fourteen (14) days in a school year, may be eligible for a Travel Study. Students who are quarantined for three or more days are also eligible. The program requires a contract signed by the parent/guardian, teacher and administrator. The teacher will provide the assignments to be completed and they must be returned on the day the student returns to school to receive attendance credit based on the amount of work completed.

A Travel Study, specifically for travel/vacation, must be requested at least **five school days prior** to the planned absence to give teachers time to prepare materials for the student.

Travel Study Contract forms are available in the school office or can be emailed to you. Travel Study Contracts for travel are not available during the first or last two weeks of the school year. Students can only receive attendance credit for a total of fourteen (14) days during a school year for travel/independent studies. Absences in excess of fourteen (14) days are not eligible for attendance credit per CA ed code.

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) held at locations other than district property.

Volunteers and Visitors

Research has shown a student's success, and overall effectiveness of the school, can be enhanced through family 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 in/out on the visitor log in the office. We ask volunteers and visitors to wear a visitor identification sticker or badge

while on campus to ensure accountability and safety.

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 and this must be kept confidential. Therefore, we ask volunteers to be aware individual student's information should not be discussed with anyone other than the appropriate school officials.

District policy indicates 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. At this time, proof of COVID vaccination or a negative weekly COVID test must be provided to volunteer on campus.