

**Stephen Foster
Elementary School
2022 - 2023**



Home of the Steamers
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Stephen Foster Elementary

The Stephen Foster Elementary School Staff has developed our school wide rules, policies, and procedures around the following beliefs:

- ✓ The school faculty, parents, community, and students will work together to create an environment where teachers can teach, and students can learn.
- ✓ Students learn and develop best in a safe environment that provides structure, consistency, fairness, as well as clear rules and consequences.
- ✓ All members of the faculty and staff will provide a variety of experiences and opportunities to help students gain the necessary skills to become responsible and productive citizens in the 21st century.

The mission of Stephen Foster Elementary is to provide opportunities for each student to develop:

F – foundations for learning

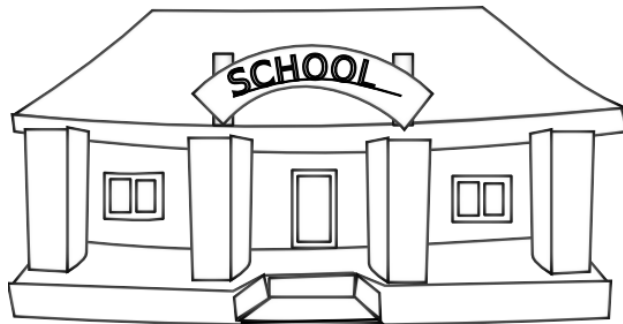
O – optimum growth

S – self esteem

T – (into) tomorrow’s leaders

E – effective decision-making skills

R – responsible citizenship



Dear Parent/Guardian:

We ask that you review the following Student Handbook with your child. Please complete the information below upon completion of your review.

My child, _____, and I have reviewed, and we understand the Student Handbook for the 2022- 2023 school year.

Student Signature

Parent/Guardian Signature

Stephen Foster Elementary Policies

Arrival: Campus doors will open at 7:30AM. All gates will close at 8:00 a.m. After 8:00 a.m., students must enter through the front office. Upon arriving on campus students are to report to the cafeteria for breakfast or go directly to their assigned spot.

Students who are Car Riders, Walkers, and Bike Riders must enter campus through our designated areas, as follows:

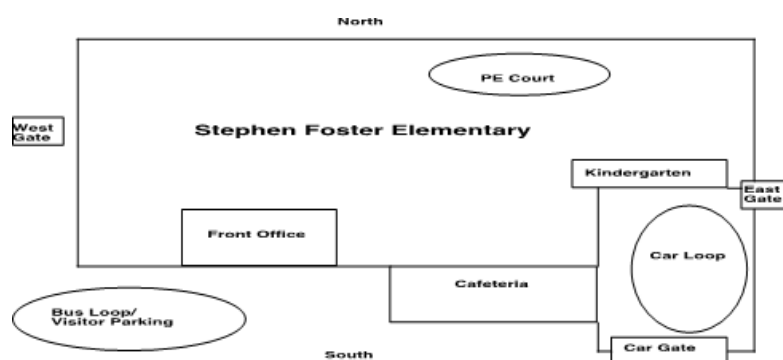
- **Car Riders** enter through the east parking lot
- **Walkers** enter through our east and/or west gates
- **Bike Riders** enter through the west side of the school where the bike rack is located

Breakfast: Cafeteria doors will open for Breakfast at 7:30AM. Students arriving for breakfast between 7:20AM and 7:30AM must enter via the front of the school. Non-bus students must be in the cafeteria before 7:45AM.

Dismissal: Students will be dismissed at 2:00PM. As per School Board Policy, early sign-outs will not be permitted after 1:30PM. Changes will not be made to your child's regular dismissal plan without a written note from a parent.

- Dismissal locations are as follows:
 - Car Loop – Car Riders only. **Parents are not permitted to walk through the car loop gate to pick up their children.**
 - North Gate – Walkers K-5th
 - West Gate – Bike Riders & 2nd-5th Walkers only (If you have a K-1st grade student that needs to be dismissed this way please contact your child's teacher for further instructions)
 - The gate will be closed after all bike riders/walkers are dismissed. Please note that the walkers gate is not a holding area like the car loop. Once the gate closes, students will be escorted to the car loop for pick-up.

Parents are asked to please follow the school's procedures for arrival and dismissal. Understand that patience is always requested to allow the procedures to function properly. Working together will help bring about a safe environment for all our children.



Aftercare: Our school does offer an on-site aftercare program. Please contact Ms. Bleyer or Ms. Yeung at (754) 323-5793 for more information.

Late Pickup: Students not picked up by 2:15PM will be directed to the front office. Habitual late pick-ups may result in a referral to the school social worker.

Early Release Days: Dismissal on Early Release days is at 12:00PM. Students will be dismissed the same as a regular school day.

Changing Dismissal: Any changes to your child's dismissal must be submitted in writing to the teacher and the Front Office.

Cell Phones: While on campus, students cell phones must be turned off and kept in their backpack at all times.

Toys: All toys are prohibited on campus unless requested by the teacher for a special project and/or occasion.

Lunch: If you would like to eat lunch with your child, please visit our front office. You will need an ID to obtain a pass. We have provided picnic tables by the cafeteria and/or the designated table in the cafeteria. Lunch times may change throughout the year. Always contact your child's teacher prior to coming.

*Please note the following when coming to eat lunch with your child:

- You may only have lunch with your child.
- You may not sit at your child's table, only at designated areas.

Birthday: If you wish to celebrate your child's birthday at school you may bring a "store bought" treat (ex. Cupcakes, doughnuts, cookies, etc). No pizza, drinks, balloons, party favors, etc. Cupcakes can be brought with your child in the morning or dropped off in the front office before your child's scheduled lunch. Parents will not be allowed in the cafeteria. School staff will distribute treats during lunch.

Deliveries During the School Day: Deliveries to students will not be made during the school day. Students are asked to bring items with them in the morning. If dropping something off for your child, it will not be delivered to the classroom. For your child's safety, students will not be called to walk to the front office. Students will be able to collect delivery items before or after lunch only.

Classroom Celebrations: Throughout the school year our teachers will hold certain celebrations in their classrooms. If your child is unable to participate in any/some celebrations, please let the teacher know.

Volunteers: All parents are encouraged to volunteer. Volunteers must have an approved application processed before volunteering at the school or attending a field trip. Applications must be completed on-line at www.getinvolvedineducation.com. If you need assistance, please stop by the front office.

*All volunteers must sign in in the front office and wear their badge at all times.

Communicating with your child's teacher:

- Planner – Daily Communication
- Parent Conference – 2 per year minimum (your child's teacher will schedule these throughout the year, or you can request one at any time).
- Phone Call – Between 7:30AM – 7:50AM or 2:15PM – 3:00PM
- Voice Mail – Anytime of the day, will be returned within 24 hours
- Email – Please visit our website

Honor Roll: Will be celebrated quarterly for students who receive the following on their report card:

- A Honor Roll – All A's + 1's & 2's
- A-B Honor Roll – A's + B's & 1's & 2's

Reading Across Broward: Students who complete the form will be acknowledged during the End of Year Award Ceremony.

- Primary = 50 Books
- Intermediate = 100 Books

Broward Schools Attendance Policy

Broward County Public Schools attendance policy can be located in the Student Code of Conduct found at <http://bcps.browardschools.com/codeofconduct.asp>.

It is important to be in school every day. If your child is not in school, he or she MAY BE showing early signs of truancy through a pattern of non-attendance (SB Policy 5.5).

EXCUSED ABSENCES

Students must be in school. However, when it is necessary to be out of school, absences may be excused for one of the reasons listed below. (Students on field trips, in internal suspension, or attending alternative-to-suspension programs are not considered absent.) Parents must report the absence the day before, the day of, or within 2 school days following the absence, or the absence will be considered unexcused. Any absence is unexcused until the school receives a telephone call or a note to excuse the absence. A reason for the absence must be provided and absences can only be excused for one of the eight School Board allowed reasons for absences. Some situations will require written documentation from a private physician or public health unit. Excused absences include:

1. Illness. Students who expect to miss at least 15 consecutive school days due to illness, a medical condition, or for social/ emotional reasons, or who would miss excessive days intermittently throughout the school year for the same reasons and could benefit from instruction, should obtain a copy of the Hospital/Homebound referral packet from the Hospital/Homebound contact person at their school.
2. Illness of an immediate family member.
3. Death in the family.
4. Religious holidays of the student's specific faith.
5. Required court appearance or subpoena by a law enforcement agency.
6. Special event. Examples of special events include important public functions, conferences, state/national competitions, college/ university campus tour/visit as well as exceptional cases of family need.
7. Scheduled doctor or dentist appointments.
8. Students having or suspected of having a communicable disease or infestation that can be transmitted are to be excluded from school and are not allowed to return to school until they no longer present a health hazard (F.S. 1003.22). Examples of communicable diseases and infestations include, but are not limited to, fleas, head lice, ringworm, impetigo, and scabies. Students are allowed a maximum of five (5) days excused absence for each infestation of head lice.

Tardiness: School starts at 8:00. Students arriving in class at 8:01 will be marked tardy.

- **"8 is Late"** Any student late after 8:00AM will be logged in the front office.
- 3 or more tardies will generate a call home by the front office.
- 6 tardies will generate a letter home to the parents.
- 9 tardies will require a parent conference with the counselor.

“Dress for Success”

Stephen Foster Elementary Unified Dress Policy



Polo Shirt Colors

Gray
Navy Blue
Light Blue
White
or any
Stephen Foster T-
Shirt

Bottom

Colors
Khaki
Navy Blue
Black

Bottoms

Pants
Shorts
Skorts
Skirts
Jeans (Full Length/
No Rips or Tears)

In compliance with Broward County Policy, there should be no head coverings worn in school, unless worn for religious purposes. This includes hats, hoodies, beanies, snow caps, headbands with ears or horns, bandanas, etc.

Parents/ Guardians, who wish to request an exemption, must submit a completed application within the first ten (10) days of the student’s initial attendance. Violations of the Unified Dress Code Policy shall be subject to the same consequences as violations of the Broward County Dress Code Policy.

