

Stephen Foster Traditional Academy



Student Handbook 2025 – 2026

1401 S. 41st Street
Louisville, Kentucky 40211
(502) 485-8253 Fax (502) 861-7960

- Traditional Program
- Advance/Honors Program

Letisha Young
Principal

Nikita Tillman & Josephine Barretta
Assistant Principals

This belongs to:

Name: _____ caylee _____

Teacher: _____ mr.joshson _____

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Who's Who In The Office

Principal.....Letisha Young
Assistant Principal.....Nikita Tillman
Assistant Principal.....Josephine Barretta
Attendance Clerk.....Carolyn Thompson
Bookkeeper/Records Clerk.....Indria Bankston
Counselor.....Christopher Glass
ECE Implementation Coach.....Karen Hatcher
Family Resource Coordinator.....Stephanie Abernathy
Plant Operator.....Keyana Wilson
Secretary.....Patricia Fulce-Smith


**Foster Traditional Academy's
Mission and Vision Statements**

MISSION



*Touch the Heart
Teach the Mind*

VISION



*Prepare each student for
next grade level readiness
academically, socially, and
emotionally.*



A Message From Ms. Young, Principal

Welcome back! I sincerely hope you had a safe and restful summer and are now ready to embark on new educational experiences with your child. We are looking forward to another great year together during the 2025 – 2026 school year.

This handbook explains the policies, procedures and guidelines of our school. The information is very important to you and your child and will serve as a useful reference throughout the year. As part of your commitment to our school and our program, we ask that you read the handbook carefully and discuss the contents with your child/children attending Foster Traditional Academy.

Please keep this handbook in a convenient place for reference during the school year. If you have questions, comments, concerns and/or suggestions, do not hesitate to communicate with me.

Letisha Young,
Principal

FOSTER CREED

I will rise to the highest expectations
I will take responsibility for my actions
I will never give up; therefore, I cannot fail
I am successful
I am college and career bound
WE ARE FOSTER!

Traditional Program Agreement

Vision - The Traditional Program strives to equip students with the necessary tools and desire to become culturally competent citizens who approach life from the perspective of servant leadership, critical thinking, and community engagement. Students in the Traditional Program will emerge as resilient learners who seek individual excellence and growth while inspiring others to reach their full potential.

Purpose - Our purpose is to empower students to meet current and future challenges by developing community awareness, civic responsibility, and personal growth and resiliency.

This agreement is designed to ensure that stakeholders share a common understanding of the expectations for participation in the Program to strengthen its effectiveness. All Traditional Program stakeholders are expected to adhere to the Rights and Responsibilities described in the JCPS Student Support and Behavior Intervention Handbook; however, the inherent focus of the program on excellence for all students requires that we agree to the following additional commitments:

Family Members and Caregivers-

I agree that...

- I will provide transportation for my child to and from school each day on time that complies with each school's stated start and end times. I acknowledge that student attendance is critical and will minimize absences/tardiness as much as possible. I will try to schedule trips, appointments, and other engagements outside the school day to the best of my ability.
- Communication with the school staff is essential to my child's success. I will communicate respectfully, proactively, and constructively with all school staff.
- I accept the challenge of the highest possible expectations for academics and behavior. I will partner with the school to hold my child accountable for meeting these challenges and support the school when they reinforce the expectations.
- Participating actively in my child's school experience will promote the best possible outcomes. I will look for ways to contribute positively, including volunteering, serving, or providing other means of assistance.
- The Traditional Program is an optional school setting that I am requesting for my child. If I cannot uphold these commitments, I can set a meeting with school or district staff to discuss other programs that might best contribute to my child's success.
- My child must meet the requirements described in the [Traditional Program Guidelines](#) for promotion to the next grade level, which may exceed those listed in the JCPS Student Progression and Promotion Guidelines and Assessment, Learning, and Grading Framework.
- Participation in the Traditional Program includes service learning requirements on both an individual and collective basis to earn the Traditional Seal, which I will encourage my student to attain.

Students-

I agree that...

- Attendance is very important to my success as a student, and I will make every effort to be at school on time each day. If I am absent, I will work with my teachers to engage in the learning and complete the work I miss.
- Communication with my teachers and my family/caregivers is important. I will ask for help when I need it and remember to be respectful in all that I do and say.
- I accept the challenge of being held to the highest possible expectations for academics and behavior. I understand that I will be held accountable for my actions and agree to do my best to represent the Traditional Program well inside and outside of school.
- To benefit from the Traditional Program and my school, I have to be actively engaged in my learning. I will get out of this experience what I put into it. I will be an active learner, benefitting and contributing to those around me.
- The Traditional Program is an optional school setting with additional requirements and expectations. I agree to uphold the program's philosophies, standards, vision, and purpose by agreeing to attend this school.
- I must meet the requirements described in the [Traditional Program Guidelines](#) for promotion to the next grade level, which may exceed those listed in the JCPS Student Progression and Promotion Guidelines and Assessment, Learning, and Grading Framework.
- Participation in the Traditional Program includes service learning requirements on both an individual and collective basis to earn the Traditional Seal, which I will strive to attain. I accept the responsibility of serving others and giving back to my community.

_____ **Parent/Guardian/Stakeholder**

_____ **Parent/Guardian/Stakeholder**

_____ **Student**

_____ **Date**

Foster Info Quick Reference Guide A to Z

Arrival:

School hours are **8:40 a.m. to 3:20 p.m.** Office hours are 8:00 a.m. to 4:30 p.m. The car rider door will open for students to arrive at 8:10 a.m. The car rider door will close at 8:40 a.m. after the second bell rings. Students arriving after 8:40 a.m. are tardy and must be signed in by a parent in the front office.

Foster will be a YMCA CEP site for the 2025-26 school year. Students can be dropped off as early as 7:00 a.m. to CEP and must be picked up by 6:00 p.m. There is a fee associated. **The Y is for everyone and offers income-based financial assistance.** 3-C and other third-party subsidy reimbursements are accepted. Valid contracts must be on file with the YMCA office prior to the first day of attendance. Y financial assistance may not be available in combination with other child care subsidies with the before and after school care.

Registration can be completed online at:

<https://www.ymcalsouthern.org/programs/child-care/school-age/jefferson-county#register>

Attendance:

Attendance for all students in Kentucky is calculated based on the actual percentage of time that the student is absent from school. Attendance reports show students as tardy or the actual percentage of the school day that the student is absent. A student is tardy if he or she misses any part of the instructional day by arriving late, leaving early or a combination of the two. When a student misses more than sixty minutes of the instructional day, the entire amount of missed time is recorded as being absent for the percentage of time missed.

The school should be notified by calling 485-8253 when a student is to be absent. A written explanation to the teacher upon returning to school is required. Visits to a doctor or dentist, confirmed illnesses or deaths in the immediate family constitute excused absences.

Students arriving after the start of the school day must have a parent sign-in at the school office. **According to Jefferson County Public School (JCPS) guidelines, any student not in class by 8:40 a.m. will be counted as tardy as well as students signed out before 3:20 p.m.** Early dismissals also count against a student's attendance record. For more detail, please visit the JCPS website at www.jcpsky.net.

Birthday Celebrations:

Only two adults are permitted to visit classrooms for birthdays and prior arrangements must have been made with the teacher. Only one item, such as cupcakes or cookies should be brought in for parties. **Balloons are not permitted at school.**

Car Riders:

Morning arrival and afternoon dismissal are explained below:

Morning Arrival

The car rider door opens at 8:10 a.m. each morning. Have your child prepared to exit the car to help the line continue to move. The car rider door will be closed at 8:40 a.m. when the tardy bell rings. If you arrive after 8:40 a.m. students must be signed in at the front office and receive a tardy slip. For the safety of our students, please do not have students run across the parking lot in an attempt to prevent a tardy.

Afternoon Dismissal

Car Riders are dismissed starting at 3:20 p.m. and will end at 3:50 p.m. Parents will be given a “car rider number” tag to display in the car. Parents will drive through the car rider loop and wait for staff to call the child’s number, and the student to exit the building. Students are to report to the gym when dismissed from their classroom and wait for staff to dismiss them after their number has been called. Students must remain on a level zero while in the car rider holding area.

Cell Phones:

All Jefferson County Public Schools have a “No Cell Phone Policy” in place during the instructional day. If a cell phone is brought to school by a student, the cell phone must remain in the student’s locker and turned off during the school day. Cell phones are not permitted in the classroom.

CEP

Foster will be a YMCA CEP site for the 2025-26 school year. Students can be dropped off as early as 7:00 a.m. to CEP and must be picked up by 6:00 p.m. There is a fee associated. **The Y is for everyone and offers income-based financial assistance.** 3-C and other third-party subsidy reimbursements are accepted. Valid contracts must be on file with the YMCA office prior to the first day of attendance. Y financial assistance may not be available in combination with other child care subsidies with the before and after school care.

Registration can be completed online at:

<https://www.ymcalsouville.org/programs/child-care/school-age/jefferson-county#register>

Conduct:

We follow the guidelines in the [Jefferson County Public Schools Code of Acceptable Behavior and Discipline and the Student Bill of Rights](#) which will be distributed to your student during the first few days of the school year. Repeated issues with conduct/behavior will result in a meeting to discuss the student’s appropriate learning environment.

Dismissal:

For the safety of all students, parents and anyone Non-JCPS staff will not be able to enter the building from **2:50 p.m. - 3:30 p.m.** We understand that emergencies do happen and if that is the case you will need to call and let us know you have an emergency and need to pick up your child during this time.

Lunch:

Foster is a Community Eligible (CE) Provision School. ALL students at Foster are eligible for free breakfast and lunch regardless of income.

Parents/Guardians are always welcome to have lunch with their child. **Food from outside restaurants is not permitted to be brought to students for their breakfast or lunch.** In order to follow your child back to the classroom, prior arrangements must have been made with the teacher.

Lunches from Home - Carbonated drinks, sodas, or pops are not allowed in school lunches brought from home. Family sized snacks are not allowed. Students are permitted to bring individual snack sized treats for lunch.

Inclement Weather:

Inclement weather may cause the closing of school, delayed openings or early dismissals. As soon as these decisions are made, they will be announced on local area radio and t.v. stations.

Lost and Found:

There is a lost and found box in the FRC where items will be placed. Parents and students may search this box when something is lost. Lost glasses, money or other more valuable items will be kept in the office until claimed. We are not responsible for any lost or stolen items.

Open House:

Mark your calendars for Foster's Open House Thursday, September 11th, 2025 (5:00 - 6:30). Participation is expected from all families.

Parent/Teacher Conferences:

Wednesday, September 24, 2025 & Tuesday, February 17, 2026 There are two (2) district-wide parent/teacher conference days every school year. A minimum of one conference with your child's teacher is expected at Foster Academy. Teachers will contact you to schedule the conference.

Personal Property:

Students are not permitted to bring any hazardous, dangerous, or disruptive items to school. Students may not use/or display cell phones, tablets/iPads, video games, fidgets, slime, or any other electronic devices on school property during the course of the school day. Items will be confiscated. Students are responsible for keeping up

with devices/games brought to school. We are not responsible for loss, theft, or destruction of such items brought on school property.

Report Cards:

Report Cards will be sent home at the end of each nine (9) week grading period. Report Cards do not need to be returned, but the envelope needs to be signed and returned the next school day. Progress reports are sent home after the first 5 weeks of the grading period. If you have concerns regarding your child's progress, please reach out to your child's teacher as soon as possible.

Telephone/Messages:

The office staff will take a message and place it in the teacher's mailbox. Calls will not be put through to the classroom, as this would interrupt valuable instructional time. Class dojo is used by many teachers and is an additional way to stay in communication with your child's teacher.

Transportation:

Buses

Foster and other JCPS Traditional/Magnet schools **will not** have transportation for the 2025-26 school year. Foster only has Special Needs transportation (SNT) available for students with SNT on their IEP. SNT will be set up directly with parents from the assigned Compound.

Car Riders

The car rider door opens at 8:10 a.m. each morning. Have your child prepared to exit the car to help the line continue to move. The car rider door will be closed at 8:40 a.m. when the tardy bell rings. If you arrive after 8:40 a.m. students must be signed in at the front office and receive a tardy slip. For the safety of our students, please do not have students run across the parking lot in an attempt to prevent a tardy. All cars must enter and exit the parking lot the correct way to avoid accidents and support safety first. Car Riders are dismissed starting at 3:20 p.m. and will end at 3:50 p.m.

Changes in Transportation

If a student is going home a different way than he/she normally goes home, the parent must write a note, fax or e-mail: jcps-foster.transportation@jefferson.kyschools.us and notify the school before **1:00 p.m.** A confirmation of receipt will be sent. **No changes in transportation will be taken after 1:00 p.m.** A note must be sent each time a change will occur. **Transportation changes cannot be made over the phone.** For emergencies please request to speak with an available administrator.

Uniform and Dress Code:

All students at Foster wear uniforms. School uniforms must be worn every day. You will be given a copy of the Uniform and Dress Code Policy. Failure to follow the dress code may lead to disciplinary action.

Visitation:

ALL ADULTS THAT ENTER FOSTER WILL NEED TO HAVE VALID IDENTIFICATION. Parents/Guardians are always welcome at Foster. Make arrangements with your child's teacher prior to visiting the classroom. Unarranged visits are not permitted. Remember classroom visits are just a time to visit. Teachers are not able to discuss student progress at this time due to leading classroom instruction. A conference time must be scheduled to discuss student progress. Younger siblings are not admitted to classrooms for any reason due to limiting disruption to the learning environment.

SCHOOL-BASED DECISION MAKING

School: Stephen Foster Traditional Academy
Subject of the Policy: Student Uniforms and Appearance (Dress Code)

Policy Statement:

All students at Foster wear uniforms. School uniforms must be worn everyday. Polo and shirts with collars must be worn each day. Foster tops may be worn any day.

The Foster Traditional Academy Uniform will consist of: **WHITE, NAVY OR LIGHT BLUE SHIRT AND KHAKI, NAVY, and/or BLACK BOTTOMS.**

Below are specific details:

SWEATER VEST & SWEATERS - Navy blue v-neck vests are recommended but optional and can have the Foster Crest or can be plain. Button-down sweaters (white, black, navy, or light blue) without patterns are allowed. Appropriate uniform sweaters may be worn in the classroom. Coats or hoodies cannot be worn in the classroom and must be kept in the locker.

TIE - A Foster uniform tie is optional for ALL Foster students Monday - Friday.

PANTS/SHORTS/SKIRTS/JUMPERS/SKORTS – Must be solid, plain, and without decoration.
COLORS ALLOWED: UNIFORM KHAKI, NAVY, OR BLACK ONLY
All shorts, skirts, jumpers & skorts length must be at or below knee length.

SHIRTS

COLORS ALLOWED: WHITE, NAVY AND LIGHT BLUE ONLY

STYLE OF SHIRT: Polo Style with collar OR Button Down (Oxford style) shirt with collar.

Foster Spirit shirts and/or Foster sweatshirts may be worn any day. Shirts should be tucked in at all times.

BELTS

Belts are required (black, brown or navy).

SHOES/SOCKS

Shoes must have a **closed toe and closed heel**. Any color shoe is permissible. No light up shoes are allowed. Heels over 1” are not allowed. Socks & leggings should be white, black, navy, or light blue and must be solid color, plain and without decorations. Less than 1 inch lace socks that are appropriate colored uniform socks are permissible. **Additional (add-on elastic) ruffles are not permitted.**

Masks - Continue to be optional.

MISCELLANEOUS

No hoodies of any kind. No Crocs, Yeezy Foam Runners, Foam Runners, or Uggs. Basic headbands for students. Unicorn and additional animal ears headbands are not permitted. No make-up, fake or real tattoos cannot be shown on the body or other body markings. No rolling backpacks, No earrings over 1 inch, no hats or hoods are to be worn in the school building. Necklaces need to be tucked in the uniform shirt and unseen for the duration of the school day. Acrylic or artificial nails cannot interfere with learning or the instructional environment. No purses cannot be carried while in school. Purses must be kept in the locker. Headphones and earbuds must be kept in the classroom designated location, the student backpack, or locker during the day. Headphones cannot be worn throughout the school.

Revised May 29, 2025

SCHOOL-BASED DECISION MAKING

School Name: Foster Traditional Academy

Subject of the Policy: Cell Phone/Telecommunication Devices

Purpose: To ensure a focused and productive learning environment, the use of cell phones during instructional time is strictly prohibited. In cases of an emergency, the event is deemed an emergency by administration and proper steps will be put in place to resolve the emergency.

Definition: Personal telecommunication device is defined in KRS 158.165 and includes, but is not limited to, cellular telephones, personal tablets, smart watches, pagers, walkie-talkies, headphones; MP3 players, and video gaming systems. The restrictions for student use of a cell phone in a school-based cell phone policy required by this policy and Administrative Procedure 09.4261 AP.3 shall apply to all student use of any personal telecommunications device.

Policy:

1. Prohibited Use:

- Students are not allowed to use cell phones during the school day.
- Cell phones must be turned off or set to silent mode and stored in the student's locker completely out of sight and inaccessible during the school day.

2. Exceptions:

- In the event of an emergency, students can have access to the school phone with permission. If contact cannot be made additional steps will be taken to assist in making contact with the family.
- Additional exceptions as outlined in JCPS Board policy 09.4261 Telecommunication Devices.

3. Consequences:

- When a student violates the prohibitions of the school-based cell phone policy required under this policy and Administrative Procedure *ON THE DEAD HOMEIS*