

Stephen Foster Traditional Academy



Student Handbook 2021 – 2022

1401 S. 41st Street
Louisville, Kentucky 40211
(502) 485-8253 Fax(502)485-8665

- Traditional Program
- Comprehensive Program
- Advance/Honors Program

Letisha Young
Principal

Nikita Tillman
Assistant Principal

This belongs to:

Name: _____

Teacher: _____

Who's Who In The Office

Principal.....	Letisha Young
Assistant Principal.....	Nikita Tillman
Attendance Clerk.....	Carolyn Thompson
Bookkeeper.....	Victoria May
Counselor.....	Christopher Glass
ECE Implementation Coach.....	Karen Hatcher
Family Resource Coordinator.....	Latascha Craig
Plant Operator.....	Dywane Pitts
Records Clerk.....	Andreiona Williams
Secretary.....	Patricia Fulce-Smith

Foster 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! Thank you families for your endurance over the last two years with NTI. We are finally back on track for the regular re-entry to school. I sincerely hope you enjoyed your summer and now ready to embark on new educational experiences with your child. We are looking forward to another great year together during the 2021 – 2022 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!

Arrival:

School hours are 9:05 a.m. to 3:45 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 8:30 a.m. The car rider door will close at 9:05 a.m. after the second bell rings. Students arriving after 9:05 a.m. are tardy and must be signed in by a parent in the front office.

Foster will not be a CEP site for the 2021-22 school year.

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 9:05 a.m. will be counted as tardy** as well as students signed out before 3:45 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:

Car Riders are required to be picked up at 3:45 p.m. Parents will be given a "car rider number" tag to display in the car. Parents should pull up to the side door and wait in their car for staff to call child's number. Students are to report to the gym when dismissed and wait for staff to dismiss after their number has been called. **There is no drop off/pick up in front of the building.**

Cafeteria:

Foster is a Community Eligible (CE) Provision School. ALL students at Foster are eligible for free breakfast and lunch regardless of income. Parents are always welcome to have lunch with their child. **Food from outside restaurants is not permitted to be brought to students for their 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.

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 may result in being exited from the Traditional Program.

Dismissal:

For the safety of all students, parents and anyone Non-JCPS staff will not be able to enter the building from **3:25 p.m. - 3:55 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.

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 Office 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.

Parent/Teacher Conferences:

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. For those student's in the Traditional Program it is a requirement to attend at least one conference per year. Teachers will contact you regarding a time and date for conferences.

Personal Property:

Students should not 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 destructions 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 return, 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 contact.

Transportation:**Buses**

Bus schedules are available on the JCPS web site and bus assignments will be given out at orientation. Foster uses bus numbers when calling buses at the end of the day. Please help your child to remember their bus number. Students are dismissed for buses at 3:45.

Car Riders

The car rider door opens at 8:30 am 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 9:05 am when the tardy bell rings. If you arrive after 9:05 am 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.

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 **2:00 p.m.** A confirmation of receipt will be sent. **No changes in transportation will be taken after 2:00 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 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 process 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 every day. Foster sweat suits or Foster T-shirts may be worn any day. Polo and shirts with collars must be worn on all other days.

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

Below are specific details:

SWEATER VEST & SWEATERS - Navy blue v-neck vest are recommended but optional and can have the Foster Crest or can be plain. Vests do not have to be worn after Spring Break through October 31st. Button-down sweaters (white, black or navy) no patterns allowed

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 ONLY

Shorts may be worn from Spring Break through October 31st. 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: 1. Polo Style with collar OR 2. 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 heel. Any color shoe is permissible. No light up shoes are allowed. Heels over 1" not allowed. Socks & leggings should be white, black or navy and must be solid color, plain and without decorations and no lace or ruffles on socks. Additional ruffles add-ons are not permitted.

Masks

Due to new Covid-19 restrictions we must ensure consistent school-wide standards for masks for all students including:

- Masks/facial coverings "cloth or disposable" are required by all students (Kindergarten through 5th grade students) and staff at all times while in the building or on the bus, unless medically waived. *(Medical documentation must be provided.)*
- Masks must completely cover both nose & mouth and be secured under the chin.

- Masks should not be lowered during the school day, even if all students and staff are seated 6 feet apart.
- Masks should only be lowered when actively eating or drinking.
- Masks are not required when students are outside and when students remain 6 feet from others.
- Masks should fit snugly but comfortably against the side of the face.
- Masks should be secured with ties or ear loops.
- Masks should include multiple layers of fabric.
- Masks should allow for breathing without restriction.
- Cloth masks should be washed at home and machine dried without damage or change in shape.
- Masks must be appropriate and not contain inappropriate logos, images, or language.
- Masks brought from home (not provided by JCPS) must follow the guidelines above.

*NOTE: A face shield does not comply with CDC recommendations unless it is worn with a face mask.

MISCELLANEOUS

No hoodies of any kind. Basic headbands for students. Unicorn and additional animal ears headbands are not permitted. No make-up, tattoos or other body markings. No rolling backpacks, No earrings over 1 inch for girls, no acrylic nails, hats or hoods are to be worn in the school building. Girls may not carry purses while in school. Purses must be kept in locker.

Revised October 22, 2020