

# Foxboro Elementary School



***“Success for ALL! NO Excuses!”***

## Parent & Student Handbook

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FOXBORO ELEMENTARY  
SCHOOL 600 MORNING GLORY  
DRIVE VACAVILLE, CA 95687  
Phone: (707)447-7883  
Fax: (707)447-6055

### **Mission Statement**

The Foxboro school community is committed to the academic achievement of all students. We develop responsible, involved citizens who adapt and adjust to a diverse, ever-changing society. Our students and staff strive to demonstrate self-reliance, interdependence, cultural appreciation, and respectful social interactions. This school promotes a safe, caring, and supportive environment that establishes high expectations for student success and encourages a high level of family support and involvement.

### **Travis Unified School District Board Goals**

- Implement support strategies for all students to improve student learning.
- Provide a safe and effective learning environment.
- Encourage ongoing dialogue with students, parents, staff and community.
- Manage resources openly and responsibly.

### **FOXBORO SPIRIT**

Our school colors are purple and turquoise. Our school mascot is the Red Fox. The Red Fox is by far the most common species of fox. It is 36 to 42 inches long, not including the tail, weighs about 15 pounds, and is distinguished by black ears and feet and a white tip on the tail. The coat is usually some shade of rusty-red or reddish-brown, sprinkled with light-tipped hairs. The red fox ranges across Eurasia and North Africa and from northern Mexico to the Arctic. Within these vast zones diverse variations of the red fox have developed; those of the south are smaller and have lighter-colored coats, and those of the north are larger, with thicker and darker coats.

The great alertness of the red fox, and its keen senses of smell, hearing, and sight, enables it to live close to human habitation without being easily noticed. Farmland with woodlots and open fields provides it with good cover and abundant rodents, especially field mice. When red foxes have been eradicated from rural areas, populations of rodents have swelled. Red foxes were introduced to Australia to cope with its plague of previously introduced rabbits.

### **FOXBORO CORE VALUES & CODE OF CONDUCT**

Travis Unified School District and the Foxboro staff adopted the Positive Behavioral Interventions and Supports (PBIS) model of expectations to maintain a safe and welcoming school climate. **Our core values are: Respect, Responsibility, Safety, and Kindness.**

## ***Student Responsibilities***

### **FOXBORO STUDENT CODE OF CONDUCT**

#### **RESPECT**

- Honor personal space
- Accept differences
- Use manners and appropriate language
- Be considerate of the feelings of others
- Follow directions the first time

#### **RESPONSIBILITY**

- Persevere; keep on trying!
- Make smart choices
- Be accountable for your actions
- Be prepared to learn
- Communicate your needs appropriately

#### **SAFETY**

- Read and follow all school and classroom expectations (handbook)
- Use items for their intended purpose
- Stay in your designated area
- Seek out your safe trusted adults when needed
- Problem solve peacefully with others

#### **KINDNESS**

- Do your share to actively contribute to make your school and community better
- Be a kind and positive role model
- Stand up for what is right
- Be honest
- Show integrity

**It is a student's obligation to inform an adult if they see an unsafe device. Failure to do so will be considered defiance or disruptive, (Ed Code 48900K).**

- Parents and guardians will be required to pay for any damage to school property caused by their child pursuant to Ed. Code. This includes damage or loss of library or textbooks.
- Bullying, fighting, antagonizing other students, using foul or obscene language at school, in route or to and from school is prohibited.
- Students should not bring anything to school other than materials needed for class instruction. This includes knives, other sharp objects, water guns, airsoft guns, cap guns, electronic devices, toys, athletic equipment, etc.

#### **Bicycles, Scooters & Skateboards**

- Students are prohibited from riding skates, shoes with wheels, bicycles, skateboards, scooters, and other similar devices on campus. These items must be walked or carried on

campus.

- Students who ride these items to school are expected to:
  - Walk their bike when crossing a street and when on the school grounds and sidewalks surrounding the school. This includes walking bikes, skateboards, and scooters along the paths to Youngsdale and to Arlington Park, and across the front of the school all the way to the crosswalk at Morning Glory & Countryside.
  - Lock their bikes individually in the bike racks.
  - Students are only allowed in the bike racks area when arriving and leaving school.
  - Wear a helmet when riding a bicycle, scooter, or rollerblades.
- For safety reasons, preschool, transitional kindergarten, and kindergarten students are prohibited from riding a bike to school unless accompanied by the parent/guardian.

### **Cell phones and other electronic devices**

- While students are discouraged from bringing cell phones or any electronic devices to school, many families choose to provide their student with a cell phone or electronic device for safety and communication purposes. **Students who bring a cell phone or electronic device to school are responsible for ensuring that it is turned off and out of sight in their backpacks at all times while on the Foxboro campus.**
- Cell phones, electronic games and electronic devices will be taken away from students in violation of the above rule. Parents/guardians will then be required to pick up their student's property from the office and each offense will be documented in the student's discipline record. Repeated offenses may result in further consequences.
- Students are not allowed to use cell phones for taking photographs or videotaping at school for any reason.

### ***Parent Responsibilities***

1. Support the rules and regulations of the school.
2. Ensure that the student attends school regularly and punctually.
3. Send the student to school prepared for work with books, pencil, completed homework, etc.
4. Provide a home environment that encourages respect for the school and the learning process through close supervision of homework.
5. Provide a healthy environment, adequate nutrition, rest, and insist that the student attend school in appropriate and safe clothing as prescribed by district dress code (see page 24 for more information about dress code).
6. Take corrective action when requested by the teacher or principal and cooperate with school requests for conferences.

### ***Teacher Responsibilities***

1. Be in the classroom on time, ready to receive students with a well-prepared lesson.
2. Inform students of school and classroom rules and expectations.
3. Support students in following these rules and expectations
4. Assume responsibility for all students of the school – not just those of their classroom.

5. Inform parents regarding their child's behavior and encourage open communication.
6. Maintain an atmosphere of mutual respect where life-long learning can take place.

### ***Administrator Responsibilities***

1. Enforce Board adopted policies, rules, and regulations.
2. Formulate and enforce school rules, expectations and regulations.
3. Support staff, students, and parents in the enforcement of school rules, expectations and regulations.
4. Involve parents in student disciplinary problems when appropriate.
5. Encourage parent involvement in promoting student learning.
6. Provide a safe environment with continuous learning opportunities.

### **COMMUNICATING BEHAVIOR**

In addition to the routine newsletters, emails, and phone calls that you can expect to receive from Foxboro and your child's teacher, to better document and communicate both positive and concerning behaviors with parents we will be using the following:

***Character Champion Award:*** Any time a staff member sees a student demonstrating our school core values, they may choose to give that student a Character Champion Award. Students will have the opportunity to choose from various reward options by placing their Character Champion Award in the bin in the front office. Students will be selected at random at least once a month. All Character Champion Awards will be counted toward a whole school reward.

***Fabulous Fox Report:*** Positive Behavior Referrals that any staff member can write for students who go above and beyond when demonstrating Foxboro's core values. Students will be celebrated for their great choices in front of the whole school during Jumpstart PE. The report will be sent home for you to proudly celebrate with your child.

***Minor Incident Report (MIR):*** These reports are staff managed and will be used to communicate any behavior that warrants intervention beyond the classroom management system. For example, when a student is repeatedly being unkind to a friend or not following class rules. You can expect a phone call from your child's teacher and a copy of the report will be sent home for your signature and return. We appreciate your support at this level, as our goal is to partner with families to guide students toward demonstrating appropriate behaviors. If a child receives three Minor Incident Reports in a short period of time, they will be referred to the office with an Office Disciplinary Referral.

***Office Disciplinary Referral (ODR):*** If a child engages in a major behavior such as fighting or aggression, they will be immediately referred to an administrator with an Office Disciplinary Referral. These referrals are office managed. You can expect to receive communication from an administrator to inform you of any supports and consequences that have been put into place to guide your student toward demonstrating appropriate behaviors. A copy of the referral will be sent home for your signature and return.

## **SCHOOLWIDE EXPECTATIONS**

Compliance with the following procedures and expectations on the following pages is necessary for everyone's safety, success, and educational excellence.

- Assembly Expectations
- Cafeteria/Courtyard Expectations
- Classroom Expectations
- Computer Lap/Laptop Cart Expectations
- Garden Expectations
- Hallway Expectations
- Jumpstart Expectations
- Library Expectations
- Recess Expectations
- Restroom Expectations
- Restroom Buddies Expectations

# ASSEMBLY EXPECTATIONS

## Be Respectful

- ★ Arrive and be seated on time
- ★ Leave only at scheduled program breaks
- ★ Respond with appropriate appreciation

## Be Responsible

- ★ Actively listen to speaker
- ★ Stay with your class
- ★ Limit interruptions

## Be Safe

- ★ Know your exit route
- ★ Keep aisles clear
- ★ Sit flat with hands  
and feet to self





# CAFETERIA/COURTYARD EXPECTATIONS

## Be Respectful

- ★ Positive conversations
- ★ Listen to cafeteria staff and adults
- ★ Appropriate volume

## Be Responsible

- ★ Food goes on your tray
- ★ Use appropriate manners
- ★ Eat your own food
- ★ Throw trash in the correct bin

## Be Safe

- ★ Enter through outside door
- ★ Exit through courtyard door
- ★ Clean up after yourself
- ★ Get adult help for accidents & spills



# CLASSROOM EXPECTATIONS

## Be Respectful

- ★ \_\_\_\_\_
- ★ \_\_\_\_\_
- ★ \_\_\_\_\_

## Be Responsible

- ★ \_\_\_\_\_
- ★ \_\_\_\_\_
- ★ \_\_\_\_\_

## Be Safe

- ★ \_\_\_\_\_
- ★ \_\_\_\_\_
- ★ \_\_\_\_\_



FOXBORO ELEMENTARY SCHOOL

# COMPUTER LAB/LAPTOP CARTS

## Be Respectful

- ★ Keep the workspace clean and organized.
- ★ Be gentle with technology.
- ★ Ask permission from a teacher before printing.
- ★ Quiet voices.
- ★ Leave computer settings the way they are.
- ★ Only touch your own computer.

## Be Responsible

- ★ Use computer for its intended purpose.
- ★ Hug laptop with both your hands when traveling.
- ★ Sign out of your computer at the end of each use.
- ★ Report any problems immediately to your teacher.
- ★ Use your computer on table or flat surface (not the floor).
- ★ Carefully unplug your laptop before removing it from the cart.

## Be Safe

- ★ Keep water/food away from computers at ALL times.



# GARDEN

## Be Respectful

- ★ Use all garden tools correctly and for their purpose.
- ★ Use walking feet in the garden.
- ★ Wash hands when done in the garden.



## Be Responsible

- ★ Treat plants carefully.
- ★ Follow and listen to teacher's instructions.
- ★ Clean up after yourself.

## Be Safe

- ★ Only use hands and tools in planter boxes.
- ★ Put away tools and supplies correctly when done.
- ★ Use quiet voices in the garden.

# HALLWAY EXPECTATIONS

## Be Respectful

- ★ Maintain personal space
- ★ Positive conversations
- ★ Use quiet voices

## Be Responsible

- ★ Go directly to your destination
- ★ Take proper care of personal belongings

## Be Safe

- ★ Allow for traffic flow
- ★ Be aware of your surroundings
- ★ Walk facing forward





# JUMPSTART EXPECTATIONS

## Be Respectful

- ★ Stop and stand quietly facing the flag during the pledge and patriotic song
- ★ Listen when people are speaking
- ★ Participate to the best of your ability in all Jumpstart activities

## Be Responsible

- ★ Arrive on time for school (8:20 a.m.)
- ★ When you arrive sit down in your spot in line
- ★ Stay seated until asked to stand for the pledge
- ★ Be a good role model for your buddy classes
- ★ Walk in quiet straight lines back to your classroom

## Be Safe

- ★ Wear your mask at all times
- ★ Keep your hands and body to self
- ★ Provide personal space to others
- ★ Put personal items (backpacks and water bottles) out of the way



# LIBRARY EXPECTATIONS

## Be Respectful

- ★ Greet librarian
- ★ Listen to adults
- ★ Be considerate of others
- ★ Quiet voices

## Be Responsible

- ★ Return books when due
- ★ Take proper care of resources
- ★ Keep passwords private
- ★ Use information ethically (acceptable use)

## Be Safe

- ★ Walk
- ★ Sit in chairs with all four legs on the floor
- ★ Use approved websites



# RECESS EXPECTATIONS

## Be Respectful

- ★ Use kind words
- ★ Follow playground and game rules
- ★ Solve disagreements peacefully
- ★ Include others



## Be Responsible

- ★ Use and share equipment appropriately
- ★ If you need help find an adult
- ★ When the bell rings – freeze, kneel and wait for the whistle to blow
- ★ Put equipment away at the end of recess

## Be Safe

- ★ Walk to and from your line
- ★ Use walking feet on the blacktop
- ★ Wear your mask in appropriate areas
- ★ Keep your hands and body to yourself



# RESTROOM EXPECTATIONS

## Be Respectful

- ★ Maintain privacy
- ★ Use the space for its intended purpose

## Be Responsible

- ★ Keep area clean
- ★ Use quiet voices

## Be Safe

- ★ Wash your hands
- ★ Get adult help for accidents & spills



# RESTROOM BUDDIES

## Be Respectful

- ★ Wait outside quietly while student is using the restroom.

- ★ Use a quiet inside voice when speaking to classmate.



## Be Responsible

- ★ Both students return to class promptly.
- ★ Buddy checks restroom for a mess before and after student uses restroom.

## Be Safe

- ★ Tell an adult if there is a big mess, something does not work, or if students are playing in the restroom.
- ★ Stand on line next to wall (or sit at red table if at D Bathrooms) while waiting for classmate.

## **ANNUAL NOTIFICATION OF RIGHTS & RESPONSIBILITIES**

For your reference, the contents of the Travis USD Annual Notification of Rights & Responsibilities are:

School Rules  
Parent Involvement Attendance  
Bus Transportation Discipline  
Student Services Student Use of Technology  
Health Services  
Instruction, Curriculum and Personal Beliefs School Records and Student Achievement  
University Admissions  
Discrimination, Protections, Complaints and Procedures Miscellaneous  
Signature Forms

This information is included as part of your student data confirmation through the Aeries Parent Portal. This information is also available on the district's website at [www.travisusd.org](http://www.travisusd.org) under the "Parents" tab. If you would like a hard copy of this booklet, one can be requested through the Foxboro Front Office. **Parents/Guardians are required to complete the signature forms included in the Annual Notification booklet using one of these methods.**

## **ATTENDANCE**

School attendance is one of the most important aspects of your child's academic career. Students need to be in class in order to learn. The National Association of Secondary Schools Principals has found that students who miss two or more days per month will achieve 25% less than their fellow students during their school careers. We do not expect a sick child to attend school. We do ask parents to stress the importance and benefits of school attendance to their children.

When students are absent, our schools suffer too. Each student generates average daily attendance (ADA) funding. School districts create a budget based on the number of students expected in class each day. When a student is absent, the district/school receives no ADA. Funds for that student have already been used for the classroom, teacher and supplies, however, and there is no way to get it back! Each student's absence affects the quality of the education program for all students.

Parents/guardians are obligated to send their children to school and a student's absence shall be **EXCUSED** (on a limited basis) only for the following reasons:

1. Personal illness
2. Quarantine
3. Medical, dental, optometry, or chiropractic appointments of an emergency nature. Routine medical, dental, optical or chiropractic appointments made during school hours are strongly discouraged.
4. Attendance at funeral services for a member of the immediate family
5. The illness or medical appointment during school hours of a child to whom the student is the custodial parent.

6. Upon **advanced written request** by the parent/guardian and the approval of the principal or designee for justifiable personal reasons, including but not limited to:
  - a. Appearance in court
  - b. Attendance at a funeral service
  - c. Observation of a holiday or ceremony of his/her religion
  - d. Attendance at religious retreats not to exceed four hours per semester
  - e. Attendance at an employment conference
7. Participation in religious instruction or exercises in accordance with district policy (BP 5113) and administrative regulation (AR 5113)

### ***Absence Verification***

When students who have been absent return to school, they shall present an approved explanation verifying the reason for the absence within three days (72 hours) of returning to school. **After three days, the absence will be considered unexcused.** The following methods may be used to verify student absences:

1. An e-mail or written note from parent/guardian to the attendance office within three days of returning to school.
2. Telephone call to the attendance office from parent/guardian. The telephone number for contacting the attendance line is: (707) 447-7883, Ext. 3.
3. Wellness visit to the student's home. (District discretion)
4. Physician's verification (Required after 10<sup>th</sup> day of absence during the year).

### ***Early Pick-Up***

The end of the day is an important time in the classroom for reviewing the day's lessons, organizing materials and information that needs to go home, and bringing closure to the school day. It is also very difficult for the teacher and the class when we call and interrupt to ask for a student to be sent to the office for early pick up, and your child may miss out on important announcements and activities. For these reasons, we discourage students from being picked up early near the end of the school day. Please help us by honoring these last important minutes of the day.

Students leaving campus prior to dismissal must be signed out by an adult, 18 years or older, in the main office. Foxboro students may not leave with siblings under the age of 18. **Be prepared to show identification prior to release of the student.** Persons other than parents who are signing out students must be authorized to do so in writing by the parent or guardian. Persons over the age of 18 and listed on the student's emergency card are considered authorized to sign out students from school. Plan to arrive a few minutes early as **students will not be released** from class until an adult arrives. If your child will be picked up early, it is helpful to send a note to the teacher the morning of early pick up. Students returning to campus prior to dismissal must sign in at the office and proceed directly to class.

### ***Independent Study for Unavoidable Absences***

Short term independent study may be an option for students who will be absent for three

consecutive school days or more, up to 15 days per school year. Applications for Independent Study Contracts are available in the school office. Students will maintain a clear attendance record and the school can collect ADA funding. Applications for Independent Study Contracts must be submitted to the office **10 school days before** the student leaves. Contracts may be denied if requested less than 10 school days before the absence begins. Applications will also be denied during the first and/or last week of school and will be denied during state testing. To be eligible for a Short-Term Independent Study Contract, a student must have satisfactory academic progress and attendance.

If the student does not meet the eligibility requirements shown below, for a Short-Term Independent Study Contract, the absences will be considered to be “unexcused”, and will be included when considering truancy referrals for the student.

<b>Academic Requirements</b>	<ul style="list-style-type: none"><li>● Transitional Kindergarten - 3<sup>rd</sup> Grade – No U’s in core academic subjects</li><li>● 4<sup>th</sup> – 6<sup>th</sup> grades – No I’s, N’s, D’s or F’s in core academic subjects. These are as determined by most recent progress report or trimester report card for general education students.</li></ul>
<b>Attendance Requirements</b>	<ul style="list-style-type: none"><li>● Transitional Kindergarten – 6<sup>th</sup> Graders – Less than three days of unexcused absences and/or tardies of 30 minutes or more.</li></ul>
<b>Educational Code Requirements</b>	<ul style="list-style-type: none"><li>● Ed Code 51745 (c) states: An individual with exceptional needs, as defined in Section 56026, shall not participate in independent study, unless his or her individualized education program developed pursuant to Article 3 (commencing with Section 56340) of Chapter 4 of Part 30 specifically provides for that participation.</li></ul>

The parent/guardian must meet the school’s guidelines for requesting Short-Term Independent Study contracts, contained herein. **All contracted work must be submitted to the school on the contracted day of return.** If all the contracted work is returned with satisfactory progress, the student will maintain a clear attendance record. If the student’s work is unsatisfactory, or incomplete, the school can only grant excused days of absence for the amount of satisfactory work returned. The additional days of absence will be considered unexcused, and will count towards truancy limits. If a student has had any unexcused absence(s) due to failure to complete work on an initial Short-Term Independent Study contract, another second Short-Term Independent Study contract will not be granted for that school year.

### ***Late or Tardy Arrival***

**The school building and playground are not open for children until teachers come on duty at 7:45 a.m.** If students arrive before teachers come on duty there will be no supervision. This may

result in unsafe conditions and parents are encouraged not to bring children before 7:45 a.m. When students arrive at school, they are expected to report directly to their class line. Children are not allowed to play on school campus before school. The school day begins at 8:00 a.m., with the Pledge of Allegiance and Jumpstart PE on the blacktop. Students arriving after 8:00 a.m. are considered tardy and will be given a tardy slip by the teacher.

### ***Unexcused Absence/Tuancy***

Students absent without a valid excuse for **three days** more in one school year, or a **total of 10% during the school year**, shall be classified as truant. Students who are more than thirty minutes tardy on three or more school days in one school year shall be classified as truant. Such students shall be reported to Child Welfare and Attendance (CWA). Students with continuing discipline and/or attendance problems may be referred to the Student Attendance Review Board (SARB). Parents will receive written notification of the SARB hearing and are required to attend with their student. SARB reviews each student's case and may recommend a student contract, require a parent to attend school with the child for a specific period of time, and/or other means of appropriate intervention.

### ***Vacation***

Families are strongly encouraged to plan vacations during normal school breaks in order to minimize students' continuity of learning. If students are missing school for vacation, the office is required to record the absences as unexcused. If there are extenuating circumstances, please reach out to the school office to discuss options.

### **CHANGE OF RESIDENCY**

Students who change residency or phone numbers during the school year will be asked for a new Proof of Residency. If the new residency is outside of the Foxboro attendance area, an application for Open Enrollment or Inter-District Agreement (IDA) must be approved. These agreements are approved on a space available basis and may only be approved for the remainder of the school year. New Open Enrollment or IDA agreements may be required for the following school year and again, will be approved on a space available basis.

### **COMMUNICATION**

Communication is an essential part of your child's education. Written notes, phone calls, parent/teacher conferences, email and voicemail are all excellent ways to contact your child's teacher. You can expect a weekly email from the principal and routine emails from your teacher. Should you have concerns throughout the year, please contact your teacher directly prior to contacting the office. Teachers want to help. Email addresses are listed on the school's webpage for easy reference to keep the lines of communication open between parents and school staff. Telephone calls will not be put through to classrooms during instructional time. All teachers may be reached through voice mail and e-mail.

***Aeries Parent Square:*** Throughout the school year, families will be contacted through Aeries Parent Square with information and reminders. Messages may be generated and sent by either

the school office personnel or the district office staff. The system places a call, e-mail, and/or text using the numbers listed in your student's Aeries school record. **It is imperative that our school office have a valid working phone number and/or e-mail address on file at all times to enable your family to receive these messages!**

**Weekly School Newsletters:** The Fox Family Update will be sent through Parent Square every Sunday by 5:00 p.m. You will find news on recent and upcoming events occurring at our school, as well as notification of contests, assemblies, student activities, and community involvement opportunities. We encourage you to closely review these emails and attachments, as well as all flyers sent home with your children.

**Teacher Newsletters & E-mail Notifications:** Our teachers do a great job of communicating and partnering with parents. Some teachers send home weekly or monthly newsletters, while others set up email distribution lists to communicate with the whole class on a consistent basis. Find out which method your children's teachers use to share news and reminders with parents. If you want to include an additional e-mail address or request two copies of printed newsletters, please notify your children's teachers right away.

**Websites & Social Media:** We desire to communicate with all of our busy parents. If you have questions or miss out on any newsletters or notices, you can find information about our school on these various websites and social media:

TUSD Website	<a href="http://www.travisusd.org">www.travisusd.org</a>
Foxboro Website	<a href="https://www.travisusd.org/site/Default.aspx?PageID=13">https://www.travisusd.org/site/Default.aspx?PageID=13</a>
Foxboro Facebook	<a href="https://www.facebook.com/FoxboroElementary/">https://www.facebook.com/FoxboroElementary/</a>
Foxboro Elementary PTA (Vacaville)	<a href="https://www.facebook.com/groups/150474118326795">https://www.facebook.com/groups/150474118326795</a>

## **DRESSING & GROOMING**

### **TRAVIS UNIFIED SCHOOL DISTRICT GOVERNING BOARD POLICY**

The Governing Board believes that appropriate dress and grooming contribute to a productive learning environment. The Board expects students to give proper attention to personal cleanliness and to wear clothes that are suitable for the school activities in which they participate. Students' clothing must not present a health or safety hazard or a distraction, which would interfere with the educational process.

Students and parents/guardians shall be informed about dress and grooming standards at the beginning of the school year and whenever these standards are revised. A student who violates

these standards shall be subject to appropriate disciplinary action.

### ***Dress Code***

All students and adults, including visitors and volunteers, are expected to attend Foxboro Elementary School dressed appropriately.

Because it is difficult to regulate room temperatures, students are encouraged to bring a jacket to school. Students are encouraged not to bring expensive jackets, clothing, shoes, large sums of money, etc. to campus. Foxboro is not responsible for such articles.

Appropriate student **attire**, **hygiene**, and **personal grooming** are important to student success and safety. We are dressing for situational appropriateness. What might be appropriate dress for leisure activities may not be best practice at schools.

The following rules will be enforced:

- All clothing must be appropriate for school and **must adequately cover the student's body, including legs, midriff, and chest.**
- Clothing that exposes undergarments is not allowed.
- Shoes must be worn at all times. Shoes with built in skates are not permitted. Athletic shoes are recommended to be worn every day, as each day begins with JumpStart P.E. Tennis (athletic) shoes are the only type of shoes appropriate for PE. Students without tennis (athletic) shoes on their PE days may be offered an alternate activity if their shoes are not safe for the class activity.
- Articles of clothing which display profanity, obscenity, vulgarity; that display any other questionable printing; slogans which promote tobacco, alcohol, or drugs, or materially interfere with schoolwork, or create disorder, or disruption in the educational process, are not allowed.\*
- Halter tops, strapless, single strap, backless shirts, spaghetti straps, see-through shirts or shirts which do not cover the midriff/chest area are not allowed. Jackets or sweaters must be worn over these types of clothes, or additional layers underneath.
- No short shorts or skirts. Shorts/skirts cannot be shorter than the length of your fingertips extended at your side. Leggings or tights may be worn underneath.
- No holes in pants above pocket line without leggings or tights underneath
- No gang-related attire is not to be worn. Gang related attire is defined by the Solano County Gang Task Force and the Fairfield and Vacaville Police Departments.
- No "sagging" pants (must be secure at the waist). Zip-ties are available from staff.
- Jewelry which could distract the educational process or which could be a safety or health issue is not acceptable.
- Make-up should not be applied at school.

It is important to note that certain inappropriate styles, items of clothing, or accessories may become popular during the course of a school year and may not be reflected in this



code. Students and their families are hereby informed that the dress code can and will be modified by school staff without prior notice in order to address specific concerns pertaining to student dress or grooming that might cause and/or create a distraction, disturbance, safety hazard, and/or health hazard to students or others. Whenever such changes are made in the course of the school year, site administration will make every effort to communicate the new standards to students and parents alike.

Dress code violations are subject to progressive discipline. Students may be required to change clothes at staff/administration discretion.

\*Inappropriate shirts will be confiscated and parents must claim them in the front office.

### **FIELD TRIPS, ASSEMBLIES & SPECIAL ONSITE ACTIVITIES**

As part of the educational services, opportunities for relevant field trips, assemblies, and special onsite activities are offered to our students. Information will be sent home when field trips are planned and parent approval on a permission slip will be necessary. Parents are encouraged to attend their child's field trip as a visitor or chaperone. However, field trips are for the children in the class and **siblings of any age cannot attend these outings**. Please see the Volunteer section (pg. 35) for more information about volunteering for field trips.

### **FOOD SERVICE**

Students learn best when they have the nutrition they need. For this reason, TUSD is proud to offer universal breakfast and lunch to all students, free of cost, for the 2023-24 school year. The cafeteria is open for breakfast each morning at 7:30-8:00 am.

Students should either receive lunch from the school cafeteria or bring something from home to eat. Parents will be notified if their child is not eating during lunch time. Brains need frequent nutrients to work properly.

*Parents who bring lunch to their children on special occasions are encouraged to provide nutritious foods and beverages. **Soda, energy drinks, and similar beverages are not permitted. Please do not bring these beverages when delivering lunches to them on special occasions and otherwise. Our school is unable to accept lunches from delivery services such as Uber Eats, DoorDash, etc.***

If a student is to leave campus for lunch, an adult listed on the emergency list must sign him/her out in the office when leaving and sign the student back in when returning. Students are not allowed to meet parents in the parking lot for lunch drop off.

Students must remain seated at indoor or outdoor lunch tables for at least 15 minutes of the lunch period. After 15 minutes, students who are finished eating may be dismissed to recess. Any student who has not finished eating, may remain in the dining area until he/she is finished with lunch. Children are not permitted to take food from the dining area out to the blacktop or playground. Students should finish eating before departing the dining area.

Lunches that are delivered to school after 8:15 a.m. need to be dropped off in the office, where it can be labeled and delivered to your student.

## **HOMEWORK RECOMMENDATIONS**

### ***Travis Unified School District Guidelines***

Foxboro Elementary School recognizes that students and families lead busy lives- family commitments, religious obligations, and participation in sports. Further, research shows that heavy homework loads are not effective in improving academic achievement. For these reasons, in accordance with TUSD Board Policy, the recommended average daily length of time for homework are as follows:

1st - 10 minutes	4th - 40 minutes
2nd - 20 minutes	5th - 50 minutes
3rd - 30 minutes	6th - 60 minutes

### ***Teacher's Role***

The teacher will make every effort to be sure that assignments are reasonable, necessary, useful, and understood by the child. Completion of daily class work may be assigned for homework. Weekend assignments may occur because of long-term projects, make-up work due to illness, and correction/completion of poor daily work.

### ***Student's Role***

The student must ask questions of the teacher to gain a clear understanding of the assignment. The student is responsible for taking the assignment home, completing it with their best work, and returning the assignment on time.

### ***Parent's Role***

Parents should provide a consistent time and study place for their children to complete the task. Parents should serve as tutors, monitoring the child's efforts, encouraging and praising for good study habits. Homework assigned to early primary students (kindergarten and first grade) should be very closely supervised to ensure students begin to share our high expectation for homework – that it is done completely, correctly, and neatly. After the early primary grades, parents should stay at a respectful distance. It stands to reason that the more responsibility a parent assumes for a child's homework, the less the child assumes. The more help a parent provides, the more the child develops feelings of helplessness. ***If a child spends an inordinate amount of time on homework with sincere effort, the parent should stop the assignment, sign the paper, mark the time spent and contact the teacher.***

### **Missing Assignments**

*Coming during the 2023-2024 school year. Please be on the look out for more information in the Fox Family Weekly Update.*

### **Extension Activities**

Families who wish to provide their student with additional learning activities at home are encouraged to reach out to their classroom teacher for ideas and suggestions. Classroom teachers can work with students and families to suggest extension activities that are project-based, connected to lessons occurring in the classroom, and based on student interests.

### **INJURY/ILLNESS AT SCHOOL**

If your child is injured or ill at school, he/she will be sent home with you or the person you designate on the emergency card to be contacted. Students may not leave campus during school hours unless an authorized adult signs them out in the office. Therefore, it is important that you have a nearby neighbor or relative listed on the emergency card and that this information be kept up-to-date. Medical coverage is not provided by the school. In the best interest of all pupils, it is the parent's responsibility to keep children home who are ill.

### **LATE STUDENT PICK-UP**

Supervision is not provided on campus after 2:30 p.m. Students remaining on campus after 2:30 p.m. will be brought to the school office, and parents will be contacted. Students picked up from the school office must be signed out on the late pick up log. If parents or emergency card designees are unable to pick up their student in a timely manner, the student may be released to the Vacaville Police Department for safety supervision.

### **LOADING ZONES**

The yellow loading zone adjacent to the playground on Morning Glory Drive is a "No Parking Zone." The Vacaville Police Department may cite drivers for parking in areas designated for loading only and for unlawful U-turns. For the safety of your children, park your car on an unmarked curb on the streets surrounding the campus and walk your children onto the school grounds using a crosswalk. We have a paved walkway through the field, which connects our blacktop to Youngsdales Drive and a walkway leading to Arlington Park. These routes help to ease the congestion at the front of the school during peak traffic times.

### **LOST ARTICLES**

Labeling the inside of garments and other articles with your student's first and last name would prevent much of this unnecessary loss. Found clothing and other items are kept on our lost and found cart, near the cafeteria. Please stop by anytime to look for lost items. After several announcement reminders to students and notification to families in our newsletter, items are donated to a local charity several times per year.

### **MAKE-UP WORK**

A pupil with an excused absence from school shall be allowed to complete all assignments missed during the absence and, upon satisfactory completion, be given full credit. The minimum number of days allowed for such make-up work should be equivalent to the number of days the student has been absent. The assignments shall be reasonably equivalent to, but not necessarily identical to, the tests and assignments that the pupil missed during the absence.

### **MEDICAL AND DENTAL APPOINTMENTS**

Appointments for children should be scheduled after school, evenings or during school breaks. Parents must sign the register in the school office before checking your child out for an appointment. Only those people authorized on a student's emergency contact information will be allowed to sign pupils out of the school building. Please be prepared to present a photo identification to the office staff. **It is for this reason and in cases of emergency that parents must make it a priority to notify the office staff of changes or updates in the Parent Portal.** If you must pick your child up during the school day, please allow additional time for your child to be called from class. **Students will not be called to the office prior to the parent arriving at school.**

### **MEDICATION**

Section 49423 of the Education Code provides that any pupil who is required to take medication prescribed for him/her by a physician during the regular school day, may be assisted by the school nurse or other designated school personnel if the school district receives: (1) a written statement from such physician detailing the method, amount and time schedules by which such medication is to be taken; and (2) a written statement from the parent or guardian of the pupil indicating the desire that the school district assist the pupil in the matters set forth in the physician's statement. These medication permit forms may be picked up in the school office. For safety reasons, students are not allowed to carry or self-administer medications, unless the school has a signed state approved form on file in the health office. All other medications must be kept in the school health office.

**MENTAL HEALTH RESOURCES****Local & National Crisis Resources**

Local Crisis Resources		
Solano Behavioral Health Line	24/7 Screenings & resources for Mental Health	(800) 547-0495
David Grant Medical Center	24/7 Emergency Room for Tricare military dependents	(707) 423-3000
Solano Crisis Stabilization Unit	24/7 Acute care unit for individuals with no insurance	(707) 428-1131
Kaiser Permanente Insurance	24/7 Emergency Room for Kaiser subscribers	(707) 624-4000
Kaiser Financial Services Office	May be able to help reduce the costs of ER co-pay	(707) 624-1154
Safequest Solano	24/7 Confidential crisis line for sexual assault, human trafficking, domestic violence, and teen dating violence	(866) 487-SAFE
NAMI Solano (non-crisis)	Provides support groups for families with mental illness	(707) 422-7792
Solano Pride Center	Provides LGBTQ individual, child, & group counseling	(707) 389-4520
National Crisis Resources		
Boys Town National Hotline	24/7 Crisis hotline for teen boys AND girls	(800) 448-3000
California Youth Crisis Line (ages 12-24)	24/7 Crisis intervention counseling and resources	(800) 843-5200
Crisis Text Line	24/7 Suicide prevention text line	Text "Home" to 741-741
Lifeline for Deaf & Hard of Hearing	24/7 Suicide prevention for people with hearing loss	(800) 799-4889
Military Crisis Line	24/7 Support for military dependents	(800) 273-8255 (Press 1) or Text "Help" to 838-255
Trans Lifeline	24/7 Emotional support for trans people in crisis	(877) 565-8860
Trevor Lifeline LGBTQ Support	24/7 Crisis intervention and suicide prevention	(866) 488-7386
Trevor Text Line	24/7 Crisis intervention and suicide prevention	Text "Start" to 678-678
National Suicide Prevention Lifeline	24/7 Suicide prevention hotline	988
National Runaway Safeline	24/7 Support and help for runaway teens	(800) RUN-AWAY
Blackline Crisis (check website for hours)	Peer support and counseling for BIPOC	(800) 604-5841 <a href="http://www.callblackline.com">www.callblackline.com</a>
NAMI Helpline (10am-10pm PST)	Support for families with mental health conditions	(800) 950-NAMI
National Parent Helpline (Mon-Fri 10am-7pm PST)	Emotional support for parents from trained advocates	(855) 4A-PARENT
NON-Crisis Teen Text Line (6pm-10pm PST)	Trained teenagers helping teens	(800) 852-TEEN Text "Teen" to 839-863

### ***Suicide Prevention***

Please visit this website for more information and resources:

<https://www.cde.ca.gov/ls/mh/suicideprevres.asp>

### **PARKING LOT RULES**

The Foxboro parking lot can be a dangerous place for students, parents and staff before and after school. Although our parking lot is not designed for student drop off or pick up, it has become a common place for this to occur. The area that is most commonly misused for parking during student drop off and pick up is the red curb area designated for emergency vehicle parking only! This is a violation of the law and drivers may be cited by the police department. Additionally, this has caused near misses between cars, children, and parents. Therefore, to ensure the safety of our students and families, the Foxboro parking lot is closed to vehicle traffic from 7:45 a.m. – 2:45 p.m. The driveway will be coned off, accessible only to those with a handicap placard and school buses. A small portion of the driveway has been painted white. This **loading zone** is only for drop off and pick up by commercial daycare buses, TUSD buses, and vehicles displaying a handicap placard. This is a loading zone, not a parking area. Drivers are never permitted to leave vehicles parked along any part of the curb in front of the school.

*Attention Kindergarten Parents & All Daycare Providers:* These parking lot pick up/drop off restrictions apply to all vehicles, every day, including during Kindergarten dismissal.

Foxboro has many alternate areas for student drop off and pick up. Some suggestions include:

- Use the cement path that goes from the blacktop to the sidewalk on Youngsdale Drive.
- Use the walkway between the blacktop area and Arlington Park behind the school.
- Park your vehicle in the surrounding neighborhood and walk to the front of the school to meet your child.
- Get together with your neighbors and take turns supervising the children walking to and from school.
- Have your child cross Morning Glory using the crossing guard and meet you at a designated place on Countryside Drive.
- Consider organizing a “walking school bus” in your neighborhood, possibly with parents alternating supervision, as in carpooling. More information is available by contacting Solano Transportation Authority at (707) 399-3222 or <http://www.solanosr2s.ca.gov/>.

Our staff provides supervision before and after school beginning at 7:45 a.m. on the blacktop area, the area near the walkways to Youngsdale Drive and Arlington Park as well as the parking lot area. **Students are unsupervised and, therefore, not allowed on campus before 7:45 a.m.** The only exceptions are students eating school breakfast (7:30 a.m.) or those attending school tutoring with a teacher. In this case, students will need prior approval and an “early pass” from the teacher

### **PTA**

Join our Parent/Teacher Association and become an active member of a group, which has just one major interest – your child! Information is included monthly through the PTA Newsletter. Membership information is sent home in the school's first day of school packets and is available in the school office. Membership is only \$10.00 per person. Remember all family members - parents, grandparents, and students, may join PTA. The Fabulous Foxboro PTA organizes school wide activities for almost every month of the school year, and they support learning in our classrooms as volunteers and funding field trips, grade level activities, and instructional supplies/materials. Your membership and volunteering with PTA are great ways to stay involved with your children's school and to show your support. General Association meetings are held monthly, but don't wait for the meetings to become a member and start volunteering with PTA!

### **RED RIBBON WEEK ACTIVITIES**

Red Ribbon Week is celebrated on an annual basis in October. Our focus during Red Ribbon Week is to educate children on the dangers of substance abuse and discuss positive alternatives to live a fulfilling life. Activities school wide may include: wearing red ribbons, awareness activities, assemblies, and themed spirit days.

### **REPORT CARDS**

There are three reporting periods each year for elementary students. Parent-Teacher Conferences in the fall will be held for all students in all grades. Conferences in the spring will only be scheduled upon parent or teacher request. Consult your school calendar for specific dates of parent conferences. The aims of reporting to parents are: (1) provide a two-way working relationship between parents and teachers, (2) to inform parents of the student's progress in relation to achievement, effort, behavior, and (3) to identify strengths and areas for growth in the child's continued development. Mid-term progress reports are also provided to parents for students who are not meeting academic or behavioral expectations.

### **SAFETY**

Foxboro and Travis Unified School District partner with the Vacaville Police Department to be prepared in case of an emergency. Included within Foxboro's School Safety Plan is an emergency preparedness plan which outlines the steps that are to be taken to ensure student and staff safety during an emergency. The documents on the next two pages are a brief outline of our plan. The school is in compliance with the laws, rules, and regulations pertaining to hazardous materials and state earthquake standards. Fire and emergency drills are conducted on a monthly basis during the school year. A copy of the School Safety Plan can be obtained from the front office.





## STUDENT SAFETY

A critical ingredient in the safe school recipe is the classroom response to an incident at school. Weather events, fire, accidents, intruders and other threats to student safety are scenarios that are planned and trained for by students, teachers, staff and administration.

### SRP

Our school is expanding the safety program to include the Standard Response Protocol (SRP). The SRP is based on these four actions: Lockout, Lockdown, Evacuate and Shelter. In the event of an emergency, the action and appropriate direction will be called on the PA.

**LOCKOUT** - "Secure the Perimeter"

**LOCKDOWN** - "Locks, Lights, Out of Sight"

**EVACUATE** - "To the Announced Location"

**SHELTER** - "For a Hazard Using a Safety Strategy"

### TRAINING

Please take a moment to review these actions. Students and staff will be trained and the school will drill these actions over the course of the school year.

More information can be found at

<http://iloveuguyz.org>

## LOCKOUT

### SECURE THE PERIMETER

Lockout is called when there is a threat or hazard outside of the school building.

#### STUDENTS:

- Return to inside of building
- Do business as usual

#### TEACHERS

- Recover students and staff from outside building
- Increased situational awareness
- Do business as usual
- Take roll, account for students



## LOCKDOWN

### LOCKS, LIGHTS, OUT OF SIGHT

Lockdown is called when there is a threat or hazard inside the school building.

#### STUDENTS:

- Move away from sight
- Maintain silence

#### TEACHERS:

- Lock classroom door
- Lights out
- Move away from sight
- Maintain silence
- Wait for First Responders to open door
- Take roll, account for students



## EVACUATE

### TO A LOCATION

Evacuate is called to move students and staff from one location to another.

#### STUDENTS:

- Bring your phone
- Leave your stuff behind
- Form a single file line
- Show your hands
- Be prepared for alternatives during response.

#### TEACHERS:

- Grab roll sheet if possible
- Lead students to Evacuation Location
- Take roll, account for students



## SHELTER

### FOR A HAZARD USING SAFETY STRATEGY

Shelter is called when the need for personal protection is necessary.

#### SAMPLE HAZARDS:

- Tornado
- Hazmat

#### SAMPLE SAFETY STRATEGIES:

- Evacuate to shelter area
- Seal the room

#### STUDENTS:

- Appropriate hazards and safety strategies

#### TEACHERS:

- Appropriate hazards and safety strategies
- Take roll, account for students



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SRP Handout for K12 | Version 2.0 | 01/08/2013 | Revised: 01/08/2013 | <http://iloveuguyz.org>





# IN AN EMERGENCY WHEN YOU HEAR IT. DO IT.

## LOCKDOWN! LOCKS, LIGHTS, OUT OF SIGHT.

### STUDENTS

Move away from sight  
Maintain silence  
Do not open the door

### TEACHER

Lock interior doors  
Turn out the lights  
Move away from sight  
Do not open the door  
Maintain silence  
Take attendance



## LOCKOUT! SECURE THE PERIMETER.

### STUDENTS

Return inside  
Business as usual

### TEACHER

Bring everyone indoors  
Lock perimeter doors  
Increase situational awareness  
Business as usual  
Take attendance



## EVACUATE! TO ANNOUNCED LOCATION.

### STUDENTS

Bring your phone  
Leave your stuff behind  
Follow instructions

### TEACHER

Lead evacuation to location  
Take attendance  
Notify if missing, extra or injured students



## SHELTER! HAZARD AND SAFETY STRATEGY.

### STUDENTS

Hazard	Safety Strategy
Tornado	Evacuate to shelter area
Hazmat	Seal the room
Earthquake	Drop, cover and hold
Tsunami	Get to high ground

### TEACHER

Lead safety strategy  
Take attendance



**Animals:** Travis USD regulations prohibit, among other animals, dogs being walked on school campuses. This includes walking dogs on campus when dropping off students, picking up students, or during Jumpstart PE. **Please do not bring any breed or size of dog or animal onto our school campus, especially when students are present.** We appreciate your understanding and cooperation with this policy and remaining on the city sidewalks surrounding our school campus with your dogs or any other animal.

**Bicycles, Scooters, etc. & Helmets:** Bicycles are parked in designated areas and **must be locked**, as the school assumes no responsibility for loss or damage to them. Bicycles, skateboards, roller blades, “Heelys,” and scooters are not to be used or ridden on the school grounds **at any time**. Riding on sidewalks around the school also poses a safety risk for walking students and parents. **Helmets must be worn, according to state and local laws.** Bicycles, scooters, etc. will be taken from students who ride on school grounds or neglect to wear and buckle a safety helmet. At all times, students should use the crosswalks and follow the directions of either the crossing guard or school staff. Do not allow or encourage children to cross outside the safety zone.

**We Tip:** Travis USD has implemented the We Tip anonymous crime reporting hotline. If you have any information about a crime that has occurred or one that is being planned on or around campus, please do not keep this information to yourself. You can report information on all criminal activity, including graffiti, burglary, drugs, weapons, gang activity, bullying, violence, and threats made against students or staff, and nobody will know it is you making the call. **Call 1-800-78-CRIME (27463)** to fight back against crime in your school. Go to [www.WeTip.com](http://www.WeTip.com) for more information.

### **SCHOOL HOURS**

Children should not arrive before 7:45 a.m., 7:30 a.m. if eating breakfast, as **no supervision is available before that time**. Parent cooperation on this matter will help reduce safety concerns that exist when pupils walk or cross streets alone and/or congregate in unsupervised areas. Please encourage your child to go directly home after school. The playground structure is closed before and after school every day. Children are not to wait for other children on the playground equipment. Please plan to pick up your child promptly at dismissal time. Please note that district regulations prohibit walking dogs on school campuses, this includes bringing dogs on campus when dropping off or picking up students at school. Students will not be detained after school more than 10 minutes without prior parental notification. There is no supervision on campus 15 minutes after the release bell. After that time, parents will be required to sign children out in the office. Children will not be allowed to walk home without adequate adult supervision.

#### **Student Hours:**

All Students (K-6)	
Mon., Tues., Thur., Fri.	8:00 a.m. – 2:10 p.m.
Wed.	8:00 a.m. – 1:10 p.m.
Transitional K (AM)	8:00 a.m. – 11:20 a.m.
Transitional K (PM)	11:25 a.m. – 2:45 p.m.

SCIL Preschool (AM)	8:00 a.m. – 11:00 a.m.
SCIL Preschool (PM)	11:45 a.m. – 2:45 p.m.

**Office Hours:** 7:30 a.m. – 3:30 p.m.

**Student Supervision:** 7:45 a.m. – 2:25p.m.

### **SCHOOL PICTURES**

Pictures are taken in the fall and spring of each school year. All students are photographed on picture day for school records. Fall picture packages may be purchased by parents and must be prepaid at the time the student is photographed. Spring picture packages are sent home for parents to preview and purchase if desired. If you do not wish to purchase any or all of the spring picture packet, simply return the unwanted portion to your child's teacher.

Random snapshots of your child may be taken by staff members. Often, these may be posted to Foxboro's website. Please ensure that you have signed and returned the Consent and Release Agreement, which is part of the Annual Notification of Rights and Responsibilities pamphlet, sent home to all parents at the beginning of the year. This agreement allows us to share photos of special activities and assemblies which include your child.

### **SCHOOL SPIRIT**

Each Fox Family Friday, staff and students are invited to show their school spirit by wearing Foxboro shirts and sweatshirts (available for purchase from PTA) or the school colors of purple and turquoise. We also routinely schedule themed spirit days, in conjunction with holidays, seasons, and special events. We believe this encourages children to show pride in their school and helps them to feel more connected with their Foxboro family. Participation is 100% voluntary.

### **STUDENTS LEAVING CAMPUS**

Students are not permitted to leave the school grounds at any time except in cases of emergency or with the student's parent, or person(s) identified on the emergency card by parent or guardian. Students leaving campus prior to dismissal must be signed out by an adult, 18 years or older, in the main office. Foxboro students may not leave with siblings under the age of 18. **Be prepared to show identification prior to release of the student.** Persons other than parents who are signing out students must be authorized to do so in writing by the parent or guardian. Persons over the age of 18 and listed on the student's emergency card are considered authorized to sign out students from school. Plan to arrive a few minutes early as students **will not be released** from class until an adult arrives. If your child will be picked up early, it is helpful to send a note to the teacher the morning of early pick up. Students returning to campus prior to dismissal must sign in at the office and proceed directly to class.

### **STUDENT MESSAGES**

Frequently, messages must be relayed to students. When the front office calls into the classroom

to relay these messages, it causes an interruption of valuable instructional time to all students. Some of these interruptions are necessary; however, we ask that after school arrangements be made prior to your student leaving home in the morning, and that best efforts are made to ensure your child arrives at school with all necessary items. Except in rare cases of urgency, parents will not be put through to classroom telephones to speak with teachers or students.

### **STUDENT USE OF TECHNOLOGY**

The district notifies students and parents/guardians about authorized uses of district computers, user obligations and responsibilities, as well as consequences for unauthorized use and/or unlawful activities. Please refer to the Annual Notification of Rights & Responsibilities 2023-2024 for this and other very important information. This booklet is provided to all students in the annual “first day packet,” and is available at the district website [www.travisusd.org](http://www.travisusd.org).

### **TELEPHONE**

The school’s office telephone should be used by students only for emergencies. Arrangements to visit friends, etc. should be made with parents ahead of time and not on the office telephone. A telephone is available in each classroom and can be used with teacher permission. Students are not permitted to use any features of cell phones anywhere on school campus.

### **VISITING OUR SCHOOL**

All visitors must sign in on the Visitor’s Log in the school office and obtain a Visitor/Volunteer pass. You are welcome to visit your child’s classroom; teachers appreciate advance notice, if possible. Please monitor the behavior of preschool age siblings while on campus. We are sorry we cannot accommodate children not enrolled in our school for visitation in the classrooms. Foxboro alumni enjoy visiting their teachers, but during school hours, these visits must be pre-arranged with the teacher. Teachers are required to notify the office in advance of these pre-arranged visits. **Please do not go directly to classrooms during class hours. All visitors must sign in at the front office to ensure the safety of all children.**

### **VOLUNTEERS**

An integral part of the success of Foxboro Elementary students is due to our volunteers. **Parents, grandparents, and volunteers must complete the Volunteer Registration Form online at [www.travisusd.org](http://www.travisusd.org) at the beginning of each school year.** Volunteers are required to sign in daily on the Visitors Log in the office and CERVIS computer system, wear a pass and proceed directly to their classroom. Each year we have disappointed parents who are not allowed to go on field trips or help at school events because they have not completed volunteer paperwork. We strongly suggest parents submit the volunteer forms online at the beginning of the school year, so it can be processed and you will be ready to go.

### **WATCH D.O.G.S.**

Foxboro is implementing the WATCH D.O.G.S. program at our school this year. Please visit the [National Dad's of Great Students webpage](#) for more information and watch for notification of recruitment and launch in the fall.

WATCH D.O.G.S. (Dads of Great Students) is an innovative father education and engagement initiative of the National Center for Fathering. The goals of the program are:

- To provide positive male role models for the students, demonstrating by their presence that education is important.
- To provide extra sets of eyes and ears to enhance school security and reduce bullying. WATCH D.O.G.S. are fathers, grandfathers, uncles, and other father-figures who volunteer for at least one day each year at a participating school.

WATCH D.O.G.S. volunteers perform a variety of tasks during their volunteer time including monitoring the school entrance, assisting with drop off and pick up, monitoring lunches, and helping in the classroom with a teacher's guidance by working with small groups of students on homework, flashcards, spelling practice, etc. Volunteers may also read with students, play at recess, and eat lunch with students.

### **WEATHER GUIDELINES**

**Rainy Day:** An announcement will be made when inside recess is called because of rain. Students will remain in their classrooms during all recesses until further announcements are made. Students are to go to the multi-purpose room for lunch as usual and will then be released back to their classrooms for the remainder of the lunch period. Noon Duty Supervisors will monitor the students in their classrooms during inside lunch recess. PE instruction will take place in the multipurpose room or in a classroom.

**Hot Weather:** Students may sit under the shade trees or umbrellas, or along the corridors outside of A wing and B wing. On extremely hot days, an inside recess will be called. The physical education instructor will be advised to change lesson plans to use the multipurpose room or a classroom for activities. We encourage children to get frequent drinks when they are outside and to stay in the shade to avoid getting overheated. Students are encouraged to bring and keep a bottle of water every day.

### **WELLNESS POLICY**

Travis Unified School District has adopted a Wellness Policy. The ultimate goal of the Wellness Policy is to establish and promote health literacy. Students must comprehend a set of core health concepts and develop skills to apply that knowledge in their own personal behavior and environment. The Governing Board recognizes the link between student health and academic achievement. Healthy, active, and well-nourished children are more likely to attend school and are more prepared and motivated to learn.

Some of the approved snack items during school are:

Updated 7/7/2023

Fresh fruit	Fresh vegetables	Fruit cup	Dried Fruits	Baked Potato Chips
Pretzels	Soy Crisps	Rice cakes	Cereal Bars	Fruit and Grain Bars
Nuts	Graham Crackers	Saltines	Yogurt	Cheese Crackers
String Cheese	Trail Mix (no candy)	Granola Bars	Corn Nuts	Wheat Crackers
Water	Milk	Juice	Fruit based drinks	

Students are not permitted to consume soft drinks (soda), coffee-type beverages, or energy drinks at school.



## 2023-2024 Bell Schedule

### K-6 Regular Schedule

<u>GRADE:</u>	<u>START</u>	<u>RECESS</u>	<u>LUNCH</u>	<u>RECESS</u>	<u>RELEASE</u>
Grade K	8:00 AM	9:35-9:50 AM	11:20-11:50 AM	1:10-1:25 PM	2:10 PM
Grade 1	8:00 AM	9:55-10:10 AM	11:45 AM-12:15 PM	1:10-1:25 PM	2:10 PM
Grade 2	8:00 AM	9:55-10:10 AM	11:45 AM-12:15 PM	1:30-1:45 PM	
Grade 3	8:00 AM	10:25-10:40 AM	12:10-12:40 PM	1:30-1:45 PM	2:10 PM
Grade 4	8:00 AM	10:25-10:40 AM	12:10-12:40 PM	-----	2:10 PM
Grades 5-6	8:00 AM	10:45-11:00 AM	12:35-1:05 PM	-----	2:10 PM

### K-6 Common Planning Schedule-Every Wednesday

<u>GRADE:</u>	<u>START</u>	<u>RECESS</u>	<u>LUNCH</u>	<u>RECESS</u>	<u>RELEASE</u>
Grade K	8:00 AM	9:35-9:50 AM	11:20-11:50 AM	-----	1:10 PM
Grade 1	8:00 AM	9:55-10:10 AM	11:45 AM-12:15 PM	-----	1:10 PM
Grade 2	8:00 AM	9:55-10:10 AM	11:45 AM-12:15 PM	-----	1:10 PM
Grade 3	8:00 AM	10:25-10:40 AM	12:10-12:40 PM	-----	1:10 PM
Grade 4	8:00 AM	10:25-10:40 AM	12:10-12:40 PM	-----	1:10 PM
Grades 5-6	8:00 AM	10:45-11:00 AM	12:35-1:05 PM	-----	1:10 PM

### K-6 Minimum Day Schedule

<u>GRADE:</u>	<u>START</u>	<u>RECESS</u>	<u>LUNCH</u>	<u>RECESS</u>	<u>RELEASE</u>
Grade K	8:00 AM	-----	10:05-10:35 AM	-----	12:00 PM
Grade 1	8:00 AM	-----	10:30-11:00 AM	-----	12:00 PM
Grade 2	8:00 AM	-----	10:30-11:00 AM	-----	12:00 PM
Grade 3	8:00 AM	-----	10:55-11:25 AM	-----	12:00 PM
Grade 4	8:00 AM	-----	10:55-11:25 AM	-----	12:00 PM
Grades 5-6	8:00 AM	-----	11:20-11:50 AM	-----	12:00 PM

### SCIL/TK Daily Schedule

<u>GRADE:</u>	<u>START</u>	<u>RECESS</u>	<u>RELEASE</u>	<u>START</u>	<u>RECESS</u>	<u>RELEASE</u>
SCIL (AM)	8:00 AM	9:40-9:55 AM	11:00 AM	-----	-----	-----
SCIL (PM)	-----	-----	-----	11:45 AM	1:10-1:25 PM	2:45 PM
TK (AM)	8:00 AM	9:40-9:55 AM	11:20 AM	-----	-----	-----
TK (PM)	-----	-----	-----	11:25 AM	1:10-1:25 PM	2:45 PM



<b><u>K-6 Minimum Days</u></b>	
Friday, November 3, 2023 (Teachers work on report cards) November 13, 14, 16,17, 2023 (Report Card Conferences) March 1, 2024 (Teachers work on report cards) March 12, 14, 15, 2024 (Report Card Conferences) May 24, 2024 (Teachers work on report cards) June 7, 2024 (Last Day)	
<b><u>SCIL Non-Student Days</u></b>	
Wednesday, November 15, 2023 (Parent Teacher Conferences) Thursday, November 16, 2023 (Parent Teacher Conferences) Wednesday, March 13, 2024 (Parent Teacher Conferences) Thursday, March 14, 2024 (Parent Teacher Conferences)	
<b><u>Holidays and Important Dates</u></b>	
First day of School – All (SCIL/TK/K-6)	Thursday, August 17, 2023
Labor Day	Monday, September 4, 2023
Veteran's Day	Friday, November 10, 2023
Thanksgiving Break	November 20-24, 2023
Winter Break	December 25, 2023-January 5, 2024
M.L. King Birthday	Monday, January 15, 2024
Local Holiday	Friday, February 9, 2024
February Break	February 12-16, 2024
President's Day	Monday, February 19, 2024
Spring Break	March 29 – April 5, 2024
Memorial Day	Monday, May 27, 2024
Last Day of School – SCIL Only	Thursday, June 6, 2024
Last Day of School – TK-6	Friday, June 7, 2024