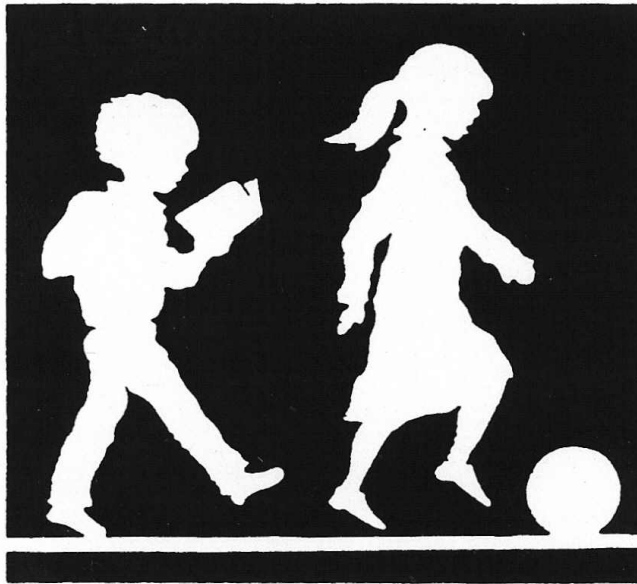


FOOTE SCHOOL PARENT HANDBOOK



2011-2012

Mission Statement

“Laete cognoscam et laete docebo”

“Gladly will I learn and gladly teach”

The Foote School nurtures a lifelong love of learning and teaching and fosters a commitment to excellence in its students and faculty. Teachers lead children to ask questions and discover connections; to think and work independently, collaboratively, and creatively; and to learn by doing. Our community values each child, appreciates differences, and challenges prejudice while giving our students the skills to explore the world with joy and purpose.

It is the intent of the Administration, through this manual, to clarify existing policies and procedures and to facilitate a common approach. It is not meant to serve as a contract.

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Foote School Administrators 2011-2012

Head of School - Carol Maoz

Admissions

Director Admissions - Laura Altshul

Director of Financial Aid – Kelly Small

Business

Business Manager - Jay Cox

Director of After School, Summer, and Vacation Programs - Dawn Walsh

Development

Director of Development - Ann Baker Pepe

Director of Communications – Jane Gordon

Lower School

Lower School Head - Patty Chamberlain

Middle School

Middle School Head - John Turner

Assistant Head of Middle School, Secondary School Placement - Liam Considine

Curriculum Coordinator - Beth Mello

Director of Information Technology - Michael McCabe

School Counselor - Veena Raghuvir

THE FOOTE SCHOOL ASSOCIATION BOARD OF DIRECTORS
2011-2012

OFFICERS

President

Melinda Agsten
122 Middle Road, Hamden 06517

Vice-Presidents

Mary Hu
220 Everit Street, New Haven 06511

Melanie Ginter
217 St Ronan Street, New Haven 06511

Secretary

Glenn Levin
13 Godfrey Lane, Westport 06880

Treasurer

Judith Chevalier
236 Edwards Street, New Haven 06511

Past President

Elizabeth (Libby) Peard
333 Christian Street, Wallingford 06492

At-Large Member

Zehra Patwa
314 Blake Circle, Hamden 06517

Directors

Term Ending June 2012

Sidney Bogardus
279 Rimmon Road, Woodbridge 06525

James Farnam
86 Cottage Street, New Haven 06511

Joanne Goldblum
169 Bishop Street, New Haven 06511

Heidi Hamilton
110 Killdeer Road, Hamden 06517

Mary Hu

David Moore
7 Westward Road, Woodbridge 06525

Term Ending June 2013

Judith Chevalier

Cindy Leffell
460 St. Ronan Street, New Haven 06511

Glenn Levin

Anne Martin
242 Bradley Street, New Haven, 06510

Zehra Patwa

Term Ending June 2014

Richard Bershtein
79 Webster Point, Madison 06443

Robert Sandine
37 Glendale Street, Hamden 06517

Jane Shipp
1195 Hill Street, Suffield 06078

David Soper
39 Fernwood Road, Hamden 06517

Annie Wareck
55 Huntington Street, New Haven 06511

Term Ending June 2015

Kim Bohem
77 No. Elm St., Wallingford 06492

George Knight
210 Saint Ronan St., New Haven 06511

Bruce Mandell
30 Lois Drive, Woodbridge 06525

Ex-officio Directors

Melinda Agsten, President of the Board
Melanie Ginter, Vice President of the Board
Elizabeth (Libby) Peard, Immediate Past
President of the Board
Carol Maoz, Head of School
Cheryl Nadzam, PTC Co-President
Nadine Koobatian, PTC Co-President

**STUDENT ACTIVITIES
2011-2012**

ACTIVITY	FACULTY ADVISOR(S)	STUDENT HEAD(S)
Ninth Grade President		Cassidy McCarns
Student Council President	Laura Stanley & Trevor Rosenthal	Peyton Swift
Amnesty International	Gail Mirza & Leslie Long	Juliette Kenn de Balinthazy Cassidy McCarns
Community Service	Dawn Walsh & Laura Altshul	Eliza Dunham Leila Sachner
Environmental Action Group	Pam Harmon	Logan Calderone Preston Stump
<i>Footenotes</i> , Literary Magazine	Laura Altshul & Susan Neitlich	Juliette Kenn de Balinthazy Connor Marlatt
<i>Foote Steps</i> , Yearbook	Amy Caplan & TBD	Josie Lee Mia Reid
Jazz/Rock	Sarah Heath	John Harbinson
Model Congress	Liam Considine	Caleb Bishop Juliette Kenn de Balinthazy Olivia Matthes-Therriault Cassidy McCarns Bryan Zhou
<i>The SPI</i> , newspaper	Ozler Kayaarasi & Lara Anderson	Lilli Gibson Olivia Mathes-Therriault
Falco, Foote Mascot		Max Sbriglio

CALENDAR 2011-2012

August		
Aug. 29 – 30	Mon., Tues.	New Faculty Orientation
Aug. 31	Wed.	Eid al-Fitr
Aug. 31–Sept. 2	Wed. – Fri.	Faculty Meetings

September		
Sept. 5	Mon.	Labor Day
Sept. 6	Tues.	New Student Orientation
Sept. 7	Wed.	First Day of School After School Program begins
Sept. 7 – 9	Wed. – Fri.	Kindergarten Dismissal 12:30 p.m. 9th Grade Retreat – Project Days for Grades 6, 7, 8
Sept. 9	Fri.	All School Dismissal 12:30 p.m. – After School available
Sept. 11	Sun.	Fall Family Fun Day
Sept. 12	Mon.	Middle School First Day of Classes
Sept. 14	Wed.	9th Grade Parents Night
Sept. 17	Sat.	8th & 9th Grade SSAT Prep class (registration required)
Sept. 22	Thurs.	Parents' Night & Fall Dinner
Sept. 24	Sat.	8th & 9th Grade SSAT Prep class (registration required)
Sept. 27– Oct. 1	Tues. – Sat.	Chinese Guests at Foote
Sept. 29	Thurs.	Rosh Hashanah – NO SCHOOL – Vacation Program Available
October		
Oct. 4	Tues.	School Photo Day
Oct. 6	Thurs.	8th Grade Parents Night
Oct. 8	Sat.	Yom Kippur
Oct. 10	Mon.	Fall Weekend – NO SCHOOL – No Vacation Program
Oct. 14	Fri.	Grandparents Day – All School Dismissal 12:30 p.m. – After School available.
Oct. 28	Fri.	Halloween Parade & Fair – All School Dismissal 12:30 p.m. No After School Program
November		
Nov. 3 – 4	Thurs., Fri.	ERB Testing – All School Dismissal 12:30 p.m. – After School available. MS & LS Conferences 1:30 - 5:30 p.m. (by appt.). 9th Grade school visits.
Nov. 6	Sun.	Open House for Prospective Families – Daylight Savings Ends
Nov. 7	Mon.	Eid al-Adha
Nov. 7 – 9	Mon. – Wed.	Book Fair
Nov. 10	Thurs.	Parent Conferences 6th – 9th Grades – 5-8:00 pm (by appt.)
Nov. 11	Fri.	Professional Development Day – NO SCHOOL – No Vacation Program
Nov. 23	Wed.	Young Alums Day – All School Assembly All School Dismissal 12:30 p.m. – No After School Program
Nov. 24	Thurs.	Thanksgiving
Nov. 24 – 25	Thurs., Fri.	Thanksgiving Recess – NO SCHOOL
December		
Dec. 8 – 11	Thurs. – Sun	Theater Production
Dec. 16	Fri.	All School Assembly – All School Dismissal 12:30 p.m. No After School Program
Dec. 19 – 30	Mon. – Fri.	Winter Vacation
Dec. 21	Wed.	Hanukkah
Dec. 25	Sun.	Christmas
Dec. 26	Mon.	Kwanzaa

<i>JANUARY</i>		
Jan. 1	Sun.	New Year's Day
Jan. 2	Mon.	Classes Resume
Jan. 3 – 6	Tues. – Fri.	Drug Education Program (FCD) – grades 5, 7, 9
Jan. 4	Wed.	FCD Parents Meeting
Jan. 16	Mon.	MLK, Jr. Day – NO SCHOOL – No Vacation Program available
Jan. 23	Mon.	Chinese New Year
<i>FEBRUARY</i>		
Feb. 6 – 8	Mon. – Wed.	Parent Advisor Conferences (by appt.)
Feb. 17 – 20	Fri. – Mon.	Winter Weekend – NO SCHOOL Vacation Program available
Feb 27–March 2	Mon. – Fri.	Book Swap
Feb 28–March 2	Tues. – Fri.	9th Grade Play
<i>MARCH</i>		
March 4	Sun.	9th Graders Depart for China
March 9	Fri.	All School Assembly – All School Dismissal at 12:30 p.m. After School Program Available
March 11	Sun.	Daylight Savings begins
March 12 – 23	Mon. – Fri.	Spring Vacation – Vacation Program Available
March 17	Sat.	9th Graders return from China
March 26	Mon	Classes Resume
<i>APRIL</i>		
April 6	Fri.	Good Friday – NO SCHOOL – No Vacation Program
April 7	Sat.	Passover
April 8	Sun.	Easter
April 20	Fri.	Professional Development Day – NO SCHOOL – No Vacation Program
<i>MAY</i>		
May 2	Wed.	Field Day (rain date Thurs., May 3)
May 5	Sat.	Reunion Day
May 9	Wed.	PTC/FSA Annual Meeting
May 25	Fri.	May Day – All School Dismissal 12:30 p.m. After School Program Available
May 28	Mon.	Memorial Day – NO SCHOOL – No Vacation Program
<i>JUNE</i>		
June 6 – 8	Wed. – Fri.	MS Exams – MS Dismissal 12:30 p.m.
June 7	Thurs.	Last Day of After School Program
June 8	Fri.	Last Day of K-5 – All School Dismissal 12:30 p.m.
June 11	Mon.	Middle School final class meetings – Middle School Dismissal 12:30 p.m.
June 12	Tues.	8th Grade Recognition Day – Middle School Dismissal 12:30 p.m.
June 13	Wed.	9th Grade Graduation – Middle School Dismissal 12:30 p.m.
June 14 – 15	Thurs. – Fri.	Faculty Meetings
June 25	Mon.	Summer Program and Footebridge begin
<i>JULY</i>		
July 4	Wed.	Independence Day (no Summer Program)
July 27	Fri.	Summer Program and Footebridge end

I. FOOTE SCHOOL

Mission Statement:

“Laete cognoscam et laete docebo”

“Gladly will I learn and gladly teach”

The Foote School nurtures a lifelong love of learning and teaching and fosters a commitment to excellence in its students and faculty. Teachers lead children to ask questions and discover connections; to think and work independently, collaboratively, and creatively; and to learn by doing. Our community values each child, appreciates differences, and challenges prejudice while giving our students the skills to explore the world with joy and purpose.

Educational Philosophy

Foote is a vibrant place where teachers strive to balance exuberance with reflection. Every effort is made to help children achieve their potential with limited class size, small group instruction, and attention to the individual in an encouraging atmosphere.

Teachers provide careful grounding in verbal and numerical skills while fostering creativity and self-confidence. These skills are integrated into a rich and imaginative curriculum of literature, history, mathematics, science, technology, writing, world languages, the arts, and athletics.

Foote cultivates an atmosphere of mutual consideration and respect through close relationships among teachers, students, and parents. We emphasize the necessity for cooperative effort, accountability for one’s actions, the value of service to the school community and the world beyond, and the many satisfactions of kindness to others.

Brief History of the School

Martha Babcock Foote founded the Foote School in 1916. In its early days, the School was in several locations in East Rock, always encouraged and often housed by devoted parents, until it moved to its present location on Loomis Place in 1958. The School occupies 10 modern brick buildings containing classrooms, library, science and technology laboratories, theater, activities center, gymnasium and offices on a nine-acre wooded site. An adjacent five-acre parcel, Highland Heights, acquired in 1972 and developed in the spring of 1980, includes Rike Field, a full-sized playing field. In the fall of 1986 classes began in the new building on the corner of Highland Street and Loomis Place, and the fall of 1990 saw the opening of another classroom building. In the spring of 1991 the newly expanded Perrine Library opened its doors. An art and music facility, “black box” theater, and an addition to the Hosley Gym were completed in the fall of 2001. In 2009, the school acquired 3.8 acres at the corner of Highland and Prospect Streets, which was used to provide an additional regulation-size playing field beginning in 2010, as well as to free up space on the main campus for the construction of a science and technology building.

The student body numbers approximately 475 boys and girls, kindergarten through grade nine, from a wide range of backgrounds. There are approximately 100 full and part-time faculty and staff members led by Carol Maoz, who was named the eighth Head of School in 2009.

II. COMMUNITY EXPECTATIONS

The Foote School community is enriched by the diversity of its members and is committed to providing a safe and positive learning environment for all students, recognizing and respecting individual differences in background with regard to race, culture, ethnicity, religion, gender, sexual orientation and socio-economic circumstances.

These expectations assume that a student's good judgment and sensitivity to the needs of others will guide behavior. Discipline is predicated on the assumption that students are to be trusted until their actions prove otherwise. When necessary, the faculty and administration will intervene.

In order to provide all students with the opportunity to grow together and reach their full academic, physical, social, and emotional potential, the school holds the following expectations for student behavior:

Integrity

- Be honest
- Be ready and committed to learning
- Practice self-discipline in behavior and work
- Neither give nor receive aid in homework, class work, quizzes, tests, or exams without permission from a teacher

Respect

- Respect the dignity, rights, and differences of all members of the school community in words and actions
- Respect the rights of others to express feelings and opinions
- Respect the rights of others to work in an environment conducive to learning
- Respect school property and the property of all other members of the school community
- Respect neighboring and community property, as well as the environment

Courtesy

- Be considerate and fair in dealings with others
- Be cooperative in sharing resources and equipment
- Resolve conflicts cooperatively
- Act with civility and good taste

Responsibility

- Honor commitments
- Contribute to the community in a positive way
- Accept the consequences of one's behavior and actions
- Observe school rules

School Rules

Unless otherwise determined, all Foote School rules and guidelines pertain to any activity, event, trip, or travel sponsored by the school. In addition, these guidelines apply to any and all student activities off-campus that could have an adverse impact on the school, students, or faculty. This includes all forms of electronic communication.

Foote expects parents to share with the school the responsibility of helping students develop attitudes and skills that will remain with them throughout their adult lives, enabling them to be lifelong learners and productive citizens.

The purpose of these rules is to maintain a safe and healthy atmosphere for all.

- Students must be on school grounds between designated arrival and dismissal times. Following a note or phone call from parents, permission from a teacher or administrator is required before a student leaves the premises during the school day. In case of illness, the School Nurse must be consulted. The receptionist must always be notified when a child will be absent, late or will be dismissed early. In the Middle School, students must return to their homeroom at the end of each day to sign out. If students in Grades 7-9 wish to remain on campus after dismissal, they must sign in with the Middle School After School Supervisor. In the Lower School, students must check out with their classroom teachers before dismissal.
- Students may be in classrooms, labs, the gym, and studios *only under a teacher's supervision*.
- Treating students and adults with respect and kindness is expected.
- Teasing and bullying are not tolerated.
- Sexual harassment is illegal. The school will not tolerate sexual harassment of any nature – verbal (including teasing or kidding), physical, or written – of its teachers, students, administrators, or other employees. Anyone at the school who has questions or concerns or believes that he/she or others are being sexually harassed should contact his/her teacher, advisor, Division Head, or Head of School. All complaints of sexual harassment will be treated, to the extent possible, as personal and confidential.
- Dangerous behavior will not be tolerated.
- The school does not allow students to possess or use illegal, controlled substances, weapons, tobacco, or alcohol on school property or on school trips at any time.
- Intimidating, offensive, vulgar and discourteous language and behavior will not be tolerated. Verbal or written threats or jokes about school violence will be taken seriously.
- Cheating, lying, stealing and vandalism are unacceptable.
- All bus and van safety rules must be obeyed.
- Computers, cell phones and other electronic devices may be used only with the explicit permission and in the presence of a faculty member.
- Skateboards, scooters, “heelies,” or rollerblades may not be used on campus and must be kept in lockers during the day or “parked” in the Division Head’s office.

III. GENERAL INFORMATION

Admissions

All communications concerning admissions should be directed to the Director of Admissions, Laura Altshul. A formal application, for which there is an application fee, is required of all new applicants. The application deadline is February 1.

Foote is a Kindergarten through ninth grade co-educational school that affirms diversity. It admits students without regard to race, color, national and ethnic origin, religion, physical disability, or any other status protected by law. It does not discriminate on these bases in the administration of its admissions, financial aid, educational, or extracurricular policies. Foote School is authorized under Federal Law to enroll non-immigrant alien students.

After School Program (ASP)

The After School Program serves Foote children in grades K through six for an additional fee and also serves grades seven through nine. The program operates Monday-Thursday, 3:00-5:30 p.m. and Friday 12:30-5:30 p.m. (Kindergarten) and 2:15-5:30 p.m. (grades four through six). Its purpose is to provide a nurturing and relaxed atmosphere in which children engage in a variety of creative activities. A key component of the program is providing opportunities essential for optimum social and emotional development. The After School Program does not operate on the day of the Halloween Fair or on the last school day before the Thanksgiving, winter, and summer recesses. The ASP does not operate on scheduled closings, but there is a Vacation Program available for specific school vacations and holidays.

Eight-week sessions “mini-courses” are offered to students in grades Kindergarten through five during the year for an additional fee. Students need not be registered in the After School Program to take advantage of the mini-courses. Private music lessons are available to all students in grades kindergarten through nine for an additional fee.

Program information is available from After School Program Director Dawn Walsh, Assistant Director Bill Manke, or can be obtained through the Front Office.

Annual Fund

Families are asked to contribute each year to the Annual Fund. Parents receive a mailing about the Annual Fund in the fall, and will be called by a Board member or parent volunteer asking for their support. Participation is of paramount importance; parents are encouraged to give at the level that feels appropriate to them, and can make a gift on-line at the school's website (select Supporting Foote) or by sending a check to the school's Development Office. The Annual Fund is described on the website, and questions may be directed to Ann Baker Pepe, Director of Development.

Assemblies

Major assemblies are held in November, December, March and May. In June, Eighth Grade Recognition Day and Graduation are followed by buffet luncheons for the eighth and ninth grade students, their families, alumnae/i and faculty.

Division and All-School Assemblies occur throughout the year (at the discretion of the Faculty Assemblies Committee, the Division Heads and the Head of School). Various grades as well as outside speakers present information or perform.

* Students are required to follow dress guidelines for special All-School Assemblies. Please see Dress Guidelines for All-School Assemblies (p. 14)

Attendance/Absence of Students

Parents must call the office between 8:00 and 8:35 a.m. if a child is absent or going to be late.

Homeroom teachers take daily attendance at 8:10 a.m. for Middle School and 8:15 a.m. for Lower School. Attendance slips are delivered to the Front Office by assigned students or designated individuals.

The receptionist keeps track of attendance and is responsible for making sure all children are properly accounted for.

See Section IV. Lower School/ Arrival, Bus Room and Dismissal and Section V. Middle School/Arrival, Dismissal and After School Supervision.

Planned Absence Policy

Regular attendance at school and continuity of learning are at the core of student success. While students can “make up” work they have missed, it is impossible to replace the unique experiences our students have every day at school. We understand that there may be special opportunities that arise that are either very important to the family and/or are uniquely educational outside the Foote experience. We ask and expect that parents will carefully consider the tradeoffs in making the decision to request a planned absence, and that this will not happen repeatedly. If parents plan to take their child out of school, they should, *in advance of the absence*, contact the classroom teacher and the Head of Lower School, or the advisor, teachers, and Head of Middle School.

Please note that students are expected to complete all homework assignments and make up any tests, quizzes and/or projects that are assigned or are due during the absence. In some cases, teachers will provide assignments in advance; in others, this may not be possible due to the nature of the subject and learning that will be taking place. Teachers’ websites should be checked daily for new assignments.

Buddy Program

The Buddy Program involves the pairing up of Middle and Lower School students by homerooms to foster cross-campus friendships. Homeroom teachers of buddy classes assign individual buddy pairs and make arrangements to get together about once a month. Some of the Buddy activities have included holiday celebrations, art projects, Community Service projects, outdoor games, math events and shared reading time. Occasionally there are all school Buddy events such as the annual yearbook assembly.

The grades are paired as follows:

- Ninth Grade and Kindergarten
- Eighth Grade and Fourth Grade
- Seventh Grade and MAG (3 classes)
- Sixth Grade and MAG (3 classes)
- Fifth Grade and Third Grade

Cancellations/Delayed Openings/Early Dismissal

Cancellation of school because of weather will be announced on TV Stations Channel 8, Channel 3, and Channel 30. Information will also be posted on the home page of the school website (www.footeschool.org). The Foote School usually follows the New Haven public school system in that, if New Haven cancels, Foote will cancel, and if New Haven has a delayed opening, Foote will also have a delayed opening. Any school closure after school is in session will also be announced on TV stations and on the website.

Automated Telephone Alert System

In the event of a school closing or delay, automated calls are made to phone numbers provided to the school by faculty, staff, and parents. Despite our best efforts, this system is not 100 percent effective in reaching every number, and we encourage parents to check the school's website if the weather makes cancellation or delay seem likely.

Delayed Opening Schedules:

1 hour delay: Doors open at 9:00 a.m.

Grades K - 5 – Go to homeroom.

Grades 6 - 9 – Go to homeroom until 9:12, then proceed to second period.

90 minute delay: Doors open at 9:30 a.m.

Grades K - 5 – Go to homeroom.

Grades 6 - 9 – Check-in at homeroom until 9:35. Go to second period class (9:35- 10:12).

No snack recess. Third period starts as usual.

2 hour delay: Doors open at 10 a.m.

Grades K - 5 – Go to homeroom.

Grades 6 - 9 – Go to homeroom and proceed to third period class at usual time, 10:15.

Collaborative Programs

Footebridge

Footebridge, a summer literacy and enrichment program for New Haven public school children ages six to eight and their teachers (Co-Founded by Laura Altshul and Saylor Heidmann and now directed by Ashley DeVito from Foote and Chris Elmore from the New Haven Public Schools), involves Foote School collaborating with the New Haven Board of Education and Yale University's Presidential Public Service Fellows Program. Since its beginning, Footebridge has integrated Foote's approach to the teaching of reading and early childhood curriculum. The academically and socially enriched program offers multiple and varied activities for students and teachers. Teaching Fellows from New Haven public schools receive training before the public school students arrive. Foote School alumni/ae serve as interns. Footebridge is free for student participants; they attend the program on the Foote campus for two summers and receive busing and meals from the New Haven Board of Education. Staff receive stipends; funding comes from foundations and private donations. Begun in 1996, Footebridge has now served more than 260 students, and been joined by over 54 Public School Fellows, 54 Foote Alumni Interns and 14 Yale Public Service Fellows.

STARS

Since January 1994, Foote School has been involved in more than 74 collaborations with 17 New Haven public schools involving over 800 students. Named **STARS** (**S**chools **T**ogether for **A**rts **R**esources), the drama, writing, art and singing programs are elective, with equal numbers of students and teachers from participating schools meeting together alternately at the schools involved for a series of workshops on Saturday mornings, culminating in a special community event. The groups are small, stressing process and interaction. The experience has been meaningful for students and teachers alike, broadening horizons and expanding repertoires. Programs are free for all participants.

Funding for **STARS** programs comes from the Foote School Board of Directors, foundations and individuals. Teachers receive stipends. In the fall, interested teachers come forth with **STARS** ideas, and partnerships are established; programs are usually offered during the winter months. Laura Altshul began the program, and she and Dawn Walsh coordinate **STARS**.

Communication with Faculty and Administrators

Foote School strongly believes in the importance of the school/home partnership. The foundation for this partnership is open lines of communication. While there are regularly scheduled conferences, Foote School teachers, advisors and administrators are available for informal communication throughout the year. Parents should feel comfortable to ask questions and address concerns regarding any aspect of their child's experience at Foote to

the child's teacher/advisor. Parents may call the school during the day and leave a message with the receptionist. Teachers/advisors will return calls as soon as possible. Please do not call teachers at home unless you feel it is absolutely necessary. If you feel your concerns have not been addressed adequately, please feel free to contact the Lower School or Middle School Head.

Note that Foote School guidelines stipulate that teachers/advisors use e-mail to communicate the simplest, concrete information or to schedule/confirm a time to meet/talk. When there is important information regarding a child's academic, social or emotional development to be shared, the parent-teacher communication ideally takes place face-to-face; in the event that a face-to-face meeting is not possible, a phone call is appropriate.

It is very important that the school be notified when anything unusual happens at home or in the close family environment. Occurrences such as illness, separation, death or change of employment can be upsetting to children. We at school are in a much better position to be of assistance if we are kept well informed. Please notify the school (homeroom teacher/advisor/Division Head and/or Head of School) of any unusual circumstances or if you plan to be away from your children for any length of time.

Community Service

Reaching out to others and giving back to the community are an integral part of our students' development and education. All members of the Foote community engage in service through homeroom and school-wide campus responsibilities. Various classes and grades take on special projects, often related to a unit of study. For example, Foote is committed to a recycling program and the fifth graders collect the recyclables for the entire school, which ties into their study of ecological systems and the environment.

As leaders of the school, the ninth grade class has the most extensive service program, involving responsibility in the greater community [soup kitchens, New Haven Reads] and within the school [Student Government, Maroon and Grey team captainship, peer tutoring, the yearbook, the literary magazine, the student newspaper].

The Community Service Council, with students from grades four through nine, helps coordinate school-wide activities as well as individual classroom projects that expand the range of experiences for students and expose them to a variety of people and circumstances. Examples of successful past projects include establishing a cadre of morning escort walkers for our younger students, raising money for ClearWater Initiative through redemption of recyclables and car washes to bring a well to a town in Uganda, and food and clothing drives to support the homeless and needy.

Computer Use Guidelines

General Policy

The Foote School provides computers and related resources to support the school's mission. These tools are available to ensure students have appropriate access to the digital tools they need to grow academically and socially in an increasingly digital society. Because of the rapidly changing landscape of technology, no clearly defined paths lead us through the myriad of choices. Often teachers call on students and parents to participate in helping navigate the potential obstacles. Parents must be aware of what their children are doing at home with computers and other communication tools (cell phones, iPads, social networking tools, etc.)

The Foote School curriculum introduces computer assignments gradually at first increasing in frequency as they become incorporated into various disciplines and at each grade level. In the younger classrooms, teachers supervise tasks very closely. Later, as students complete assignments more independently, teachers (as well as parents) will naturally be less involved with the minute-to-minute details of a computer-based assignment.

At the beginning of the school year, every student in grades three through nine will receive a copy of The Foote School Acceptable Use Policy for Technology (AUP) – see Appendix B. Students and their parents are expected to read and discuss the AUP, ideally using it as a springboard for developing a healthy relationship pertaining to computer use at home. After discussing the AUP, parents and students sign and return the AUP to the Registrar. The AUP applies everywhere on campus, but specific locations (i.e., library, lab, classroom) and individual teachers may have additional guidelines or rules they expect students to follow. Signed copies of the AUP are held on file by the school Registrar.

While on the Foote campus, and before using any computer, cell-phone, printer or digital communications device of any kind (personal or Foote-owned), **students must ask permission** from the adult responsible for that area. Students must describe the work being done and be sure an adult is present in the room while they are using the equipment. Supervising faculty and administrators reserve the right to view any files stored or created on school grounds (personal, academic or otherwise). *Be advised that any computer connected to the school's network can be electronically monitored (directly and remotely) at any time. This means that any computer work done on the Foote School campus should be regarded as "public communication."*

Personal student laptops and other personal electronic devices should not be "out" unless the student has the permission of the supervising faculty member. When personal laptops and other electronic devices are in use, the screen needs to be visible to the supervising faculty. Students may not use personal computers, cell phones, or similar equipment on campus without an adult present. All school regulations apply to personal laptops and other personal electronic devices (i.e., students still need specific permission to go online each time, etc.). Before a student can connect his or her personal laptop to the school network,

the student must bring the laptop to the Middle School Computer Lab with a note from a parent or guardian giving the Foote School IT staff permission to make appropriate configuration changes to that computer. These configurations will allow the computer to connect to Foote School resources under the same operating guidelines as Foote-owned computers.

Use of these resources is a privilege that may be revoked temporarily or permanently if abused.

In addition to the on-campus rules, Foote School has jurisdiction over the off-campus electronic communication as follows:

The school's jurisdiction to deal with discipline problems covers not only activities on campus but also any and all activities by students off campus that have, or may have, an adverse impact on the school, its students or faculty.

Rules for Grades 3 - 5:

- Ask permission before using the computers
- Save work often (ideally on the fileserver)
- Use headphones when opening files or programs with sound
- Respect other people's work. Don't use a computer that someone else is working on
- If someone is doing something they shouldn't, report it to a teacher
- Ask permission before using the Internet. Only use websites that teachers have approved.
- Do not eat or drink in the computer areas
- Do not move any piece of computer equipment without permission from a teacher
- Do not download any games or install any software on any computer

Rules for Grades 6 - 9:

Users should:

- Always respect others
- When writing anything digitally, always imagine someone else reading it
- Ask permission before using the Internet
- Report abuses to teachers or administrators immediately
- Save your changes often
- Make a separate backup copy of all your critical work
- Allow extra time for equipment difficulties
- Use headphones when opening files with audio

Prohibited Activities:

- Social use of personal e-mail accounts: Students may be allowed to briefly access their e-mail accounts for the sole purpose of transferring school work; however, they may do so only with prior permission of the supervising teacher.
- Use of any chat, IM, blogging, podcasting, video communications, or social networking sites – unless directly supervised for academic purpose.

- Use of social networking sites (*Facebook, Twitter, etc.*) on campus. Any use of these sites off campus is subject to the Foote community expectations and school rules.
- Use of any software that allows the user to bypass or manipulate settings in place to protect campus equipment and users
- Use of the Internet without permission and supervision of Foote faculty
- Disclosure of any personal information online (passwords, financial information, social security number)
- Eating or drinking in computer areas
- Playing music or sound without headphones
- Playing games: Students are allowed to play only *educational games owned by Foote* during recess at the discretion of the supervising teacher.
- Theft, trespass, and invasion of privacy
- Accessing other's data without permission
- Plagiarism
- Harassment
- Copyright infringements
- Bandwidth abuse (downloading or sharing excessively large files)
- Vandalism, abuse of equipment (changing workstation configurations, downloading unauthorized software)

Please note that these examples are used to illustrate and support the school's philosophy. This is not a comprehensive list.

Internet

It is essential for parents and students to discuss their understanding, concerns, and expectations around Internet use. While the Foote School makes every attempt to protect students and adults from the potential problems the Internet carries, it is up to each of us to take responsibility for our actions. Parents discussing and reinforcing Foote expectations around Internet use (such as which sites to use and which sites to avoid) will be extremely helpful in creating a more positive online experience within the Foote community.

Any work done on the Internet which might offend or upset others in the Foote community is prohibited.

Because many web designers are paid to create sites, links, emails, pop-ups and other hooks to lure users into a site that could contain material inappropriate for the Foote community, it's extremely important to be sure you and your child are informed, confident, and aware while browsing the web. Although the school has a firewall which makes an attempt to block inappropriate material, it is impossible to block everything unwanted. Students should be prepared to quit out of any inappropriate sites immediately.

Social Networking Sites (e.g. Facebook, Twitter)

Though Social Networking Sites are gaining rapidly in popularity and finding positive applications in family, social, and academic settings, they require some precautions. Schools and other organizations have found it necessary to take steps to ensure that its members are aware of the pitfalls. Often students as well as adults have found that ideas they thought would be harmless or funny to post were actually hurtful, harmful, and even catastrophic.

Posting any idea or image on the web which you would not show or say directly to every member of the Foote community is probably a signal that this idea or image is not worthy of the web. Any representation of yourself or any other member of the Foote community must be done within the Foote Community Expectations. The Foote School cannot condone or allow any online activity which undermines the professional roles and responsibilities of the individual. Foote staff, administration and faculty members must maintain only professional relationships with students and other members of the community.

“Friending” is the term used to describe linking one social networking account to another. Though it may be called by other names, the concept is similar from site to site and is not permitted between teachers and current students.

Crisis Plan

A crisis plan provides guidance to the administration, faculty and staff in times of emergency. The Front Office and members of the Crisis Team have copies of the plan. Fire drill and evacuation procedures are posted in each room.

Discipline

Since the classroom teacher/advisor knows the child best, discipline is handled at the classroom level whenever possible. Minor infractions of school rules can usually be handled through honest and direct dialogue between teacher/advisor and student. The teachers will record such infractions. Repeated infractions and/or situations that have not been resolved by these conversations should be referred to the appropriate Division Head. Parents will be involved when deemed necessary. Parents may be asked to participate in a conference with school personnel. The school’s Health Team is often consulted.

More serious infractions create an environment where others feel unsafe and, therefore, require stronger responses. Typically, a thorough review of a violation of school rules is the responsibility of the Division Head, with assistance from the faculty member involved. Every attempt is made to perform the review in as timely a fashion as possible. The Division Head or the Head of School informs the parent(s) of the student(s) involved at the appropriate time following the initial review. In the case of serious infractions and/or sensitive situations, the Head of School may seek additional advice and expertise from such individuals as the school’s consulting psychiatrist, the Board President and/or legal counsel.

The decision regarding the appropriate consequence for major violations of school rules is made by the Head of School in conjunction with the Division Head. With an understanding that every situation is unique, the penalties for disciplinary infractions are graduated and take into account the student's age, ability, and disciplinary history. Students and parents are notified of these consequences that will take precedence over other school obligations. Consequences may include:

Detention

- Flex-time detentions
- In-school and after school detentions

Suspension

- Suspension from school activities such as sports, dances, and trips
- In-school or out-of-school suspension
- Suspension from school for a period of days followed by a student-parent conference with the Head of School, the Division Head, and the advisor. Re-admittance to school may be predicated on a mental health provider's assurance of the student's stability prior to returning to school.
- Suspension which is recorded in the student's permanent record

Academic Warning / Behavioral Probation

If a student develops a pattern of poor effort, uncooperative or otherwise unacceptable behavior, the Division Head and/or the advisor will work with the student and the family to remedy the situation. If, after appropriate interventions have been tried, the student is still unable to put forth the effort required for academic success commensurate with his or her ability or is unwilling to cooperate with behavioral guidelines, then a probationary period may be established. The student's contract may not be renewed if there is inadequate improvement during this probationary period.

The school reserves the right to require an outside psycho-educational or psychological evaluation of a student if the situation warrants.

Expulsion

Expulsion from Foote School, usually a last resort, is used for misconduct deemed extremely serious by the administration and faculty.

Dogs on Campus

In order to ensure that all students feel safe on campus, the following rules apply to bringing dogs on the Foote School campus:

- Dogs are not allowed in any of the buildings.
- Dogs must always be on a leash, and held by an adult.
- Dogs may not be tied up on campus (and/or left unattended).

Dogs are not allowed on campus during special events such as Halloween Fair and Parade, Field Day, and May Day.

Dress Guidelines

Dress Code: Foote School students are expected to dress neatly, simply, comfortably, and in a nondistracting manner. Students should refrain from coming to school wearing clothing with verbally offensive writing or that is unsuitably tight, short, or revealing. Underwear should be covered at all times, and transparent clothing is unacceptable. Hats may not be worn indoors. Sneakers are required for physical education class.

No clothing that will restrict the child's ability to participate in any school activity (e.g., sports or art) should be worn to school. Appropriate clothing for playing outdoors in the snow is strongly recommended for the winter months. **Sneakers, as well as all clothing, should be clearly labeled with the student's name.**

Lost and Found

Lost and Found trunks are kept in the Common Unit, the kindergarten building and the Middle School building hallways. Articles of clothing found around the campus should be deposited there. Items not claimed within a reasonable amount of time are donated to a charitable organization.

Dress Guidelines for All-School Assemblies

Part of a Foote School education includes teaching our students that there are different appropriate dress standards for different occasions. An All-School Assembly is not the same as a regular school day. Dress standards for field trips also vary: what's right for a trip to Bear Mountain is not right for a trip to the Metropolitan Opera. Below please find required dress for the All-School Assemblies noted.

Boys:

Long pants (no jeans, sweatpants, or warm-up pants)
Collared shirt (button-down, golf or polo) may be long or short sleeve, no T-shirts or sweatshirts, and no writing on shirts
No flip-flops

Girls:

Pants or dress/skirt of an appropriate length (no shorts, jeans or sweat pants)
Appropriate top (no spaghetti straps, T-shirts or sweatshirts; no writing on shirts)
No flip-flops

All-School Assemblies 2011-2012:

Wednesday, September 28	Chinese Delegation Assembly
Friday, October 14	Grandparents Day
Wednesday, November 23	Thanksgiving Assembly
Friday, December 16	Holiday Assembly
Friday, January 13	Martin Luther King Day Assembly
Friday, March 9	Spring Assembly

Field Trips

Field trips are periodically taken to museums, special exhibitions, businesses, historic sites, and other places of interest.

At the beginning of each school year, parents are asked to sign a single permission form to cover all trips for the school year. The School Nurse collects the forms and alerts the head teacher if there are any travel restrictions.

Parents will be notified in writing at least one week in advance if the trip will require that children bring special materials, if the class is going out of town, or if that trip extends beyond regular school hours.

Teachers may ask for parent volunteer chaperones to help with supervision on a field trip. A clear set of written chaperone guidelines and/or verbal briefing will be given to any parent accompanying a field trip.

Parents who drive students on a field trip must sign the volunteer driving agreement in the Business Office.

Financial Aid

In support of economic diversity, Foote provides financial aid to students who qualify on the basis of need. Grants are made for one academic year and awarded in subsequent years based on continued need; financial aid recipients reapply each year. Recipients receive the same proportion of financial aid for the After School Program and for special testing recommended by the school. They are also eligible for financial aid for the Vacation Program, the Foote Summer Program, and the Ninth Grade trip to China.

Foote School Association (FSA) and Board of Directors

All parents and guardians of Foote School students are members of the Foote School Association. Although not FSA members, faculty are frequently asked to serve on FSA committees. Foote School is regulated by the FSA Board of Directors consisting of up to 22 members elected for four-year terms. Each year, new directors are elected by the parent body at the FSA/PTC meeting held annually in May. Foote School Association Board members and officers are listed in the Foote School Directory and at www.footeschool.org.

Gift-giving

Giving a gift to a child's teacher is a natural way of saying "thank you." Because gift giving can take many forms, we offer the following guidelines.

- Gift giving is optional, a matter of personal choice
- Gifts that benefit the school or classroom generally are encouraged
- Homemade gifts offer an opportunity for parents and children to share in an activity
- Donations to a charitable cause may often be an appropriate thank you.
- Expensive gifts to individual teachers may make some recipients feel uncomfortable and may upset children for whom purchasing gifts is not an option
- A thank you note or letter is always appreciated and may well be the best gift of all
- Modest teacher gifts in which families are given the option of donating to a group gift are appropriate

Grey and Maroon Teams

Every child, upon entering Foote, becomes a member of the Grey or Maroon team; children of one family are always on the same team. A ninth grade captain, elected by the members of that class, leads each team. Each year Field Day T-shirts are designed and sold as part of the ninth grade fundraising effort for their class gift.

Team points are awarded for Field Day's track and field events. The name of the winning team for the year is inscribed on the Maroon and Grey Trophy, presented at an All-School Assembly.

Health Team

The Health Team consists of the Head of School, Head of Lower School, Head of Middle School, Assistant Middle School Head, the School Nurse, the Consulting Child Psychiatrist, the Consulting Pediatrician, and the School Counselor. Other faculty members attend meetings periodically. This team meets regularly to review issues pertaining to the welfare of members of the school community. (See **Section VI**. Health).

Host Families Program

Foote School sponsors a Host Families Program for families who are new to the school community. Host families are a resource throughout the year, alerting families about special days and answering questions about the Foote School community and upcoming events. Guidelines are given to the host families; families interested in hosting are encouraged to contact the Admissions Director.

Learning Support Program

Foote School's Learning Support Program (LSP) provides for student support (individual, small group, and in class), on-going classroom observation, faculty consultation, and academic screenings for students in grades kindergarten through grade nine. Outside specialists may be recommended.

Periodic review of support services for each student receiving LSP services is conducted. Communication among parents, teachers, LSP faculty, and the appropriate Division Head is consistent and ongoing.

Please contact the appropriate Division Head if you have any questions.

Library (see Appendix C)

The Frank Perrine Library is a centrally located resource center for students, faculty, and parents. The large, bright and inviting space was designed to accommodate up to three full classes, as well as an array of computers for online research and writing. The library houses a collection of 47,000 volumes, and offers online resources, such as subscription databases and e-books. Three librarians foster a welcoming and supportive space so students feel libraries are places where they can find literature to feed their imaginations and information to answer their questions.

Multicultural Affairs Committee

The purpose of this committee is to help support the school's mission of being inclusive, valuing differences, and challenging prejudice. Specifically, it is to ensure that each student, family and faculty member is an integral part of all aspects of the Foote School community. In the past, the committee has provided a forum for discussion of issues about diversity, planned multicultural events, and raised an awareness of the school's commitment to eliminate prejudice and promote respect and appreciation of human differences. The committee is open to all adult members of the school community. Upcoming meetings are always announced on the weekly E-News.

Parent Teacher Council

The Parent Teacher Council (PTC) is a link between Foote School and its families. All parents and guardians of Foote students are members of the PTC. The PTC is a great way to become actively involved in your child's school. The goals of the PTC are to provide opportunities to build and strengthen community, to enhance the educational experience with the proceeds from fundraising events and activities, and to facilitate communication among parents, faculty and administrators. Monthly meetings are held during the school year.

Community-building activities include the Fall Family Fun Day, the Fall Dinner, a book swap, faculty appreciation breakfast, and vision and hearing screening. Fundraising activities pay for educational enhancements such as field trips, emergency scholarships, special assemblies, and books for summer reading. Sale of Foote school merchandise, a book fair, and an annual auction are examples of PTC fundraising activities.

Parent and teacher participation in PTC-sponsored events is encouraged and appreciated. Information about upcoming events and activities can be found posted on the PTC bulletin board located in the hallway of the Main Office or on the Foote website. Anyone interested in volunteering should speak to any member of the PTC Executive Board. For a list of current PTC Executive Board members, and committee chairpersons, see the Foote School Directory or the school website.

Parties and Events

Parent Sponsored

Parents are asked to help their children be sensitive to their classmates' feelings about personal parties. Invitations to private parties should be mailed, not brought to school for distribution. We request that parties not require carpooling directly from school. Once students leave campus they may not return to the campus (including the After School Program).

School Sponsored Off-Campus

The school arranges occasional events where children can meet in an off-campus social setting. Off-campus events include an entire section, homeroom, or grade, are carefully planned and supervised, and usually are scheduled near or on holidays and vacations.

School Sponsored On-Campus

Class parties occur at various times during the school year organized by teachers, parents, or a combination of teachers and parents. These parties may develop in classrooms around special events, holidays, and grade projects. It is traditional to have end-of-year class parties. Parties are kept relatively simple.

Recess

All students have one or more scheduled recess periods per day. Weather permitting, students are expected to be outside in designated supervised areas during these periods. In inclement weather, supervised recesses will take place indoors.

School Communications

Student Publications

The SPI is Foote School's newspaper, named in honor of former science and computer teacher Marian Spiro who taught at Foote from 1970 to 1989 and who helped to revive the dormant newspaper (then named *Instep*). It includes editorials, interviews with teachers and administrators, survey results, sports results, cartoons, and general information for the students, all contributed by the students in the Middle School. With faculty advisors and a student editor, *The SPI* is published several times a year.

Footenotes is Foote School's literary magazine. Published yearly, it contains stories, poems, drawings and/or photographs (including the cover design) by Foote students of all grades. Eighth or ninth graders serve as the editors and work with a staff of students from the Middle School under the guidance of faculty advisors.

Foote Steps is Foote School's yearbook. With the assistance of faculty advisors, a team of students headed by ninth graders captures the year's highlights. Each yearbook is dedicated to a special person in the extended Foote community. The yearbook is distributed in late May at a special All-School Assembly.

Parent and Alumnae/i Communications

Foote Prints is the school magazine, published twice a year (Summer/Fall and Winter/Spring) by the Alumnae/i and Development Office. It contains articles and photographs that capture the highlights of recent Foote School happenings, as well as updates on current and former faculty, staff and Foote alumnae/i. The Summer/Fall issue contains the Annual Report of the School.

Week at a Glance (WAAG) is the weekly calendar of events and announcements. It is sent home with students in kindergarten through Grade 3 every Thursday and is posted on the school's website (www.footeschool.org) the same day. Updates such as sports cancellations are often made to the online version. Additional hard copies are available at the Front Desk.

Parents E-News is produced weekly by the Director of Communications and sent to all parents. It contains news of upcoming and current school activities and events as well as links to relevant information on the school website, including Week at a Glance. A link to each week's E-News for the year is on the Parents page of the website.

Website – The school website, www.footeschool.org, is the best source of information regarding the calendar, curriculum, and school activities. It is updated regularly and includes special sections for parents and PTC, as well as photo galleries of school events. Week at a Glance, Today's Schedule, and school year calendars are all posted on the website.

Automated Telephone Alert System - In the event of a school closing or early dismissal, an automated call will be made to your telephone by our Automated Alert system. Please be sure to provide the school with the appropriate telephone number(s). Despite our best efforts, this system is not 100 percent effective in reaching every number, and we encourage parents to check the school's website if the weather makes cancellation or delay seem likely.

Six-Day Cycle

To create more balanced and better-paced days, the school's schedule is based on a six-day cycle with the days of the cycle designated A through F. Vacation days are "skipped over" in the assigning of lettered days to minimize the impact these missed days have on the schedule. The letter of the day is posted in classrooms. The Foote School Calendar, the Foote School website, and the WAAG have the days labeled as well.

Snacks and Lunch

Morning snacks are provided for all grades, Monday through Friday.

In the Lower School a parent may provide a snack on any day to celebrate a child's birthday, but prior notice should be given to the classroom teacher(s).

Parents have organized "Special Snack Day" one day per cycle for kindergarten through grade five. Each family is responsible for bringing in a healthy snack for their child's class two times per year.

Students bring their lunches from home and have a supervised lunch period in their classrooms. Milk is available at lunchtime. It is requested that no candy or glass bottles be included in the lunches. Food should be stored in a lunchbox or bag in a teacher-approved location.

If students don't need a lunch on a given day, prior notice will be given to parents. For example, grade three sponsors a Pizza Day for grades three through five, and students who want pizza must order and pay for their pizza on the day before.

Note: Composting of vegetable waste is encouraged at Foote. There are compost bins in classrooms as well as a large outdoor compost pile.

Standardized Testing

In November, all students in grades five through eight participate in the Comprehensive Testing Program from Educational Records Bureau (ERB). This is a group-administered standardized test. The results are sometimes referred to for analysis of our academic program. The results are discussed as part of the secondary school counseling process since standardized test scores (ISEE or SSAT) are one of the criteria for independent secondary school admissions. Parents may request results through the Assistant Head of Middle School or the Head of Lower School. The tests in grade five are given strictly for practice and are administered over the course of a week. In grades six through nine, students take the tests in two half-day sittings (standard test taking regimen). The results are recorded in the students' file, but are not part of the official transcript. Arrangements are made for students who qualify for extended time and/or special conditions.

Student Council

The Student Council is comprised of elected representatives from each homeroom in grades five through nine. The returning students in grades six through eight elect the president each spring. The Council provides a forum in which student ideas and concerns may be expressed. A faculty advisor helps students communicate their ideas and concerns to the faculty and administration. The student representatives organize events such as dances, movie nights, bake sales, and dress-up days. The Council president suggests events he/she feels will enliven school spirit and events that will raise money toward a Student Council gift to the school.

Summer Program

Traditionally, Foote School runs a summer program for children ages 4-18. Open to Foote students and other New Haven area children, this program offers a variety of traditional as well as innovative activities for young people and provides special opportunities for summer recreation and relaxed, exploratory learning. The Summer Program is staffed by numerous Foote faculty and young alumnae/i as well as experienced educators and teachers from other area schools.

Summer Reading Program

All Foote students are expected to engage in summer reading. A reading list with suggested books for each grade level is posted on the library's website in late spring. The reading lists include suggestions that reflect the quality of authors and writing the school encourages. Other equally qualified books can be sought out in friendly bookstores or with public librarians, who are often treasure troves for suggestions concerning a child's particular interest.

To encourage reading aloud and independent reading, the PTC funds the purchase of a book for each child entering grades kindergarten through six. We encourage parents to read out loud and/or discuss the book with their child over the summer. The book will be discussed in the child's new classroom.

Specific guidelines for summer reading have been established. Details are available on the Library web page. For some grades specific books are to be included in the summer reading selections. Information pertinent to each student's entering grade level is communicated to the families at the beginning of the summer.

Traffic and Child Safety

(See also **IV**. The Lower School/Arrival, Bus Room and Dismissal; **Section V**. The Middle School/Arrival, Dismissal and After School Supervision).

Because traffic is very heavy at arrival and dismissal times – and child safety is our top priority – parents *must* observe the rules below. Please share these rules with anyone transporting your children to or from school.

The school has two full-time security guards who monitor pedestrian and vehicular traffic at arrival and dismissal times. In addition, a crossing guard is stationed at the corner of Highland St. and Loomis Place. Please respect their efforts to direct traffic and keep things safe by observing the following rules:

- Enter Loomis Place from Highland Street at **all** times. Do not enter Loomis Place from Canner Street.
- **For most efficient drop-off use:**
 - Middle School Building area for Grades 4 & 5.** Note that the Grade 4 & 5 Associate Teacher is there to greet the students as they are dropped off and see that they get to their classrooms.
 - Highland Street for Grades 7-9.** This lets drivers avoid the Loomis Place congestion. The crossing guard will safely cross students who are dropped off on the north side of the street.
 - Circle in the faculty lot on Canner Street for K-3. Drop off only!**
Please do not park in the Canner Street Lot or circle. If you park on Canner Street and walk your child through the Canner Lot, use the sidewalk along the playground. A faculty member greets all children being dropped off at the Canner Lot circle.
- Drop off or pick up children on the school side of the Loomis Place **only**. (The residential side requires a permit sticker, and parking there for more than a few minutes may result in a ticket or towing. Do not block the driveways of our neighbors.)
- Have your children exit the car on the curbside, away from the street.
- Exit onto Canner Street. The City of New Haven is working to increase visibility for safe exit in both directions.
- **Double parking and U-turns are prohibited.** This is to ensure driver and pedestrian visibility and protect the safety of our children. **Note: The City of New Haven will ticket double-parked cars!**
- During evening and other special events, the school places traffic cones on the residential side so that residents can enter and exit their driveways or park in their “on street” spots. Some families do not have off-street parking. In addition, two of our neighbors are wheelchair-bound; please honor the “Handicapped Parking Only” posted signs.

Buses, bicyclists and walkers

School buses drop off and pick up children eligible for and using the New Haven Public School buses as well as those using the Shoreline bus at the circle in the Canner St. parking lot, where a faculty member is on duty.

Bicyclists should keep close to the curb on the right side of the street and dismount before crossing streets in congested areas. Students should wear helmets. Note that there is a bicycle rack just outside the main building.

Children walking to and from school are urged to walk with a friend. For safety purposes, students should not walk with earphones.

Jaywalking – crossing in mid-block – is illegal. A crossing guard is on duty at the intersection of Loomis Place and Highland Street during morning drop off hours and at afternoon dismissal.

Transporting Children to and from School

The means by which students are transported to and from school must be on file with the school. Parents receive forms for recording this information before the school year begins. These should be returned as directed at the opening of the school year.

If a child will be departing school with a friend or by some transportation other than his or her usual means, the parent should inform the school by a note to the child's teacher or by a phone message to the office **at least one hour prior to dismissal time to assure that the message will reach the teacher and child in time.**

See **Section IV.** Lower School /Arrival, Bus Room and Dismissal and **Section V.** Middle School /Arrival, Dismissal and After School Supervision.

IV. LOWER SCHOOL (Grades K - 5)

An Overview

The Lower School strives to instill and support a love of learning in each of our community members. Foote teachers have a deep passion for learning and effectively emphasize the acquisition of basic skills in a rich and varied environment. They foster a healthy balance of independence from and dependence on adults and provide a pedagogically solid, challenging, lively and project-based curriculum. In addition, teachers present leadership opportunities to students as appropriate. They actively give honest, frequent feedback and guidance to individual children about their academic, social and emotional strengths and weaknesses. They nurture each child's natural desire to become a positive, contributing member of the Foote School community.

Teachers work diligently to support parents by:

- Helping them to understand the developmental stages of childhood
- Keeping them abreast of their children's academic, social and emotional progress
- Alerting them to classroom activities
- Reaching out to them to create an open dialogue about the complexities of each child's educational journey

Program

The comprehensive program includes reading and language arts, mathematics, science and social studies. In addition, students have several periods of art, drama, music and physical education each six-day cycle, as well as regular recess periods. Beginning in kindergarten, children are exposed to a foreign language and culture; intensive study of French or Spanish begins in fourth grade.

The librarians meet each class for one library period per six-day cycle; stories are read to the younger children and students are encouraged to use the library for pleasure, for special projects and for study and research.

All first and second graders are grouped together in what the school calls Mixed Age Groups (see MAG, p. 28). Beginning in MAG, children use the Lower School Computer Lab on a regular basis; computers are also available in the individual classrooms.

Learning specialists are available to consult with teachers about students who need extra help in reading, math, writing, or study skills.

Arrival, Bus Room, and Dismissal

Teachers open their classrooms for students by 8:00 a.m.
School begins at 8:15 a.m. for students in grades kindergarten through five.

Children in kindergarten through grade three who arrive by bus before 8:00 a.m. are supervised by a teacher in a designated bus room - one of the third grade classrooms - until they are dismissed to their own classrooms at 8:00 a.m.

Dismissal times vary, as listed below:

<u>Grade</u>	<u>Monday to Thursday</u>	<u>Friday</u>
K – 3	3:00 p.m.	12:30 p.m.
4 – 5	3:00 p.m.	2:15 p.m.

If a child is not going home in the usual way, the parent must send a written note to the teacher or let the Front Office know of any changes at least one hour before dismissal.

Kindergartners and most MAG students will be dismissed to a designated adult from their classrooms.

MAG students who have a sibling in third grade will be walked by a teacher down the pathway between the Perrine Library and the Sacred Woods to the curbside on Loomis Place and dismissed to a designated adult from there. A teacher will help get the students safely to the appropriate cars on the **school side** of the street. It is extremely important that **cars enter Loomis Place from Highland Street**.

Grade three students being picked up by car will be walked by a teacher down the pathway between the Perrine Library and the Sacred Woods to the curbside on Loomis Place. Teachers will help get the students safely to the appropriate cars on the **school side** of the street. It is extremely important that **cars enter Loomis Place from Highland Street**.

Grades four and five are dismissed from their homerooms. Each student shakes hands with his/her teacher.

If children are not picked up by 10 minutes after dismissal they will be brought to the library and signed in. They wait until the arrival of a parent who then signs the child out in the sign-out book.

Conferences, Reports and Grading Policy

At the beginning of the school year, head teachers will be in touch with parents by phone and/or in person for a “getting to know you” conference.

Early in November teachers will have a formal parent-teacher conference. Parents will be notified in advance if other specialists are invited to the conference.

In January teachers write an extensive report* on each student. This report is mailed to parents in late January.

Spring term parent-teacher conferences are held for all kindergarten students in May. Spring term parent-teacher conferences can be arranged for other students as deemed necessary by the parent and/or teacher.

In early June teachers once again write an extensive report* on each student. This report is mailed to parents in mid-June.

*No letter or numerical grades are given to students in the Lower School. The information in the formal report is conveyed through written narratives and checklists.

Parents of children who receive Learning Support services at school will meet regularly with the classroom teacher(s), the Learning Support teacher and, on occasion, the Lower School Head.

Other parent-teacher conferences can happen throughout the year at the request of the parent and/or teacher.

Curriculum

The “specials” in the lower school program (art, computer, drama, language, library, music, and physical education) meet as follows during each six-day cycle:

Kindergarten:

Art	One double period each cycle
Drama	Once each cycle for one trimester
Language	Twice each cycle
Library	Once each cycle
Music	Three times each cycle
P.E.	Three times each cycle

MAG:

Art	One double period each cycle
Computer	Once each cycle
Drama	Once each cycle for one trimester
Language	Twice each cycle
Library	Once each cycle
Music	Three times each cycle
P.E.	Three times each cycle

Grade 3:

Art	One double period each cycle
Computer	Once each cycle
Drama	Once each cycle for one trimester
Language	Twice each cycle
Library	Once each cycle
Music	Three times each cycle
P.E.	Three times each cycle

Grades 4 and 5:

Art	One double period each cycle
Computer	Once each cycle
Drama	Once each cycle for one trimester
Language	Three times each cycle
Library	Once each cycle
Music	Three times each cycle
P.E.	Three times each cycle

In addition to their regularly scheduled library period, students may use the library at other times with the permission of their teachers and the librarian (see **Appendix C**).

In fourth grade, students choose either French or Spanish as the language they will continue to study for the duration of their time at Foote.

Homeroom. Each day a special time is set aside for students to hold group discussions with their homeroom teachers on subjects that are currently of interest or concern to the students and/or to the faculty and administration of the School. While the format of these discussions may vary from classroom to classroom, the purpose is universal – to allow the students and faculty time to express their feelings and opinions on issues relevant to them and their community.

Homework Policy

Students in kindergarten and MAG are not assigned homework.

When homework is introduced in third grade our expectation is that children read independently for 15-minutes and work on assigned tasks for another 15-minutes. The assigned work might be to review spelling words, practice math facts or gather some information related to particular curricula.

In fourth and fifth grade children are expected to read for 30-minutes and spend another 30-minutes on assigned tasks. These assigned tasks might include finishing up classwork, completing single night assignments or preparing a small part of a long-range project.

Note: Children are not assigned homework on the evening before religious holidays.

The goals of homework in grades three through five are to give children opportunities to:

- Become fluent readers
- Develop necessary study skills to become independent learners
- Reinforce information that is ready to be learned by rote (math facts, sight words)
- Take responsibility for developing a system for which they are organized and prepared each day
- Ask for and receive adult support as appropriate

The following guidelines are designed to help parents facilitate the maximum gain for their children's homework efforts:

- Provide a space that is comfortable, quiet and within adult earshot
- Provide a consistently scheduled time for doing homework
- Be available to help students as appropriate
- Know how much you are intervening or supporting the child. This is a crucial piece of information for you so that together you can figure out how to make the homework time productive.

Mixed Age Group (MAG)

The MAG combines all children in grades one and two into six heterogeneously grouped classes. The children work on learning tasks individually, cooperatively, and in a whole-group setting. Because children learn basic skills with varied rates and learning styles, teachers plan individualized beginning reading, writing, and math instruction. There is ample opportunity for shared leadership and positive interdependence among group members.

Morning Meeting

In addition to All-School Assemblies, brief morning meetings will be held on a regular basis for grades kindergarten through two and three through five.

Supplies

During the first few days of school, teachers will tell their students what supplies are needed. Ample time will be allowed for parents to shop for these items.

V. MIDDLE SCHOOL (Grades 6 – 9)

An Overview

The Middle School strives to foster a love of learning, the acquisition of knowledge and skills, and respect and concern for others. Class sections are small with close interaction between teachers and students. The curriculum is challenging and demanding. Within the classroom, teachers stress clear writing and public speaking, careful organization and study strategies, memorization and accurate computation, data analysis and interpretation, and a variety of skills required to define and solve problems. The overall goal of the Middle School programs is to have all of our students be able to approach the exploration of new concepts and ideas with enthusiasm, confidence and competence.

In this challenging environment, students may occasionally encounter academic difficulty. In this situation teachers will communicate with the advisor, the parents, and the Middle School Head. Appropriate next steps may include extra help, make-up work, conferences, and accommodations/modifications. When appropriate, the Lower School staff and/or School Counselor will be included in these discussions.

The Foote School utilizes a six-day cycle with the days of the cycle designated A through F. The Middle School day begins at 8:10 a.m. and the daily schedule consists of six 45-minute periods for classes and also includes a 15-minute homeroom period, a 15-minute morning recess, a 60-minute lunch/flex-time block, and a 45-minute study hall (Monday through Thursday). The flex-time provides important meeting time for advisory, for extra help from teachers, and for a variety of student activity electives. In addition to All-School Assemblies, brief Middle School morning meetings are held on Wednesday mornings.

Sixth graders take four academic classes: humanities, math, science, and French or Spanish. Starting with the seventh grade, when Latin begins, each student carries five major subjects: humanities, math, science, French or Spanish, and Latin. As the study of humanities is divided into separate English and history classes at the eighth grade year, eighth and ninth graders carry six classes: English, history, math, science, French or Spanish and Latin. All students attend additional periods each cycle in art, music, drama, and physical education and sixth graders have a scheduled library period once per cycle. Along with recreational reading and exploration of the library's resources, the students learn library skills, and the library is open to all students throughout the day. In addition to this rich academic program, the Middle School offers a wide variety of extracurricular opportunities that include interscholastic sports, drama productions, and musical groups such as chorus and jazz band. Student-led activities (Amnesty International, Community Service, Environmental Action Group, *Foote Steps*, *Footenotes*, Model Congress, *The SPI*, Student Council) meet each week throughout the school year.

Ninth grade students take a leadership role in the school. They play an important part in assemblies, the Halloween Fair, Buddies Program, and Field Day. Other unique features of the ninth grade program include a major theater production, the China trip, and the Poetry Cabaret.

Academic Honesty

Foote believes that academic honesty is of the utmost importance in an educational institution. Students are expected to turn in their own work at all times. Homework should be done individually and may be done in collaboration with other students only with the teacher's explicit permission. The proper methods of citation or attribution are specifically taught each year from fourth grade onward, and research projects and written work must be appropriately cited to avoid plagiarism and even the appearance of handing in unoriginal work. Students in violation of this policy will be subject to the disciplinary procedures of the school. In addition, students and parents are required to read, sign, and return the Community Expectations document.

Advisory

Central to Foote's educational approach is the close relationship between students and faculty. Each student is assigned a faculty advisor who acts as an advocate and mentor for the student, as a resource person for any faculty concerns about a particular student, and as a primary faculty contact for the student, the school counselor, and the parents. The advisor is in touch with the student on a day-to-day basis and reviews academic and overall progress on a regular basis.

In the Middle School, regular weekly meeting times are scheduled for advisory, during which advisors and their advisees focus on values, decision-making, and responding to needs of individuals and the community. On occasion an entire grade may gather for a wider discussion on an important topic. Specific topics explored in the past have included self-respect/self-esteem, empathy, academic honesty, bullying, sexual harassment, and online social networking. Discussion, strategic games and role-playing techniques are typically utilized, and relevant audiovisual materials are often used to help present information and promote understanding. While the format of the specific advisory sessions may vary, the purpose is universal – to allow the students and faculty time to express their feelings and opinions on issues relevant to them and to discover ways to improve their individual behavior and play a positive role in the school and the wider world.

The School Counselor is a valuable resource for advisors in developing strategies for their advisory. Depending on the circumstances she may observe or lead a group of students, and/or meet with individual students.

Arrival, Dismissal and After School Supervision

Teachers open their classrooms for students by 8:00 a.m.

School begins at 8:10 a.m. for students in grades six through nine.

Middle School students are dismissed at 3:00 p.m. Monday through Thursday and at 2:15 p.m. on Friday.

Before being dismissed, at any time, each student needs to indicate on the homeroom sign-out sheet one of the following three choices:

- Home (H)
- Sports (S)
- After School Program (ASP)

Grade six students who are registered for ASP report to the fourth and fifth grade ASP classrooms, and those Middle School students in grades seven through nine who do not participate in sports or go directly home are expected to report directly to an assigned After School classroom. Students are required to sign-in and sign-out for dismissal with the After School teacher. In addition to completing homework, students may have the option of signing out to the library for quiet reading or research, playing outside, watching an interscholastic game, or relaxing with classmates in a supervised setting. Students who leave the campus to go home should not return unless the reason for returning has been approved by the student's advisor and the Head of Middle School.

Community Expectations

During the first week of school students in grades six through nine and their parents should familiarize themselves with the Community Expectations (p. 2), School Rules (p. 3), and Appropriate Use Policy (AUP) (Appendix B).

Students and parents are required to sign and return the Community Expectations form included in the August mailing. In addition, students are required to read, sign and return the Appropriate Use Policy (AUP) for Computer Use form.

Community Expectations will be reviewed throughout the year in the student's homeroom and advisory.

Conferences and Reports

Grades and comments for most middle school courses are reported after the close of each semester (January and June). In most cases, two letter grades are given, one for effort and one for achievement. Interim checklists that document each student's progress are prepared by teachers of academic subjects and made available to parents twice a year (late October and March). Learning Support Program staff provide written reports on student progress twice a year, in January and June.

Advisors also prepare reports for each of their advisees in late October and in June.

Parent/Teacher Conferences for grades six through nine are scheduled in early November (dates are indicated on the Foote calendar which is also posted on the Foote website). Prior to the conference day, parents sign up for a series of 10-minute conferences with each of their children's teachers and/or advisors. The *E-News* lists and provides times when appointments can be scheduled, and provides instructions to parents.

Parent/Advisor Conferences are scheduled in February and can be arranged at other times as needed.

The Head of School, Head of Middle School, Secondary School Placement Counselor and individual teachers are available for special conferences with parents throughout the year. Faculty or parents may make appointments for individual conferences by calling the appropriate office.

Grading Policy

The following number/letter scale is used throughout the Middle School to guide the assessment of students:

A+	98-100	C+	77-79
A	94-97	C	74-76
A-	90-93	C-	70-73
B+	87-89	D+	67-69
B	84-86	D	64-66
B-	80-83	D-	60-63
		F	60 or below

Please note: the Foote School does not calculate grade point averages or assign class rank.

Graduation/Promotion Requirements

In most cases:

1. All students in every grade are expected to pass all courses (both effort and achievement) in order to advance or to graduate.
2. All course work must be completed by the last day of June exams.
3. Failures or incompletes for any subject may require summer work and/or testing. Summer work in any area may be assigned based on the recommendation of the faculty and the Middle School Head's directive.
4. A failure in either English or math in ninth grade will prevent a student from receiving a diploma. However, with summer work and re-testing, a diploma may be awarded post-graduation.
5. In order to graduate, it is expected that every student in ninth grade will complete a Community Service requirement.
6. The *diploma* is awarded to students upon completion of ninth grade and a certificate is awarded to those eighth graders who are moving on to another school.
7. Please note that all financial obligations must be fulfilled to receive a diploma or have transcripts released.

Guidance and Secondary School Placement Counseling Program

In the fall, all eighth grade students and their parents are invited to an evening meeting to learn about the ninth grade curriculum and the application process for secondary schools. At this time the Head of School, the Head of Middle School and the Secondary School Placement Counselor and faculty members discuss the overall ninth grade program, while former ninth grade students and parents provide insight into their experiences and discuss the transition from Foote to other schools. The tone of this meeting is informal, and ample opportunity is provided for questions and answers.

The following spring the Head of School invites the parents of rising ninth graders to a get-together. At that time, many aspects of the coming school year, including choosing appropriate tenth grade placement, are discussed. The Head of Middle School and Secondary School Placement Counselor will be available to answer questions.

During the fall of the ninth grade year, close contact is maintained with parents as they make initial decisions. Secondary school placement counseling is, in effect, part of the ninth grade curriculum. We encourage students applying to independent day or boarding schools to have a practice interview with the Head of Middle School or Secondary School Placement Counselor.

The Secondary School Handbook for Foote parents and students is updated annually. It is posted on the “Academic Program” section of the Foote website. An extensive collection of catalogues, videos, and reference books is maintained in the Twichell Room and Secondary School Placement Counselor’s office, and all are available to parents. More catalogues are kept in the Library. Students are also encouraged to search the websites of schools that they are considering.

Counseling and assistance in applying to other schools are always available to parents of children in any grade.

Homeroom

Homeroom/advisor assignments are mailed home to students shortly before school opens in September. During the first few days of school, advisors will assign lockers and homework buddies, and will provide their advisees class schedules and assignment notebooks. To the extent possible, students are expected to keep their personal property in their lockers. During the school day backpacks should be kept in the lockers as well. If backpacks do not fit into lockers, arrangements for storage need to be made through the student’s advisor.

Homework

Homework is an integral part of the Foote Middle School learning experience.

Teachers make every attempt to assign homework thoughtfully and in coordination with the demands of other teachers, and with the recognition of other factors as well (student's learning style, rehearsals, performances, religious events, etc.)

If a student is unable to submit carefully completed homework promptly, the teacher may require that student to stay after school to work with the teacher or to attend an academic study hall; in these cases, parents will be contacted and the student's advisor and the Head of Middle School will be informed. *If a student is unable to complete assigned work due to reasons beyond their control, parents should write and sign a note that explains the circumstances; students are responsible for showing this note to their advisor and any teachers that might be involved.*

Project Week

Students in grades six through nine enjoy a variety of orientation and group activities during Project Week. The ninth grade students depart for a 3-day/2-night retreat; sixth, seventh and eighth graders have day trips with their advisors and participate in a variety of activities when back on campus. Activities are intended to set the stage for a successful academic start and promote community values and an *esprit-de-corps* at the outset of the year.

Sports Program

Sports Offerings

Foote School offers a varied after-school, interscholastic sports program for students in grades seven, eight, and nine. In the fall, field hockey, soccer and cross country are offered to boys and girls. Winter sports include girls and boys basketball and co-ed swimming. Girls may play softball or lacrosse in the spring. Boys may choose from baseball and lacrosse. Co-ed tennis is also offered in the spring.

The number and composition of sports teams may vary yearly according to student interest. In some cases, teams may be open to sixth graders who may always participate in cross country and the swim team.

Games and Practices

Games may fall on any one of the five practice days and usually last from 3:30 to 5:30 p.m. depending upon the location of the game. Varsity games usually do not occur on Mondays so that ninth graders can participate in Community Service. Game schedules are given out at the beginning of each season, are printed in *Week at a Glance*, and can be found on the school's website (www.footeschool.org). In addition, weekly schedules are posted on the bulletin board in the gymnasium and are available to team members at the beginning of each week.

Students participating on Foote athletic teams are often dismissed early from study hall or, on rare occasion, from an academic class for away games. Foote's student athletes must be responsible for keeping up with their academic work even as these early dismissals occur. Practices are usually held Monday through Thursday from 3:15 to 4:45 p.m. and on Friday from 2:30 to 3:45 p.m. During the winter term, when the gymnasium must accommodate more than one team, the practice schedule may vary. Practice schedules are printed in *Week at a Glance* and can be found on the school's website (www.footeschool.org). In addition, weekly schedules are posted on the bulletin board in the gymnasium and are available to team members at the beginning of each week.

When students join a team, they are expected to honor their commitment to that team and attend practices and games. Faculty and parents are encouraged to attend games to support their students and foster school spirit.

Cancellations/Postponements

Cancellations or postponements are made by 12:30 or 1:00 p.m. so that arrangements for rides home can be made. A study hall or indoor practice session is held for any students having to stay beyond the close of school on the day of a cancellation or postponement.

Student Social Events (school-sponsored)

In the interest of providing a safe, pleasant environment for students, the following guidelines have been established for school-sponsored social events:

- As with any Foote School function, Foote rules on drugs, alcohol and tobacco apply, as do community expectations and other school rules.
- Only current Foote School students may attend school-sponsored student social events.
- Students must stay for the duration of the event unless a parent/adult picks them up.
- After the event has ended, students must be picked up by a parent/adult within view of a chaperone.

Supplies for School

Students in grades six through nine are asked to furnish a small number of their own supplies, such as binders, compasses, rulers, protractors, pocket dictionaries, and the like. Many of these can be used from year to year. For students entering grade six, a list of required supplies is sent home in the August mailing.

VI. HEALTH

*A child should **not** attend school if he or she:*

- Has a temperature over 100 degrees or has had one within the previous 24 hours.
- Has had nausea, vomiting or diarrhea within 24 hours.
- Has a rash that has not been diagnosed as non-contagious or has discharge from the eyes that is not under treatment.
- Has a fresh cold.
- Has lice (see lice policy, p. 39).

Parents must immediately report to the school any communicable diseases and exposure to communicable diseases.

Medical Examination

A physical examination by the family doctor is required for all new students. For returning students, immunization update and additional health assessments are required before the third and seventh grades. The physician is requested to complete the school's standard Medical Examination Form. **This form is sent to parents in May and must be returned to the school office by opening day in September for students entering grades three and seven.**

In addition to filing a completed Medical Examination Form, parents are asked to advise the school of any special health conditions of students such as allergies, medications, etc. A student must have a parental permission form and a physician's written order on file with the School Nurse if he or she is to be administered any medication at school.

To be excused from physical education and/or athletics for any length of time, a student must present a written excuse from the family physician.

The School Nurse is usually on the school campus during regular school hours.

Asbestos Management Plan

In accordance with 40 C.F.R., part 763, "Asbestos Hazard Emergency Response Act," we are required to inform parents and employees that asbestos-containing materials have been identified in various areas of the school, primarily in maintenance areas not accessible to students. Much of the material has been removed. What remains is included in an Operations and Maintenance (O&M) program. This program is designed to prevent asbestos fiber release through proper cleaning, maintenance, and repair. The O&M program will remain in effect until all ACBM is removed from the buildings.

The buildings are inspected every six months to determine any changes in the conditions of the materials. Additionally, the buildings are thoroughly reinspected every three years by licensed asbestos consultants following the same basic criteria as the original inspection.

The school maintains in the Business Office a complete updated copy of the asbestos management plan. It is available during business hours for inspection. The designated person for the Asbestos Program is Jay Cox.

Drug and Alcohol Policy

The Foote School prohibits student possession, use, and/or distribution of tobacco, drugs, alcohol or drug paraphernalia on school property, at school-sponsored events, on school buses and en route to and from school-sponsored events. Violations of this policy will be dealt with by the school's disciplinary system and may ultimately result in expulsion from school and/or criminal prosecution. Any student in violation of this policy will have a hearing with appropriate administrators. Parents will be consulted, and counseling may be required. Personal privacy rights of students shall be protected as provided by law.

Foote School provides educational programming for children in grades five, seven, and nine to prevent drug and alcohol abuse.

Drug Education Program (FCD) - Grades 5, 7, 9

Health educators from *Freedom from Chemical Dependency* (FCD) work with our fifth, seventh and ninth grade. The purpose of the program is to:

- Provide students, parents, teachers and school administrators with up-to-date information on the physiological and psychological effects of alcohol and other drugs
- Empower young people to make healthy, responsible choices regarding alcohol and other drug use
- Encourage and support the nonuse of alcohol and other drugs during adolescence
- Teach students and adults how to recognize the early warning signs of chemical dependency and to intervene appropriately.

The FCD educators host an informal parent discussion in the Library to offer parents support and guidance in helping their children to enjoy a drug-free adolescence. Topics to be covered include:

- Effective ways to communicate with your child about drugs and drug use
- Up-to-date facts about current drug use and trends
- What to say about your own experiences with alcohol and/or drug experimentation
- How to spot early warning signs of trouble and effective ways to respond.

Emergency Information

It is imperative that parents return the information card sent home in the spring, including emergency phone numbers and family doctors. **This information must be on file by the first day of school.**

Exposure to Blood-Borne Diseases

In the handling of bodily fluids, proper universal precautions which are at least as vigilant as those recommended by the State of Connecticut Health Department (regulation 5141f-1) will be maintained throughout the school. A copy of the school's policy on blood-borne diseases is available in the school office. This policy will be reviewed periodically by the Head of School in consultation with a committee consisting of the school medical consultant, legal counsel, and the President of the Board of Directors.

Immunization Policy

It is the policy of the Foote School to require each student to be protected by adequate immunization at state-specified ages against diphtheria, pertussis, tetanus, poliomyelitis, measles, mumps, hemophilus influenzae type B, rubella, varicella, and hepatitis B. This requirement shall apply to all students with the following exceptions:

- If the student presents a certificate from a physician or local health agency stating that initial immunizations have been given and additional immunizations are in process under guidelines and schedules specified by the Connecticut Commissioner of Health Services.
- If the student presents a certificate from a physician stating that, in the opinion of the physician, such immunization is medically contraindicated because of the physical condition of such child.
- If the student presents a statement from his/her parents or guardian that such immunization would be contrary to the religious belief of the child.
- In the case of measles, mumps, or rubella, if the student presents a certificate from the Director of Health in his or her present or former town of residence stating that the child has had a confirmed case of the disease.
- In the case of pertussis, if the student has passed his/her sixth birthday.
- In the case of hemophilus influenzae type B, if the student has passed his/her fifth birthday.
- He/she has had a natural infection confirmed by laboratory report (except varicella);
or
- He/she has had varicella confirmed in writing by a physician or laboratory report.

The Foote School shall collect and report immunization data on each child to the Connecticut Department of Health Services in accordance with procedures established by the Commissioner of Health Services.

Infectious Illnesses Policy

Foote is committed to providing a safe and effective educational and working environment for its students, employees, and visitors. Accordingly, the school will take appropriate precautions to ensure that any health and safety concerns arising out of an individual's infectious illness are managed in accordance with current medical knowledge and procedures.

Students with serious infectious illnesses including, but not limited to, AIDS or tuberculosis may desire to continue to engage in their normal activities. Provided medical evidence indicates that their conditions are not a direct threat to themselves or others and provided they are able to satisfy the necessary requirements and standards, they will not be prevented from continuing to do so.

Information about an employee or student with a serious infectious illness will be treated as confidential and should be directed immediately to the Head of School. In instances where an employee's or student's condition may pose a direct threat to the safety and health of the employee or the student or others, the Head of School will review the circumstances and make decisions on these cases in consultation with an advisory group.

The school may change or discontinue this policy or adopt a new policy with respect to this subject as it determines medical opinion and other circumstances warrant.

Lice

If head lice are suspected because a child is noted to be scratching his scalp intensely, or the actual presence of lice or nits is recognized, the policy of Foote School is the following:

Role of the School

- The child will be examined by the School Nurse.
- If lice or nits are found, the child's parents will be called to pick up the child who may return on the following day after treatment as advised by their physician.
- Any siblings of the child in other classes will be checked and all of the child's classmates will be checked. Any positive findings will be similarly handled.
- An informative letter and informational packet will be sent home for all classrooms involved.
- In the classroom where lice have been discovered, we will check any objects, e.g., pillows, blankets etc., with which the affected child/children may have had contact, searching for any live lice. It should be noted that a louse cannot survive very long out of touch with a human head. Lice are generally spread from one person's head to another and not from clothing or other inanimate objects.
- All children sent home would again be examined by the School Nurse on the following day before they enter the classroom. If active lice are still present, the child will again be sent home and instructed to consult with their physician. Children with nits will not be sent home as the overwhelming majority of these

nits will not develop into active lice. For this reason, and because of the emotional and educational harm suffered by children kept from the classroom, the American Academy of Pediatrics does not support a “no nit policy.” Foote School is in total agreement with the AAP.

- The School Nurse will examine all involved children and their siblings and the classmates of all involved students, seven to nine days following the initial discovery in order to be sure that any nits did not evolve into active lice.

Role of the Parent:

- Parent should contact child’s physician for treatment advice including recommended pediculocide.
- The child’s most recently worn clothing and bed linens should be laundered in hot water and dried on a high setting. Rugs, upholstered furniture, car seats should be vacuumed. There is no need to evacuate or tent your home. Remember, lice generally move from head to head, not from pillows, carpets, furniture, etc. Fumigation or insecticide sprays are not advised for furniture or automobile interiors. These are toxic substances and pose unnecessary risk to you family.
- All combs and brushes in the home should be washed in very hot soapy water.
- The heads of all family members should be thoroughly examined for both lice and nits. Remember, that in any UNTREATED head, the presence of a nit strongly suggests that active lice are present. If lice or nits are found on any family member, they should be treated.
- Do not bring your child back to school until he/she has been treated and until the day after he/she has been sent home. On arrival at school, your child must be examined by the School Nurse before returning to the classroom
- Parents should explain to children that lice are not dangerous and will not in any way harm them. They are ONLY an annoyance. Remember, our children take their lead from us as parents; they sense our anxiety and become anxious themselves.
- There is much false information out there about head lice. The only website we recommend is www.cdc.gov/parasites/lice/index.html.

Safety Committee

This committee is made up of members of the faculty, the maintenance department, the School Nurse, and the Business Manager. The committee meets regularly to discuss and review safety issues as they pertain to the buildings and grounds and our employees, students, and parents. The Business Manager is the chairman of this committee.

Vision and Hearing Screening

The PTC sponsors vision and hearing screenings each year. Organized by the School Nurse and a group of parent volunteers, the specific grades and dates will be announced in the fall.

THE ANNOTATED SCHOOL CALENDAR

(Details about upcoming events are sent to parents via E-News and are posted on the website)

SEPTEMBER

Orientation Day

The day before the start of classes is Orientation Day for new students and their families. Each family is contacted with specific details about the format.

Project Week

During the first few days of school grades six through nine enjoy a variety of field trips and group activities. The ninth grade students depart for a retreat lasting several days, seventh and eighth graders have day trips and pursue group activities on campus, and the sixth grade enjoys hands-on activities locally and at school. Activities are curriculum-based and intended to promote *esprit de corps* at the outset of the year.

Fall Family Fun Day

Every fall the PTC sponsors a Sunday afternoon picnic that brings Foote families together to become better acquainted. The atmosphere is relaxed and the focus is on fun.

Parents Night, FSA/PTC Meeting

Foote School's Parents Night is held in late September. Parents are invited to visit their children's classrooms to hear about the year's programs and plans and to meet the many teachers who work with the children (art, physical education, library, music, drama, etc.). Parents are urged to attend in order to gain an understanding of the curriculum, goals, and expectations for the year. This is an excellent opportunity to meet other parents in your child's class. After the classroom presentations, the PTC sponsors a dinner for parents and teachers held in the gymnasium. A brief program includes remarks from the Head of School and announcements from the PTC and the Foote School Association (FSA) Board of Directors. The evening concludes around 9:00 p.m.

China Delegation

A group of students and teachers from our sister school - Yali Middle School in Changsha, China - visits Foote for several days in late September/early October. They visit all grades to teach Chinese traditions and learn favorite American pastimes. At an All-School Assembly the visitors share Chinese music and dance. They are hosted at school by the ninth grade, and stay with Foote families.

OCTOBER

Grandparents Day

Grandparents Day, held on a Friday morning in October, is a very popular occasion at Foote. Grandparents, or special friends in the case of those students whose grandparents cannot attend, are invited to attend classes with their grandchildren and to sample the school's curriculum through mini-courses and school tours. An All-School Assembly featuring musical performances, poetry recitations and singing caps off the day. Invitations are sent to grandparents or special friends listed on the Student Information Form for each child. Questions about the day can be directed to the Development Office which has responsibility for planning the day's activities.

Halloween Parade and Fair

The Friday afternoon before or on Halloween is traditionally set aside for the annual Halloween Fair and Parade. Students are dismissed from school at 12:30 p.m. and asked to return to their classrooms in costume at 1:45 p.m. Parents gather around the athletic field in anticipation of the parade that sets out from the kindergarten classrooms at 2:00 p.m. Following the parade, parents and children can enjoy the many games and activities offered at the Halloween Fair which is coordinated by the eighth grade. Particular highlights are the Haunted House and junior Haunted House for younger students! The ninth grade's cookout and bake sale are a welcome part of the afternoon as well. Festivities conclude at 4:00 p.m. Parents are expected to accompany Lower School children at the Fair.

Middle School Interim Reports

Reports will be sent to the parents of each Middle School student.

NOVEMBER

Middle and Lower School Teacher Conferences

Two half days (for Lower and Middle School) and one evening (for Middle School only) are designated for Parent/Teacher Conferences. Appointments for conferences are made in advance.

Fall Standardized Testing

Students in grades five through nine usually take standardized tests (ERBs) during a designated span of days in November.

Thanksgiving Assembly

Parents are invited to attend an All-School Assembly held in the Hosley Gym on the Wednesday before Thanksgiving.

DECEMBER

School Drama Production

Families are invited to attend the seventh and eighth grade drama production. Tickets are available in the Front Office.

Winter Assembly

The Winter Assembly occurs on the last day of school prior to the winter vacation. Parents are invited to attend the assembly.

JANUARY

Drug Education Program (FCD) – grades 5, 7, 9

Health educators from *Freedom from Chemical Dependency* (FCD) will return to our community from January 3 through January 6 to work with our fifth, seventh and ninth grades.

The FCD educators will host an informal parent discussion in the Library on Wednesday evening, January 4 from 7:00 PM to 8:00 PM to offer parents support and guidance in helping their children to enjoy a drug-free adolescence.

Deadline for most independent secondary school applications

Lower School and Middle School Reports

Reports will be sent to the parents of the Lower School and Middle School students.

FEBRUARY

Book Swap

The PTC and the Perrine Library sponsor a book swap for one week each year. Students may bring in their used books and receive “chits” with which they can “purchase” used books other students have brought in. Students who are unable to part with their own used books can purchase used books for 25 cents per paperback or 50 cents for hardcover books.

Middle School Parent/Advisor Conferences

Parent/Advisor conferences are scheduled with the Advisor directly during specified times. We encourage communication between parents and advisors throughout the year. Special conference times are designated in early February. Your child's advisor will contact you to set the time.

MARCH

Ninth Grade Play

A long-standing tradition, the ninth grade play involves all members of the ninth grade class. The play is performed during school for students and on several evenings for families and friends.

Ninth Grade China Trip

Ninth graders have the opportunity to participate in the Foote School trip to China. Arrangements are made for an external Foote study for those who do not go on the trip.

Spring Assembly

Students in grades kindergarten through nine participate in the Spring Assembly, which is held in the Hosley Gym on the day prior to the start of Spring Vacation. Parents are invited to attend this assembly.

MAY

Kindergarten Parent Teacher Conferences

Teachers will contact parents to schedule conferences.

FSA/PTC Annual Meeting

In May, a joint meeting of the Foote School Association and the Parent Teacher Council is held. The highlight of this meeting is an invited speaker.

Field Day

Field Day is a day for the wearing of the Maroon and Grey! Students in all grades spend the day competing in a wide variety of athletic events. Kindergartners participate in the morning only. Parents are invited to spend all or part of the day supporting their children and their "color."

May Day

One of Foote's most traditional and treasured events is the May Day program. All grades perform country and folk dances. A highlight of the day is the traditional May Pole dance by the third grade. Parents of children in the fourth grade and up enjoy dancing the Virginia Reel with their children.

JUNE

Eighth Grade Recognition Day

Students in grades six through nine attend this event. Awards and prizes for athletic and academic achievement are presented. Certificates are presented to departing eighth graders, and afterwards, a luncheon is held for all eighth graders and their families. The attire of non-graduating students is expected to be neat and clean, with no jeans or sneakers.

Parents are invited to attend.

Graduation

Graduation for ninth graders is held in the morning following Recognition Day. Students in grades six through nine, special guests and graduating students attend the ceremony. A luncheon is held for the graduating students and their families. The attire of non-graduating students is expected to be neat and clean, with no jeans or sneakers. Information regarding the dress for graduating students is sent home well in advance.

Lower School and Middle School Reports

Reports will be sent to the parents of the Lower School and Middle School students.

Summer Program

Traditionally, Foote School runs a summer program for children ages 4-18. Open to Foote students and other New Haven area children, this program offers a variety of traditional as well as innovative activities for young people and provides special opportunities for summer recreation and relaxed, exploratory learning. The Summer Program is staffed by numerous Foote faculty and young alumni as well as experienced educators and teachers from other area schools.

APPENDIX A

POLICY AND PROCEDURES REGARDING BULLYING AND HARASSMENT

Foote is committed to providing a safe and positive learning environment for **all** community members and will not tolerate any form of bullying or harassment by students or school personnel, including **but not limited** to acts based on gender, ethnicity, national origin, race, sexual orientation, physical characteristics or mental capacity.

Bullying is defined as “overt acts by a student or a group of students directed against another student with the intention to ridicule, humiliate or to intimidate the other student while on school grounds or at a school sponsored activity, which acts are repeated against the same student over time.” Bullying takes many forms and can include many different behaviors such as physical violence, verbal taunts, threats and intimidation, extortion or stealing of possessions, and exclusion from the peer group. It can be perpetrated by individuals or groups.

Students are expected to accept these three guidelines for their behavior:

- We will not ridicule, humiliate or intimidate others.
- We will try to help those who feel ridiculed, humiliated or intimidated.
- We will make it a point to include all community members who are left out or made to feel unwelcome.

School Procedures

- Faculty and staff are required and parents and students are encouraged to report any alleged bullying to one of the following: Head of School, Division Head, School Nurse, School Counselor or to a faculty or staff member who must forward the report to one of these individuals.
- A designated member of the Health Team must investigate any report of bullying.
- Parents of both the reported aggressor and target must be notified.

Consequences

- Parent conferences with both the reported aggressor(s) and target regarding the incident will be held.
- Appropriate consequences will be determined including, but not limited to, referral for evaluation and/or treatment, behavioral detention, in-school or at-home suspension, and expulsion. Factors taken into consideration will include the age of the student(s), severity of the behavior and its frequency.

APPENDIX B

THE FOOTE SCHOOL ACCEPTABLE USE POLICY FOR TECHNOLOGY

(This is a copy of the document sent to all families.)

General Policy

The Foote School provides computers and networked resources in support of the school's mission. To help students, parents and other members of the Foote community understand and implement these guidelines, all students are expected to read and sign the Foote School Acceptable Use Policy (AUP). Return the AUP to the Registrar after it has been discussed and signed.

While each computer location (i.e., library, lab, classroom) may have additional rules that are specific to that site, in general the following rules apply across campus, and user cooperation is expected at all times.

Always get permission first. While on the Foote campus -- and before using any computer, cell-phone, printer or digital communications device of any kind (personal or Foote-owned) -- students **must** ask permission from the adult responsible for that area. Please describe the work you plan to do and be sure an adult is present in the room during the time you use that equipment. Supervising faculty and administrators reserve the right to view any files stored or created on school grounds (personal, academic or otherwise). *Be advised that any computer connected to the school's network can be electronically monitored (directly and remotely) at any time. This means that any computer work done on the Foote School campus should be regarded as "public communication."*

Personal student laptops and other personal electronic devices should not be "out" unless the student has the permission of the supervising faculty member. When personal laptops and other electronic devices are in use, the screen needs to be visible to the supervising faculty. Students may not use personal computers, cell phones, or similar equipment on campus without an adult present. All school regulations apply to personal laptops and other personal electronic devices (i.e., students still need specific permission to go online each time, etc.). Before a student can connect his or her personal laptop to the school network, the student must bring the laptop to the Middle School Computer Lab with a note from a parent or guardian giving the Foote School IT staff permission to make appropriate configuration changes to that computer. These configurations will allow the computer to connect to Foote School resources under the same operating guidelines as Foote-owned computers.

Also, users are reminded that use of these facilities is a privilege that may be revoked temporarily or permanently if abused. Users of laptops and other personal electronic communications devices brought in from home must abide by all guidelines that apply. Though some rules obviously apply only to students, faculty, administrators and staff are included in the definition of "users."

In addition to the on-campus rules, The Foote School has jurisdiction over the off-campus electronic communication as published:

The school's jurisdiction to deal with discipline problems covers not only activities on campus but also any and all activities by students off campus that have, or may have, an adverse impact on the school, its students or its faculty.

Rules for Grades 3 – 5:

- Ask permission before using the computers
- Save work often (ideally on the fileserver).
- Use headphones when opening files or programs with sound.
- Respect other people's work. Don't use a computer that someone else is working on.
- If someone is doing something they shouldn't, report it to a teacher.
- Ask permission before using the Internet. Only use websites that teachers have approved.
- Do not eat or drink in the computer areas.
- Do not move any piece of computer equipment without permission from a teacher.
- Do not download any games or install any software on any computer.

Rules for Grades 6 - 9:

Users should:

- Always respect others
- When writing anything digitally, always imagine someone else reading it
- Ask permission before using the Internet
- Report abuses to teachers or administrators immediately
- Save changes often
- Make a separate backup copy of all critical work
- Allow extra time for equipment difficulties
- Use headphones when opening files with audio.

Prohibited Activities:

- Social use of personal e-mail accounts, students may be allowed to access their e-mail accounts for school-related work; however, they may do so only with prior permission of the supervising teacher
- Use of any chat, IM, blogging, podcasting, video communications, or social networking sites – unless directly supervised for academic purposes.
- Use of social networking sites (*Facebook, Twitter, etc.*) on campus. In addition, any use of these sites off-campus is subject to the Foote community expectations and school rules.
- Use of any software that allows the user to bypass or manipulate settings in place to protect campus equipment and users.
- Use of the Internet without permission and supervision of Foote faculty
- Disclosure of any personal information online (passwords, financial information, social security number)
- Eating or drinking in computer areas
- Playing music or sound without headphones

- Playing games, students are allowed to play only *educational games owned by Foote* during recess at the discretion of the supervising teacher
- Theft, trespass, and invasion of privacy.
- Accessing other's data without permission
- Plagiarism
- Harassment
- Copyright infringements
- Bandwidth abuse (downloading or sharing excessively large files)
- Vandalism, abuse of equipment (changing workstation configurations, downloading unauthorized software)

Here are a few points to remember while connected to the Internet:

- Always show respect for yourself and others
- Be prepared to quit out of any inappropriate sites immediately.
- Never give out any personal information about yourself or any other member of the Foote community over the Internet. (This includes credit card, phone, address, or any other financial or personal information.)
- Report any abusive or inappropriate messages to an adult immediately.

Please note that these are examples that illustrate and support the school's philosophy. This is not a comprehensive list.

This document is intended to protect the resources and people in the Foote School community. If there are questions about the language or meaning of the topics outlined here, please contact the Director of Technology.

APPENDIX C

Frank M. Perrine Library

Library Use

- The Frank M. Perrine Library is open Monday-Thursday from 7:45 a.m.-5:00 p.m. and Friday from 7:45 a.m.-4:00 p.m.
- Students may come to the library to browse or do research during morning and lunch recess, as well as before and after school. Students in grades three through six who stay after school to work in the library must be signed up with the After School Program. Students in grades seven through nine must be signed in with the Middle School After School Supervisor.
- Reference books do not leave the library without permission, but students may photocopy reference materials for reports or schoolwork.
- Cell phones or other electronic devices may not be used in the library. Students with cell phones who use the library after school must set the phone to the silent mode.

Book Circulation

- Books are checked out for two weeks and may be renewed for an additional two weeks at the library desk. The number of books that can be checked out by students in kindergarten through third grade is limited. A note explaining this library policy will be sent home to parents the first week of school.
- For students in grades four through nine and parents, books are charged out for two weeks. Books may be renewed for an additional two weeks at the library desk; the library does not charge for overdue books.
- Books and magazines are available for circulation to faculty, students, and parents.
- Audiobooks are available for circulation to faculty and to parents of students, with the exception that a student may borrow an audiobook at the request of a faculty member for a class-required assignment.
- Video materials circulate to faculty only.
- Overdue notes are sent periodically to students in their classrooms. At the end of each month, notices for overdue books will be mailed home. The library staff would appreciate a call from the parent at this point indicating the status of the book. Parents should not panic or worry the student unnecessarily. Often books do get returned to school, but do not make it back to the library's return box! There is no charge for overdue books, and the staff members do not want students to be pressured to the extent that they are reluctant to use the library and enjoy it. Lost books are billed to the family, but having the books is always preferable to having the money, so please try to find them.
- Library books get heavy use and sometimes are not in the best condition. If a book gets broken, torn, or chewed, parents and students should neither worry nor repair it. Instead, send it back with a note in the pocket indicating the damage; the library has strong tape and glue and can most often do the job.

Computer Use

- There are Macintosh computers in the library for faculty and student use. The computers run the library's catalog (Alexandria), which provides keyword, author, title, and subject searching. All the library's computers are on the school network, which means they have full Internet and e-mail capabilities.
- In addition, the library maintains a blog (www.footeschool.org/library) with links to online databases, as well as other relevant information about the library, reading, and research. The databases, which are password protected, are available to students from home as well as from school. Students in grades four through nine are introduced to this information at the beginning of research projects. Parents who would like more information are encouraged to contact the librarians.
- When using library computers, students are expected to log into their own accounts on the Foote School server where they save their work. Portability of student work between school and home can be handled in one of the following ways:
 1. Access the Foote School server from home with a Macintosh computer.
 2. Back up work to a flash drive; or
 3. E-mail work using a personal e-mail account, in which case the student must ask permission of a teacher before logging onto the student's e-mail at school. Foote-supported versions of computer applications will be posted on the IT Department web page.
- Students in the sixth grade are introduced to a variety of file storage and file management options. Students are given the opportunity to choose the one which suits their needs best. Because the growing demand for quality online tools has improved the offerings, students are encouraged to use online file storage rather than risk the loss of USB drives which was recently the preferred solution.