

# Parent and Student Handbook

Francine Delany New School for Children

**2018-2019**



[www.fdnsc.net](http://www.fdnsc.net)

119 Brevard Road  
Asheville, NC 28806

Phone: (828) 236-9441  
Fax: (828) 236-9442

Table of Contents	Page
Understanding Francine Delany	2
What is a charter school?	2
What is FDNSC’s philosophy?	2
How is FDNSC governed?	3
What is the volunteer expectation for parents?	4
Communication at Francine Delany	5
How can I keep in touch with my child’s teacher?	5
Can I visit the school?	5
Are there community events we can attend?	5
Where can I go with problems?	6
What is FDNSC’s stance on homework?	6
School messenger service	6
Daily Schedule at Francine Delany	7
When does school start?	7
When can my child arrive at school?	7
When does school end?	7
When should I pick up my child?	7
Does FDNSC offer any after school care?	7
FDNSC After School information	8-9
Attendance Policy	10
Which absences can lawfully be excused?	10
How can I get a lawful absence marked as excused?	10
Which absences cannot be excused?	11
When can an early release or a tardy become an absence?	11
How many absences are “too many” absences?	11
What is summer school and its attendance policy?	11
Safe School Policy	12
What is absolutely prohibited on FDNSC’s campus?	12
What will happen if my child brings any of these items to school?	12
Since Tobacco is prohibited on campus, May I smoke if I’m at school?	12
Discipline Policy & Social Justice Statement	13-15
Exceptional Children	15
Social Justice Statement	16
Frequently Asked Questions	17-21
Inclement Weather	18
Transportation	18-19
Health and Safety	20
Miscellaneous	21
Contact Directory	22

# Understanding Francine Delany

## **What is a charter school?**

A charter school is an independent public school. Francine Delany New School for Children (FDNSC) became a charter school in 1997. The N.C. Department of Public Instruction sponsors FDNSC's operating contract.

As a charter school, FDNSC has the ability to hire and dismiss, contract for outside services, define its own educational philosophy and curriculum, and control its own finances. Charter schools are held accountable by the state; in order to stay in operation, they must meet the terms of their respective charters.

Charter schools may not charge tuition. They receive the same per-pupil money allotment from the state as other schools in their district. They must attempt to maintain a racial balance that reflects the racial makeup of the local school district.

Charter schools focus on results, permit true decentralization, offer new professional opportunities for teachers, and provide for a more market-driven educational system.

## **What is FDNSC's philosophy?**

*Francine Delany is a school to believe in—where the community works for the individual, and the individual learns to work for the community.*

*Our emphasis is on academic development and social justice.*

*It's a model of public education that really works.*

- We believe that students learn best when they are actively engaged in an experientially rich, hands-on program of study.
- We strive to create a learning community that includes students, teachers, parents, and community all working in partnership. Our classrooms serve as working models of this learning community.
- We challenge students to develop critical thinking skills and reach ambitious academic goals while developing self-respect and respect for others.
- We value curiosity and creativity.
- We believe that teachers function as guides and partners.
- We do not discriminate on the basis of race, color, religion, ancestry, national origin, gender, sexual orientation, or mental, physical, or sensory disability.

## How is FDNSC governed?

FDNSC has three main bodies that govern the operation of the school.

1. The **Directorate** is responsible for discussing school issues and maintaining the vision laid out by the FDNSC charter. It consists of FDNSC teachers and the operations coordinator. Its responsibilities include:
  - ensuring that the school conforms to state and federal laws,
  - making curriculum decisions,
  - managing the budget,
  - overseeing the admissions process,
  - managing faculty and staff,
  - disciplining students as outlined in our Safe School Plan, and
  - carrying out the philosophy of the school in instruction.
2. The **Executive Council** is the administrative and operating body of the school responsible for the day-to-day management. It consists of Buffy Fowler, Operations Coordinator and Founding Teacher; Elana Froehlich, Title I Teacher and Founding Teacher; Roslyn Clapp, Robyn Moser, Melissa Murphy, and Britney Ross-teacher representatives. Its responsibilities include:
  - making final decisions with teacher input/recommendation (that cannot be decided by the Directorate),
  - finalizing details/policies/proposals with teacher input,
  - handling emergency time-sensitive decisions that need action before the next Directorate,
  - acting as Directorate and non-voting Board members, and
  - ensuring that philosophy and theory of the school is followed as written in the charter.
3. The **Board of Directors** is the governing body of the school and safeguards its existence, values, and philosophy as stated in our charter. The Board has at least ten members: at least three non-voting members employed by the school, four parents of children attending the school, and three members from the community. The Board
  - establishes policies,
  - approves personnel,
  - oversees the budget, and
  - ensures that all of the school's affairs are consistent with state and federal laws.Anyone interested in serving on the board should contact a Directorate or Board member. The Board meets monthly at the school. All meetings are open to the public, and we encourage parents to attend. Meeting dates: first meeting August 23rd, 2018. Please refer to school website for additional meeting dates.

### Board Members for the 2018-2019 school year:

- Teachers: Elana Froehlich, Melissa Murphy, Robyn Moser, Roslyn Clapp, and Britney Ross.
- Parent Members: Kate Mosher, Jackie Latek, Patricia Waters, and Anthony Thomas
- Community Members: Kelley Johnson, Hope Butterworth, and Brooke Millsaps

**What is the volunteer expectation for parents?**

We believe parents play an important role in our learning community, so we ask that you volunteer ten hours *per semester*. You can fulfill this volunteer time by driving or chaperoning on field trips when needed, helping out in the classroom, lending a hand at the health fair, etc. Contact your child's teacher for other volunteer opportunities in the classroom. If you are interested in volunteering beyond your child's classroom, contact Nancy Griffin at [office@fdnsc.net](mailto:office@fdnsc.net) to learn about other volunteer opportunities.

When volunteering on campus, you may learn about students' tendencies, strengths, and weaknesses. In order to provide a safe and caring environment, we ask that volunteers maintain a high level of confidentiality. Please do not share information you learn about children while volunteering with anyone but the child's classroom teacher. Volunteers volunteering directly with students may also be asked to complete a background check.

# Communication at Francine Delany

## **How can I keep in touch with my child's teacher?**

We value open and frequent communication between teachers, parents, and students. Below is a list of ways we can keep in touch.

- Teachers have two scheduled teacher/parent/student conferences for the purpose of evaluation twice a year. These meetings typically coincide with report cards. Look for notices in your child's papers and sign up for a conference time that works for you.
- Feel free to email your child's teacher with questions, observations, or comments. See back cover for contact info. You may also call the school (236-9441) and leave a message for the teacher.
- You can also schedule a meeting with your child's teacher. Please call the school, send a note with your child, or email your child's teacher to schedule an appointment before 8:00 a.m. or after 2:45 p.m. To protect the learning environment for all children, teachers do not schedule conferences during the school day (8:00 a.m. - 2:30 p.m.) outside of set conference days. Sometimes Exceptional Children's conferences are scheduled during the day when no other time is available.
- Parents have the right to request, and the school will provide, information regarding the qualifications of the student's classroom teacher(s). If you would like to review your child's teacher's qualifications please contact Title One Director, Elana Froehlich, at [elana@fdnsc.net](mailto:elana@fdnsc.net) or 236-9441 ext. 243.

## **Can I visit the school?**

Yes! We want you to know what is happening at FDNsc. You are welcome in the classroom as a visitor or as a volunteer. Volunteering is a helpful way to become part of the learning community. Please ask your child's teacher to set up a schedule that is convenient to both of you. (*You may always join your child at lunch for a quick and informal visit.*) Always check in at the office to sign in and get a visitor's name tag and parking pass.

## **Are there community events we can attend?**

Yes, we have open-houses, parents' nights, community events, and other activities organized through classrooms. FDNsc strives to create an open and friendly environment, and these community events are wonderful times to let your child be your guide and to meet the many people who make up this learning community. For more information about community events: check with your child's teacher, like us on Facebook, check the FDNsc website calendar, and/or read the FDNsc weekly newsletter.

### **Where can I go with problems?**

As a parent, your concerns are important to us. If you have concerns, your child's teacher is your first point of contact. To initiate a conversation about a concern please email or call your child's teacher to set up a meeting. Either party may ask for an Executive Council Member ([executivecouncil@fdnsc.net](mailto:executivecouncil@fdnsc.net) or 236-9441, ext. 243) to be a third party in these informal discussions. The Executive Council may facilitate the informal process with both parties before a formal grievance is started. The staff member(s) involved will be notified immediately upon receipt of concern. FDNSC may also provide professional mediation to help resolve the complaint or concern.

While FDNSC encourages resolutions of complaints through informal means, it recognizes that, at times, a formal process may be necessary for some circumstances; such as when a parent believes that board policy or law has been misapplied, misinterpreted or violated or if the informal process did not produce satisfactory results. If the issue is not resolved at the informal level you may submit your complaint in writing to the Executive Council and a meeting will be scheduled with all involved parties. The Executive Council will immediately inform all parties involved in a grievance, that a formal grievance has been initiated. At that meeting, you will be assigned an Executive Council point person who will help you resolve your concern and develop a plan to move forward. FDNSC may provide professional mediation to help you and the staff member resolve the complaint or concern. Any parent who has questions about the options for proceeding with a formal complaint or concern may contact the Executive Council for further information.

### **What is FDNSC's stance on homework?**

Homework should be used to support lifelong learning habits, open communication between parents and school, and allow parents to learn what is happening in class. Homework should be as stress-free as possible and reinforce what is happening in the classroom. If your child is struggling, or if you feel that your child needs additional homework, let your child's teacher know. We follow the 10 minutes guideline for homework. Homework should not take more than 10 minutes for grades kindergarten-first grade, 20 minutes for second grade, 30 minutes for third grade and so on. We recommend that students should not spend more than 60 minutes on homework in any grade. Middle school students may be expected to spend 60 minutes on homework above reading contracts.

### **What is FDNSC's messaging service?**

FDNSC uses a messaging service to communicate inclement weather directions, school events/reminders and other pertinent information through text and email or sometimes voice messages . Please update Nancy in the office ([office@fdnsc.net](mailto:office@fdnsc.net)) if there are changes you would like to make concerning phone numbers and email addresses used for contacts.

# Daily Schedule at Francine Delany

## When does school start?

Teachers are ready for students to arrive and begin their day at 8:00 a.m. Students arriving after 8:15 a.m. are considered tardy.

## When can my child arrive at school?

Students should arrive between 7:30 a.m. and 8:00 a.m. **Do not bring your child to school before 7:30 a.m.**; there is no supervision before 7:30 a.m.

We've explained below where your child should go when he or she arrives.

If...	Then...
Your child arrives between 7:30 and 8:00 a.m.	Your child should go straight to the Dogwood Building. Breakfast is served between 7:30 and 8:00 a.m. each morning at no charge.
Your child arrives after 8:00 a.m.	Your child should go directly to his or her classroom.
Your child arrives after 8:15 a.m.	You must accompany your child to the office and get a tardy slip.

## When does school end?

School ends at 2:30 p.m. for grades Kindergarten through Fourth Grades and 2:45 p.m. for grades Fifth through Eighth Grades. If you have a child in both dismissal times, please come at the 2:45 dismissal time.

## When should I pick up my child?

Please pick your child at the proper dismissal time that fits your family. In grades Kindergarten through Fourth Grades, please arrive at 2:30. If you have a child that is in Fifth through Eighth Grades, please arrive at 2:45. If you have children in both dismissal times, please come at 2:45.

**At 3:00 p.m. your child will be checked in to after school. Parents will be charged \$14 for child care in afterschool. Please pay when you pick up your child.** For more information on riding the bus, please see the *Transportation* section in the *Frequently Asked Questions*. If a child is not picked up by 4:00, and we are unable to contact you, we will contact DSS and/or the police to help get the child home.

If you need to pick up your child before dismissal, please pick them up no later than 2:15.

## Does FDNSC offer any after school care?

Yes, there is an after school program on site for students in kindergarten through 8<sup>th</sup> grades. The Delany Afterschool Program is available for a charge. For additional information, please see below. Questions about the program can be directed to Cory Finneron at [cory@fdnsc.net](mailto:cory@fdnsc.net). Several after school programs also pick up at our school including: Sun Soo and Salvation Army. Students may ride our bus to the Jewish Community Center, Vance Elementary School and Claxton Elementary School after school programs.

## The Delany Afterschool Program 2018-2019

Welcome to the Delany Afterschool Program. We are excited to welcome children into an environment where they can play and create, where they feel safe and supported, and where they can make friends and learn from new experiences.

This is a place for kids to develop their social skills. We work on conflict resolution skills, learning when to take a break, and how to express our feelings. We are inclusive and inviting in our group play and work hard to achieve the benefits of both competition and cooperation. We strive to offer new and interesting experiences to your kid; just as division and multiplication might be new this year, we want your kid to make it across the monkey bars and experience perpetual tag for the first time! New friends and adventures, skits and successes, and tears and laughter are wonderful aspects of being a kid and part of afterschool.

Healthy eating and cooking skills are also a tasty treat in afterschool. Last year we munched on kale salad, rolled sushi, made spaghetti, wrapped burritos and baked potatoes. We also have a small garden for tasty fresh treats, such as strawberries and fresh kale.

We encourage physical play. We have bikes and toys and kids run and sweat. We build forts and crawl around, chase each other and run 'til we drop. We also have water days with sprinklers, water balloons, and shaving cream.

We encourage imaginative play. We allow kids the space to create their own games and are amazed at what they do.

Every day kids get lots of time for free play and space to be themselves. We provide games and crafts, cooking and gardening, activities and experiments, and guidance to help kids work out their conflicts. We strive hard to provide a "family" space, with couches to relax on, space to run around, and circle time to share both our good stories and our sad stories.

- Daily Schedule

- 2:45 to 3 - Circle – Time for Silly Announcements as well as Group Discussions on topics like Values, What is Art?, How Does Your Friend Feel?, What Are You Proud Of?
- 3 to 4 – Free Play with Activities and a Snack Buffet
- 4 to 4:45 – Homework/ Study Time and Storytime/Read Aloud
- 5 to 6 – Free Time
- 6:00pm - Pick Up - All students MUST be picked up by 6:00pm.

### Enrollment and Fee Policies

- The Delany Afterschool Program is open to students in grades k-5. Students who have attended the afterschool program at Francine Delany New School as a 5<sup>th</sup> grader will be able to attend in grades six and seven if space allows.
- The Delany Afterschool Program is run through the school. This means any revenue created from the afterschool program will benefit your child in the classroom as well.
- Cory Finneron is the Afterschool Coordinator and the first point of contact for enrollment, payments and any other questions or concerns. He can be reached at [cory@fdnsc.net](mailto:cory@fdnsc.net) .

### Openings/ Closings

- Regular Hours 2:30pm – 6:00pm (late fee of \$1.00 a minute after 6pm)
- Early Dismissal 11:30am - 6:00pm
- Teacher Workday 8:00am - 6:00pm
- After school will open ALL early dismissals and teacher workdays (this includes Conference days and Admin days).
- After school will close ALL school holidays and snow days.

- Snow days will be credited in June.
- When school is closed early because of bad weather, we will not open.

#### Other info

- Teacher/ Student ratio will not exceed 1 to 10.
- The Delany Afterschool Program will follow the Discipline Policy set forth by Francine Delany New School. Each child and parent will be asked to sign an After School "Code of Conduct."
- Students must always be signed in and out when arriving or leaving program. Signing in may be done by teacher/assistant. Signing out must be done by parent, legal guardian or someone previously given permission to pick up child (ID must be shown.)
- Students in Study Hall, Writer's Workshop, Girls on the Run and sports will be signed in by their teacher or coach.
- We ask each enrolled child to make a semester commitment. Exceptions would be job loss, family illness or other catastrophic event.

#### Tuition Rates - There is a \$25 registration and supplies fee for each student.

- Regular months: \$240 for 5 days, \$192 for 4 days, \$144 for 3 days, \$96 for 2 days
- August and June: calculated per day
- Holiday months (December and April): are discounted 15%
- Scheduled drop in: Single days may be scheduled in advance at \$15 per day.

#### OTHER COST

- Add-On Days - \$12.00 a day for those enrolled
- Add-On Early Dismissal Day - \$15
- Add- On Teacher Workday - \$25
  - If your regularly scheduled day falls on an early dismissal or teacher workday, then that day is included at no extra charge.
- Switching a day during the week is free as long as space allows.
- Need based Scholarships – We have a limited number. Please see Cory to apply. Please be prepared to provide documentation that you qualify for a need based scholarship. Half price scholarships are the most common; full scholarships are rare.

# Attendance Policy

We believe that each student should be on time and attend school every day. Regular school attendance is critical to your child's learning. We also believe that you and your child are responsible for ensuring regular attendance.

Because we believe so strongly in the importance of school attendance, our attendance policy goes beyond the North Carolina State Laws pertaining to student attendance by not excusing travel-related absences. Furthermore, the Board of Directors is committed to implementing a student attendance policy that is nondiscriminatory, discourages dropouts, and encourages regular attendance.

In this section, we will explain our policy by answering these questions:

- Which absences can be excused?
- How can I get an absence marked as excused?
- Which absences cannot be excused?
- When can an early release or a tardy become an absence?
- How many absences are "too many" absences?
- What are summer school and its attendance policy?

## **Which absences can lawfully be excused?**

If your child is absent for one of the reasons below, you can request that the absence be marked as excused. (These conditions are also true for any tardy or early release.)

- a. The student is ill and cannot physically attend school. (See our *Health and Safety* Frequently Asked Questions.)
- b. The student has a medical or dental appointment. (The student should return to school with a note from the medical or dental office.)
- c. The student is absent because of the death of an immediate family member.
- d. The student is absent due to the observance of an event required or suggested by the student's religion.
- e. The local health officer or State Board of Health orders the isolation of the student.
- f. The student is required to attend a court hearing.

We consider your child present when your child is:

- a. participating in a school-sponsored field trips,
- b. involved in other activities initiated by and scheduled by the school,
- c. attending special school events which may require early dismissal from school, or
- d. attending an in-school suspension.

## **How can I get a lawful absence marked as excused?**

Write a note explaining the absence with your signature. Send the note in with your child when he or she returns from the absence within two days. You may email your child's excuse note to your child's teacher and to Tara at [tara@fdnsc.net](mailto:tara@fdnsc.net).

As soon as a parent anticipates a student's extended absence because of a severe, prolonged, or chronic illness under a physician's care, the parent must notify the child's teacher.

### **Which absences cannot be excused?**

In general, if the absence is not covered in the reasons for excused absences above, we cannot excuse the absence.

We do not excuse any absences related to travel, however educational it may be.

### **When can an early release or a tardy become an absence?**

We expect students to arrive on time and remain in school the full day. Tardies and early releases cause students to miss important information and are strongly discouraged.

An early release will become an absence if the student was present for less than three hours of the school day.

Three unexcused tardies will be equated to one day of absence. Three unexcused early releases may also equate to one day of absence.

### **How many absences are “too many” absences?**

We believe that students benefit from being in class every day. If your child is out for 3 consecutive days because of illness, we may require you to provide a doctor’s letter verifying the illness.

Once your child has **10 absences** (either excused or unexcused), the Directorate may require the family to attend a meeting to discuss an attendance improvement plan. The Directorate may file *A Report of Unlawful Absences* if the child accumulates 10 unexcused absences. This entails a warrant being filed against the parent or guardian for violation of the compulsory attendance law.

Your child may be required to attend summer school if your child has **19 or more absences** (excused or unexcused), to prevent being retained in his/her grade level.

### **What are summer school and its attendance policy?**

FDNSC’s summer school program operates a four-day session.

During the summer school sessions, absence, tardiness, or disruptive behavior will result in dismissal from the summer school program. This may result in a grade level retention.

# Safe School Policy

We strive to provide the entire school community with a safe, orderly, and caring learning environment. In this section, we outline items we prohibit from our campus. In addition, please note that bringing any of these items onto school property can result in disciplinary actions.

Our Safe Schools Plan outlines in detail our discipline policies and procedures. You may ask in the office to see the Safe Schools Plan in its entirety.

## **What is absolutely prohibited on FDNCS's campus?**

We prohibit the following on campus:

- Knives (including pocket knives, folding knives, sheath knives, "Swiss Army" and "Leatherman" or other multi-tools that include knife blades)
- Guns of any kind - BB, pellet, and toy guns are included
- Alcohol
- Tobacco
- Electronic Cigarettes
- Drugs (including illegal, over-the-counter or prescription)  
If your child requires medication at school please see the *Health and Safety* Frequently Asked Questions.

Bringing weapons, alcohol, tobacco, or drugs to school will result in the following:

- We will suspend the student from school immediately.
- We may contact the police or take other legal action if appropriate or necessary.

Please note that bringing any of these items onto school property can result in disciplinary action. Also remember, if a student uses any object as a weapon and threatens, intimidates, or injures another student or staff member, the same consequences apply. We will immediately suspend the student and may contact the police.

## **Since tobacco is prohibited on campus, can I smoke if I'm at school?**

No. We are a Tobacco Free campus. We prohibit all tobacco, alcohol, and drugs.

**This policy includes parents, staff, and contract workers of any kind.**

# Discipline Policy

We believe that students have a major role in making meaningful decisions about their schooling and in designing an educational community in which they feel connected to one another and to adults. Students must exercise self-discipline so that an appropriate learning environment can be maintained. Our Discipline Policy assumes that our expectations for student behavior are clearly communicated and failure to follow those expectations is a matter of student choice (i.e. poor decision making). Our plan reflects the belief that we should learn from our mistakes through logical consequences. Parents are a vital link in this learning process. We look forward to the support of the parent in helping us resolve any problems.

## **What are logical consequences?** *(from Rules in School by Northeast Foundation)*

When children make mistakes in following the rules, the teacher will help them solve the problems caused by their mistakes through the use of "logical consequences." Logical consequences are not punishments. They are ways to help children see the effects of their actions, repair the situation, and learn to do better next time.

There are three basic kinds of logical consequences:

**Take a break** – If a child is losing self-control, s/he goes to a designated spot in the room to cool off. The break is short. The child comes back after s/he has regained control. Children may go voluntarily to "take a break."

**Loss of privilege** – If a child misuses a material or acts out during an activity, s/he will be told to stop using the material or doing the activity for a short period of time. The privilege will be restored when the child and teacher have talked about how to prevent a similar problem in the future.

**"You break it, you fix it"** – If a child damages something or hurts another's feelings, s/he will try to fix the damage. In the case of hurting another's feelings, the child might offer an apology of action - writing a card, helping with an activity, making illustration, taking some other action beyond verbally saying sorry.

Our goal as teachers is to help children believe in their ability to create a caring learning environment. Learning to live by the rules they've created is an important step. Logical consequences are relevant, realistic and respectful. They help us learn by our mistakes in everyday classroom situations.

FDNSC also employs **mediation** as a conflict resolution strategy. We use mediation to empower students in minor conflicts to create their own logical agreements. For more information about mediation and its role at FDNSC, contact your child's classroom teacher.

## **What behaviors will require further disciplinary actions?**

Below is a list of behaviors that are against school policies of nondiscrimination and safety.

We will initiate disciplinary actions for any of the following:

- Actions that could endanger the safety of the student or another individual (e.g., violence, verbal abuse, displaying hostile treatment, disobeying bus rules, and violating our Safe School Plan)
- Actions that could damage school or personal property (e.g., graffiti)
- Actions, behaviors, and language that are socially unacceptable such as those that are sexually explicit, exploitative, or bigoted. (Examples include: teasing, bullying\*, slurs, discrimination\*, sexual harassment, innuendos, derogatory remarks, jokes, demeaning comments, mimicking, name calling, gestures, physical contact, stalking, and displaying or circulating written materials or pictures (including clothing).)
- Actions that threaten to disrupt the learning environment (e.g., excessive interrupting and refusing to cooperate)

\*FDNSC defines bullying and discrimination the following ways:

**Bullying** is any harmful or aggressive act toward an individual or group that is intentional and repeated. There is typically a real or perceived imbalance of physical power, a social network, or verbal skills that favor the perpetrator(s).

**Discrimination** is an act by a student, staff member, volunteer, or parent that is insulting, intimidating, or demeaning to any student, staff member, volunteer, parent or group of people based upon actual or perceived characteristics of but not limited to: race, color, religion, ancestry, national origin, gender, sexual orientation, or mental, physical, or sensory disability.

## **What is the disciplinary procedure?**

Depending on the severity of the behavior, the teacher may handle the problem in the classroom with the use of logical consequences or (s)he may enlist parent support to help solve the problem.

For chronic or more severe behaviors, we use the following disciplinary procedure:

- The teacher documents the behavior.
- The teacher uses logical consequences.
- The teacher contacts the parents.\*
- The teacher, parent, student and a Directorate member meet to create a Student Behavior Plan.\* If a parent does not attend a scheduled behavior meeting, a Directorate member will act as the child's advocate in the meeting.
- The teacher and parents will meet to document progress on the Behavior Plan.\*

\* as needed

## **What forms might you see?**

Teachers may use an informal note or email to communicate with parents. The **Safe School Plan Incident Report** has two levels. Level I refers to minor infractions that are disruptions to the learning environment. Level II refers to severe infractions.

## **When does this discipline policy apply?**

This policy will apply in the following circumstances:

1. while in any school building on any school premises before, during or after school hours;
2. while on bus or other vehicle as part of any school activity;
3. during any school function, extracurricular activity, or other activity or event (on or off campus);
4. when subject to the authority of school personnel; and
5. any time or place when the behavior has a direct and immediate effect on maintaining order and discipline, or impacts the learning environment.

## **Exceptional Children:**

**Child Find:** As a public charter school, Francine Delany New School for Children follows all state and federal regulations governing locating, identifying, and evaluating children with disabilities.

### **Special Education Services:**

Francine Delany develops and implements Individualized Education Plans (IEPs) for students eligible for services to ensure every student has free and appropriate access to education. Parents of students with identified disabilities should contact the EC Program Coordinators, Kelsey Goss ([kelsey@fdnsc.net](mailto:kelsey@fdnsc.net) ) or Melissa Murphy ([melissa@fdnsc.net](mailto:melissa@fdnsc.net) ), upon enrollment. Parents who suspect their child may have a disability should contact Kelsey Goss, Melissa Murphy, or their child's classroom teacher upon enrollment.

# Social Justice Statement

FDNSC is an inclusive community that is committed to promoting social justice and preserving the inherent worth and human dignity of every person.

As individuals and as a school we will:

- Practice fairness and equality for people of every race, ethnicity, gender, age, sexual orientation, ability, socio-economic status, religious belief, political view and other identities.
- Analyze multiple perspectives on historical and contemporary issues.
- Build a community of critical thinkers who are active in the world.

We are committed to ongoing learning, raising awareness, and fostering dialogue around issues of social justice.

Our guiding principles of social justice are compassion, awareness, patience, purpose, and confidence.

# Frequently Asked Questions

<p><b>How will I know if the school is closed because of inclement weather?</b></p>	<ol style="list-style-type: none"> <li>1. Watch WLOS-TV or check <a href="http://www.wlos.com">www.wlos.com</a> for our school name. To sign up for text notifications go to the WLOS web site and click on weather tab then go to text alerts. <u>We do not follow the Asheville City School system. <b>You will see or hear our school name if school is cancelled.</b></u></li> <li>2. If our name appears, it will specify whether FDNCS is:             <ul style="list-style-type: none"> <li>• Open with no buses on icy roads,</li> <li>• Closed or running on a 2 or 3 hour delay</li> </ul> </li> <li>3. A school wide phone message &amp; text message will go out at 7:00 a.m. or as soon as the decision is made.</li> </ol>
<p><b>What will change if the school opens on a two or three hour delay?</b></p>	<p>When the school opens late because of weather, we will provide regular transportation on a delayed schedule. If you drive your child to school you may drop your child off between 9:45 a.m. and 10:15 a.m for a two hour delay and between 10:45 a.m. and 11:15 a.m. for a three hour delay. There is no scheduled supervision prior to these times. The afternoon bus <b>will</b> run on its normal schedule.</p> <p>Breakfast WILL NOT be served.</p> <p>Please remember that we want you and your child to be safe. If school opens on a two or three hour delay, and your roads are too dangerous to travel, please send us a signed note or email to that effect within two days of your child's return to school, and we will excuse the absence.</p>
<p><b>What if my child goes to an after school program?</b></p>	<p>Be sure to listen for your child's after-school program and plan accordingly. Many times after school programs close when the schools close for inclement weather. The Delany After School Program will close for FDNCS's inclement weather.</p>
<p><b>What if the weather turns bad during the day?</b></p>	<ul style="list-style-type: none"> <li>• Watch WLOS or go to <a href="http://wlos.com">wlos.com</a></li> <li>• A phone message &amp; text message will be sent from the school messenger.</li> <li>• Feel free to pick up your child any time you believe weather is making roads hazardous.</li> <li>• If your child's early dismissal plan is different than his or her regular after school transportation, please let your</li> </ul>

	<p>child’s teacher know in writing. Again, <u>check with your after- school arrangement to see if it provides service for early dismissal.</u> Your child’s teacher must be aware of what you want your child to do.</p>
--	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

<p><b>We live within the Asheville City School district, what are the transportation options for my child?</b></p>	<p>To help us keep our transportation budget affordable, we ask that parents who <i>can</i> transport their children or carpool with other families do so.</p> <p>If you live <i>within one mile of the school</i>, you must drop-off and pick-up your child. If you live <i>beyond one mile</i>, we may be able to provide bus service. Our bus service completes a one hour loop around the city with stops at different locations within the Asheville City School District limits. The main bus stops currently include stops at (or close to) the West Asheville community center, Hall Fletcher Elementary, the Arthur R. Edington Center, the Jewish Community Center, Claxton Elementary, and Isaac Dickson Elementary. Our bus may be able to accommodate other stops along this route. Please contact Buffy Fowler at <a href="mailto:buffy@fdnsc.net">buffy@fdnsc.net</a> for bus route questions.</p>
--------------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

<p><b>We live outside of the Asheville City School district, what are the transportation options for my child?</b></p>	<p>Unfortunately, we do not provide a bus service for families outside the City School district. Your child may be able to ride the bus to or from an existing stop.</p>
------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------

<p><b>If my child rides the bus, what should he or she know?</b></p>	<p>Safety for all bus riders is critically important. For this reason, all students must follow the rules below.</p> <p><b>Bus Safety Rules</b></p> <ul style="list-style-type: none"> <li>• Enter the bus in a quiet and safe manner</li> <li>• Keep your hands, feet, and other objects to yourself</li> <li>• Keep noise at a low level or no talking if requested by bus monitor</li> <li>• Stay in your seat until the bus has come to a complete stop</li> <li>• Exit the bus in an orderly manner and go directly to your destination</li> <li>• No standing, no feet in the aisles, no lying down or changing seats</li> <li>• No food or animals</li> <li>• Students must not distract the driver’s attention through disruptive behavior</li> </ul> <p>Be sure that your child reads and understands the form we will send home during the first week of school. You and your</p>
----------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

	<p>child must sign and return this form by the end of the second week of school. Your child will not be able to ride the bus until you return this form.</p>
<p><b>What happens if my child breaks a bus safety rule?</b></p>	<p>Below are the consequences for breaking any bus rule:</p> <ul style="list-style-type: none"> <li>• First offense—1 day suspension from bus service.</li> <li>• Second offense—3 days suspension from bus service with mandatory parent conference prior to readmission to bus service.</li> <li>• Third offense—suspension from bus service for the remainder of semester (either January or the end of the school year).</li> <li>• Fighting, hazing or bullying on the bus is an automatic 5-day suspension from bus service.</li> </ul> <p><b>If a child is suspended from the bus, the family will have to provide transportation to and from school. We will <u>not</u> excuse absences from school because of a bus suspension.</b></p>
<p><b>What if I need to change how my child gets home?</b></p>	<p><b>If your child will go home by a different method or be picked up by someone different, you must notify your child’s teacher in advance and in writing.</b> If the teacher does not receive your written notice, your child will follow the regular method of getting home. We also cannot ensure that teachers will receive phone messages, texts, or emails during the school day.</p> <p><u>Our suggestion is to put several trusted friends on your Family Data Sheet in case of an emergency. You can always update these sheets in the office.</u></p>
<p><b>What should I do if my child needs medicine during school hours?</b></p>	<p>You must stop by the office and fill out a form giving us permission to administer the medicine. If your child needs <u>prescription or non-prescription</u> medicine, we must also have the current medication forms signed by a physician. All medication will be stored and dispensed in the office.</p>
<p><b>What will you do if my child becomes ill or is hurt during school?</b></p>	<p>If we believe your child is ill or has been hurt, we will call you immediately at the phone number listed on your <i>Family Data Sheet</i>.</p> <p>If we cannot reach you, we will use the <i>Family Data Sheet</i> to contact a person you designated as an emergency contact.</p> <p>In an emergency, we will call 911 while we are still trying to reach you.</p> <p>If the problem is an accident/injury, our staff will complete an accident report to keep on file. If the injury is minor, the classroom teacher will exercise judgment in making a</p>

	decision to call you during the day. In most cases, we will alert you so you can view the injury yourself.
<p><b>What if my child has a contagious condition such as pink eye, ringworm, or chicken pox?</b></p>	<p>To protect the school population, students with diseases that can spread easily must be kept at home until treatment renders the students non-contagious.</p> <ul style="list-style-type: none"> <li>• <b>Pink Eye</b> (Conjunctivitis): Student may return to school with a doctor's note; or when antibiotic treatment has started; or when the eye is no longer red and swollen, and discharge and itching has stopped.</li> <li>• <b>Ringworm</b>: Student may return to school after treatment has begun.</li> <li>• <b>Chicken pox</b>: Children may return to school after all lesions are scabbed.</li> </ul>
<p><b>How long should my child stay out of school if he or she has head lice or nits?</b></p>	<p>Your child must stay home until effectively treated and all lice and nits are gone. There are multiple treatments for lice. Please feel free to ask office staff for suggestions.</p>
<p><b>When should I keep my child home?</b></p>	<p>Your child must stay home if he or she:</p> <ul style="list-style-type: none"> <li>■ has a fever of 100 degrees or higher;</li> <li>■ has been exposed to a communicable illness; or</li> <li>■ demonstrates any of these symptoms— nausea, vomiting, or symptoms of upper respiratory infection.</li> </ul>
<p><b>When can my child return to school after becoming ill?</b></p>	<p>Children must not return to school unless they have been free of fever, vomiting, and/or diarrhea for 24 hours.</p>
<p><b>Should I worry about asbestos at the school?</b></p>	<p>No. Our campus has been certified as asbestos free.</p>
<p><b>Can my child have a cell phone or electronic device at school?</b></p>	<p>No electronic devices are allowed at school without teacher permission. Grades 5-8 will follow the Bring Your Own Device policy. Students in K-4 should not have a device at school. If you feel your K-4 child needs to have a phone at school for after school purposes, please contact your child's teacher to request a Bring Your Own Device Special Use permission form. Students should not have their electronic devices out during any point of the school day, including breakfast, lunch, and recess. Misuse of the device may result in confiscation or revocation of this permission.</p>

<b>Can my child sell or trade items at school?</b>	No. Students cannot sell or trade items such as candy, gum, cards, toys, etc. to other students on campus. Exceptions to this policy are items that the Directorate approves as school or class fundraisers.
<b>Does FDNSC serve breakfast?</b>	Yes. Breakfast is served in the Dogwood Building between 7:30 and 8:00. There is no charge for breakfast but FDNSC would benefit from any donations for the breakfast program.
<b>Does FDNSC serve lunch?</b>	We contract with several local restaurants to provide lunch options. Students should order their lunches on Friday for the following week. Order forms may be picked up in the office or printed off from the <a href="http://fdnsc.net">fdnsc.net</a> website. Order forms and payment need to be returned to your child's teacher on Friday morning.
<b>Is there support for parents to purchase items for lunches?</b>	Yes. Families may request to receive support to help buy lunch items by notifying Operations Coordinator, Buffy Fowler. To receive support families need to have an updated income form on file and be eligible for free lunch. Families must request lunch support each school year if needed.
<b>Can I come on field trips?</b>	Please check with your child's teacher. Most field trips are able to be taken by bus. However, there may be times when it is necessary to take cars. In that case, please complete the field trip driver form. Turn in this form and the necessary documentation (driver's license and insurance information) to your child's classroom teacher. Be sure to keep your driver information up to date. While most of our field trips occur during the day, we do offer some overnight field trips. Overnight field trip chaperones must be a parent/guardian of a child on the trip. Any requests for exceptions to this policy must be submitted to directorate in writing for approval at least one month before the trip. All overnight field trip chaperones must commit to attending the trip at least two weeks in advance of the trip in order to allow time for the school to complete a background check.
<b>Can I bring my dog to school?</b>	Pets should remain in vehicles at dismissal. Pets may visit your child's classroom with the prior approval of the classroom teacher. If you choose to walk your dog to school, please do not bring the dog into the arrival/dismissal area.
<b>How can I contact other families in my child's class?</b>	There are three options for communicating with other families: 1) Through the classroom teacher (email the classroom teacher and he/she will forward to the class) 2) Through the administrative assistant via School Messenger

3)Using the class contact list available from the office with the understanding that not everyone may be on that list.

# Francine Delany New School for Children Contact Directory

**Office phone: (828) 236-9441 #236**  
**School fax: (828) 236-9442**

**Office E-mail: [office@fdnsc.net](mailto:office@fdnsc.net)**

**School Web Site: [www.fdnsc.net](http://www.fdnsc.net)**

<u>Staff/Directorate</u>	<u>Ext.</u>	<u>E-mail</u>	<u>Assistant</u>
Jennie Robinette, Kindergarten	229	<a href="mailto:jennie@fdnsc.net">jennie@fdnsc.net</a>	Jennie Wing
Britney Ross, 1 <sup>st</sup> Teacher	246	<a href="mailto:britney@fdnsc.net">britney@fdnsc.net</a>	Rachel Harris
Jessica Roberts, 2 <sup>nd</sup> Teacher	221	<a href="mailto:jessica@fdnsc.net">jessica@fdnsc.net</a>	Debbie Cottle
Roslyn Clapp, 3 <sup>rd</sup> Teacher	224	<a href="mailto:roslyn@fdnsc.net">roslyn@fdnsc.net</a>	Susan Marotta
Naomi Marotta, 4 <sup>th</sup> Teacher	226	<a href="mailto:naomi@fdnsc.net">naomi@fdnsc.net</a>	Kelsey McCarter
Brian Pesci, 5/6 Teacher	225	<a href="mailto:brian@fdnsc.net">brian@fdnsc.net</a>	
Robyn Moser, 5/6 Teacher	223	<a href="mailto:robyn@fdnsc.net">robyn@fdnsc.net</a>	Lindsey Wehrli
Tom Robertson, 7/8 Teacher	233	<a href="mailto:tom@fdnsc.net">tom@fdnsc.net</a>	
Brady Rochford, 7/8 Teacher	227	<a href="mailto:brady@fdnsc.net">brady@fdnsc.net</a>	Sam Rardin
Julie Springsteen, 7/8 Teacher	233	<a href="mailto:julie@fdnsc.net">julie@fdnsc.net</a>	
Buffy Fowler, Operations Coordinator	232	<a href="mailto:buffy@fdnsc.net">buffy@fdnsc.net</a>	
Kelsey Goss, EC Teacher	231	<a href="mailto:kelsey@fdnsc.net">kelsey@fdnsc.net</a>	Tricia Scarborough
Melissa Murphy, EC Teacher	234	<a href="mailto:melissa@fdnsc.net">melissa@fdnsc.net</a>	
Angie Rardin, EC Teacher	240	<a href="mailto:angie@fdnsc.net">angie@fdnsc.net</a>	
Elana Froehlich, Title One	243	<a href="mailto:elana@fdnsc.net">elana@fdnsc.net</a>	
Tyrone Greenlee, Mentor	230	<a href="mailto:tyrone@fdnsc.net">tyrone@fdnsc.net</a>	
Lonie "YaYa" Wenning			
Chris Corral, Electives/Specialists	222	<a href="mailto:chris@fdnsc.net">chris@fdnsc.net</a>	
Nancy Griffin, Administrative Assistant	236	<a href="mailto:office@fdnsc.net">office@fdnsc.net</a>	
Tara Byassee Office Assistant	243	<a href="mailto:tara@fdnsc.net">tara@fdnsc.net</a>	
Frank Griffin, Facilities Manager	235	<a href="mailto:frank@fdnsc.net">frank@fdnsc.net</a>	
Cory Finneron, Delany After School Program Coordinator	228	<a href="mailto:cory@fdnsc.net">cory@fdnsc.net</a>	Bryn Peterson Sean Donnelly