

Student Name: _____ Grade: _____ Room: _____

First Day Paperwork

Dailey Elementary Charter School

Please complete and return the following documents by August 12, 2022:

- Student Emergency Card
- Parent/Student Handbook, Annual Notice, & Dress Code Acknowledgement
- Attendance Policy, Library & Textbook Policy, Student Technology Use Policy, Traffic Policy, School Communication Policy Acknowledgement
- Parent Permission to Publish
- Kindergarten: Vaccine Record
- First Grade: Oral Health and Physical Documents
- School Medicine Form
 - Only complete if your student need to have medicine on campus (inhalers, epi pens, etc.)
- Meal Accommodations Form
 - For students who have food allergies or food requests per religious beliefs
- Volunteer Form
 - Only for adults wanting to volunteer for school activities.

All above items must be turned into the office prior to the first day of school.

PARENT HANDBOOK, ANNUAL NOTICE, & DRESS CODE ACKNOWLEDGMENT

I have read, understand, and will follow the policies and procedures as they are outlined in the Parent Student Handbook and the Annual Notice Packet. Additionally, I have explained the policies and procedures to my child ensuring them a successful year.

Information Located in Handbook & Annual Notice Packet

- Operational Information
- Dress Code
- Student Information
- Parent Involvement and Support
- General Information
- Policies and Expectations

I have also read and understand that Dailey Elementary Charter School has a dress code for all students. This dress code is located in the Parent - Student Handbook, the school website, and on ParentSquare.

I also understand the school's procedures for notifying students and family of dress code violations.

Parent Signature

Date

POLICIES & PROCEDURES ACKNOWLEDGEMENT

I have received and read Dailey's attendance policies, student textbook and library book policy, acceptable use agreement, traffic safety policy, and communication policy. Additionally I read and explained all acknowledgements and policies to my child. I agree to follow all policies and procedures of Dailey Elementary Charter School.

Parent Signature

Date

PARENT PERMISSION TO PUBLISH

Fresno Innovative Charter School, Inc. ("FICS") Dailey Elementary Charter School aims to keep families and students informed regarding FICS programs, educational resources, and student success through our, FICS school websites/webpages, social media network platforms ("social media pages") and school marketing materials. We would like to share your child's accomplishments with the FICS community. Please indicate below whether FICS may include your student on FICS' social media pages and marketing materials for the 2021-2022 school year.

Content: FICS seeks to post photos, images, video, written descriptions and narratives of students, student names, the classroom, classwork, art work, special projects, field trips, and other FICS functions on its social media pages and school marketing materials.

Limitations: FICS will not post student last names, addresses, contact information, report cards/grades, nor will it disclose details regarding student discipline, disabilities, IEP/504 plans, accommodations, confidential school records, or other content that may tend to embarrass or criticize students.

For more information on these policies, please see the Dailey Elementary Charter School Social Media/Publishing Policy and Procedures posted on the school's website.

(please select one)

I grant permission for my student to be included on FICS' social media pages and marketing materials for the 2021 -2022 school year.

I do not grant permission for my student to be included on FICS' social media pages or school marketing materials for the 2021 - 2022 school year. By opting-out, I understand that my student will not be included in the annual school yearbook.

I am aware that I may change my election at any time by changing the permission status on this form and returning it to the School. I am also aware that if I do not grant permission, the School may post content to the FICS social media pages and marketing materials that include my student, as long as my student's identity is not reasonably identifiable. Please complete one form per student.

Student Name

Parent Name

Parent Signature

Date

ATTENDANCE POLICIES

As part of your enrollment at Dailey, you have agreed to follow all Attendance Policies listed below (full policy can be located in the Parent-Student Handbook and on the website)

- Tardies are considered unexcused without a doctor's note
 - Notes may be faxed or emailed to the office
- Excused absences include:
 - Illness, medical appointments, funerals 1-3 days, and religious holidays
- You agree to protect valuable instruction time by not picking your students up early from school
- You agree to pick up your student between 3:30 p.m. and 3:40 p.m.
- Attendance Notices are sent to parents on a regular basis
 - You will receive notices for excused and unexcused absences, as well as tardies
- An Independent Study can be arranged for students who are missing three or more school days
- If your student shows patterns of frequent absences and tardies (including excused), an Attendance Review Conference will be required
 - Students may be released if an identified attendance concern does not improve

STUDENT TEXTBOOK & LIBRARY BOOK POLICY

Students will be held responsible for any damage to books used to them for the school year. Typical repair charges can range anywhere from \$5.00 up to \$20.00. Examples of damages are:

- Missing barcode

- Miscellaneous markings/dirt
- Broken/torn corners or cover
- Damaged covers
- Damaged or loose binding
- Graffiti
- Water or food damage

- If you receive a damaged textbook, return it to the library for assessment. The damage will be noted or the book replaced.
- If damage to the book is so great that the book cannot be used again, the student will be charged the replacement cost of the book.
- If a student loses a book, he/she will be required to pay the replacement cost of the book.

Books checked out from the library are expected to be returned or rechecked out within one week of receiving it.

All library books are due *two* weeks before the end of the school year. If books are not returned, they will be marked as lost and the student will be charged the replacement cost of the book.

All fees must be paid or library books returned prior to the end of the school year or the students' report card will be held in the office.

All of the textbooks and library books that have been borrowed from Dailey Elementary Charter School must be returned. If they are damaged or not returned the student will be required to pay a repair charge or the replacement cost if the book is not repairable.

ACCEPTABLE USE AGREEMENT

Dailey Elementary Charter School believes that providing access to technology enhances the educational experience for students. However, student use of school computers, networks, and

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Internet services is a privilege, not a right. To make that experience successful for everyone, students must abide by the following terms and conditions:

1. **Security.** Students shall not impair the security of Charter School technology resources. Students are expected to:
 - a. Safeguard all personal passwords. Students should not share passwords with others and should change passwords frequently. Students are expected to notify an administrator immediately if they believe their student account has been compromised.
 - b. Access technology only with their account or with a shared account as directed by their teacher and not to allow others to use their account or to use the accounts of others, with or without the account owner's authorization.
2. **Authorized Use.** Students may use Charter School technology resources when directed by a teacher, when technology has been designated for open student use (e.g., computers in the library), and for other educational purposes.
3. **Protection Measures.** While the Charter School is able to exercise reasonable control over content created and purchased by the Charter School, it has limited control over content accessed via the internet and no filtering system is 100% effective. Neither the Charter School nor its staff shall be responsible for the failure of any technology protection measures, violations of copyright restrictions, or user mistakes, misuse or negligence. The student and parent agree not to hold the Charter School or any Charter School staff responsible for the failure of any technology protection measures, violations of copyright restrictions, or user mistakes, misuse or negligence. They also agree to indemnify and hold harmless the Charter School and Charter School personnel for any damages or costs incurred.
4. **Inappropriate Use.** Charter School technology, hardware, software and bandwidth are shared and limited resources and all users have an obligation to use those resources responsibly. Students are provided access to the Charter School technology primarily for educational purposes. Students shall not use Charter School technology or equipment for personal activities or for activities that violate school policy or local law. These include but are not limited to:
 - a. Playing games or online gaming.
 - b. Downloading software, music, movies or other content in violation of licensing requirements, copyright or other intellectual property rights.
 - c. Installing software on Charter School equipment without the permission of a teacher or other authorized Charter School staff person.
 - d. Downloading, viewing or sharing inappropriate content, including pornographic, defamatory or otherwise offensive material.
 - e. Conducting any activity that is in violation of school policy, the student code of conduct or local, state or federal law.
 - f. Engaging in any activity that is harmful to other student(s), including the use of technology to harass, intimidate, bully or otherwise disrupt the educational process.
 - g. Conducting for-profit business.
 - h. Using hacking tools on the network or intentionally introducing malicious code or viruses into the Charter School's network.
 - i. Using any software or proxy service to obscure either the student's IP address or the sites that the student visits.

- j. Disabling, bypassing, or attempting to disable or bypass any system monitoring, filtering or other security measures.
 - k. Accessing or attempting to access material or systems on the network that the student is not authorized to access.
5. **No Expectation of Privacy.** Students acknowledge that computer equipment, Internet access networks, email accounts, and any other technology resources are owned by Charter School and provided to students for educational purposes. The Charter School may require staff to monitor and supervise all access to computer equipment, Internet access networks, and email accounts. To facilitate monitoring of activities, computer screens may be positioned so that they are visible to the staff member supervising the students. The Charter School reserves the right to access stored computer records and communications, files, and other data stored on Charter School equipment or sent over Charter School networks. Such communications, files, and data are not private and may be accessed during routine system maintenance; during inspection of Charter School equipment at the end of the school year/term or agree to use period; and review of individual files or monitoring of individual activity when there is a reasonable suspicion that the student is engaging in an inappropriate use.
6. **Disruptive Activity.** Students should not intentionally interfere with the performance of the Charter School's network or intentionally damage any Charter School technology resources.
7. **Unauthorized Networks.** Students may not create unauthorized wireless networks to access the Charter School's network. This includes establishing wireless access points, wireless routers and open networks on personal devices.
8. **Consequences of Inappropriate Use.** Students who violate this Agreement will be subject to discipline, which may include loss of access to Charter School technology resources and/or other appropriate disciplinary or legal action in accordance with the Student Code of Conduct and applicable laws.
9. **Technology Systems/Equipment Care.** Students are not permitted to have food or drink near computers/other technology and must keep equipment and assigned areas free of vandalism.

After reading the Student Use of Technology Policy and the Acceptable Use Agreement, please complete this form to indicate that you agree with the terms and conditions provided. The signature of both the student and parent/guardian are mandatory before access may be granted to the technologies available. This document, which incorporates the Use Procedure, reflects the entire agreement and understanding of all parties.

As a user of Charter School technologies, I have read Student Use of Technology Policy and hereby agree to comply with it and the Acceptable Use Agreement.

I understand that computer use is a privilege and not a right. I understand that if I violate this policy in any way, I will be subject to a referral and possible suspension. I understand that the parent or guardian of a minor student shall be liable for the replacement cost for property the Charter School loaned to the student that the student fails to return or that is willfully cut, defaced or otherwise damaged, up to an amount not to exceed ten thousand dollars (\$10,000), adjusted annually for inflation. When the minor and parent are unable to pay for the damages, the Charter School will provide a program of voluntary work for the minor in lieu of the payment of monetary damages. A student over the age of majority shall be liable for the same. (Ed. Code 48904).

TRAFFIC SAFETY POLICY

Traffic during arrival and dismissal can be challenging. In an effort to provide safety for all students, we need your commitment to follow all Traffic Safety laws and school procedures.

Parking

- Parking lot is for staff only
- Please park past the loading zone or on the other side of the street
- Please do not park in neighbors driveways or block driveways
- Please do not park in the loading zone during arrival and dismissal

Loading Zone

- Please enter the loading zone from Shields Ave.
- Students must enter/exit the vehicle from the curb side passenger door
- Please do not cut in front of cars pulling into the loading zone

Arrival and Dismissal

- Please use crosswalks at all times
- Students will not be released to parents who have double parked
- No student drop off or pick up on Shields Ave.
- Please do not block Shields Ave. or crosswalks
- Do not enter the school from the parking lot gate

Please be patient and courteous with the school personnel and student valets. They are providing a safe arrival and dismissal for your children.

COMMUNICATION POLICY

We welcome ongoing communication with our Dailey community in order to support student success. In order for teachers to use time effectively to plan and prepare quality instruction for your child, and with the direction from the FICS Board of

Directors, we want to ensure positive communication throughout the school year.

Please be aware of the following key communication guidelines:

- Teachers will respond to emails during their duty day (7:40 a.m. – 4:30 p.m.) within **three** school days.
- Email content should entail important information to your student's teacher and office staff regarding your child's academics, illnesses, appointments, and /or other relevant information pertinent to your child's success.
- Emails to staff should be brief, respectful, and collaborative in nature.
 - High frequency and lengthy emails take teachers away from instruction and planning.
 - Emails that are negative in nature can be demoralizing to staff who go above and beyond to provide the best possible education to each child on campus and will not be tolerated per Dailey's Civility Policy.
- Based on the content of emails, not all emails will receive a response.
 - For example: If an additional copy of a report card is needed, one will be sent home with the student, but would not require a written response to be sent home.
- Communication takes place through:
 - ParentSquare
 - Notes home
 - Student work
 - Rubrics
 - In-person conversations
 - Progress reports
 - Report cards
 - Phone calls
 - Emails