



BOARD OF EDUCATION

Debbie Cuadros	President
Jerry Cleveland	Vice President
Paul Helzer, D.C. PhD.	Clerk
Sue ElHessen, Ed.D.	Member
Laura Sanchez-Ramirez	Member

Dr. Brian Jacobs	Superintendent
------------------	----------------

***Standard Of Excellence;
Nothing Less***

Parent Student Handbook

STEPHEN FOSTER



LIGHTNING BOLTS

2014-2015

SCHOOL CALENDAR 2014-2015

STEPHEN FOSTER ALMA MATER

*Stephen Foster Alma Mater, where Lightning Bolts can grow.
 Stephen Foster, where to others friendship and respect we show.
 Our future will be brighter with the things we learn today;
 With honor in the field and classroom, as we work and play.
 Stephen Foster helps prepare us for the lives we've yet to live;
 Cherish freedom, gather knowledge, and service gladly give.
 Stephen Foster, always, your mem'ry we'll hold dear,
 And we'll light the way for those who've yet to learn their lessons here.*

The song was written by April Nunnally and arranged by Teresa Widdison and Brian Dennis. The tune was composed by Stephen Foster.



STEPHEN FOSTER MOTTO

Our future will be brighter with the things we learn today.

First Day of School (1:35 day)	Thursday, September 4
Back-to-School Night (12:40 dismissal)	Tuesday, September 16
Parent Conferences (1:35 dismissal)	October 13 - 17
Veterans Day Ceremony	Friday, November 7
School Closed	Monday, November 10
Veterans Day Holiday (School Closed)	Tuesday, November 11
End of 1st Trimester (1:35 dismissal)	Friday, November 21
School Closed	November 24- 26
Thanksgiving Holiday (School Closed)	November 27 - 28
Last day before Winter Break (12:40 dismissal)	Thursday, December 18
Winter Break (School Closed)	December 19 – January 2
Return to School from Winter Break	Monday, January 5
Martin Luther King, Jr. Day (School Closed)	Monday, January 19
Minimum Day (12:40 Dismissal)	Thursday, January 29
Non-Student Day (School Closed)	Friday, January 30
Lincoln's Birthday Observance (School Closed)	Friday, February 13
President's Day Observance (School Closed)	Monday, February 16
Parent Conferences (1:35 dismissal)	March 4, 11 and 18
End of 2nd Trimester (1:35 dismissal)	Friday, March 13
Shortened Day (1:35 dismissal)	Friday, April 3
Spring Break	April 6 - 10
Smarter Balance/CASSP Testing (Grades 3-6)	April 27 - May 8
Open House (12:40 Dismissal)	Tuesday, May 12
Sixth Grade Outdoor School	May 18 - 22
Memorial Day (School Closed)	Monday, May 25
Last Day of Attendance (12:40 dismissal)	Thursday, June 18

BULLYING PROTOCOLS/POLICIES

The Bellflower Unified School District believes that all students have the right to attend school in a safe learning environment. The Bellflower Unified School District will not tolerate behaviors that may compromise the safety of students. A student shall not intimidate or harass another student through words or actions. Such behavior includes direct physical contact, verbal assaults and/or social isolation or manipulation. The Bellflower Unified School District expects students and/or staff to immediately report incidents of bullying to the principal or designee. Any complaint will be immediately investigated. Staffs are expected to immediately intervene if they see any incident of bullying occurring. To ensure bullying does not occur on school campuses, the Bellflower Unified School District will provide professional development regarding bullying prevention in order to ensure a safe learning environment. This policy applies to students on school grounds, while traveling to and from school or at any school-sponsored activity whether on or off grounds. Students who bully are in violation of this policy and are subject to disciplinary actions up to and including expulsion. You can find more information on the District's website at busd.k12.ca.us.

SEXUAL HARASSMENT

Students in the Bellflower Unified School District have the right to an environment free of sexual harassment. A student may be suspended under Education Code 48900.2 Sexual Harassment if the behavior is considered to be sufficiently severe to have a negative impact upon the individual's academic performance or to create an intimidating, hostile, or offensive educational environment. Sexual harassment includes unwelcome sexual advances, request for sexual favors, displaying sexually explicit drawings or pictures, and other verbal, non-verbal or physical conduct of a sexual nature. BUSD sexual harassment Board Policy 5145.7 applies to students in grades 4-12.

SEVERE CLAUSE

(Immediate in-house suspension)

The following infractions are of a serious nature and require immediate suspension from class:

1. Verbal disrespect to adults.
2. Refusing to follow adult directions.
3. Obscene language and/or gestures.
4. Bodily harm to another person.
5. Fighting (or inappropriate body contact).
6. Damage to school and/or personal property.
7. Violation of section 48900 of the State Educational Code.

Welcome to Stephen Foster Elementary School. This year, Stephen Foster staff is looking forward to partnering with the families of our students to cultivate excellence inside and outside of the classroom. We focus on today, but also look toward the future. Students leave Stephen Foster as responsible citizens who demonstrate respect for themselves and others in their community. Our students are active learners who have attained or exceeded all appropriate grade level standards, and are prepared for successful continuing educational experiences.

Vision Statement

We envision students confidently moving on to higher education and eventually into the global community where they will be empowered to reach their full potential. We foster the "whole child", supporting academic, physical, social, and emotional growth. We encourage students to be self-motivated, independent thinkers and lifelong learners. We inspire students to expand their horizons, and we provide a safe, encouraging environment that helps to bring out the best in everyone.

Belief Statement

We believe that:

- ◆ A strong partnership with school, parents, and community is essential.
- ◆ Excellence requires continuous improvement.
- ◆ Personal and social responsibilities are key components of good citizenship.
- ◆ Ongoing multiple assessments and adjustments maximize learning.
- ◆ Balanced literacy is the best approach to cultivate competent readers, writers, and critical thinkers.
- ◆ Mathematics requires competence in skills as well as real life application and problem-solving.
- ◆ Experiencing the fine arts cultivates well-rounded individuals.
- ◆ Scientific inquiry and hands-on activities promote critical thinking skills.
- ◆ Understanding history and social studies gives us a context for our past, present, and future.
- ◆ Technology resources serve as tools for instruction, communication, and production by students, staff, and parents.
- ◆ Physical fitness is an essential part of a healthy lifestyle.

Mission Statement

The mission of Stephen Foster Elementary School is to provide a safe learning environment and effective school-based coordination of programs reflecting input by teachers, students, administrators, parents, and community members to meet the unique needs of a diverse student population in grades kindergarten through six.

TABLE OF CONTENTS

Attendance	1
Independent Study Contracts	1
Tardy	2
Leaving School During the School Day	2
Arrival and Dismissal From School	3
City of Lakewood Parking Ordinance	3
Pick Up and Drop Off Procedures	4
Crossing Guard Schedule	5
Bus Service	5
Conduct on School Busses	5
Bike Riders	6
School Schedules	7
Emergency Information	7
Emergency Preparedness	7
Office Hours	7
Birthday Policy	8
Use of Telephone and Message for Students	8
Health Services	8
Lunch Prices and Money	9
Pupil/Parent Liability	9
Birthday Policy	9
Report Cards and Parent Conferences	10
Standards-Based Reporting	11
Homework Policy	12
Homework: Home and School Working Together	13
Bell Schedule	15
Items Inappropriate for School	16
Cell Phones	16
School Dress Standards	17
Field Trip Chaperone Policy	18
Outdoor School	18
Fifth and Sixth Grade Music Program	18
General School Standards	19
Playground Standards	20
Discipline Policy	21
Rewards	22
Consequences	22
Exclusion From Super Star Events	22
Detention	23
Failure to Do (Detention)	24
Education Code 48900 Suspension/Expulsion	25
Sexual Harassment	26
Severe Clause (Immediate in-house suspension)	26
School Calendar	27

EDUCATIONAL CODE 48900

SUSPENSION/EXPULSION

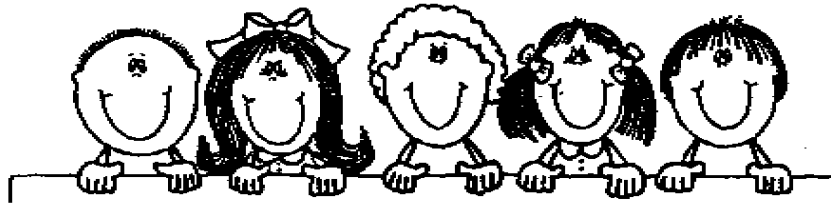
Students may be sent home for a specified number of days. During this time the student may not come to school or participate in any school activity. The suspension becomes part of the student’s record and a parent conference is held with the principal. Students are suspended home and/or recommended for expulsion based on a violation of Education Code 48900.

- a. Caused, attempted to cause, or threatened to cause physical injury
 - b. Possessed, sold, or otherwise furnished a weapon or other dangerous object.
 - c. Possessed, used, sold, or otherwise furnished, or been under the influence of any controlled substance.
 - d. Offered, arranged, or negotiated to sell any controlled substance.
 - e. Committed or attempted to commit robbery or extortion.
 - f. Caused or attempted to cause damage to school property or private property.
 - g. Stolen or attempted to steal school property or private property.
 - h. Possessed or used tobacco, or any products containing tobacco.
 - i. Committed an obscene act or engaged in habitual profanity or vulgarity.
 - j. Possession of, or offered, arranged, or negotiated to sell drug paraphernalia.
 - k. Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.
 - l. Knowingly received stolen school property or private property.
 - m. Possessed an imitation firearm. “Imitation firearm” means a replica firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
 - n. Committed or attempted to commit a sexual assault or sexual battery.
 - o. Harassed, threatened, or intimidated a pupil who is a complaining witness.
 - p. Offered, arranged, or negotiated to sell or sold the prescription drug Soma.
 - q. Engaged in or attempted to engage in hazing.
 - r. Engaged in, an act of bullying, including, but not limited to, bullying committed by means of an electronic act, as defined in subdivisions (f) and (g) of Section 32261, directed specifically toward a pupil or school personnel.
 - t. Aids or abets the infliction of physical injury. (*suspension only*)
- 48900.2 Sexual harassment (*grades 4-12 only*)
- 48900.3 Caused, attempt to cause, or threatened to cause an act of hate violence. (*grades 4-12 only*)
- 48900.4 Harassment, threats, or intimidation against a pupil or group of pupils that is severe enough to disrupt class work, create disorder, or create an intimidating or hostile environment. (*grades 4-12 only*)
- 48900.7 Make terrorist threats against any school official or school property; includes any statement, written or oral, that threatens another with death, injury or property damage.

*Suspensions pertain to student behavior while at school, while traveling to and from school, at any school sponsored activity, or any time while on the school grounds.

STEPHEN FOSTER STUDENT HANDBOOK

GENERAL PROCEDURES



FAILURE TO DO (DETENTION)

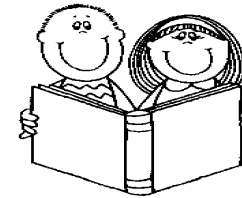
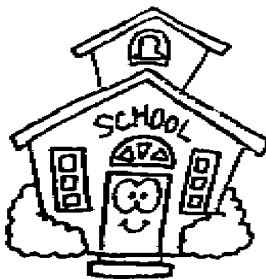
Grades 4 through 6

Homework should be turned in at the beginning of the day on which it is due. Consequences for not returning homework on time will be as follows:

1st "No Return" Homework will be completed during school on student's own time on due dates. ("Forgive")

2nd and 3rd "No Return" Homework will be completed during school on student's own time on due date. A 30 minute detention will be assigned for the following day.

Continuous missed assignments are a very serious violation of the homework policy at Stephen Foster. Please assist us in our efforts to provide your student with the best education possible by being certain homework is a priority and is completed nightly. Homework is reinforcement of the daily lessons and multiple missed assignments will result in the student falling behind. Your child's teacher will outline his/her homework policy at Back to School Night. Subsequent missed assignments may result in further detentions, behavior contracts or in-school suspension.



ATTENDANCE

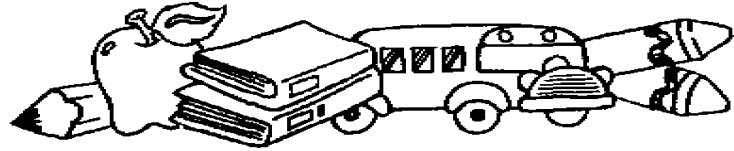
Regular attendance at school is essential for good educational progress. Some learning can be made up when a child misses school days, but many other experiences such as class discussions, special presentations, and other interactive instructional programs cannot be replaced.

Arriving at school on time is extremely important as teachers use the opening minutes of the school day to give specific directions and instruction for much of the day's learning activity. Students not in line for morning assembly at 8:30 a.m. are considered tardy. The child who arrives late misses this information and is at a disadvantage throughout the day. Our school discipline policy includes assignment of detention for each tardy, in excess of two, during any school month (twenty school days). **The last 15 minutes of the day can also be extremely important as teachers review and give instructions about homework.** For this reason, we require students to remain in class until the full school day has ended. Parents who arrive early must wait until students are dismissed.

Children arriving late should report to the office before going to class. The State of California does not recognize any absence. If excessive absences are due to illness, the school may require a doctor's note to verify any more than two days of consecutive illness. The California Education Code states, "The parent or guardian is obligated to compel the attendance of the pupil at school" (Ed. Code 48260.5) and allows only three unexcused absences per year. If a student will be absent more than one day, the parent should notify the office by telephone. **Note: Any absence not followed by a note of explanation is recorded as unexcused or truant.** To avoid this notation on your child's school records, always call the school or send a note verifying the reason for the absence to the school.

INDEPENDENT STUDY CONTRACTS

If your student is going to be absent **five consecutive days** or more, please contact staff at your student's school so that he/she may be placed on Independent Study. Independent Study will allow your student to receive classroom assignments and projects in addition to receiving credit for school attendance for a maximum of ten days. Independent Study will only begin after you have completed the Independent Study agreement at the school site. **As soon as you are aware that your student is going to be absent for five or more days, make arrangements to place your student on Independent Study** -- Advance notification affords necessary time for teachers to organize assignments. If you have any questions regarding Independent Study, please contact staff at your student's school. Please note that if the absence exceeds ten consecutive days, there is a possibility that your student will be checked out of school.



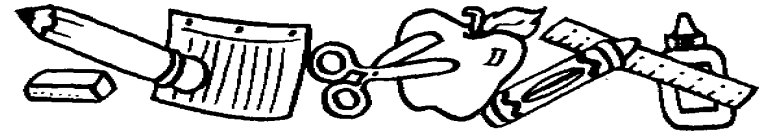
TARDY POLICY

This policy is renewed each 20-day school attendance month. (Refer to School Calendar) Three unexcused tardies in a school month will result in assignment of one 30 minute after school detention. Tardies are “excused” only when accompanied with a note from a doctor, dentist or court. Please note that a “school month” does not always coincide exactly with a “calendar month.” The school day begins each morning with the flag salute and a patriotic observance at 8:30 a.m. Students who are not in their appropriate class lines when the bell rings are considered tardy.

LEAVING SCHOOL DURING THE SCHOOL DAY

When a child must leave school before the end of the school day, a parent or designated adult (listed on the emergency card) must call for the child at the school office and sign the child out. Prior notification from the parent will expedite this process. If possible, medical and dental appointments should be planned for non-school hours. Please note that when a student is picked up before the end of the school day, it is noted in their attendance record and excessive early pickups can result in an eTruancy letter and a meeting with principal. **(No child will be released to anyone who is not listed on the child’s emergency card or who is under the age of 18 under any circumstances.)**

Children will be sent home from school if they have a temperature or other sign of illness. They will be kept in the health office until called for by parents or designee. A child’s temperature should return to normal at least twenty-four hours before his/her return to school. **Please notify the office immediately regarding any changes on the EMERGENCY CARD. The school always needs current phone numbers of parents or designees that can easily be contacted in case of such emergencies.**



DETENTION

Parents will be notified one day in advance. The detention will not be served unless parent notification is verified. Permission to assign detention has been established by the Bellflower Unified School District Board of Education, as well as the California Education Code. Slips are sent home for information purposes, not permission. If a detention slip is returned unsigned, a double detention will be issued. Subsequent failures to attend will result in in-house suspension.

FAILURE TO DO (DETENTION)

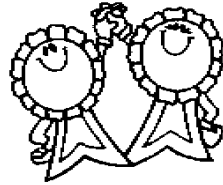
Failure to complete assigned classroom and/or homework: Homework Policy Standards (Refer to Board of Education Homework Policy BP 6154,1) based on a four week period (one school month).

Grades 1 through 3 (Kindergarten will not participate.)

Homework should be turned in at the beginning of the day on which it is due. Consequences for not returning homework on time will be as follows:

- | | |
|--|---|
| <i>1st “No Return”</i> | Homework will be completed during school on student’s own time on due date. (“Forgive”) |
| <i>2nd “No Return”</i> | Same as above. (“Forgive”) |
| <i>3rd and 4th “No Return”</i> | Homework will be completed during school on student’s own time on due date. Parent will be contacted. |

Continuous missed assignments are a very serious violation of the homework policy at Stephen Foster. Please assist us in our efforts to provide your student with the best education possible by being certain homework is a priority and is completed nightly. Homework is reinforcement of the daily lessons and multiple missed assignments will result in the student falling behind. Your child’s teacher will outline his/her homework policy at Back to School Night.



Standards are based on a School Wide Discipline Plan; however, each teacher will implement his/her own individual classroom expectations and have the discretion to determine when consequences are to be administered.

REWARDS

At Stephen Foster Elementary we believe that positive behavior and exemplary work habits, improvement in academic skills, and improvement in citizenship are areas deserving recognition. Students are recognized for positive achievement in the following ways:

- Special Assemblies
- Recognition at Flag Salute
- Super Star Events
- Student of the Month (Grades 3-6)
- Classroom Rewards
- Principal’s Surprise Box

CONSEQUENCES

At Stephen Foster Elementary we also believe that students need to take responsibility for their choices both inside and outside of the classroom. When a student selects to make a poor choice resulting in negative behavior the following consequences may occur.

- | | |
|--------------------------------|--------------------------------|
| 1st Offense: | Teacher Consequence |
| 2nd Offense: | Lunch Detention |
| 3rd Offense: | After School Detention |
| Continuous Offences: | Meet with Principal |
| Severe Clause: | Immediate in-house suspension. |

EXCLUSION FROM SUPER STAR EVENTS

- **Two detentions in a school month.**
- **One suspension in a school month.**
- **Teacher discretion.**

ARRIVAL AND DISMISSAL FROM SCHOOL

The playground is supervised each day beginning at 8:15 a.m. Children should not arrive before that time, as there is no supervision. Parents are responsible for childcare prior to 8:15 a.m. Parents should pick children up outside the school gates at the end of the school day. Picking children up at the classroom door is often disruptive.

Since there is no after-school supervision, children should go directly home at the end of the school day.

Before and After School Care is available through the YMCA. For more information call (562) 925-1292

Safety is always a focus at Stephen Foster. Please take some time to discuss safe routes to school with your child. It is always a good idea to review basic traffic safety such as looking both ways before crossing the street; crossing only in crosswalks; following directions from the crossing guard; holding the hands of younger children when crossing the street; and always using extra caution. Students who walk to school enter and exit through south end gates in the morning (on Bigelow Street) or at the north end gate on Fidler Avenue.

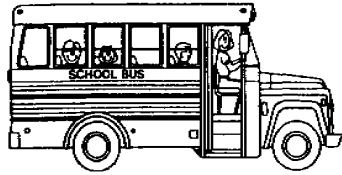
CITY OF LAKEWOOD PARKING ORDINANCE LAKEWOOD MUNICIPAL CODE 3273

After many complaints to the City of Lakewood regarding traffic and safety problems near schools, an ordinance was passed. Parents must stop along school curbs, or if stopped across the street, instruct their children to walk to the nearest crosswalk to cross onto the school site. Jaywalking and double parking are strictly prohibited.

In order to support this safety measure, we request the following help from parents:

- Carpool to cut down on traffic.
- If you have business at the school at the beginning or end of the school day, **DO NOT** park on the north side of Bigelow along the front of the school. If you block the curb, it impedes the flow of traffic picking up children curbside. **Please leave this area clear during the 15 minutes of morning and afternoon “traffic crunch”.**
- Use the drive- through zone on Fidler.

The staff parking area on Pearce is OFF LIMITS and UNSAFE at all times for dropping off and picking up children.



PICK UP AND DROP OFF PROCEDURES

Before School

- The gate will be opened from 8:15 until the second bell rings at 8:27 every morning. **Please DO NOT drop off students prior to 8:15** because there is no supervision.
- Students are to move directly to the supervised playground area.
- Students must be dropped off on the “school” side. Walking across Fidler outside of the crosswalk is a violation of the Lakewood City Ordinance.

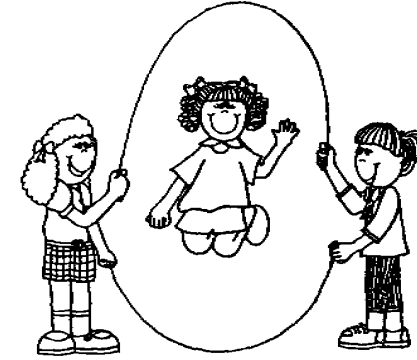
Procedures for Fidler Drive Through Lane

- **Only** students who are being picked up in the drive-through area may exit through the back gate. This will minimize jaywalking across Fidler. **All** students being picked up in this area **MUST** exit the school from the gate next to the pick-up area.
- Students must congregate in the yellow safety zone while waiting for their rides and observe all common sense rules of safety (no pushing, etc.). At no time may students walk onto the drive-through area. The drive through is one lane, no double parking
- Pull up as far as possible so that more cars may fit.
- If your student is not there in 30 seconds, you must make “another lap.”
- Have passenger-side seating available so that students do not have to go around the car to enter.
- **NO PARKING IN PICK UP AREA. PARENTS MAY NOT ENTER PICK UP AREA ON FOOT.**

Procedures for Front of School on Bigelow

- Drive into the area marked off by signs in front of the school. Ensure that you drive up as far as you can. School personnel will direct you to keep moving, please do not stop your car or allow your children to get out until there is space in front of your vehicle and it is safe to do so.
- Please move your car out of the drive-thru as soon as your children exit the car. There is no stopping or parking in this area. Additionally, there is no double parking in this area; you must wait in the car line to enter the area.

PARENTS—PLEASE DO NOT BLOCK THE DRIVEWAYS OF THE HOUSES AROUND THE SCHOOL. This is not only unfair to the homeowners but could result in an expensive ticket from the Sheriff.



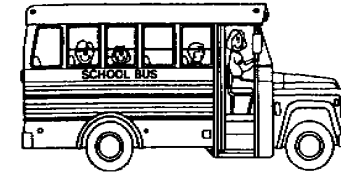
PLAYGROUND STANDARDS

- When a bell rings, students should **immediately** stop playing and squat and then walk to the lines when directed by the teacher or aide on duty.
- Playground games are open to all children wishing to play.
- Only balls are for throwing (rocks, dirt, and other objects are not).
- Play only on the hardtop playground, or on the field area.
- Wait for friends on the playground, not outside the classroom door.
- Balls may not be bounced or thrown or kicked against buildings.
- Balls, bats, or other equipment may not be brought from home.
- Balls may be kicked only on the main grass field, not in the forest or on the hardtop.
- Playing is not permitted in the restrooms.
- Playing is not permitted in between the buildings or between the school and Mayfair Park.
- Playing is not allowed on the “building side” of the red line. However, on hot days students may sit or stand under the corridor covering.
- Playground equipment is to be used only for its designed purpose. Do not sit on parallel or ladder bars. **Both hands must be on the parallel bars at all times.**
- Running games are to be played only on the grass field.

Specific game rules are posted in the display case on the playground. Adults on duty are always available for clarification.

GENERAL SCHOOL STANDARDS

- Follow classroom, playground, bus, and cafeteria standards.
- Listen and follow directions the **first** time they are given.
- Keep hands, feet, and objects to yourself.
- Respect feelings and property of others.
- Stay on task.
- At all times students are expected to display good manners, sportsmanship, and good judgment.
- Students are responsible for their conduct from the time they leave home until they return home after school.
- Toys may not be brought to school, except for sharing, and then they must be left in the classroom.
- Arguments must be settled without fighting. Fighting will result in a suspension.
- Students should come to the office only when necessary. Before coming to the office, students must receive an **Office Pass** or a **Health Pass** from a teacher or the playground supervisor.
- Ramps and railings leading to the bungalow classrooms as well as areas around those rooms are “**Out of Bounds**” during recess periods.
- Snacks are to be eaten only in the forest area or on the picnic tables.
- Before school, students are to proceed directly to the playground area.



CROSSING GUARD SCHEDULE

Crossing guard service is provided at three intersections within the Stephen Foster School community: Clark Avenue at Michelson Street, Clark Avenue at South Street, and South Street at Bellflower Blvd.

Crossing guards are on duty for approximately one-half hour before school starts in the morning, and for forty-five minutes after the close of the school day. This service is provided by the City of Lakewood. Students are expected to follow the directions of the crossing guards to maximize their safety while walking to and from school.

CONDUCT ON SCHOOL BUSESSES

Students and chaperones being transported on a school bus shall be under the authority of and responsible to the driver of the bus and shall conduct themselves in a safe and respectful manner at all times.

Behavior expectations include the following:

- Be seated immediately and remain seated until told to exit by the driver.
- Refrain from loud, unnecessary noise or boisterous language.
- Keep arms, legs, any other body parts, clothing, or any other articles inside the bus. Students may not lean out windows or put anything through windows.
- Refrain from any conduct which may distract the attention of the bus driver from giving strict attention to driving.

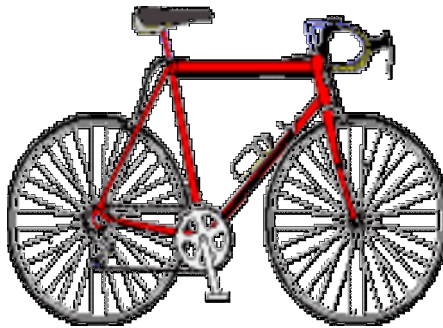
Students who fail to comply with safe behavioral expectations will be issued a behavior referral that must be signed by a parent. Continued referrals may result in bus privileges being revoked.

BIKE RIDERS

Bike stickers are available for students in grades 3-6 who wish to ride bikes to school. They must apply for a bike permit in the office and must pass a test as well as agree to follow the rules in the Bicycle Rider's Contract. Riders of stickered bicycles must safely walk their bikes into the school through the gate on Bigelow or Fidler and proceed directly to the bicycle rack.

Bicycle riders must take full responsibility for the safety of their bicycles as well as accessories, which can be removed from their bicycles. The school will accept no responsibility for lost or stolen items. In order to protect bicycles from theft, lock them in the bicycle racks.

Bicycle riders must wear helmets (California law). Bicycle privileges will be revoked for students who do not follow safety rules!



IMPORTANT PARKING INFORMATION

THE CITY OF LAKEWOOD CONDUCTS STREET SWEEPING EVERY WEDNESDAY, FROM 7AM—NOON. CARS PARKED ALONG FIDLER, PREMIERE, THE SOUTH SIDE OF BIGELOW AND THE EAST SIDE OF PEARCE WILL BE TICKETED.

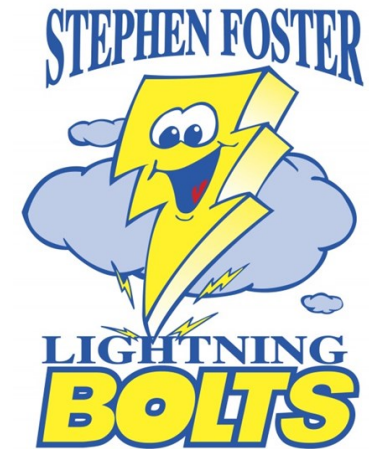
Positive Behavior Interventions and Support

This year, Stephen Foster will begin implementing school wide PBIS. PBIS stands for Positive Behavior Interventions and Support. It is a system that will be used by the teachers and staff at Stephen Foster to support our students by teaching them appropriate behaviors in school, and recognizing them for following expectations. When students struggle with making good choices, our staff will implement several strategies that support students and allows them to learn effective behavior.

Stephen Foster School-Wide Behavioral Expectations

In order to ensure that our school is a safe and productive learning environment where all students can achieve, lightning bolts will:

Be prepared
Own their actions
Lead with Character
Treat others with respect
Strive for excellence



FIELD TRIP CHAPERONE POLICY

Chaperones are expected to devote their full time and attention to maximizing the positive learning experience for the students in their group as well as ensuring their safety. Therefore, parents who are serving as chaperones may not bring along siblings who are not part of the class.

Parent chaperones are expected to abide by all district policies and procedures including appropriate dress and decorum. They must keep in mind that their presence and position establishes them as adult role models for the students.

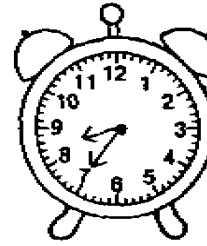
Under no circumstances may non-students, friends, or family members not specifically serving as chaperones ride the bus.

OUTDOOR SCHOOL

Every sixth grader is encouraged to participate in a week of "Outdoor Science Education" in the local mountains. Fundraisers give students an opportunity to earn money towards camp. Fundraiser money is nonrefundable. Students in both 5th and 6th grade can earn money toward camp fees. This year the fundraisers which can go toward camp accounts are the Jogathon and Cookie Dough fundraisers.

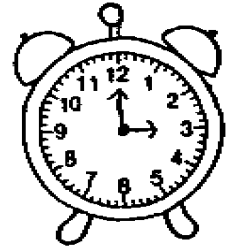
FIFTH AND SIXTH GRADE MUSIC PROGRAM

All 5th and 6th graders are to participate in either band or chorus on a weekly basis. However, there will be times when selected students will have additional time for preparation for a performance.



SCHOOL SCHEDULES

The regular schedule for various grade levels are as follows:



Daily

Grades K – 6

8:30 a.m. – 2:55 p.m. *

***Shortened school days, for staff development and teacher planning, are scheduled every Wednesday. Dismissal on these days is at 1:35 p.m. for Grades K – 6.**

Occasionally, a teacher may keep a student after school for a short time. State law allows the teacher to keep students for up to ten minutes after the end of the school day without parent notification.

The monthly school calendar always gives the current month's early days and those for the following month. Please save your child the anxiety of long waits and repeated telephone calls by keeping your personal calendar up to date. **Remember to check our school marquee for current events and information.**

OFFICE HOURS

The school office is open daily from 7:30 a.m. to 4:00 p.m.

EMERGENCY INFORMATION

Please turn in your emergency card by the 2nd day of school. It is essential for each child's safety and well-being that the school office have a current home address, telephone number and cell phone number for each child, the place of employment and telephone number where each parent works, and the names and telephone numbers of relatives or neighbors who may be called if a child becomes ill or injured while at school. Only contacts listed on the emergency card may check students out of school early. **Please notify the office of any changes that occur during the school year.**

EMERGENCY PREPAREDNESS

Stephen Foster School has developed emergency plans in case of earthquake, fire, other natural disasters, or criminal activities. Drills are conducted regularly to ensure that all students and personnel know and are able to follow emergency procedures. In the event of any emergency, campus gates will be secured and staffed by school personnel. Students may leave only if signed out by parents or other persons listed on the emergency card, or when it is determined that the danger has passed. In the case of an earthquake or other major disaster, parent pick-up will be located at the Fidler Street gate next to the drive through.

BIRTHDAY POLICY

Stephen Foster Elementary acknowledges the special occasion of each child's birthday and encourages parents to hold birthday celebrations at home. Classroom birthday parties **will not be held** on the Stephen Foster campus in order to reduce classroom interruptions and comply with regulations regarding food distribution. This includes delivery of birthday cakes, party favors, flowers, balloons, etc. to students' classrooms. Classroom teachers will continue to recognize students on their birthdays in an educationally meaningful way throughout the school year.

USE OF THE SCHOOL TELEPHONE AND MESSAGES FOR STUDENTS

The use of the school telephone will be permitted only in the event of an emergency. Leaving messages for students can be disruptive to the educational program and is discouraged. Please limit your messages to emergencies only. Thank you.

LUNCH PRICES AND MONEY

The price of lunch including milk is \$2.00. All a la carte offerings and prices will be listed on the monthly menus. The prices are set by the Board of Education and shown on the menu sent home monthly.

Lunch accounts are available for those who wish to purchase school lunches in advance. Many parents have found this method of payment for school lunches to be convenient and also lessens the chances of their child losing lunch money.

Students are required to remain on the school grounds during the lunch period.

Reminder: FAST FOOD ITEMS ARE NOT TO BE BROUGHT ON CAMPUS FOR OR BY STUDENTS TO BE EATEN OR SOLD. SODA, CANNED AND GLASS BOTTLED BEVERAGES AND GUM ARE NOT ALLOWED AT SCHOOL. DUE TO LIMITED SPACE, PARENTS ARE NOT PERMITTED TO EAT IN THE CAFETERIAL WITH STUDENTS.



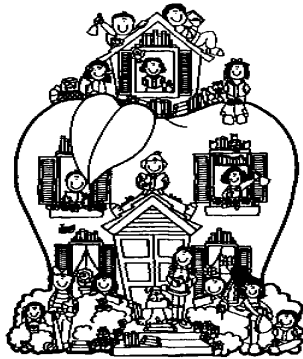
SCHOOL DRESS STANDARDS

In the interest of the health and safety of all students at Stephen Foster, and to support student participation in all instructional activities, the following standards have been developed as a cooperative effort of parents, teachers, and students. These standards apply at school and at all school activities.

- Clothing/jewelry may not advertise, display or promote any products, substances, or behaviors that are prohibited at school (for example; drugs, tobacco, alcohol, violence, obscene gestures, pictures, or wording).
- Clothing/jewelry, or accessories may not pose a threat to the physical well being of the student, or others. This includes any articles of clothing or style of dress that may be reasonably interpreted as being related to a group or gang, or otherwise unsafe, including but not limited to; bandanas, wristbands, gloves, dangling earrings, plugs, or spiked jewelry.
- Clothing should fit reasonably well, be in good repair (not frayed) and present a neat and modest appearance.
- Clothing should **always** cover undergarments and stomachs, even when hands are raised. Spaghetti straps and string tee shirts are not appropriate for school. Tank top straps must be a minimum of two inches wide. Tank tops with large underarm openings **must** have sleeved tee shirts underneath.
- Pants/trousers/shorts should fit neatly and not extremely loose and sagging. They will be considered too large if when the belt is loosened the pants fall down or the overall appearance is just excessively baggy. Hems of pants may not drag or be frayed.
- Shorts must pass the "finger tip" test. When arms are at the students side, shorts must be longer than the tip of the middle finger. Beach attire is not appropriate.
- Belts may not extend more than six inches beyond buckle or fastener.
- Tattoos, make-up and sunglasses are not to be worn at school.
- Students may not wear hats, bandanas, and other head coverings to school, except by permission, and according to BUSD policy.
- Swim attire can only be worn to school with special teacher permission.
- Shoes must be closed-toe and must have full coverage on the back portion of the shoes. They must also be appropriate for physical activity. Platform shoes, crocs or sandals are not appropriate for school. Skate shoes are not permitted.
- Any student who chooses to wear articles of clothing, jewelry, hair color, or hairstyles that draw excessive attention may be asked to change if the school warrants it as inappropriate for the learning environment.

The principal or his/her designee shall determine whether dress standards have been violated. Students in violation of dress standards will be subject to school and/or district disciplinary procedures.

**Bellflower Unified School District
School Wellness Policy and Nutrition Standards**



ITEMS INAPPROPRIATE FOR SCHOOL

Students may not bring non-educational items from home to school. Things brought to school must be pre-approved by the teacher and left in the classroom during the course of the day. Expensive items such as jewelry along with toys, radios, electronic devices (iPods, PSPs, DSs, etc.), sports equipment, and so forth are not appropriate for school. Inappropriate items will be confiscated and returned at the end of the school year.

Some items (knives, laser lights, toy guns, and other dangerous objects, etc.) are illegal on the school grounds and possession of these items will result in severe disciplinary action. Ed Code 48900

Money is easily lost, and it is recommended that students bring only what is needed for lunch or other school business.

The State Education Code states that family pets are not permitted at school. Parents who are accompanied by the family pet must wait for their child off of school property. Please be sure that pets do not follow your child to school as stray animals on school grounds must be sent to the animal shelter.

CELL PHONES AT SCHOOL

Students may not use or display cell phones on campus or during specific school activities unless authorized by a school administrator or designee. Cell phones must remain out of sight and OFF during the school day. Failure to comply will result in immediate confiscation of the cell phone. Students caught using a cell phone, including texting, during school hours, will receive detention. Confiscated items may be picked up by parent/guardian only. BUSD is not responsible for lost, stolen, or confiscated property. Ongoing violations may result in further disciplinary consequences in accordance with Education Code 48900(k).

“Disrupted school activities, or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.”

The Bellflower Unified School District is committed to providing school environments that promote and protect student’s health, well-being and ability to learn by supporting healthful eating and physical activity. All students in grades K-12 will have opportunities, support, and encouragement to be physically active on a regular basis. Schools will provide nutrition education and physical education that foster lifelong habits of healthful eating and physical activity. Schools will establish linkages between health education, school meal programs, extracurricular activities, and other related services such as counseling.

Wellness Policy

In 2006, the Bellflower Unified School District adopted the Federally Mandated School Wellness Policy. This limits the types of food that may be sold on campus; it requires that specific types of food be served to students who purchase breakfast and/or lunch at school and encourages more physical activity for students throughout the day.

Bellflower Unified School District has developed some guidelines that support the *Wellness Policy* and send a positive message to students. Bellflower Unified School District wants students to eat healthful foods and live healthful lifestyles.

National School Breakfast/Lunch Program

The district participates in the National School Breakfast/Lunch Program that provides nutritious meals on a voluntary, low-cost basis to students. The program offers free or reduced-price meals for students who meet the standards for participation. Applications for the free and reduced lunch program are sent home the first day. These forms must be completed and returned to the school for processing. Each family needs to complete one application by listing all students and household members on one application. Applications must be completed by each family annually. Completed applications are processed by the Food Services Manager and families who qualify are notified.

FEDERAL REGULATIONS REGARDING THE SCHOOL LUNCH PROGRAM

Federal regulations require that all foods purchased at school must be eaten by students while at school or attending a school function.

Students who do not qualify for the free or reduced lunch program may bring cash to pay for meals. Please be sure the money is in a sealed envelope with the student’s name and room number. It is strongly recommended that parents take advantage of the pre-paid lunch account. Parents may submit a check made out to BUSD Food Services or use a credit card. To use this service you would call the Nutrition Services office at (562) 866-4192 X 7802.

To protect the account code, numbers should not be shared. Parents are responsible for monitoring the account balance.

Balanced breakfasts, lunches, milk and orange juice are sold daily in the school cafeteria. Prices are subject to change.

Students without a lunch will be provided a meal that will be charged to their account.

HEALTH SERVICES

Children who appear ill should not be sent to school. If a child has had a temperature he/she should be kept home for twenty-four hours after the temperature returns to normal. Please let the school know if your child has contracted a contagious medical condition such as measles, mumps, chicken pox, or head lice, etc. so that appropriate precautionary measures may be taken.

Students who become ill at school will be sent home. **It is very important that the school have up-to-date emergency information with a list of adults who can come for your sick or injured child.**

Medication at School: If a student is required to take medication, a doctor's written order must be on file in the health office. A form is available from the school office. Medication is kept in the health office and is dispensed by the health clerk. At no time should medication be in the possession of children while on the playground, or in class—including cough syrup, cough drops, inhalers, and aspirin unless written direction from a physician is on file in the health office reflecting medical need.

Head Lice: It is a serious concern in an elementary school. If a student is found to have head lice, he/she will be sent home immediately. The school will provide you with information on proper treatment and shampoo (for those with financial needs). Please follow the directions carefully as students are only allowed 3 days of excused absence for head lice. Students must be re-examined and checked back into school through the health office.

Health Assistants: The school has two part-time health assistants who assist students with their health needs. A District health coordinator is available for consultation. Referrals may come from a parent, teacher, or health assistant. The school also provides for vision and hearing screening and information concerning immunizations.

PUPIL/PARENT LIABILITY

Pupils are liable for damage and/or loss to school property. This includes textbooks and library books.

Students participating in any special fundraising activities are responsible for turning in all monies to the school in a timely manner, generally no later than one week following the close of the activity.

***State law permits withholding of report cards if such accounts are not cleared.**

BELL SCHEDULE

Regular Day

Grades K - 6 8:30 - 2:55

AM Recess

Kindergarten (K9, 15, 16) 10:30 - 10:45

Kindergarten (K1, K2) 10:50 - 11:05

Grades 1/2/3 10:15 - 10:30

Grades 4/5/6 10:35 - 10:50

Lunch

Grades 1, 2, K (K9, 15, 16) 11:30 - 12:10

Grades 3, 4, K (K1, K2) 12:10 - 12:50

Grades 5 - 6 12:50 - 1:30

PM Recess

Kindergarten (K9, 15, 16) 1:50 - 2:00

Kindergarten (K1, K2) 2:05 - 2:15

Grades 1/2 1:45 - 1:55

Grades 3/4 2:00 - 2:10

Grades 5/6 1:30 - 1:40

Shortened Day

Grades K-6 8:30-1:35

AM Recess

Kindergarten (K9, 15, 16) 10:30 - 10:45

Kindergarten (K1, K2) 10:45 - 11:00

Grades 1/2/3 10:15 -10:30

Grades 4/5/6 10:35 -10:50

Lunch

Grades 1, 2, K (K9, 15,16) 11:30 - 12:10

Grades 3, 4, K (K1, K2) 12:10 - 12:50

Grades 5 - 6 12:50 - 1:30

Minimum Day Schedule

Grades K - 6 8:30 - 12:40

Recess

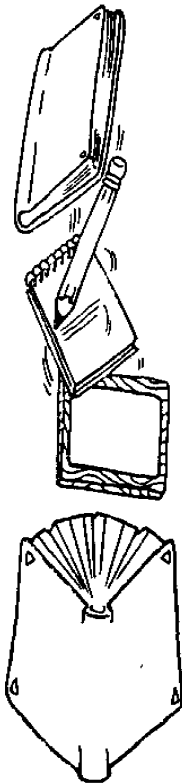
Grades 1/2/3 10:15 - 10:25

Grades 4/5/6 10:30 - 10:40

Kindergarten (K9, 15, 16) 10:30 - 10:40

Kindergarten (K1, K2) 10:45 - 10:55





2. Avoid family arguments or power struggles over homework. If a conflict occurs, please send a note to the teacher with the uncompleted homework assignments. The student will not, however, be excused from "Failure to Do" consequences. Please contact your child's teacher if the problem is ongoing.
3. Arrange a quiet environment for homework that is in a private, personal area, rather than a "public" area like the family room or where interruptions and/or distractions occur.
4. Teach independence by encouraging your child to persevere and complete the assignment without assistance. If your child has given his/her all and is stuck, then step in as a consultant. Help should be brief! Parents can give examples, clarify directions, and provide guidance and support, but should not actually do any of the homework for their child. Parents should be available to help only if students ask of their own initiative, resisting the urge to interrupt or ask, "Need any help?" There will be times when specific homework assignments will require parent participation and then family involvement is appropriate.
5. Encourage children to report progress to you on long-term assignments. Help them divide projects into manageable segments.
6. Encourage reading for pleasure. Either read to your child or provide a time everyday for pleasure reading.
7. Recognize that homework assignments may vary accordingly from child to child because children have different needs, abilities, and interests.

REPORT CARDS AND PARENT CONFERENCES

Report cards are sent home at the end of each trimester and inform parents of the progress their student is making toward grade level standards and the effort put forth by the student.

Students will be given progress reports mid-point in the grading period notifying the student and his/her parents/guardians of the student's achievement and/or effort. This allows students time to make the necessary efforts to improve before receiving their final report.

During October parents/guardians will be scheduled for a conference with their child's teacher to discuss their child's progress and set goals for the school year. If it becomes necessary, additional conferences will be scheduled in March.





HOMEWORK POLICY

Homework is an integral part of the educational process. In addition to reinforcing specific subjects in the classroom curriculum, homework can:

- ✓ Develop responsibility , good study habits, and pride in work
- ✓ Encourage growth of the individual students to his/her full potential
- ✓ Exercise communication skills
- ✓ Logically connect or challenge facts and ideas
- ✓ Provide each student with an opportunity to develop independent judgment
- ✓ Empower students to think critically and problem-solve
- ✓ Lay the foundation for students to take responsibility for their own learning
- ✓ Provide for the application of learning to real-life situations

Time set aside for homework serves several purposes. It provides opportunity for practice where students reinforce newly acquired skills or apply recent learning. Homework may also consist of assignments that help students prepare for class participation and activities. Extension homework using projects, problem solving or individual research takes the student beyond work begun in class. Equally important is the fact that homework is an exercise in developing self-discipline, self-reliance, and effective time management skills. These skills are essential to being successful in school.

BUSD homework policy states that four days a week students shall be expected to spend the following amount of time on homework:

Kindergarten:	10-20 minutes	Grade 4:	20-60 minutes
Grade 1:	10-30 minutes	Grade 5:	30-75 minutes
Grade 2:	15-45 minutes	Grade 6:	30-90 minutes
Grade 3:	15-60 minutes		

Parent support and supervision of homework are extremely important factors in building positive attitudes and successful study habits. Parents are urged to take an active part in the education of the child by keeping themselves informed about the school homework requirements.

HOMEWORK: HOME AND SCHOOL WORKING TOGETHER

A. Responsibilities of the Students

1. Write down homework assignments and the due date before leaving class.
2. Make sure you fully understand the assignment and the concepts to be practiced. Ask your teacher to explain again if you are not sure.
3. Organize your materials. Be sure to take home your homework assignment and any necessary materials (books, special supplies, etc.)
4. Demonstrate good study habits by budgeting the necessary time to complete the assignment.
5. Demonstrate pride in your homework by doing your **best** work and working independently.
6. Demonstrate responsibility by neatly finishing your homework.
7. Place your complete homework in a spot where you will see it before you leave for school so you won't forget it.
8. Be sure you turn your homework in on time.
9. It is the student's responsibility to make up any missed assignments due to absences.

B. Responsibilities of the Parents

1. Demonstrate that homework is a priority in your family by establishing a regular time for study so a habit develops. Encourage your child to utilize this "quiet time" for pleasure reading even if there are no homework assignments to complete. This reading could be done silently or orally as a shared experience.

