

Stephen Foster Elementary School

# Parent/Student Handbook 2022-2023



5223 Bigelow Street, Lakewood, CA. 90712  
(562) 804 -6518 Fax (562) 804-6520

# **BUSD Mission Statement**

## ***The Why: MISSION***

We build futures for our students by providing a pathway for all students to become responsible, informed, productive citizens who can compete in a diverse world.

## ***The What: VISION***

The Bellflower Unified School District produces graduates who are globally competitive learners. Through equitable access to high quality academic, social, and applied learning, students are ready to excel in college, careers, and life.

## ***The How: THEORY OF ACTION***

Bellflower Unified School District equips every student to be academically and socially prepared to be globally competitive by closing the PreK-12 achievement and opportunity gaps and creating relevant career pathways for all students.

## **Stephen Foster 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.



## **Stephen Foster 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 transitional kindergarten through six.



## Principal's Message

Dear Stephen Foster Families:

Welcome back to a new school year! It is my pleasure and a great privilege to serve as your principal this year. I am looking forward to a wonderful year at Stephen Foster. I am excited to meet all of you very soon.

The teachers and staff are ready to start the school year and have wonderful learning opportunities planned for our students. We will continue to keep up the high standards academically and behaviorally that have always been evident at Stephen Foster.

Parents, we can always count on you to take your role as partners in education very seriously and we enjoy working hand in hand with you. We appreciate your help and support. Our Stephen Foster Lightning Bolts come to school every day fully prepared to learn and benefit from the excellent educational opportunities at this school. It is exciting work as together, we build futures!

Please review the handbook for detailed information about Stephen Foster and discuss with your child(ren). I look forward to seeing you all this year as we work together to provide a quality education for all students at Stephen Foster. There are no limits to what our students can achieve when we all work together as a team. Go Bolts!

Ms. Muhammad  
Principal





## Parent Involvement

If you are looking to be involved in your child's education and support the school community, you may be interested in the following opportunities:

### Stephen Foster PTA

The Stephen Foster Parent Teacher Association (PTA) is made up of parents, teachers, and staff interested in helping serve our students and support them in their educational endeavors.

#### Programs supported by PTA:

School Cents	School Pictures	Family Nights	Meet the Masters
Box Tops	Parent Education	The Foster Fun Run	6 <sup>th</sup> Grade Activities
Carnival	Trunk or Treat	Book Fair	Big Red Bucket

Please join PTA, your membership directly benefits our students. You can sign up online at the beginning of the school year. Thank you for your support!

#### Other Involvement Opportunities include:

Volunteer in your child's classroom (arrange with the teacher)

Room Parent

English Learner Committee (ELAC)

Parent Conferences

Field Trips

School Site Council (SSC)

Citizen's Task Force (CTF)



# Stephen Foster Bell Schedule

## REGULAR SCHOOL DAYS

Grades K-6 8:30 - 2:55

### Morning recess

TK/K 10:00 - 10:15  
1, 2, 3 10:15 - 10:30  
4, 5, 6 10:35 - 10:50

### Lunch

TK/K 11:30 - 12:10  
1<sup>st</sup>/2<sup>nd</sup> Grades 11:40-12:20  
3<sup>rd</sup>/4<sup>th</sup> Grades 12:20-1:00  
5<sup>th</sup>/6<sup>th</sup> Grades 12:50 – 1:30

### Afternoon Recess

TK/K 1:50-2:00  
1<sup>st</sup>/2<sup>nd</sup> Grades 2:00-2:10  
3<sup>rd</sup>/4<sup>th</sup> Grades 2:15-2:25  
5<sup>th</sup>/6<sup>th</sup> Grades 1:30-1:40

## SHORTENED SCHOOL DAYS

Grades K-6 8:30 - 1:36

### Morning recess

TK/K 10:00 - 10:15  
1, 2, 3 10:15 - 10:30  
4, 5, 6 10:35 - 10:50

### Lunch

TK/K 11:30 - 12:10  
1<sup>st</sup>/2<sup>nd</sup> Grades 11:40-12:20  
3<sup>rd</sup>/4<sup>th</sup> Grades 12:20-1:00  
5<sup>th</sup>/6<sup>th</sup> Grades 12:50 – 1:30

**No afternoon recess on shortened days**

## MINIMUM SCHOOL DAYS

Grades K-6 8:30 - 12:40

### Morning recess

TK/K 9:45-9:55  
1, 2, 3 10:15 - 10:25  
4, 5, 6 10:30 - 10:40

### Lunch

**No lunches at school on minimum days**

**No afternoon recess on minimum days**

# General Information

## **Office Hours:**

Office hours are from 7:30 a.m. to 4:00 p.m. daily. The school switchboard is also open during those same hours. The phone number is: 562-804-6518; FAX is: 562-804-6520.

## **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 or deliveries for students can be disruptive to the educational program and is discouraged. Deliveries will be distributed at the end of the day or during recess.

## **Emergency Card:**

For the safety of your children, state law requires that you provide the school with up-to-date emergency information. This is part of the Data Confirmation process. This includes correct phone numbers, address, and emergency contact numbers. **Students will only be released to persons listed on the emergency card. Any person picking up a student MUST present ID prior to student release.** If you move - please remember to contact the school with the new information.

## **Items Inappropriate for School:**

In general, it is best for students to not bring items from home to school. This may include but is not limited to skateboards, toys, trading cards, sports equipment, Heelys, electronic devices, and toys. Things brought to school should be pre-approved by the teacher and left in the classroom during the course of the school day. Inappropriate items not pre-approved will be confiscated. A parent or guardian may pick up the items at the end of the school day. The school is not responsible for items brought from home. Money is easily lost and students should not bring money to school unless it is for a specified event such as the book fair.

**Cell Phone Policy:** Cell phones must be turned off during school hours and must be kept out of sight. If a cell phone is not turned off and is visible, disrupts the classroom, or is being used without permission, it will be confiscated. Continual disregard for the school cell phone policy will be considered an act of defiance and an appropriate consequence will be issued.

## **Any item that could be considered a weapon is illegal at school:**

Please talk to your child about the risk of bringing such items as pocket knives, nail clippers, poppers, toy guns, swords, laser pointers, etc. Our school district has a zero tolerance for weapons and possession of these items could result in suspension or expulsion.

## **School Property:**

The school provides textbooks, Chromebooks, and other materials used by students. Students are responsible for taking good care of these materials and will be held liable for damage or loss to textbooks, library books, and computers, and you will be billed by the school for damage to such property. Report cards are held for students with outstanding obligations.

## **School Visitors:**

All visitors and volunteers must be pre-approved by the teacher and the principal. Please prearrange with the classroom teacher prior to visiting or volunteering on campus. Once on campus, you must sign in at the front office, provide the office with identification, and wear a VISITOR'S BADGE before you are allowed on the school grounds. Classroom visitations are limited to 20 minutes for each visit so as not to interrupt the learning in the classroom. Please refer to the Bellflower Unified School District website for a complete description of the volunteer and visitor policy. Our visitor policy may change temporarily due to the DPH COVID guidelines.

## ARRIVAL AND DISMISSAL FROM SCHOOL

### Arrival Time:

The gates are opened and playground supervision begins at 8:15 a.m. Students should not arrive before that time as there is no supervision. The gates at the front of the school and on Fidler will remain open until the warning bell rings at 8:27 a.m.

### Breakfast:

Breakfast is served every morning in the Stephen Foster Cafeteria from 7:55 to 8:10 a.m. **Breakfast students may not arrive before 7:55 a.m.** Our breakfast program can accommodate school age children only.

### Crossing Guards:

Crossing guards are provided by the City of Lakewood at three locations based on recommendations by the Los Angeles County Sheriff's Department. They are stationed at Clark avenue at Michelson Street, Clark Avenue at South Street, and South Street at Bellflower Blvd. Crossing guards are on duty for approximately half an hour before school starts in the morning and for forty-five minutes after the end of the school day. Students are expected to follow the directions of the crossing guards to maximize their safety while walking to and from school.

### Walking to and from School:

Please take some time to discuss with your child the safest route to and from school. Make sure your child knows about safety precautions such as traffic lights and crossing guards. If your child walks to school with an older sibling, discuss alternative plans if that sibling has to stay after school for detention or for other reasons.

### 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. 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 not accept responsibility for lost or stolen items. In order to protect bicycles from theft, they must be locked in the bicycle racks.

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

### After School:

There is no after school supervision on the playground for students except for students enrolled in specific school sponsored classes or activities or the YMCA on campus. Please remind your children to go directly home after school. Parents of students who are not picked up within a reasonable amount of time will be notified and consequences issued.



## Pick Up and Drop off Procedures

Stephen Foster School has worked with the City of Lakewood and the Sheriff's Department to develop a safe and reasonable plan to drop off and pick up students.

### Procedures for Front of School on Bigelow

1. The front of the school will be a drive through area only in the mornings from 8:00-8:45 a.m. and after school from 2:30-3:15 p.m. Please note there is no parking during this time – loading and unloading only!
2. Drive into the area marked by cones as far as you can. 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.
3. 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 the area; you must wait in the car line to enter the area.

***Parents-Let's be good neighbors! Please do not block the driveways of the houses around the school. This is not only unfair to our neighbors, but can result in an expensive ticket from the Sheriff.***

### Procedure for Fidler Drive Through Lane

1. 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 gate from the gate next to the pick-up area.
2. Student must congregate in the yellow safety zone while waiting for their drivers and observe all common-sense rules of safety (no pushing, etc.). At no time may students walk into the drive-through area. The drive through is one lane so no double parking.
3. Pull up as far as possible so that more cars may fit.
4. If your students are not there in 60 seconds, you must make another lap.
5. Have passenger-side seating available so that students do not have to go around the car to enter.
6. No parking in the pick-up area. Parents may not enter the pickup area on foot

***The City of Lakewood conducts Street sweeping every Wednesday from 7:00 a.m.-noon. Cars parked along Fidler, Premiere, the south side of Bigelow and the east side of Pearce will be ticketed during this time.***



## Health Information

### Health:

Children who appear ill should not be sent to school. If a child has had a temperature or any COVID symptoms, we will follow the decision pathways of the Department of Health. A negative COVID test and/or quarantine may be required. Please let the school know if your child has contracted a contagious medical condition such as measles, mumps, 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 has 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 or nurse. At no time should medication be in the possession of children while on the playground or in class unless written direction from a physician is on file in the health office reflecting medical need. This includes cough syrup, cough drops, inhalers and aspirin.

### Head Lice:

Head lice are 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 Clerk and Nurse:

The school has two part-time health clerks who assist students with their health needs. The district also has a professional school nurse who is available for health consultation. The school nurse also conducts the vision and hearing screening for grades K, 2, 5 and by referrals.

### Lunch:

Students may bring their lunch or get a lunch from the cafeteria. Beginning in School Year (SY) 2022–23, California will become the first state to implement a statewide Universal Meals Program for school children. California's Universal Meals Program (Universal Meals) is designed to build on the foundations of the federal National School Lunch Program (NSLP) and School Breakfast Program (SBP). **California's State Meal Mandate is expanded to include both a nutritiously adequate breakfast and lunch for, not just needy children, but all children each school day. Our students will not be charged for breakfast or lunch this year.**

**The Nutrition Services office is located at: 10247 Alondra Blvd., Bellflower CA. 90706  
Office hours: 8:00 AM- 4:30 PM, Monday-Friday, Phone Number: 562-866-4192**

**BELLFLOWER UNIFIED SCHOOL DISTRICT  
SCHOOL WELLNESS POLICY**

The Bellflower Unified School District is committed to providing safe and healthful 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.

**Outside food and snacks**

Fast food items are not to be brought on campus for or by students to be eaten or sold. Only healthful snacks such as fruit, crackers, vegetables etc. should be sent with students. Unhealthful snacks such as chips, candy and cookies are not recommended. Per the USDA Smart Snacks and Guidelines, flavored and/or carbonated beverages are not permitted. Snacks sent with students are for the consumption of the student only. Food may not be shared with friends.

**Birthday Celebrations**

The Bellflower Unified School District acknowledges the special occasion of each child's birthday. **Please do not send food items such as cupcakes, punch and other unhealthful snacks.** It is a violation of the school wellness policy. A positive way to celebrate a student's birthday is to recognize their birthday by donating a book to their classroom or school library.

**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 staff by 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.



## Stephen Foster Dress Code

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 wellbeing 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 or torn) 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 for certain events. Girls must wear a one-piece swimsuit and boys must wear swim trunks.
- 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.

The responsibility for the proper attire of all students attending the Bellflower Unified School District rests with the parent/guardian. The principal or his/her designee shall determine whether dress standards have been violated. Parents/guardians will be notified. Violators of this policy shall be subjected to school and/or district discipline procedures.



# Attendance

## **Attendance:**

Successful students have excellent attendance. The law says that students must attend school every day and be on time. Students are excused for illness, doctor's and dentist's appointments, quarantine, funeral of immediate family or court appearance. All other absences will be marked "unexcused." The education code states that any student absent from school for a total of three days, without a valid excuse or is tardy more than thirty minutes on three occasions is truant and shall be reported to the attendance supervisor. Attendance letters will be sent to notify parents of excessive absences and meetings (SART and SARB) will be scheduled to remedy attendance problems.

## **What to do if your child is absent:**

Call the school at (562) 804-6518 and inform the office of your child's absence and send a note when your child returns including:

1. CHILD'S FULL NAME
2. DATE OF ABSENCE
3. ROOM NUMBER
4. REASON FOR ABSENCE
5. PARENT SIGNATURE

## **Tardies:**

Stephen Foster School begins each day with a patriotic assembly and ends with homework and reminders. Children who are late or who leave early, miss out on important parts of their school day. Students who are not in their class line by the second bell at 8:30 a.m. will be marked tardy. Tardies are "excused" only when accompanied with a note from the doctor, dentist, or court.

## **Extended Absences/Independent Study:**

If your child needs to be absent for an extended period of time, please request an *independent study contract* from the office. In this way, your child can continue to do school work and absences are recorded within legal limits. There is a minimum of 5 days and a maximum of 10 days. One-week prior notice is required.

## **Leaving School During the Day:**

When a child must leave school during the school day, a parent or person listed on the emergency card must present a valid ID and sign the child out of school, **no exceptions**. If you must pick up your child before the first recess, please send a note with your child that day. Please try to make appointments outside the school day so that you do not interfere with your child's education. Excessive early releases will generate an attendance meeting.

## **Moving:**

If you are moving from our school, the law requires that you notify the school office.

**Perfect Attendance:** Perfect Attendance is defined as a student who is in attendance every day, has no tardies, and stayed for the full day every day.

## Instruction/Evaluation

### **Curriculum:**

Curriculum in grades K-6 will include instruction in Reading/Language Arts (Reading, Writing, Listening, Speaking, Word Study), Mathematics, Science, Social Science, Technology, Physical Education, and the Visual and Performing Arts. Coursework is tied to the California Standards which identify at each grade level what students are expected to learn. A copy of the California Standards is located on the California Department of Education website at <http://www.cde.ca.gov/> and on the BUSD website.

### **Standards Based Report Card:**

The report card helps parents understand their child's progress in relation to the Content Standards. Student work shall be evaluated in relation to standards at his/her grade level. The progress report and report card will provide information to you that clearly shows your student's strengths and areas needing improvement. Report Cards are issued 3 times, once for each Trimester.

### **Progress Reports:**

Children who are not meeting the grade level standards will be notified at the mid-point of each reporting trimester.

### **Student Work and Assessment:**

Student work and assessment will be the primary method of determining grades. Students may show mastery of the standards through class work, homework, projects, portfolios, standardized and teacher made tests, classroom participation, and presentations.

### **Behavior/Effort/Attendance /Work Habits:**

These areas impact students learning and are reported as separate components on the student's report cards.

### **Student Success Team (SST):**

At Stephen Foster, we believe that a team approach is the best way to help students who are struggling academically and/or behaviorally. The Student Success Team looks at strategies to help children with their learning. Parents are encouraged to attend SST meetings for their children. An Academic Intervention Plan or a Behavior Plan will be developed at this meeting.

### **Academic Intervention Plans:**

These documents will be developed for students who are not making satisfactory progress towards the standards. Parents will be informed of the strategies the school will use to help their child. It is important that parents support the school's effort to help their children.

### **Behavior Plans:**

These documents will be developed for students who are struggling with behavior. Parents will be informed of the strategies the school will use to help support their child as he/she works toward making positive behavioral choices.

## Homework Policy

Homework is considered an extension of the classroom learning process and an addition to the regular school day. It is a valuable component of the educational process. Parents are encouraged to provide the support needed for students to complete homework assignments, and to cooperate with and give support to the classroom teacher. Please do the following:

1. Assign a regular time and quiet place each day for your child to do their homework
2. Monitor work by checking their homework log or planners each day
3. Expect high quality work from your child
4. Support Reading for at least 20 minutes daily in addition to regular homework
5. Support learning the math facts for your child's grade level

**Your child's teacher will outline homework expectations at Back to School Night.**

### **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. Staff members 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](http://busd.k12.ca.us).

### **NOTICE OF NON-DISCRIMINATION**

Bellflower Unified School District prohibits discrimination, harassment, intimidation, and bullying based on actual or perceived ancestry, age, color, disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sex, sexual orientation or association with a person or a group with one or more of these actual or perceived characteristics. Parents/students who have questions or concerns about the policy can contact Bonnie Carter Assistant Superintendent, Instruction and Student Support, Title IX and Equity Compliance Officer. (562) 866-9011 ext. 2062.



# STEPHEN FOSTER SCHOOL RULES AND PROCEDURES

## **Student Conduct:**

Students enrolled at Stephen Foster Elementary follow the six pillars of Character Counts: Respect, Responsibility, Trustworthiness, Fairness, Caring, and Citizenship and are expected to follow school and classroom rules and procedures. Students are encouraged to accept responsibility for their own actions and are helped to develop caring and respectful attitudes toward themselves and toward others.

## **School Wide Rules:**

1. Keep hands, feet, and objects to yourself.
2. Walk quietly along the walkways and have a pass if you are outside of student designated areas.
3. Follow directions of adults and all other school and classroom rules and procedures.
4. Use the six pillars of Character Counts to make good choices

***School rules apply while going to and from school, at school, and while on a school sponsored activity.***

## **Playground Rules and Procedures:**

1. Keep hands, feet, and objects to self including: no tag, chasing, tackling, pushing, kicking, hitting, spitting, throwing objects, play fighting, wrestling, karate, and football.
2. Follow standard game rules.
3. Allow all students to join games.
4. Use school equipment properly. No equipment, toys, or balls may be brought from home.
5. Stay within the playground area unless you have a pass.
6. Use restrooms appropriately.
7. Eat snacks at the benches or in the forest.
8. Freeze and Squat when the bell rings and walk when dismissed by the teacher on duty.

Specific game rules are posted in the display case on the playground. The Student Supervision Assistants (SSAs) and any other adults on duty are always available for clarification.









## **Classroom Rules and Procedures:**

School wide rules are to be followed at all times. Classroom rules are created by the teacher and/or class and are posted in the classroom.

## **School-wide Expectation Matrix**

Please review the school-wide expectation matrix with your child(ren) in order to ensure that they are successful in all areas of the school campus. Classroom teachers will be teaching students the expectations all year long and appreciate your support of these expectations.

# School-Wide Expectation Matrix

	<b>Learning Environments</b> 	<b>Hallway</b> 	<b>Cafeteria</b> 	<b>Bathrooms</b> 	<b>Playground</b> 	<b>Forest/Lunch Table</b> 	<b>Arrival/Dismissal</b> <input type="checkbox"/> 
<i><b>B</b>e prepared</i>	Come ready to learn each day with all homework complete and needed materials out.	Look forward and walk with purpose to your destination.  Have all materials needed.	Line up quietly and be ready to pick up your lunch.	Use bathroom for intended purpose only.	Follow the rules of each game  Follow the "Big Toy" rules.	Walk to the forest or tables.  Eat snacks at the lunch tables during recess or stand in that area. Pick up your trash.	Arrive to school on time (by 8:27 am).  Be aware of your surroundings (don't talk to strangers).
<i><b>O</b>wn your actions</i>	Follow all classroom safety rules and maintain personal space.  Focus on your own learning.	Follow the person in front and use appropriate spacing.  Stay in designated areas and keep hallways people-free during recess/lunch.	Clean up after yourself.  Talk quietly in line and when eating.  Eat your food only.	Wash your hands with soap and water.  Put trash in trash cans.	Keep your hands and feet to yourself. Use words rather than actions to solve problems.  Handle equipment responsibly.	Converse appropriately  Stay seated until you receive permission or directions from an adult	If you arrive after 8:27, proceed to front gate  No running while waiting for gates to open. Leave immediately at dismissal.
<i><b>L</b>ead with character</i>	Be honest.  Use your inside voice.  Be on time.	Walk with arms at sides, voices off.  Open/close your backpack only	Stay seated until dismissed.  Pick up trash, even if it is not yours.	Use the restroom quickly.  Use quiet voices.	Talk it out and come to a compromise.  Squat when the bell rings then walk to your line when dismissed.	Eat only your food. Use utensils properly.  Throw away your tray and trash when dismissed.	Engage in appropriate conversations while waiting  Walk home or walk your bike across the playground.  Use crosswalks.
<i><b>T</b>reat others with respect</i>	Be kind with your words and actions.  Use polite words/phrases: please, thank you, excuse me, I'm sorry, etc.	Keep hands/feet to yourself  Stay to the right in hallway and stair wells	Listen to the lunch staff and noon duties.	Consider the privacy of others.	Be fair, always share.  Use good manners: please, thank you, etc.	Walk at all times to line or lunch benches.  Make room for others to sit  Have a calm body and wait patiently.	No playing around (tag or chasing), or playing instruments at gates.  Keep hands, backpacks to yourself (no swinging).
<i><b>S</b>trive for excellence</i>	Be ready and learn to the best of your ability.  Give 100% on every assignment and participate in discussions.	Be polite to others as you pass them in the hallway, say hello, smile.  Listen to your teacher's directions	Remember your manners: please, thank you, etc.  Report problems to an adult.	Report problems to an adult.	Follow and accept the rules of the game.  Be a good sport and shake hands at the end of the game.	Keep the environment clean and have pride in your campus.  Speak words of encouragement	Wait on the grass area until the school opens gates in the front area or back gate area.  Use voice levels 0 or 1.



## **Positive Behavior Interventions and Support**

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 supports students and allows them to learn effective behavior.

Be prepared

Own their actions

Lead with Character

Treat others with respect

Strive for excellence



## **Positive Incentives at Stephen Foster**

### **Bolts Bucks:**

Bolts Bucks coupons are issued to students exhibiting excellent student conduct. Students may use their Bolts Bucks at the Bolt Bucks store twice a month.

**Positive Phone Calls/Notes Home:** Teachers may make positive phone calls or send positive notes home to students that exhibit positive character traits and good work habits.

### **Award Assemblies:**

Students who have shown consistent effort or achievement in academics, work habits or citizenship may be recognized at a Student of the Month assembly and receive a certificate. Parents are welcome to attend the assembly.

### **Perfect Attendance:**

Students who have no absences and no tardies will be awarded a perfect attendance certificate at the end of the year by their classroom teacher.

### **Special Spirit Days**

Selected Fridays are arranged for as school wide rewards when students earn a designated amount of Bolts Points. These days include Bring a Stuffed Animal to School Day, Hats and Shades Day and pajama day.

# Stephen Foster Behavior Plan Consequences for Poor Choices

**Verbal Warning:**

Students may receive a warning for poor choices that are made and counseling to make better choices.

**Loss of Free Time:**

Students may sit out of recess for a specified number of minutes or days.

**Time Out:**

Students may be sent to another classroom under the supervision of another teacher.

**Detention:**

Students may be assigned to detention after school for a period of time up to 30 minutes. The parent will be notified in advance. Detention slips are sent home the day of the infraction for a parent signature. Failure to return a detention slip could result in a second detention being issued.

**Parent Communication:**

A note may be sent home if the student has made a poor choice.

**Counseled by Principal:**

Students may be sent to the principal for counseling and guidance prior to returning to class.

**Restitution:**

Student/guardians may be required to pay for acts of vandalism or graffiti in addition to disciplinary consequences.

**Severe Clause:** Verbal disrespect to adults, refusal to follow adult directions, obscene language and/or gestures, bodily harm to another person, fighting, stealing, damage to school property, bringing dangerous objects, drugs, or alcohol to school will result in the student being sent to the principal's office for disciplinary action, which may include suspension or expulsion.

**In-house Suspension:**

A student may be removed from the classroom by the teacher for a period of time. A student may be in-house suspended or recommended for expulsion for any of the reasons listed under Education Code 48900.

**Suspension:**

A student will be removed from school for a period of time. A student may be suspended or recommended for expulsion for any of the reasons listed under Education Code 48900.

**Expulsion:**

A student will be removed from school. A student may be suspended or recommended for expulsion for any of the reasons listed under Education Code 48900.

## Stephen Foster Behavior Plan

### Problem Solving Strategies

When students find themselves in a conflict with another student, they are encouraged to use the suggestions below to help solve the problem:

1. **Control Your Temper:** Stop and take a calming breath before responding.
2. **Apologize:** Say, "I'm sorry," "Oops!" or "Excuse Me" even if you don't feel you were wrong.
3. **Compromise:** Both students give up a little something, share, let the other person go first, or take turns (try rock, paper, scissors).
4. **Talk About it:** Leave the game and talk to the person to solve the problem.
  - a. Take turns. Don't interrupt. Listen to the other person's point of view.
  - b. Speak respectfully without yelling or name calling.
  - c. Use "I" statements ("I feel hurt when you call me names.")
  - d. Tell the other person what you need (an apology or promise to stop it).
5. **Wait:** Handle the problem at another time after you "cool down."
6. **Get Help:** If you are not able to solve your problem, ask for help from an adult on duty, your teacher, or the guidance technician.

#### Conflict Mediation:

When students have tried their best to solve a conflict and have not been successful, they can request a mediation to help resolve the problem. During the conflict mediation process, the students involved visit the school counselor or guidance intern who act as facilitators to help everyone involved find an appropriate solution. The counselors supervise and assist in all mediations.

#### Creating a Bully-Free Environment:

The staff is trained annually in how to maintain a "bully-free" environment in the classroom and school-wide. The staff is trained in how to determine the difference between conflicts and bullying and how to teach students strategies for solving conflicts and responding to bullying if it occurs.

Some examples of how we expect students to respond if bullied are:

1. Stand up straight and say in a firm confident voice, "I don't like that."
2. Do not name call or use your hands to solve problems.
3. Stay calm and walk away.
4. If other people are nearby, join them.
5. Tell an adult (recess supervisor, noon duty supervisor, teacher, counselor, guidance intern, counselor, office staff, principal)

Some examples of how we expect students to respond if they witness bullying are:

1. Be a HERO...do something. Don't laugh and join in.
2. Ask the person being bullied if they want to play with you.
3. Use an "I statement" - I don't like it when you say or do that, I don't think that is funny.
4. Get help from an adult (recess supervisor, noon duty supervisor, teacher, guidance Intern, counselor, office staff, principal)

# BELLFLOWER UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION

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*We build futures!*

## 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 memory we'll hold dear,  
And we'll light the way for those who've yet to learn their lessons here.*

