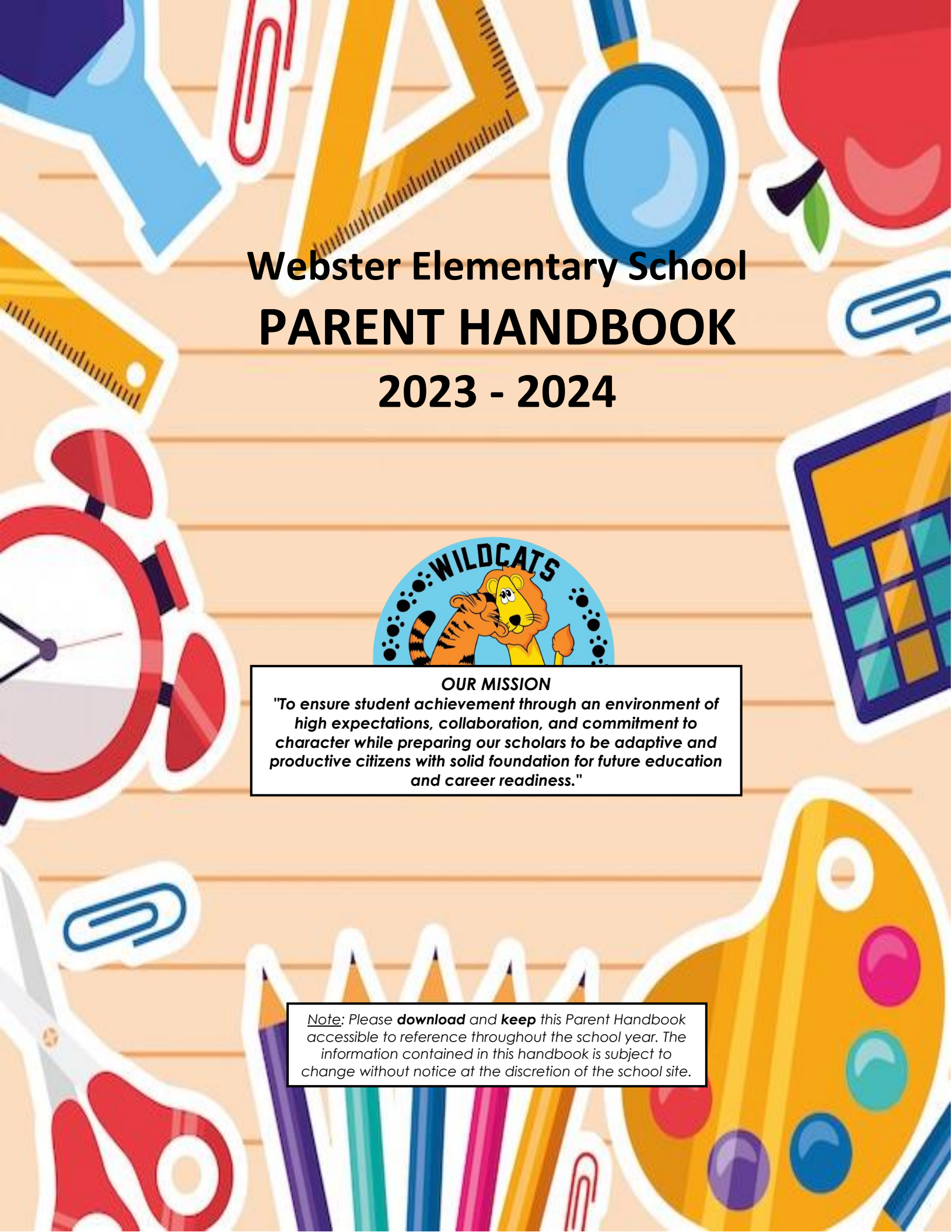
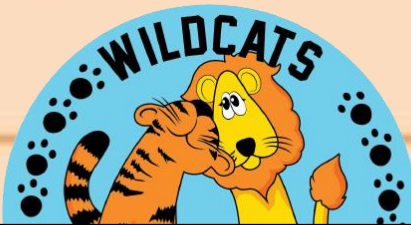




Webster Elementary School PARENT HANDBOOK 2023 - 2024



OUR MISSION

"To ensure student achievement through an environment of high expectations, collaboration, and commitment to character while preparing our scholars to be adaptive and productive citizens with solid foundation for future education and career readiness."

*Note: Please **download** and **keep** this Parent Handbook accessible to reference throughout the school year. The information contained in this handbook is subject to change without notice at the discretion of the school site.*



LONG BEACH UNIFIED SCHOOL DISTRICT
Daniel Webster Elementary School
1755 W. 32nd Way, Long Beach, CA 90810 (562) 595-6568



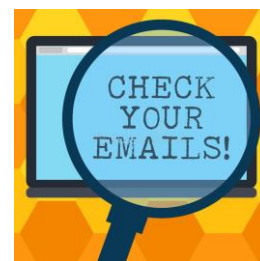
2023-2024 School Year

Dear Webster Parents/Guardians,

It is my pleasure to welcome you to another year of learning for your children. We are excited about the upcoming school year and look forward to a very productive year of academic growth and refinement of the many things that are done well here at Webster.

Parents, you have some homework! The pages of this handbook are filled with information regarding procedures and expectations that you and your child will need to know. **Please read these pages carefully with your child, so that they will also understand what is expected of them while at school.**

In our continuous efforts to 'go green', our Parent Handbook will be **e-mailed** to all parents and will also be available for viewing on our website by clicking [HERE](#). Also, since Webster is a '**PAPERLESS**' school, most flyers and notices will be e-mailed. ***Please check your e-mail REGULARLY, so that you can stay informed of upcoming events and updates.*** Please be sure you have a **valid e-mail address** on file with us and an active *ParentVUE* account. If you do not have access to our website, we're here to help! Access to a computer can be made available for you. If needed, you may also request a printed copy of the handbook in the office.



Once again, I ask all parents to make a firm commitment to the following things that you can do to help us provide the very best possible learning opportunities for your child:

- Please make sure your child attends school **every day and on time**. This is the key element to their success. Children cannot learn when they are not in school, and if there are frequent absences, they are always trying to "catch up" to the rest of the class. This puts a tremendous burden on your child.
- School uniforms are **mandatory** at Webster and all students must be in uniform every day. Please refer to our Uniform and Dress Code Policy in this handbook (pgs. 8-9).
- If your child's teacher assigns homework, please make sure that he/she completes all assignments every night and returns them to the classroom the next morning or when the assignment is due.
- Please stay in regular contact with your child's classroom teacher. Feel free to e-mail or call your child's teacher (*before or after class time*) to see how things are going.
- Read to your child and listen to him/her read to you every night for at least 15-20 minutes.

A commitment by parents to these items will make a tremendous effort in your and our goal of seeing your child learning and achieving at a very high rate. We remain committed to seeing the students of Webster School make a name for themselves in the Long Beach Unified School District. I would like Webster parents to be active partners in making this happen.

Last, but not least, please follow us on our very own Instagram page! [LBWebsterWildcats](#) (#WebsterWildcatsDeserveIt)

Sincerely,

Mr. Monaghan
Principal
MBMonaghan@lbschools.net



Table of Contents

Daily Schedule (Gr. TK/K-5), Minimum Day Schedule, Recess/Lunch Times.....	Pg. 4
Entrance & Exit Gates/Springdale Gate Times.....	Pg. 5
Important Dates and Holidays, Webster Administration & Support Staff.....	Pg. 5
Webster Teachers & Contact E-mails.....	Pg. 6
Emergency Cards, Change of Address or Phone #, Moving/Transferring.....	Pg. 7
Requests for Proof of Enrollment/Attendance Verifications.....	Pg. 7
Attendance/Absences, Abolish Chronic Truancy.....	Pg. 7-8, 19
Tardies/Arriving Late to School.....	Pg. 8
Checking Students Out Early.....	Pg. 8
Child Custody.....	Pg. 9
E-mails/Electronic Flyers/Notices.....	Pg. 9
Website.....	Pg. 9
Possession of a Dangerous Weapon.....	Pg. 9
Accident Insurance.....	Pg. 9
Uniform Dress Code Policy/Guidelines.....	Pg. 9-10
Student Use of Office Telephone.....	Pg. 10
Phone Calls to Office/Messages for Students.....	Pg. 10
Lost & Found/Labeling Personal Items.....	Pg. 10
Rainy Weather/Severe Hot Weather.....	Pg. 10
Library.....	Pg. 10
Treats/Refreshments.....	Pg. 11
Cell Phones/Electronic Equipment/Toys.....	Pg. 11
Bicycle Safety/Scooters & Skateboards.....	Pg. 11
Transportation of Children by Automobile / Traffic Patterns.....	Pg. 11-12
Children Staying After School / WRAP Program / CDC.....	Pg. 12
Special Education Rights & Responsibilities.....	Pg. 12
Animals.....	Pg. 12
Breakfast & Lunch.....	Pg. 12
Care of School Property.....	Pg. 13
Parents/Visitors / Observation Policy.....	Pg. 13
Parent/Teacher Conferences.....	Pg. 13-14
Class Adjustments/Homework/School Supplies.....	Pg. 14
VIPS.....	Pg. 14
Dual Immersion Program Information.....	Pg. 18
Discipline Code/School-Wide Rules.....	Pg. 14-16
General Rules.....	Pg. 15
Playground Rules.....	Pg. 15
Restroom Rules.....	Pg. 16
Auditorium/Assembly Rules.....	Pg. 16
Lunch Rules.....	Pg. 16
Webster P.R.I.D.E. Guidelines for Success.....	Pg. 17



DAILY SCHEDULE FOR TK/K-5TH GRADE (*Warning Bell rings at 8:55 a.m. everyday)

MONDAY – WEDNESDAY & FRIDAY

<u>Grade Level</u>	<u>Start/End Time</u>
TK/Kinder	9:00 – 3:00
Grades 1 - 3	9:00 – 3:05
Grades 4 - 5	9:00 – 3:10

THURSDAY'S ONLY – “PREP DAY”

<u>Grade Level</u>	<u>Start/End Time</u>
Grades TK/K - 5	9:00 – 2:30



MINIMUM DAYS FOR 2023/24 (13 days total throughout the year)

August 30	1 st Day of School
September 21	Back to School Night
November 2 - 9	Parent Conferences
December 22	Day <u>before</u> Winter Break
March 19	Open House
March 26-27	Parent Conferences
June 13	Last Day of School

MINIMUM DAY SCHEDULE

<u>Grade Level</u>	<u>Start/End Time</u>
Grades TK/K – 5	9:00 – 2:00

Lunch Times

(Please Note: Breakfast is served from 8:30-8:50 a.m.)

<u>Grade Level</u>	<u>Lunch Time</u>
TK	12:00-12:30
Kinder	11:20-12:00
Grade 1	12:00-12:40
Grade 2	11:40-12:20
Grade 3	12:20-1:00
Grade 4	12:35-1:15
Grade 5	1:05-1:45

Recess Times

<u>Grade Level</u>	<u>Morning Recess Times</u>
TK/Kinder	Various (check w/ teacher)
Grades 1-2	10:30 – 10:45
Grades 3-4	10:50 – 11:05
Grade 5	11:05 – 11:20

<u>Grade Level</u>	<u>Afternoon Recess Times</u>
Grades 1-2	1:50 – 2:05
Grade 3	2:05-2:20

*Note: **Special Education** class schedules, recess, and lunch times vary per grade/classroom. Please ask corresponding Teacher for scheduling information.

****NOTE: ON A RAINY DAY OR SEVERE HOT WEATHER DAY, RECESSES MAY BE CANCELLED, AND LUNCH TIMES WILL BE REDUCED BY 10 MINS. (SAME START TIME).****

Entrance & Exit Gates/Springdale Gate

Our campus and gates open at 8:30 a.m. There is no supervision available prior to this time. Please note that for the safety and security of our community, Netherly Street will be closed from 6:00 p.m. until 6:00 a.m. All campus gates will remain locked during school hours, except for the main entrance gate. The entrance to the Springdale housing complex will open/close as follows (**times are subject to change**):

<u>Monday-Wednesday & Friday</u>	
<u>OPENED</u>	<u>CLOSED</u>
8:30	9:05
3:05	3:35

<u>Thursday's ONLY</u>	
<u>OPENED</u>	<u>CLOSED</u>
8:30	9:05
2:30	3:00

<u>Minimum Days (see pg. 4)</u>	
<u>OPENED</u>	<u>CLOSED</u>
8:30	9:05
2:00	2:30

School Holidays, Breaks, & Special Days to Remember – Mark your calendar!!!

First Day of School (<i>minimum day</i>)	August 30
Labor Day (School Closed)	September 4
Back to School Night (<i>minimum day</i>)	September 21
Fall Picture Day (<i>students must be in uniform</i>)	October 10 (<i>make-ups on 11/28/23</i>)
Parent Conference Days (<i>minimum days</i>)	November 2 - 9
Veteran's Day (School Closed)	November 10
Thanksgiving Recess (School Closed)	November 20 – 24
Day before Winter Recess (<i>minimum day</i>)	December 22
Winter Recess (School Closed)	December 25 - January 5
Martin Luther King, Jr. Day (School Closed)	January 15
5 th Grade Panorama Picture Day	January 31
Lincoln's Day (School Closed)	February 12
Washington's Day (School Closed)	February 19
Spring Picture Day (TK/K-4 th)/5 th Gr. Promotion Pictures	March 21 (<i>free dress day</i>)
Open House	March 19
Parent Conference Days (<i>minimum days</i>)	March 26 - 27
Spring Recess (School Closed)	April 1 - 5
Memorial Day (School Closed)	May 27
Last Day of School (<i>minimum day</i>)	June 13



2023-24 Webster PTO Meetings & Topics:

- September 8 (6pm) - Chocolate Fundraiser
- October 19 (6pm) - Trunk or Treat
- January (6pm) - Jog-a-thon Fundraiser
- March (6pm) - Jog-a-thon Fundraiser
- May (6pm) - Board Elections

2023-2024 Webster Administration & Support Staff

Principal

Counselor

Nurse

Office Supervisor

Enrollment/Attendance IOA

RSP

School Psychologist

Speech & Language

Occupational Therapist

Librarian

Custodian Supervisor

Cafeteria Supervisor

[Matthew Monaghan](#)

[Monique Ortega](#)

[Paola Camacho](#)

[April Gutierrez](#)

[Reina Flores](#)

[Rena Sauvageot](#)

[Luis Ceballos](#) (W,Th) / [Melissa Bailey](#) (M)

[Hilary Serota](#) / [Meghann Stanford](#)

[Jessica Jordan](#)

[Elizabeth Munoz](#) (M,T, EOW)

[Evan Moisa](#)

[Edwin Quesada](#)

-Office Hours-

Monday-Friday

8:00 a.m. – 4:30 p.m.

Webster Teachers, 2023-24

Teacher	E-mail Address
TK DI	
Andrea Martinez	asantillan@lbschools.net
Lizeth Lopez (Co-Teacher)	LLopez3@lbschools.net
Kinder DI	
Jocelyn Martinez	JMartinez14@lbschools.net
Jaqueline Vargas	jmartinez15@lbschools.net
Benita Vazquez	bvazquez@lbschools.net
1st Grade	
Jina Alcantar (DI)	jalcantar@lbschools.net
Henry Melena (DI)	HMelena@lbschools.net
Julissa Muniz Prado (DI)	JMunizPrado@lbschools.net
2nd Grade	
Diana Alonso (DI)	dalonso@lbschools.net
Yolanda Correa	ycorrea@lbschools.net
Selene Monroy (DI)	SMonroy@lbschools.net
3rd Grade	
Rose Gonsalves (DI)	rgonsalves@lbschools.net
Marcela Salinas Pinto (DI)	MSalinaspinto@lbschools.net
Shawna Devoe	sdevoe@lbschools.net
4th Grade	
Alma Zaldivar (DI)	aalvaradozaldivar@lbschools.net
Nicole Sample	nsample@lbschools.net
Anavelia Valencia (DI)	AValencia5@lbschools.net
5th Grade	
Maria Alcala (DI)	malcala@lbschools.net
Meaalofa Iose	miose@lbschools.net
Special Education	
Tracy Steele (4 th /5 th)	tsteel@lbschools.net
Clinton Milhollin (1st/2nd)	cmilhollin@lbschools.net
Carrie Savage-Rohnke (3rd/4th)	csavagerohnke@lbschools.net
Evelyn Selloria (TK/K)	ESelloria@lbschools.net
Literacy Team	
Mayra Gastelum	MGastelum@lbschools.net
Sokvylay Kem	SAKem@lbschools.net
Brenda Lovett (IIC)	BLovett@lbschools.net
Music Team	
Rebecca Lynn (Instrumental)	rlynn@lbschools.net
Valerie Vinnard (Chorus)	VVinnard@lbschools.net

Emergency Card Procedures

Parents are required to verify and update their information, including emergency contacts, **ONLINE** in their **ParentVUE** account. We no longer send home emergency cards. Please review/revise and update the information in **ParentVUE** ASAP. Please be sure we have your correct home, work, and/or cell phone numbers, as well as those of adults that we can call if you are not available. Anyone who will be picking your child up early from school must be listed as an emergency contact. If your child becomes ill or is injured at school, you will be notified. **Children will not be released to ANYONE not listed as an emergency contact. Anyone under the age of 18 is not permitted to pick up your child.**



Change of Address

Please report a change of address **immediately** to the school office. Please bring in **two** proofs of address to the school office to verify your new residence. This must be done before an address can be updated in our system. It is MOST IMPORTANT that we are able to contact parents in case of an emergency and our files must be kept up to date!

Requests for Proof of Enrollment/Attendance Verification Notices

If you need proof of your child's enrollment at our school, parents are able to access that information through *ParentVUE*. You may also request a printout from the office. We require a **24-hour notice in advance** to print out the paperwork. This same policy applies for Attendance Verification Notices that require information to be filled out by district personnel. Due to our extremely busy environment, we are **not** able to accommodate immediate or same-day requests.

Moving or Transferring?

Please notify the school office **immediately** if you plan to move or transfer to another school. We will gather your paperwork and help you prepare for a smooth transition!



Attendance/Incentives/Absences – Come Every Day!

Good attendance is **very important** for several reasons:

- 1) **It's the LAW!**
- 2) **Students who come to school every day win awesome attendance prizes!**
- 3) **Children cannot learn if they are not here.**
- 4) **Regular attendance in school will teach children that attendance is important for later in life.**

Being on time is also important. Children will know what is happening and are not rushed while trying to get to class and learn.

When your child is absent, please notify the school within **5 business days**. You may send a note directly to your child's **TEACHER** with the following information (*see sample below*), or you can click [HERE](#) to submit a note online! If your child is absent for (3) consecutive school days or more, a Doctor's note is **required** to excuse the absence.

**Just follow
this sample!**



Today's Date: _____	
My child _____	was absent on _____
(Name)	
_____	because he/she was _____
(Date/s)	(Reason for absence)
Thank you.	
_____ (Parent Signature)	



You can also call the office to report the absence. This must also be done within **5 business days**. An office staff member will take down the information for you. Parents are urged not to keep children out of school for any reason except **illness**. **REGULAR ATTENDANCE IS IMPORTANT FOR SUCCESS AND ACHIEVEMENT IN SCHOOL.**

If your child has a fever or any COVID-like symptoms (click **HERE** for a list), they need to remain home and be tested. If students test positive, you must speak with the Nurse to see when they are able to return.



If your child has special medical needs or must take medication during school hours, please contact the School Nurse to fill out the required paperwork. Please be advised that we are not permitted by law to assist students with taking any medication unless we receive information from their doctor and the parent. Do not send any medications with your child, including over-the-counter medicines, as students are not allowed to carry these items with them.

Tardies/Arriving Late to School



Students who arrive late to class miss the opening of the day. This is an important part of instruction. Our "Warning Bell" rings at **8:55 a.m.**, indicating that it is time to stop whatever activity your child may be doing, and go to their line to meet their teacher and start heading to class. Another bell rings at 9:00 a.m. and this indicates that students are **already** in class and instruction has begun. Please see that your child is on campus and ready to line up for class before the warning bell rings. ***Do not let tardies affect your child's chance at receiving perfect attendance incentives and prizes!***

*****Students that are 'TARDY' (less than 30 minutes late) can walk directly to their classroom if it is before 9:30 a.m. After 9:30, your child is 'LATE' and must come to the main office to check in. The student(s) will receive a late pass to go to class.*****

Continuous tardiness is considered the same as chronic absences. In support of our warning bell, the cafeteria stops serving breakfast at **8:55 a.m.** If your child eats breakfast at school, make sure you send them with enough time to eat.

Checking Students Out Early

Please do not have your child leave school early unless it is an **emergency**. Students who leave early miss important closure to the day including directions for homework assignments. ***Do not let early-outs affect your child's chance at receiving perfect attendance incentives and prizes!***

If you need to take your child out of school during the school day for a medical appointment, a note must be submitted to the school within **5 business days** in order to excuse the early out. When picking up your child early, you **must** report to the office **first** to sign them out, and we will call for your child. Please be ready to show your ID at **any time** if asked by a staff member. **This ensures the safety of your children.** Teachers are not permitted to release children from the classroom for any reason. This LBUSD policy has been adopted for your child's safety and to protect him/her from being taken from school by anyone except parents or guardians. **Anyone under the age of 18 is not permitted to pick up your child.**

Once your child is in school, he/she is not to return home without permission from the office. If your child does arrive home during school hours without prior notification from the school office, please call us **immediately**.

*****Monthly Perfect Attendance: 0 absences / 0 tardies/ 0 early pick-ups*****
YOU CAN DO IT!!! 😊

Child Custody

Child custody agreements will not be enforced unless official court documents are on file in the child's school records.

Electronic Flyers and Notices/'School Messenger' E-mail Messages

Please check your e-mail REGULARLY, so that you can stay informed of upcoming events and updates! Please read ALL flyers and notices that are **e-mailed** from school. So many of your questions can be answered just by reading our flyers! Make sure you check your child's backpack on a **daily basis** as well. If you hear of information that was sent home, but you did not receive it, be sure to let your child's teacher know. We also schedule text messages throughout the year using our 'School Messenger' phone system, so be sure we have your current phone number on file!

Webster's Website – <https://webster.lbschools.net/>

Lots of important information is posted on our website, including this Parent Handbook. Please visit it frequently, as our information is updated often. Before calling the office, please check out our website. Many times, your answer can be obtained online and in this Guide!

Possession of a Dangerous Weapon/Instrument or Toys that Look Like a Real Weapon

Possession on school premises of a dangerous weapon or an instrument capable of producing bodily harm is **illegal**. Any student found in possession of such a weapon or instrument is subject to suspension, disciplinary transfer (DT), or expulsion (Guidance and Discipline Code). Please cooperate and help us to see that these items are **NOT** brought to school. Threats made, whether with a real or toy weapon, will result in discipline up to and including expulsion. Verbal threats made against other students or adults will also result in discipline.

Accident Insurance

It is a fact of life that accidents will happen. Parents should consider purchasing the school-time protection or the 24-hour protection plan insurance. Information regarding this low-cost option is available in your *ParentVUE* account.



Uniform & Dress Code Policy/Guidelines

Every TK/K-8 school in LBSD has a **mandatory** uniform policy (*please see ours below*). **All students are expected to be in uniform every day.** School is a student's place of business and children need to come to school appropriately dressed and groomed for the business of learning.

WEBSTER UNIFORM

Tops: Plain white, navy, light blue or black collared shirts or blouses and school spirit t-shirts.

Bottoms: Navy blue, khaki, or black pants, shorts, skirts, and jumpers.

Shoes: Closed toe shoes only.

****NO sandals or Crocs allowed.****

****NO Jeans Allowed (no matter what color)****





Baggy pants or oversized shirts are not permitted. Clothing must be appropriately sized and clean. No belt buckles with initials on them are allowed. The appropriate use of hats will be allowed at school. All hats must be uniform color, with no sports or any other logos on them. The hat's visor (front of hat) must be worn facing forward to cover the face, as a shade from the sun. Students can only wear their hats **outdoors** and must be removed while in the classroom. No sports team logos or any other large logos are allowed on clothing. Chains on wallets are not allowed. Fake fingernails or acrylics, dangling earrings or hoops, temporary tattoos, and body piercings are a safety hazard and not permitted. Jewelry should be left at home. The school is not responsible for lost or stolen jewelry. Students may be asked to remove jewelry that is deemed to be inappropriate or unsafe by school personnel.

All of our students are actively involved in physical exercise during PE time. For safety's sake and for your child's full participation, we ask that your child's shoes be suitable for running and exercising. Open-toes and/or back-less shoes, sandals, Crocs, and dressy or high heel shoes are not allowed. If your child is out of uniform or is wearing something that is deemed to be inappropriate or unsafe for school, you will be called to bring your child a change of clothes or shoes.

Need help? Assistance is available! We are also excited to partner with Operation School Bell this year. This non-profit organization will be providing all Webster students with uniforms! Fittings for students will be done in October. More details to come soon! Stay tuned...

Student Use of Office Telephone – Emergencies only!

The office telephone is only to be used for matters of a serious or emergency nature. Children planning to go home with friends and/or all other arrangements should be made with their parents **before** coming to school and will not be allowed to use the phone.



Phone Calls to the Office/Messages for Students

We highly value the safety and learning time of our students. **Due to increased security measures, we are not able to take messages for students over the phone.** Please do not call the office to relay messages to your child in their classroom, as we are not permitted to do so. Please make sure you communicate necessary information to your child **before** school in the morning.

Lost and Found/Labeling Personal Items

Every year, we have many very good jackets and sweaters, as well as keys, glasses, purses and backpacks in our Lost and Found. We have no way of returning these to their rightful owner. Please label all personal items that your child brings to school with both first and last name. This is particularly important because of the similarity of the uniforms. Please feel free to stop by the Office or the Cafeteria to check for lost items. **We are not able to check for these articles by telephone request.** All items not claimed will be donated to the Good Will each year.



Rainy Weather/Severe Hot Weather

When the grounds are too wet or the weather too inclement for students to be outside, recesses and lunch will be inside. Lunch times are reduced by 10 minutes. Our bell schedule on rainy days remains the **same** and all students are dismissed at the **regular time**.

Library

The purpose of the Webster School Library program is to supplement and enrich the classroom reading program and to encourage students to read for pleasure. Children are scheduled for regular periods in the library with the Librarian, instructing them in library skills and reading choices. We hope you will help us maintain our library collection by helping your child to take good care of our books and return them on time so others may use them.



Parents are held financially responsible by law for the acts of their children which result in damage to school property - which includes technology equipment, books, materials, desks and buildings.

Report Cards, certificates, etc. will be withheld until books are returned or paid for. Damaged materials must also be paid for in order to replace them.

Treats and Refreshments

Treats brought to school are kept to a minimum so that they do not interfere with learning. Please **ask permission** from the teacher **first before** you bring food to share on campus (kindly give a 24-48-hour notice). Each teacher will determine the appropriateness of room celebrations. If the teacher approves, treats may only be brought at the **end** of the school day. Although parents sometimes offer to send home-baked goods, the LBUSD policy does not permit us to accept these items. Any items sent for classroom celebrations must be **store bought and sealed**. Please keep in mind that many students may have peanut or other food allergies; some that may be life threatening. Most teachers inform parents with a child that has a food allergy if there is going to be any celebration, so that the parent can pack safe food for their child. Individual birthday parties for children **may not** be held at school. *(Invitations to private parties should be made directly to the parents of children involved, not handed out on the playground or in the classroom).*

Cell Phones, Electronic Equipment, Toys, Trading Cards, Etc.

Children should not bring valuable items such as cell phones, cameras, iPads, mp3 players, etc., or any kind of toys to school. This policy is in compliance with Education Code sections 32210, 48901.5, and 51512. Such articles interfere with learning and usually cause problems. We understand that for safety reasons, some of you would like your child to have access to a cell phone before and after school. If you send your child to school with a cell phone, please explain to your child that the phone must be kept **off and out of sight**. They may **not** use their phone during school time, which includes recess and lunch.

If your child's cell phone goes off at school or if the phone vibrates, the phone will be confiscated. If your child is caught using it at school, texting friends, taking photos, or just messing around with it, the phone will be confiscated. Once taken, a parent or guardian will have to pick up the cell phone in the main office. If a cell phone is lost or stolen, we will not be able to help search for it. Please be reminded that LBUSD and Webster School are not responsible for lost, stolen or damaged personal items which children bring to school.



Bicycle Safety/Scooters and Skateboards



Scooters and skateboards are not permitted at school. We do not have a storage facility for them, and we cannot assume responsibility for any damage that may occur to them on school premises. Bicycles are permitted and must be secured to our Bike Rack with a lock. Bicycles are to be walked and are not to be ridden anywhere on campus. If a student is seen riding their bike, scooter, or skateboard on campus, it will be confiscated and taken to the main office. It will be given back only to the parent.

Transportation of Children by Automobile / **Traffic Patterns**

Parents should exercise great care when dropping off and picking up children at school. Leave yourself plenty of time for drop off and pick up, especially on the first week or two of school. Enter on 34th Street, exit on 32nd Way to prevent children from crossing the street or stepping between parked cars. **Remember, Netherly Street is a ONE-WAY Street. Please DO NOT double park or park in red or bus zones; you could receive a parking ticket from LBPD or risk being towed.** Instruct your child to wait at a designated area when waiting to be picked up after school. Your child's safety comes **first**. Students must be



picked up from school **no later than 3:30 Monday thru Wednesday and Friday, and by 3:00 on Thursday's (2:30 on minimum days)**. If you cannot pick your child up by this time, please enroll them in an after-school program or make other necessary arrangements.

Children Staying After School

Occasionally students may need to stay for individual help, to finish some work not completed during the time assigned for it in class, or for violations of school or class rules. A child may be held twenty minutes after the close of his/her class in these instances. If longer than twenty minutes is needed, the teacher will call home to advise the parent concerning the need for the student to remain after school and discuss alternatives.

WRAP After School Program / CDC Before and After School Child Care

The WRAP program (**W**inners **R**eaching **A**mazing **P**otential) is open from 3:00 to 6:00 daily. This is a free supervised program for Webster students in TK/K-5th grade that provides homework help, organized sports activities, snacks, and arts & crafts. Space is limited! The application must be completed online. The WRAP site director is Litzy Tafolla and the WRAP office is located in room **25109**. Any questions should be directed to Litzy at (562) 522-8266.

The Child Development Center (CDC) also offers before and after school childcare for students in TK/K-5th grade. Please contact the CDC office for more information at (562) 989-1378 or click [HERE](#) for more details.

Special Education Rights and Responsibilities

A Special Education Parent Handbook is available from the Office of Special Education. The Elementary School division can be reached at (562) 997-8644. This handbook describes the district's Special Education services, the Student Support Team, and the referral, evaluation, and placement procedures. As part of the Student Support Team process, children may receive a speech and language screening by a Speech Therapist.

Animals

No animals are allowed on campus at any time.



Breakfast and Lunch

For the 2023-2024 school year, meals to all students will be **free of charge**; please encourage your student to consume the meal provided at school if they have forgotten or misplaced lunch from home. Outside food dropoffs/deliveries will NOT be permitted.

Our Cafeteria Services Team is dedicated to providing students with nutritious meals to support student academic success. Our Cafeteria provides breakfast and lunch on a daily basis. Our Cafeteria serves breakfast from 8:30-8:55a.m. Meal menus can be viewed on our district website or click [HERE](#). If your child has breakfast at Webster, please send them to school with enough time to eat. If your child will not participate in the lunch program, please send them to school with a nutritious and healthy lunch from home. Snacks such as chips, candy, Cheetos®, etc... are not healthy and are **not** recommended at school during school hours due to student-to-student conflicts that might arise. Healthy items students bring to consume for lunch must be individual size and students are always allowed to bring plastic water bottles. (Any type of glass container or bottle is not permitted). Gum is not allowed at school at any time. Please take a moment to review healthy snack options for your child.

Due to fire regulations, *only students are allowed to eat in the cafeteria*. Our TK and Kinder families are more than welcome to stand outside the cafeteria until students are done eating. Staff supervision will be posted in the cafeteria, and our younger students will be at a table separate from the older students. Thank you for helping us keep Webster a safe and healthy place for all students.

Care of School Property

We know that you will work with us to develop pride in our school and community by encouraging your child to show respect for school property. Funds spent to repair damage caused by vandalism means fewer dollars for student materials, textbooks, and supplies. Parents are financially responsible by law for any act of damage to school property by their child. We would appreciate your help in reporting any vandalism to the school office.

Parents/Visitors – **OBSERVATION POLICY**

Classroom observation requests are limited to no more than 2 observations per semester, per child for the following reasons:

- Confidentiality
- Impact on the learning environment
- Time away from task/instruction by staff
- School safety

Observation requests must be made by the parent/guardian to the teacher AND the school administrator in writing, or via e-mail, at least 48 hours in advance. Please include the reason for the observation when scheduling a classroom observation.

Observers/visitors other than parents/guardians, must schedule an observation at least seven days in advance with the school administrator, and must have written permission from the child's parent/guardian for each child he/she will observe.

- **The length of each visit should be no longer than 20 minutes.**
- **To ensure confidentiality of all students and lessen the impact on the learning environment, cameras, or video and/or audio recording equipment are NOT permitted in the classroom.** Observations are for a specific student, and other information about other children cannot be shared, nor used as a basis for placement, diagnosis, or imperative data specific to other children.
- **All observers may be accompanied to the classroom or observation location by the site administrator or an administrative designee/school representative.** Parents/Guardians and/or visitors/observers must sit in an area of the classroom designated by the individual teacher. The site administrator or designee/representative may also make observational notes.
- **No observations will be scheduled during the first week or last week of school.**
- **Parents/Guardians and observers/visitors must sign in at the school office first.** Visitors will be issued a Visitor's Pass, which must be returned to the office at the close of their visit.
- **Cell phones must be turned off or silenced.**
- **Our teachers will be prepared for your visit, so please arrive on time.** If you cannot keep your appointment, please call to reschedule (we are unable to accommodate late arrivals).

Please do not hesitate to contact us beforehand should you have any questions.

Due to safety reasons and school site policies, once instruction has begun at 9:00 a.m., all visitors not being assisted by a staff member **must** immediately leave campus grounds. Socializing with other parents or adults is not permitted on our campus once school is in session and instruction time has begun. Please attend to these matters off campus.

Parent/Teacher Conferences

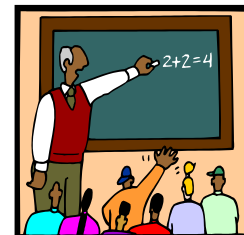
Parent-teacher conferences for grades TK/Kinder through 5th will be scheduled in November for 6 days and April for 2 days (see dates on pg. 5). However, feel free to contact the teacher, counselor, or principal, should you wish to have a conference prior to that time. Write a note or leave a message in the office. If you would like to meet with your child's



teacher in regards to any concerns or to check on his/her academic progress, please make an appointment 24-48 hours prior to ensure that the teacher is available to accommodate your request. Please do not stop teachers en-route to class or on their way to meetings, as we want to ensure that you are provided with adequate time and space to have a conversation. If you have a concern or question about something happening in the classroom, please speak to your child and his/her teacher **first**.

Class Adjustments

Changes in class assignment to adjust the size of classes may be necessary in the first few weeks of school. We set up classes in the summer, but transfers of students into and out of our school require shifting of students enrolled. Combination classes are sometimes required because of the number of students enrolled. We know that you will help your children to accept these changes and profit from them. With these changes, we assure you that we plan to continue and improve the fine educational program at Webster Elementary.



Homework



The Long Beach Unified School District's guidelines for homework is found in the "Guidelines for Parents and Students" handbook (click [HERE](#)). At Webster, students may receive homework assignments during the year, depending on their classroom teacher's policy and procedures. Please ask your child's teacher for more details.

VIPS (Volunteers In Public Schools)

You must be a District approved VIP in order to volunteer and assist in your child's classroom or to participate in class fieldtrips. The application must be completed **online** (click [HERE](#)).

The application process can take from 2-6 weeks. Please do not wait until right before a field trip to apply or you will not be allowed to attend the field trip. Please click [HERE](#) for a list of FAQs. VIPS must sign in the main office and wear their VIP badge when on campus. They must return the badge when signing out. Non school-aged siblings should not be present on campus while volunteering, as this is a safety issue. Ms. Linda Alzugaray, our Office Supervisor, oversees our VIPS program and is available to assist you with any of your questions.

School Supplies

Students are provided with basic school supplies throughout the year, such as pencils, crayons, writing paper, glue, erasers, etc... You may choose to send your child with a backpack, since they might need to carry books and supplies home from time to time.



SCHOOL RULES

****IT IS VERY IMPORTANT FOR YOUR CHILD TO UNDERSTAND THAT THE DISCIPLINE CODE AND ALL SCHOOL RULES MUST BE FOLLOWED.****

Please read and review the following school-wide rules with your child:

Discipline Code

All elementary schools have a discipline code. Each teacher will discuss the code with his/her students. The District's "[Guidelines for Parents and Students](#)" has the code information. Please be sure to review this information.

Fighting is not permitted at school. Please discuss the importance of behaving in a non-violent manner with your child. Students who fight are subject to disciplinary action (suspension). Students are encouraged to use non-violent methods to resolve their differences.

Students will be treated in a respectful manner by the Webster faculty and staff. The same respect from students to adults is expected.

General Rules

1. Students will show respect for others and follow instructions given by staff the first time they are given.
2. Students will wear their uniform to school that is approved by the LBUSD and Webster.
3. Once a student has arrived on campus, they will not be allowed to leave without permission.
4. Students will not walk in puddles and mud.
5. Students will leave rocks, bark, sticks, and other dangerous objects alone.
6. Students will play only on the three assigned playground areas.
7. Students will play safely, while keeping hands and feet to themselves.
8. Students will show pride and respect in their school by keeping the building and grounds clean.
9. Students will take turns on equipment.
10. Students will eat in the lunch areas only and not eat or drink on the playground (except water).
11. Students will leave balls, toys, and gum at home.
12. Students are not allowed to play any game or activity that has not been approved.
13. Students will refrain from using profanity.
14. Students will keep any dangerous objects or weapons away from school.

Playground Rules

1. Students will arrive to school **NO EARLIER** than 8:30a.m. There is no supervision on the playground before that time.
2. Students will display responsible playground behavior and follow the general rules.
3. Rough play will not be used on the playground. Students are to refrain from wrestling, playing tag, excessive chasing, or play fighting.
4. No object is to be carried by any child while climbing on equipment.
5. No sitting or standing on equipment.
6. No playing under equipment.
7. Red rubber balls, volleyballs, and basketballs are not to be kicked.
8. Students are to go to the drinking fountain or bathroom during recess, not after the bell has rung.
9. Students will follow the Freeze Bell rules:
 - When the bell rings, students are to stop what they are doing and freeze.
 - If on equipment, get off, and then freeze.
 - When the whistle blows, students are to **walk** to their classroom line.
10. Students will settle differences peacefully; if necessary, they will seek the assistance of an adult on supervision duty.



Restroom Rules – “GO, FLUSH, WASH, LEAVE!”

Students will:



1. Enter and exit the restroom cautiously and quietly.
2. Take care of their personal needs without loitering or disturbing others.
3. Use soap and water to wash hands and dispose of paper towels in trash cans.
4. Inform an adult of any unsafe or unclean conditions.
5. Keep our bathrooms safe and clean.

Auditorium/Assembly Rules

Students will:

1. Enter and exit the auditorium quietly.
2. Sit back in their seat and keep feet and hands to themselves.
3. Use the right armrest only.
4. Listen attentively to the presenter(s).
5. Show their appreciation of the performance with applause only.
6. Follow their teacher's directions and exit the auditorium quietly.



Breakfast & Lunch Rules

Students will:

1. Follow the general rules.
2. Line up quietly.
3. Leave playground equipment in the assigned areas while eating.
4. Talk quietly and remain in their seats while eating.
5. Remain at lunch tables or assigned areas until finished eating, or at least 10 minutes.
6. Place all trash in trash containers.
7. Exit quietly.



WEBSTER —WILDCATS—

Guidelines for Success

Prepared and on time.

Responsible and Respectful.

Involvement in my learning.

Doing my best.

Empowering myself for
tremendous success.



DUAL IMMERSION



THE WESTSIDE'S PREMIER DUAL LANGUAGE SCHOOL!

90/10 SIMULTANEOUS LITERACY MODEL

Students will simultaneously develop literacy in both English and Spanish starting in Transitional Kindergarten.



ALL BILA/BCLAD CERTIFIED TEACHERS



1 CLASSROOM 1 TEACHER

Students greatly benefit from a self-contained classroom with one teacher providing additional support toward a bilingual and biliterate future.

CULTURAL CURRICULUM

Students will cultivate an understanding and appreciation of other cultures and develop positive attitudes toward fellow students, families, their communities, our country, and diverse world.



COMMUNITY & STAFF SUPPORT



- Reading Buddies
- SLD/ELD Support Program
- Tutoring
- Biography Night
- Movie Nights
- Annual Holiday Program
- Dual Immersion Day
- PTO Support Programs

ARE YOU INTERESTED IN A MORE SUCCESSFUL AND MARKETABLE FUTURE FOR YOUR CHILD?



(562) 595 - 6568



@WebsterLBUSD



@LBWebsterWildcats

Webster Elementary School **Abolish Chronic Truancy Program**

The Los Angeles County District Attorney's office works with Webster and other LBUSD schools to improve attendance. Our goal is that all students will be given a quality education. We need them to be here every day and on time so that there are no "gaps" in their learning. Working together, we can help students be more successful at school and in life.

Here are a few of the important aspects of the program:

- There are 3 parts to the program –
 - ACT Parent Meeting (auditorium – large group)
 - SART Meeting (individual parent meeting with DDA)
 - SARB Meeting (District level – review board)
- Attendance is monitored by the school site and referrals for ACT are made to the District Attorney's office based on:
 - Tardies/lates and absences for the past 12 months.
 - 15 or more of either and the family is included in the program.
- After being invited to an ACT meeting, a SART meeting will take place when the student has 3 or more unverified or unexcused absences, late arrivals, and/or excessive tardies. A contract is signed by the DDA, Site Administrator, Parent, and Student which states that the child will attend regularly and will complete all assignments.
- SARB takes place after SART and when attendance has not improved. Another contract may be signed, or the case may be referred to the courts.

Some important terms you need to know:

Excused Absence:	Any absence that is due to illness, doctor or dental appointment, or mandatory court appearance; any absence that has been verified by one of the following: Doctor, school nurse, teacher, administrator, or office staff. A note must be submitted for the absence to be excused.
Unexcused Absence:	Any absence that does not fall into a category that the District deems to be an excused absence (see above).
Unverified Absence:	An absence in which we have not received a note or any kind of notification to excuse the absence.
Tardy:	Arriving to the classroom after the bell rings at 9:00 a.m., but before 9:30 a.m. (9:01 a.m. – 9:30 a.m.)
Late:	Arriving to the classroom more than 30 minutes after the bell rings. (from 9:31 a.m. and on)

If you have any questions about this program, please contact the Office for further assistance.





Thank you for taking the time to review our Parent Handbook for 2023-24, and for also reviewing this important information with your child.

Please [CLICK HERE](#) to confirm that you received a copy of Webster's Parent Handbook for 2023-24.

