

Stephen Foster Elementary School

Family and Student Handbook 2026-2027



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

Bellflower Unified School District

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 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** from teachers, students, administrators, parents, and community members to meet the unique needs of a diverse student population in grades kindergarten through grade six. Students leave Stephen Foster as **responsible citizens** who **demonstrate respect** for themselves and others in their community.

⚡ 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 provide a safe, encouraging environment that helps to bring out the best in everyone.

Principal's Message

Dear Stephen Foster Families:

Welcome to Stephen Foster Elementary! Foster is an amazing school with dedicated and talented teachers and staff that are committed to preparing all students to be successful and responsible citizens who contribute and thrive in a diverse society.

To ensure success, our highly qualified teachers provide a rigorous and supportive academic experience that motivates all learners to meet high expectations. Stephen Foster is proud of the many programs that support our mission: from our expanded music program Tk-4 and 5-6 th grades to our developing Robotics and STEM programs, transforming the way students learn and prepare themselves for post-graduate life in the real world.

I look forward to working with all of you as we build bridges that will bring our students to new heights, partnering to provide equity and access to the best education possible for our students. It is my mission to serve and support our community to create a safe and nurturing environment that prepares each student academically, socially, and emotionally to be competitive in a global economy.

Please review this handbook for detailed information about our plans and discuss them with your children.

There are no limits to what our students can achieve when we all work together. Go Bolts!

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 Bucks, School Pictures, Family Nights, Parent Education workshops, The Foster Fun Run, 6th Grade Activities, 4th grade Gold Rush, 5th grade Reenactment, Carnival, Trunk or Treat, Book Fair, and 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)

Citizens Task Force (CTF)



Bell Schedule

REGULAR SCHOOL DAYS		SHORTENED SCHOOL DAYS		MINIMUM SCHOOL DAYS	
8:30 - 2:55 pm		8:30-1:36 pm		8:30-12:40 pm	
MORNING RECESS		MORNING RECESS		MORNING RECESS	
TK-Kindergarten	10:35-10:55	TK-Kindergarten	10:35-10:55	TK-Kindergarten	10:35-10:45
1st/2nd/3rd	10:15 - 10:30	1st/2nd/3rd	10:15 - 10:30	1st/2nd/3rd	10:15 - 10:25
4th/5th/6th	11:00 - 11:15	4th/5th/6th	11:00 - 11:15	4th/5th/6th	11:00 - 11:10
LUNCH		LUNCH		LUNCH	
TK-Kindergarten	11:30-12:10	TK-Kindergarten	11:30 - 12:10	No lunch at school on minimum days	
1st/2nd	11:45 - 12:25	1st/2nd	11:45 - 12:25		
3rd/ 4th	12:30 - 1:10	3rd/ 4th	12:30 - 1:10		
5th/6th	12:50 - 1:30	5th/6th	12:50 - 1:30		
AFTERNOON RECESS		AFTERNOON RECESS		AFTERNOON RECESS	
TK-Kindergarten	1:50 - 2:00	No afternoon recess on shortened days		No afternoon recess on minimum days	
1st/2nd	2:00 - 2:10				
3rd/ 4th	2:15 - 2:25				
5th/6th	1:30 - 1:40				



General Information

Office Hours:

Office hours are from 7:30 a.m. to 4:00 p.m. daily. The phone number is: 562-804-6518; FAX is: 562-804-6520. It is the responsibility of the parents to communicate with the teacher for items dropped off in the office for students. The office will not be held responsible for items not picked up by students.

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 when there is an opportunity to do so during the day.

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 Aeries 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 (again) toys. Things brought to school should be pre-approved by the teacher and left in the student's backpack or classroom during the course of the school day. Inappropriate items not pre-approved will be confiscated either by the teacher or Administration. 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 specific event such as the book fair or field trips.

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., or imitations of any of these items. 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 to be 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. You will be billed by the school for damage to such property. Report cards are held for students with outstanding financial obligations.

School Visitors:

All visitors and volunteers must be pre-approved by the teacher, assistant principal, and the principal. Please schedule visits with the classroom teacher prior to visiting or volunteering on campus. Once on campus, you must sign on our visitor system in the front office **which requires an ID**, 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. Some types of visits may need an administrator's presence. The teacher will help coordinate these types of visits.

Mobile Device Use - Elementary

The Bellflower Unified School District Board of Education has approved Board Policy 5131.8 in alignment with State Legislation AB 272 and AB 3216 to limit or prohibit the use of mobile communication device by students while at school or while students are under the supervision and control of an employee or employees of the school district.

Mobile devices **may not** be used or displayed on campus and must:

- Be stored out of sight
- Be turned off or on silent with notifications disabled
- Not be used during the entire instructional day or while participating in school activities

Students may use mobile devices in the following instances:

- During an emergency or response to a perceived threat of danger.
- When a teacher or administrator grants permission for a specific learning objective.
- When a licensed physician or surgeon determines the possession or use is necessary for the student's health and well-being. (ex. diabetic student with blood sugar monitoring app)
- When the possession or use is required by the student's IEP.

Students may not use a mobile device as an electronic listening or recording device without prior consent of the teacher and principal. Any pupil in violation shall be subject to appropriate disciplinary action. Electronic Listening or Recording Device – EC 51512

Inappropriate use of cell phones will be considered a violation of school rules and appropriate consequences will be issued.

Mobile Devices (not an exhaustive list) Include:

PDS

Tablets

MP3 players

Apple watches, glasses, etc.

Personal game devices

Headphones, AirPods, etc.

Consequences for Misuse:

Students not adhering to the mobile device policy will be issued consequences.

Continual disregard for the school mobile device policy will be considered an act of defiance and appropriate consequences will be issued. Consequences may include, but are not limited to:

- Immediate confiscation of the device and parent notification.
- Confiscation of the device, parent notification, and referral notice.
- Confiscation of the device, parent notification, and loss of privilege as designated by the administration.
- Confiscation of the device, parent notification, and the parent/guardian required to pick up the device at the office.

Confiscated devices will be securely stored until returned to the student, handed to the administrator or designee, or given directly to the student's parent or guardian, as appropriate. The district will not be responsible for any device that is lost, stolen, or damaged while on campus or at a school activity.

Arrival and Dismissal From School

Arrival:

The gates are opened and playground supervision begins at 8:15 a.m. Students arriving before that time must go into the cafeteria for breakfast starting at 7:55 a.m. The gates at the front of the school and on Fidler will remain open until the final bell rings at 8:30 a.m. A warning bell will ring at 8:27. Students not in line at the morning assembly by 8:30 will be marked tardy.

Breakfast:

Breakfast is served every morning in the Stephen Foster Cafeteria from 7:55 to 8:10 a.m. **Students coming for breakfast 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. NO crossing guards are provided in the immediate school area. Families are expected to follow City and State traffic laws to maximize their safety while walking to and from school, this includes using the CROSSWALK AT EITHER END OF THE BIGELOW BLOCK IN FRONT OF THE 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.

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 this, they must be locked in the bicycle racks.

Bicycle riders must wear helmets with strap closed (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 those enrolled in specific school sponsored classes or activities, or Think Together/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 the Sheriff contacted if necessary.

Pick Up and Drop Off Procedures

These guidelines are enforced to secure the safety of all children and families. We have 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. The front of the school will be a drive through area only in the mornings from 8:00- 8:45 a.m. and after from 2:30-3:15 p.m. Please note there is no parking during this time – loading and unloading only please.

Please help us keep a safe clockwise flow of traffic around the school with respect for others.

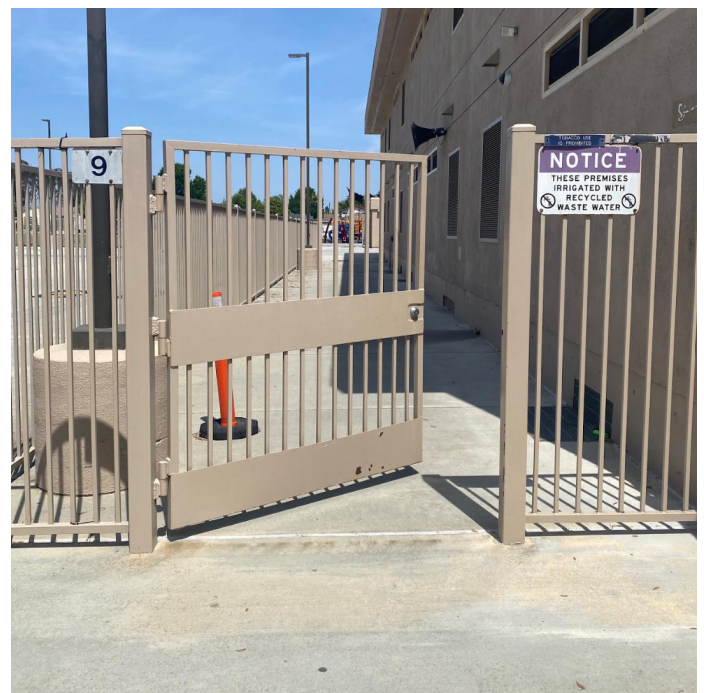
TK and Kinder (primarily) and ALL Grades

Drop off and pick up on **Bigelow St** with entrance through the **main and Kinder gate**.



All Grades

Drop off and pick up on **Fidler Ave** with entrance at the back of the campus, alongside the teacher parking lot through **Gate 9**.



Students with Special Needs and Buses

Buses will be pulling up in the mornings and afternoons near **Gate 5** in the designated **red curb area** on **Fidler Ave.** Parents can pull into the **Student Drop Off Area** from **Fidler Ave.** **If you need additional time to escort your child, please park on the street, not in the drop-off lane.**



Please remember:

- There is no double parking around the school in any of the pick up or drop off areas. The **City of Lakewood Municipal Code 3273 states:** No person shall stop, park or leave standing any vehicle in the roadway across from any public or private school or the grounds thereof for the purpose of loading or unloading anyone attending school in grades TK through 6, where, in order to reach or leave said vehicle from said school or grounds, it is necessary for said pedestrian to walk across said roadway.
- Furthermore in a School Zone for safety, Lakewood has a child safety law that forbids drivers from letting off or picking up school age children in any way that encourages them to jaywalk through traffic to get to or from school. Double parking to let kids out into the street at the start of the school day or stopping at the curb across from school and waving children through traffic when school is out, or both, are infractions of the city's code and are punishable by a substantial fine. (minimum of \$100). We have been working with Public Safety to increase Sheriff presence around campus at these busy times.
- Do not let your child move in front of other cars that may be moving.
- Do not let your child cross the street on their own.
- Students must wait at their gate using common-sense rules of safety for families to pick up.
- If your students are not at the pick up spot and there is no parking, you must make another lap, moving in a clockwise direction around the school block.
- Have passenger-side seating available so that students do not have to go around the car to enter.
- **No parking in the pick-up 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.

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:

Please read the Illness/Injury Guidelines for School Attendance (distributed on the first day of school and in your parent portal account). If a child has had a fever or vomiting we will follow the decision pathways of the Department of Health. 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 elementary school. If a student is found to have head lice, they will be sent home immediately. The school will provide families 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 prior to returning to class.

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 vision and hearing screening for grades K, 2, 5 and by referrals.

Lunch:

Students may bring their lunch or get lunch from the cafeteria. In 2022 California became 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 free, nutritionally adequate breakfast and lunch for all children each school day.**

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 healthy school environments that promote and protect student's health, well-being and ability to learn by supporting healthy 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 healthy 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 other students.

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 unhealthy snacks** as they are in 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, or sharing non-edible treats when arranged by parents in coordination with classroom teachers.

Emergency Preparedness

Stephen Foster school has developed emergency plans in case of an earthquake, fire, other natural disaster, 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 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 4** 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, 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. The hem of pants may not drag or be frayed.
- Shorts and ripped jeans must pass the “finger tip” test: when arms are at the students’ side, shorts/rips 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, slippers, Crocs, or sandals are not appropriate for school. Skate shoes (Heelys) 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 their 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 and dentist appointments, funerals of immediate family, or court appearances. 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 And choose option #2 to leave a message with student's first and last name, teacher name, along with the reason for 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 1 day. One-week prior notice is required. Work assigned must be turned in upon the student's return for attendance to be granted for the determined period of time.

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 a notice for a meeting to discuss attendance concerns and support. It is a challenge to call students out of classes within 30 minutes of the end of the school day; this is strongly discouraged.

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 stays for the full day, every day.

Instruction and 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 their 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 three (3) times, once for each trimester, November, March, and June.

Progress Reports:

Children who are not meeting the grade level standards will be notified at the midpoint 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.

Academic Intervention Plans:

These plans will be developed for students who are not making educationally appropriate progress towards state academic and behavioral standards with class teachers. 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.

Academic Intervention Plan(AIP) and 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 Academic Intervention Plan and Student Success Team meetings look at strategies to help children with their learning. Parents are encouraged to attend these meetings for their children.

Behavior Plans:

These plans will be developed for students who are struggling with behavior in the general education or special education settings. Parents will be informed of the strategies the school will use to help support their child as they work toward making expected behavioral choices.

Homework Policy

Homework is considered an extension of the classroom learning process in 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 and Policy

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. This includes the use of racially, ethnically, and gender based slurs and insults, which, depending on the circumstances and frequency, may be considered hate based offense.

The Bellflower Unified School District expects students and 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 happen 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 action up to and including expulsion. You can find more information on the District's website at 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 and 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** at (562) 866-9011 ext. 2062.

School Rules and Procedures

Student Conduct:

Students enrolled at Stephen Foster Elementary follow the BOLT expectations 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:

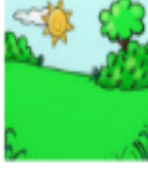
School wide rules are to be followed at all times. Classroom rules are created by the teacher and/or class and are posted in the classroom.

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

Stephen Foster Behavior Expectation Matrix

	Classroom	Hallway	Cafeteria	Bathrooms	Playground	Forest/Lunch Table	Assembly/Flag Salute
							
B prepared	Come ready to learn each day with all homework complete and needed materials out.	Line up quietly.	Line up quietly and be ready with your lunch number.	Use bathroom for intended purpose.	Follow the rules of each game the Big Toy expectations.	Walk to the Forest or tables.	Be in line by 2 nd bell. Walk quietly to class after the ceremony.
O wn your actions	Follow all safety class rules and maintain personal space. Focus on your own learning.	Keep your hands and feet to yourself.	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.	Raise your hand to use the bathroom. Walk to place lunch bag on number.	Place backpack in line before playing Big Toy off limits during morning arrival. Stand to the right of your backpack.
L ead with character	Be honest. Use your inside voice.	Model appropriate hallway behavior and tell an adult if you see a problem.	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. Walk to your line when dismissed.	Walk to play area when you are dismissed by noon duty. Squat at bell.	Stand quietly during Flag salute and participate in Flag salute.
T reat others with respect	Be kind to each other with your words and actions. Use polite words/phrases: please, thank you, excuse me, I'm sorry, etc.	Walk quietly behind your line leader(s). Keep a safe distance between you and others.	Listen to the lunch staff and noon duties.	Consider the privacy of others.	Be Fair, always share. Use good manners: please, thank you, etc.	Sit and eat lunch with friends. Be polite and use good table manners. Pick up all trash when dismissed.	Recite the pledge and sing the patriotic song respectfully. Listen to the speakers.
S trive for excellence	Learn to the best of your ability. Give 100% on every assignment. Participate in discussions.	Be polite to others as you pass them in the hallway, say hello, smile.	Remember your manners: please, thank you, etc. Report problems to an adult.	Report problems to an adult.	Be a good sport. Follow the rules of the game. Accept the result of the game. Shake hands at the end of the game.	At whistle, walk to class line.	Be a role model during morning Flag salute.

Positive Behavior Interventions and Support

Positive Behavior Interventions and Support (PBIS) 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 allow them to learn expected 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 and 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 assemblies.

Perfect Attendance:

Students who have no absences, no tardies, and no early outs 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.

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 be given an alternative recess for a specified number of minutes or days.

Time Away:

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

Parent Communication:

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

Counseled by Principal, Assistant Principal or School Counselor:

Students may be sent to the assistant principal or 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.

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)

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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.