

**Norwalk-La Mirada Unified School District  
Foster Road Elementary School  
2009-10 Student Handbook**

Dr. Jean Maddox, Principal  
Phone: (562) 921-9908 Fax: (562) 404-3952  
Email: [jmaddox@nlmusd.k12.ca.us](mailto:jmaddox@nlmusd.k12.ca.us)

Dear Parents/Guardians/Students:

Welcome to Foster Road School. With an exciting year ahead of us, we invite you to become an active participant in your child's education and ask that you join us in celebrating their learning. We are implementing a schoolwide Title 1 program for 2009-10 school year. We are excited with the results of our Fast ForWord program.

With our phone system, we will continue calling each home to let you know what events are happening at the school, and when an absent needs clearing. We are excited about this feature, so listen for our calls.

Your support in our parent groups is appreciated, and we offer monthly trainings for you on how to help your child succeed in school. Your input helps us make decisions that benefit all our students. Come and participate in the parent trainings and meetings. We have translators available.

This handbook has been carefully prepared and presented in order that students and parents may know and understand the policies and practices of Foster Road School. **Read it together with your child**, so everyone is clear about our procedures and the school rules. By working together, we can make a difference in your child's educational experience.

Come join the Foster Road Community and help make 2009-10 the best year ever! Your ideas and support are needed and welcomed. We are a community school and the more we work together, the better the future for all involved will be. Be a part of the Circle of Success.

Sincerely,  
Dr. Jean Maddox, Principal

**School Motto**

“Building Connections for a Better Future”

**School Logo**

Star

**Daily School Schedule**

**Office Hours:** 7:45 – 4:00  
**Teacher Hours (K-5):** 8:00-3:02 MTThF  
7:45- 3:30 on Wed.

**Teacher Hours (PreK)** 8:00- 3:30MTThF  
7:45-2:30 on Wed.

**Breakfast served:** 7:45 – 8:05  
Students eating breakfast can arrive at 7:45 for breakfast. **Students not eating breakfast are to arrive at school after 8:00 not before.**  
**There is no supervision until 8:00 a.m.**

**Student Hours for Regular Day**

**Pre-K First to Five** 8:30 – 3:00  
**Headstart** 8:30 – 3:00  
**State Pre-K (a.m.)** 8:30 – 12:00  
**State Pre-K (p.m.)** 11:30 – 3:00

**Kindergarten** 8:15 – 2:32  
**Through – 5 grade**  
**(Wed. is early release) 8:15- 1:00**

**Morning Bell (line up) 8:10**

**Recess and Lunch Schedule**

| <u>Grade</u> | <u>Recess</u> | <u>Lunch</u> | <u>_____</u> |
|--------------|---------------|--------------|--------------|
| Kinder       | 9:35-9:55     | 11:00-11:30  |              |
| Grade 1      | 9:55-10:15    | 11:15-11:45  |              |
| Grade 2      | 9:55-10:15    | 11:30-12:00  |              |
| Grade 3      | 10:15-10:35   | 11:45-12:15  |              |
| Grade 4      | 10:35-10:55   | 12:00-12:30  |              |
| Grade 5      | 10:35-10:55   | 12:15-12:35  |              |

**Minimum day recesses are 10 min.**

**Minimum Day Schedule**

| <u>Grade</u>             | <u>Dismissal</u> |
|--------------------------|------------------|
| <b>PreK First 5</b>      | 8:30-1:00        |
| <b>Headstart</b>         | 8:30-1:00        |
| <b>State PreK (a.m.)</b> | 8:30-12:00       |
| <b>State PreK (p.m.)</b> | 11:30 -3:00      |

## Minimum Day Schedule

|              |           |
|--------------|-----------|
| Kindergarten | 8:15-1:00 |
| Grades 1-5   | 8:15-1:00 |

**Schools Supervision begins at 8:00 a.m. Students should not be on campus before 8:00 unless they are eating breakfast. Parents are urged not to send their children to an unsupervised playground prior to the start of the school day.**

## Positive School Attendance

Every effort should be made to make sure students are at school on time every day. A line-up bell rings at 8:10 a.m. If your child must miss school due to an illness or emergency, please **call the office at (562) 921-9908 to report the absence.** Try to schedule doctor visits in the afternoon or during non-school hours, whenever possible.

**California State Education Code states that it is the responsibility of the parent/guardian to see that their children attend school regularly and on time each day.** When a child is absent (or late) please send a note to his/her teacher explaining the cause of the absence. **Students with excessive absences or tardies will be referred to the School Attendance Review Board.**

## School Behavior

Every student must have the opportunity to achieve his/her potential in a safe, caring environment. For this reason, Foster Road Elementary has adopted a common set of school rules to help create a positive learning environment for our students. All students are expected to follow the school rules in order to provide an environment conducive to learning. It is our belief that by working together as a team, your child's education will reflect excellence. It is our policy that students be held accountable for their own actions.

### Foster Road Students will:

1. Choose appropriate behavior to create a safe environment. Fighting or threatening others is not allowed even on their way to or from school.

2. Respect others and themselves. Respect School property as well as the property of other students.
3. Refrain from throwing objects, playing dangerously, or using playground equipment inappropriately.
4. Use positive comments. Never inappropriate language and/or gestures.
5. Use polite manners at all times: in the classroom, during lunch, at assemblies, on the playground, school activities, and before and after school.
6. Listen to and comply with requests of all staff members to follow school rules.
7. Never bring weapons, any items resembling a weapon (this includes toy weapons) or objects to be use as weapons.
8. Sexual Harassment is not tolerated by students or adults.
9. No riding of bicycles, skateboards, scooters, or roller skates/blades while on school grounds. This includes during non-school hours.
10. **Cell phones must be turned off during school hours. The school is not responsible for cell phones brought to school if stolen or broken. Cell phones will be confiscated if students play with them or have them on during instructional time.**

We need your support in asking your children to adhere to these standards and take pride in their school. **Teachers and students develop classroom rules, which supplement the general school rules.**

### Failure to Follow School Rules Will Result in the Following Consequences:

1. First consequence – Counseling, warning
2. Second consequence – Teacher modification/parent contact
3. Third consequence – Conference with parent and teacher to develop behavior contract
4. Fourth consequence – Conference with principal/parent/teacher. Student placed on severe discipline contract.

### Positive Schoolwide Recognition

Students who exhibit appropriate behavior may earn:

- ☉ Citizen of the month recognition
- ☉ Foster Road Star bucks
- ☉ Happy grams
- ☉ Positive written notes and telephone calls home
- ☉ Awards and rewards
- ☉ Additional classroom and campus privileges
- ☉ Coupons for school prizes
- ☉ Attend special programs, "O" Breakfast, assemblies, and performances
- ☉ Praise and congratulations

### Items Not Allowed At School

Toys, play equipment, radios, video games, skateboards, **anything of value to you**, excess money, hats, or gum. The school is not responsible if they are lost or stolen.

### Playground Rules

1. Tackle football or tackling games are not permitted.
2. No eating on the playground.
3. Remain in assigned area and play the game for that area.
4. Use restrooms and get water before the end of the play period.
5. Leave restrooms clean.
6. Stop activities when whistle/bell rings and freeze.
7. Walk quietly to class line area when the whistle blows and line-up.
8. Wait quietly for the teacher to meet the class.

### Cafeteria Behavior

Foster Road has a federally funded breakfast and lunch program. Parents are to remain outside the cafeteria while our students eat their breakfast and lunch.

1. Talk quietly, no loud talking or yelling.
2. Practice good table manners at all times.

3. Clean up if you spill something.
4. Put all trash in appropriate containers.
5. Keep food in cafeteria.
6. Stay at their assigned eating table.
7. Listen at all times to adult supervision.

### Breakfast, Lunch and Milk Prices

|                   |         |
|-------------------|---------|
| Breakfast         | \$ 1.25 |
| Reduced Breakfast | \$ .40  |
| Lunch             | \$ 1.75 |
| Reduced Lunch     | \$ .40  |
| Milk              | \$ .50  |

### Dress Code

School uniform is white shirts or blouses and navy blue pants, shorts, jumpers, or skirts. School T-shirts are ok to wear as the uniform. No hats are allowed. A doctor's note is required for special medical reasons if a student needs to wear a cap.

Shoes should be appropriate for playground activities. Heels and clogs are dangerous and should not be worn.

All clothing should be labeled with student's name.

No apparel identified with gang attire may be worn to school at any time.

White wide band tank tops may be worn during hot months. No blouses with mid-drifts showing may be worn.

Earrings or other jewelry must be appropriate.

### Parent/Visitors at School

To insure a smooth safe learning environment for our school, **anyone entering the building for any reason must report to the office and sign in.**

We encourage parent participation and volunteers to help with our school program. Your child's safety is our responsibility. Anytime you want to visit or volunteer on campus you **must check in at the front office and receive a pass.** This is to insure the safety of all Foster Road students and staff.

**No smoking on school grounds.**

**If your child forgot his/her lunch, please drop it off at the office with the child's name**

**and room number written on it. We will be sure it is properly delivered.**

**Parents may not disturb the teachers and students during class instruction time.** Once class has started, don't disturb them, or go directly to the class without checking in the office first.

We also ask that you drop off and pick up your children at the assigned exit doors and not at the classroom doors.

**After school when picking up your child, all parents are to wait in the front of the school. Each teacher will bring their class out to meet the parents at their assigned area. This procedure is for the safety of our students, for we have some students going to the after school park program, and they need to walk together.**

After school park program is located at Frontier Park. It is not on school campus. Students are to leave school campus and walk over to the park immediately after school. Students are to sign in at the park. **There is no adult supervision walking the students to the park, nor after school is out.** Instruct your child to think safety and watch carefully as they walk across the street to the park.

### Telephone

Parents are asked to make after school arrangements with their children before they leave home. The office staff will not interrupt the classroom instruction to deliver messages, emergencies only. Make sure your child knows where they are to go right after school.

### Insults & Assaults (Education code 44807)

Every parent, guardian, or other person who upbraids, insults, or abuses any teacher or the Public Schools in the presence or hearing of a pupil, is guilty of a misdemeanor. Any parent, guardian, or other person who insults or abuses any teacher in the presence of other school personnel or pupils and at a place which is on school premises or public sidewalks, streets, or other public ways adjacent to school premises or at some other place if the teacher is required to be at such other place in connection with assigned school activities **is guilty of a**

**misdemeanor, and is punishable by a fine of not less than one hundred dollars (\$100) nor exceeding one thousand dollars (\$1000).**

### Emergency Cards

It is very important that every child have a current Emergency Card on file at the school. In case of an emergency, we need current phone numbers and family members to contact if you are not available. Parents need to notify the office immediately of a change of address, home or work phone number.

**Students will only be released to those names listed on the Emergency Card who are 21 or older.** Children will not be released to other adults without the written permission from the parents or legal guardian, nor to their older siblings unless they are 21 or older. The person checking the student out must sign him/her out in the office. We appreciate your cooperation in helping make our school the safest possible environment for your children.

### Communication between Home & School

**A monthly newsletter describes the school's events for the month, which goes out to each student the first of every month. We have a phone system which allows the school to send messages to your phone about school events.** In addition, each classroom teacher is responsible for developing a plan for establishing communication between the home and school. Flyers will be sent home to announce special school events and parent training classes. Look for the newsletters each month. If your child does not show you a newsletter, there will be extras in the office.

### Parent/Teacher Conferences

Teachers are available before school and after school by appointment to discuss your child's progress. **Once the school bell rings, it is students' instructional time. Teachers are not to be disturbed for they are to be instructing our students.** Do not hang around their door for this interferes with their instructional time with their students.

**On Wednesday afternoons, teachers are in staff meetings and staff trainings and are not**

**available during this time to talk with parents.** Feel free to contact your child's teacher with any concerns and set up a plan for your child.

**During the school day, our teachers are teaching students and will not be interrupted.** You may leave a message for a teacher to contact you in the office. The teacher will return your call or answer your note when they are not with students. With less interruptions to the class, we are creating an environment that gives all children the opportunity to achieve their fullest personal and academic potential.

**Parent/Teacher conferences will be scheduled twice during the school year, once during the 1<sup>st</sup> trimester (Dec. 4<sup>th</sup> – 10<sup>th</sup>) and once during the 2<sup>nd</sup> trimester (Mar. 15<sup>th</sup>-19<sup>th</sup>).** All parents will be sent conference slips to choose a time to meet with their child's teacher to discuss their child's progress in school. Every parent is encouraged to attend the conferences. Report cards will be given at the conference.

### Homework

Homework contributes to the development of independence and responsibility on the part of the student. Students are given homework based upon their ability and the educational program to which they are assigned. The amount, length, and type of homework will vary according to the individual needs of your child. Each child should read 20 minutes a day. In addition, Kindergarten is 20 min. ranging to 1 hour for 5<sup>th</sup> grade students of homework each night. If your child is spending unusual amounts of time on homework each night, he/she may be experiencing some difficulty, and it would be advisable to contact his/her teacher.

### Textbook & Library Books

Students are responsible to the school for the proper care of textbooks and library books **and must pay for lost or damaged books.** Students are required to pay fines for damaged textbooks in accordance to the amount of damage. Each student shall return all textbooks issued to him/her when leaving the school, or at the end of the school year. Failure to return or pay for damages shall result in withholding report

cards. Your child will have the opportunity to check out books from the library **after signing a permission form. Help your child with the following responsibilities:**

- ☺ Careful handling of library books.
- ☺ Provide a safe place for the borrowed books.
- ☺ Help remind your child when the books are due.

### Sexual Harassment Policy

It is the policy of the Norwalk-La Mirada Unified School District to maintain a working and learning environment that is free from sexual harassment. Sexual harassment, of or by employees or students, is a form of gender discrimination in that it constitutes differential treatment on the basis of gender, and for that reason, is a violation of state and federal laws and a violation of this policy. Sexual harassment is considered to be a major offense, which can result in disciplinary actions to the offending employees or the suspension or expulsion of the offending student. Any student or employee of the District who believes that she or he has been a victim of sexual harassment is urged to bring the problem to the attention of the proper authority. The District prohibits retaliatory behavior against anyone who files a sexual harassment complaint or any participant in the complaint investigation process. Complaints will be promptly investigated in a way that respects the privacy of the parties concerned.

### Medications

Only medications prescribed by a physician for a particular student will be given in school. The medication must be accompanied by a note from the physician stating the name of the medication, the dosage, and the time it is to be given. Over the counter medications will not be administered unless accompanied by a note from the physician. Parents who wish to administer medication to their child during the school day may do so, however, you must report to the office first.

### Other Special Activities

The school with the support of PTA does raise funds for activities in which the children

participate such as field trips, assemblies, special activities, and other school programs. Help support PTA for all our students benefit.

### **Parking**

In order to maintain a traffic safety program that is really effective, your cooperation will be needed. **Our goal is safety for your children, not convenience and timesaving for parents.** You can help us promote our safety program by observing the following regulations:

1. **Parking lot is for staff parking.**
2. **Do not block the flow of traffic.**
3. **Stop at the curb when dropping off or picking up students. Students who exit vehicles stopped in the middle of the driveway are in danger of being hit by other traffic. Think safety.**
4. **Have students enter or exit vehicles by the curbside door only.**
5. **Do not block bus area.**
6. **Do not park at the red curb. You will receive a ticket.**

### **Foster Road Elementary School Parent/School Compacts:**

Foster Road Elementary School is committed to the belief that all children can learn and acknowledge that all of us (teachers, administrators, and parents) working together can make a positive difference in student achievement. Foster Road will provide an optimum learning environment in which students will experience success and achieve excellence in learning.

The purpose of this compact is to establish guidelines for providing the highest quality of education at Foster Road.

As a **student** at Foster Road Elementary School, I pledge to:

- ☺ Attend school regularly/arrive on time.
- ☺ Do my best in school and ask for help when needed.
- ☺ Respect and cooperate with others and have self-discipline.
- ☺ Have high expectations of myself and accomplish my goals.

As **principal** of Foster Road Elementary School, I pledge that our school will:

- ☺ Continually search for the best way to meet student learning needs.
- ☺ Provide extended time for students and families to engage in recreational and learning activities.
- ☺ Establish goals, grade level standards, expectations and shared responsibilities for teachers, parents, and students.
- ☺ Provide parents a voice in decisions regarding their children's schooling and emphasize the importance of school-home-community partnerships.
- ☺ Provide training for teachers and parents to increase student achievement and skills.

As a **teacher** of Foster Road Elementary School, I pledge to:

- ☺ Respect the uniqueness of each child and adapt instruction to meet each child's learning needs.
- ☺ Influence change in behavior through positive forces rather than negative.
- ☺ Provide a classroom environment that is conducive to learning.
- ☺ Communicate to students what is expected of them and have high expectations for all students and myself.
- ☺ Be knowledgeable about the curriculum and strategies for teaching it.
- ☺ Continue trainings to develop my skills as a teacher.

As a **parent/guardian** of a student at Foster Road Elementary School, I pledge to:

- ☺ Schedule a time for homework and discuss what my child has learned each school day.
- ☺ Read at least 20 min. a day with my child
- ☺ Make sure my child attends school regularly and on time.
- ☺ Communicate with the school through phone calls, written notes, attendance at parent/teacher conferences and school events.

