

James Foster

Parent & Student Handbook 2024 - 2025



Dear Parent or Guardian:

Governing boards of school districts are required to notify parents or guardians of certain rights and responsibilities as specified in the Education Code and other state and federal regulations. This booklet contains the Education Code sections that are concerned with these rights and responsibilities, along with other important information.

Your signature on your child's emergency card or online registration acknowledges that you have received this notice. (Please return the emergency card immediately if you did not register online.)

SAUGUS
UNION SCHOOL DISTRICT
Excellence in Elementary Education

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Site-Specific Information

This Parent and Student Handbook contains an information section specific to your school, district-wide information, as well as information which the state requires districts provide to parents and guardians annually. Please take the time to familiarize yourself with the contents of this handbook. If you require additional information, the school office will assist you.

Welcome to James Foster Elementary School, a California Gold Ribbon School. We look forward to another fantastic school year and encourage you to become an active participant in your child's education. We know that our success with each student is directly related to the partnership we share with you, our parents.

At Foster School, our goal is to provide a well-rounded program that will meet the educational, social, and physical needs of our students. As educators we constantly strive for excellence. We are committed to providing our students with an educational program that encourages all students to achieve their full potential and gain the skills, attitudes and understandings necessary to be 21st Century citizens.

This handbook has been designed to serve as a source of information between the Saugus Union School District, James Foster School, and your home. We hope it will assist you in becoming familiar with our programs, policies and procedures.

Please remember that our door is always open to you to share your ideas, concerns or comments. Working together we will make this school year a wonderful, rewarding experience for your child.

Sincerely,

Mrs. Jayme Rutter, Principal

Administrator Contact

The principal may be contacted through email, a note, telephone call, or by appointment. Conferences/meetings are scheduled with the office manager. To assist in making best use of time, it is important that you let the office manager know what you would like to discuss with the administrator so that all available information is on hand at the time of a conference or meeting. The principal makes every effort to return calls and respond to notes within 24 hours.

School-Wide Behavior Expectations

Our goal is to improve student outcomes by fostering positive behavior. The school's discipline policy is predicated on the expectation that each student knows and is expected to adhere to Foster's School-Wide Behavior Expectations which were developed in accordance to our Positive Behavior Interventions and Supports (PBIS) framework. PBIS is a system of supports developed to promote a positive and safe school climate by clearly identifying positive behavioral expectations and explicitly teaching the desired behaviors to students. In following our School-Wide Behavior Matrix, students will be expected to SOAR:

- **Safety First**
- **Own Your Actions**
- **Accept Others**
- **Ready to Learn**

Rules which support our PBIS Behavior Matrix are clearly communicated to students. Consequences for student misconduct are viewed as learning experiences which focus on modifying behavior to align with Foster's Behavior Expectations. Teachers work with students regarding behavior concerns and contact the parents as appropriate. Parents are asked to act as partners in correcting behavior at school. Consequences for misconduct vary according to severity of offense and disciplinary action may include suspension or expulsion. Details of our school's PBIS Framework are reviewed with the students and parents at the beginning of the school year, as are specific classroom discipline plans. The staff sees value in teaching students to take responsibility for resolving personal conflicts which may lead to misconduct and teachers actively address this issue as part of the classroom curriculum.

Objects from Home

It is our goal that every student feels safe when coming to school, so he/she can enjoy a positive academic and social experience. It is important that students understand that bringing certain objects to school may violate school and District policy. Many students do not realize how severe the consequences can be for bringing items that do not belong

at school. To prevent any students from bringing an item that does not belong at school, we ask that parents remind their child that toys like water guns and plastic knives or dangerous objects such as utility tools, firecrackers, mail openers, and keychain pocket knives can compromise one's safety and lead to consequences including suspension and expulsion. Quite often students place objects in their pockets or backpacks intending to take them out before leaving for school. In the morning when they are preoccupied with getting ready, they tend to forget and end up bringing the object. It is a good idea to check your child's backpack or pockets before coming to school. Personal belongings such as iPads, handheld video games, portable electronics, trading cards, roller blades, skateboards, etc. may not be brought to school. Please see our District's policy regarding cell phones. Smart Watches are treated the same as a cell phone.

Awards Recognition

Recognizing students for their efforts promotes feelings of pride and is an excellent way to motivate and encourage academic success while promoting good behavior. Awards are given for scholarship, citizenship, effort, and other special categories. An emphasis is placed on the character award. For us at school, students who show the elements of true character help our students feel appreciated and help friends feel connected at school. They allow teachers to teach effectively and help campus supervisors keep our friends safe on the playground. Staff members regularly reinforce student accomplishments in the classroom. Parents and family members are encouraged to join us in celebrating their child(ren)'s successes!

READ Sheets

To help your child develop as a reader they should spend at least 20 minutes a day reading. All students are recommended to turn in a monthly READ sheet and will be recognized and eligible to receive a school-wide incentive.

Volunteers and Visitors

Foster is a wonderful family-oriented school. We depend on volunteers and many contribute numerous hours to the school. All volunteers on the campus must sign in at the office, wear a volunteer badge, provide proof of a negative TB test, and review & sign a Volunteer Code of Conduct form. Visitors must sign in at the office and wear a visitor badge to ensure a safe and secure environment for all children. Additionally, volunteers and visitors must follow all COVID health protocols.

Raptor Visitor System

Part of keeping students and staff safe is knowing who is in our buildings at all times, and the Raptor Visitor System allows us to do that. The Raptor system allows us to track visitors, contractors, and volunteers in our schools and provide us with a safer environment for our students and staff. When you arrive to volunteer on campus, please expect to present your personal **photo** identification to our front office staff to be scanned into the system. In subsequent visits, you will be expected to scan this ID to check in. A personal visitor sticker will print with your picture, name, date and planned location to visit. Once you have your sticker printed, you will be given access to campus. To learn more about the Raptor visitor management system, please visit the Raptor Technologies website (www.raptortech.com).

Absences

If your child will be absent from school, please call our school office at 294-5355 prior to 8:30 a.m. on the date of absence. Please furnish the following information:

1. your name
2. child's name
3. your child's teacher's name
4. date of absence
5. reason for absence (specific illness)

Independent Study Contracts (ISC's) are available for extended absences of three days or more and must be arranged with the teacher a week in advance. The ISC allows students to be given attendance credit.

Tardies

Your child must report to the school office upon late arrival at school. Effort should be made to avoid tardiness. Tardy arrival takes away learning time for all students in the classroom, not just the student arriving late. The teacher must stop teaching to bring the tardy student up to date, collect his/her homework, change the attendance, etc. As a result, the smooth flow of the classroom is interrupted. Parents of students who are frequently tardy or absent will be required to attend a School Attendance Review Board hearing.

Student Drop-Off and Pick-Up

James Foster School has worked in conjunction with the Sheriff's department, the City Traffic Services division, and our District's Safety and Risk Management office to continue to provide for the safety of our students.

Please take notice of the signage and painted curbs indicating "no parking" areas. The red curbs and signs indicate a Fire Lane and there is no parking permitted in

these areas at any time. The white curb along the valet line area indicates that this area is for drop-off and pick-up only. **There is no parking or leaving cars unattended in this area on school days between the hours of 7:15 a.m. and 8:15 a.m. and 1:30 p.m. and 3:15 p.m.** A sign has also been placed at the top of Pamplico Park's exit driveway indicating that during school hours a right turn should be made when exiting onto Pamplico Drive.

These procedures are to ensure student safety when arriving and leaving school and to assist with traffic congestion and backup near our school. Please be sure to observe these traffic and parking patterns, as they will be enforced by the Sheriff's Department. James Foster School wants to keep our students safe so they can continue to "soar!"

The parking lot is not for dropping off or picking up students. We encourage you to use the valet drop-off zone in the park driveway for morning drop-off. For safety reasons, we expect parents to refrain from using cellular phones while dropping off or picking up and while in the valet lane. The parking lot has two 10-minute spaces reserved for parents picking up sick or injured children, dropping off or picking up disabled students, and parents who have appointments with school personnel. **Parking in the lot is reserved for staff only.** When walking on or off campus, always use the sidewalk. Do not cross through the parking lot or driveway.

Valet Procedures

- Continue to pull forward when safe
- Students **must** exit the passenger side of the car
- Adults must remain in the vehicle
- Students in car lines need to be able to unfasten/fasten seatbelts and exit vehicles unattended. If your child cannot enter and exit without assistance, please park your car nearby and walk your child to the designated parent area.