

# Bridgeville School Parent Handbook: 2013-2014



**P.O. Box 98 – 38717 Kneeland Road - Bridgeville, CA 95526**  
**Phone (707)777-3311 Fax (707)777-3023 Cell (707)498-3352**  
[www.humboldt.k12.ca.us/bridgeville\\_sd/](http://www.humboldt.k12.ca.us/bridgeville_sd/)

## *BRIDGEVILLE SCHOOL STAFF*

### **Board of Trustees**

Robert Bruce  
Joyce Church: President  
Curtis Cross  
Bobbie Good: Clerk  
Traci O'Brien

### **Administrative Staff**

Principal/Superintendent: Beth Anderson  
Transportation/Facilities Supervisor: Mike Mullan

### **Certificated Teaching Staff**

K-2<sup>nd</sup> Teacher: Corinne Fearrien  
3<sup>rd</sup>-5<sup>th</sup> Teacher/Music Teacher: Rachel Owen  
6<sup>th</sup>-8<sup>th</sup> Teachers: Virginia Mullan and Beth Anderson  
Resource Specialist Teacher: Suzanne Smith  
Speech Pathologist: Chris Doane

### **Teaching Assistants/Classroom Aides**

K-2 Classroom Assistant: Jeanie Card  
Inclusion Aide: Dana Landes  
Inclusion Aide: Melissa Luttrell  
RSP Aide/Classroom Asst.: Bella Cole

### **School Support Staff**

Office Assistant: Jessica Springer  
After School Program Tutors: Jeanie Card/Dana Landes  
Bus Driver (AM)/Water Operator: Mike Mullan  
Custodian: Norman Grant  
Food Services Director/Cook: Beth Dunphy  
Library Technician: Clara Cross  
Utility/Maintenance Worker: Tim Smith  
Volleyball Coach: Virginia Mullan  
Yearbook Coordinator: Jessica Springer  
Student Council Leader: Shanna Carlile

### **Head Start Program**

Director/Teacher: Joyce Church  
Teacher's Assistant: Wanda Ackley

### **Bridgeville Community Center**

Coordinator: Chris Fenzel  
Liason: vacant  
Newsletter Editor: Attila Gyenis

Bridgeville School has a tradition of caring for the success of the whole child. This is reflected in the design of the programs, the achievement of the students, and the dedicated professionalism of the staff. Bridgeville School's strength comes from the teamwork of students, parents, family members, and school staff collaborating with mutual respect and a common purpose. We encourage you to be involved at Bridgeville School. There are organizations that might interest you, perhaps you have a talent you would like to share, or maybe you are able to volunteer in the classroom? Any time you invest in the school helps to create a richer and more meaningful learning environment for our students. Please feel free to call or visit. We look forward to seeing you on campus.

This handbook is designed to share information about our school to the families we serve. If you have questions, please call or come in. Thank you.

## **TABLE OF CONTENTS**

<i>Mission, Beliefs, Objectives</i>	<i>page 2</i>
<i>Enrollment and Attendance</i>	<i>page 3</i>
<i>Family Participation</i>	<i>pages 3-4</i>
<i>School Programs</i>	<i>pages 4-5</i>
<i>Student Behavior, Discipline, and Rewards</i>	<i>pages 5-6</i>
<i>General Information</i>	<i>pages 6-9</i>

### **MISSION –BELIEFS – OBJECTIVES**

#### **Mission Statement**

Bridgeville School’s mission is to teach students the academic, social, and thinking skills necessary to become citizens who accept challenge, take responsibility for personal choices, and value themselves and others in a diverse world.

#### **Strategies for Student Learning**

We will maintain small class sizes.

We will build and promote a partnership with parents, students, and community members.

We will nurture the character and self-esteem of each student.

We will develop a school community that celebrates diversity.

We will integrate creative arts, music, and foreign language into the curriculum.

We will support the school and Community Center partnership.



#### **Student Learning Goals**

In addition to making academic progress and achieving proficiency in the Common Core and California State Standards, each student will:

1. Think creatively and critically.
2. Be able to interact with people whose thoughts, feelings, and/or beliefs are different than one’s own.
3. Set and pursue realistic and challenging goals.
4. Have a positive vision for the future.
5. Acquire and use knowledge in a changing world.
6. Continue learning enthusiastically.

## ***ENROLLMENT AND ATTENDANCE***

### **School Entrance Requirements**

#### **Kindergarten:**

Must be five years old on or before October 2<sup>nd</sup> of the current school year

Copy of Birth certificate

Copy of an up-to-date immunization record

#### **First Grade:**

Must be six years old on or before November 2<sup>nd</sup> of the current school year

Copy of birth certificate

Copy of up-to-date immunization record

#### **Second through Eighth Grade:**

Copy of birth certificate

Copy of an up-to-date immunization record

### **Attendance**

Success in school depends on regular and punctual attendance each and every day. By law, it is the parents' responsibility to ensure that their child attends school. Please schedule doctor and dentist appointments after school whenever possible. If you need to take your child from school early, please send a note and sign your child out of school in the office. No student is allowed to leave school during school hours unless accompanied by a parent or an authorized adult. Your child will be given a reasonable amount of time to make up work missed while absent. If your child is going to be absent for an extended amount of time due to illness, please contact your child's teacher about make-up work. If your child will be absent for five or more days do to any reason, please talk to the teacher about preparing an independent study contract. Teachers need a week's notice to prepare the agreement and associated work. Students on independent study that complete their assignments are counted as attending school.

Students that are habitually absent and/or tardy will be reported to Student Attendance Review Board (SARB). Bridgeville School closely monitors attendance and is a member of the Eel River Valley Student Attendance Review Board. SARB oversees and takes action on issues regarding excessive absences or tardies. Students will be referred to SARB when necessary as required by state regulations. Please note that the state has determined that more than three unexcused absences or three unexcused tardies constitutes habitual truancy and begins the SARB process.

## ***FAMILY PARTICIPATION***



### **Family Involvement**

We encourage families to be involved at Bridgeville School. There are organizations that might interest you, perhaps you have a talent you would like to share, or maybe you are able to volunteer in the classroom? Any time you invest in the school helps to create a richer and more meaningful learning environment for our students. Please feel free to call or visit. Please be sure to attend as many school functions as possible to show your child that you support their education and the message that school is important. We look forward to seeing you on campus.

### **Family Support**

Please be an attentive listener and encourage your child to discuss the day's events with you. Please take time to read all notes and bulletins from school. Homework is an essential part of an effective instructional program. It reinforces and expands on classroom instruction. It teaches students responsibility and provides an excellent opportunity for parents to encourage and support their children's learning. Homework builds the awareness in students that learning takes place everywhere and all the time, not just in the classroom during school hours. Please show a positive interest

in the assignments your child brings home, and please promote good study habits by providing an appropriate time, location, and environment for completing homework.

### **Conferences and Progress Reports**

A child's education benefits from clear communication between parents and teachers. For that reason, Back to School Night is scheduled in the first weeks of school so that parents can meet their child's teacher and discuss the expectations for the school year. Parent-Teacher conferences are scheduled at the end of the first trimester and a second conference is scheduled at the end of the second trimester. Progress reports are issued for students not making academic progress and are mailed home in the middle of each trimester.

## ***SCHOOL PROGRAMS***

### **Breakfast and Lunch**

A nutritious breakfast and lunch are prepared at school each day. A lunch menu is sent home at the first of each month that contains the daily lunch menu and other important information. Please read the menu each day and send a lunch with your child if he/she does not want the school lunch offered that day. Parents are always welcome to eat in the cafeteria with the children. An adult lunch cost \$4.00 Please contact the school office by 9:30 AM if you wish to be included in the lunch count.

### **After School Program**

The After School Program is a no-cost to families program available from immediately after school until 6pm on all school days for any students of Bridgeville School. The After School Program offers an hour of homework and enrichment time followed by group play and activities organized by the staff. There is also a snack provided each afternoon. Please fill out an enrollment form to assist with program funding and snack count.

### **Library**



The Bridgeville School Library is open every school day from late September until late May, including recess and a portion of lunch recess. Parents and community members are welcome to visit. Currently, the library uses an automated catalogue and circulation system and maintains a collection of about 4,000 volumes in juvenile fiction and non-fiction literature. Library computers for student use are available with Internet access and a networked printer.

The library is a vital part of the school. Students visit the library at least once a week and may check books out for two weeks at a time. Students are responsible for any books they check out, and there is a replacement charge for books they lose or damage. These charges must be paid by the end of the school year.

The library is in its twelfth year of coordinating the Reading is Fundamental Program (RIF), which is sponsored by the federal Department of Education. RIF provides funds for the purchase of books which are distributed to all students on three special RIF days. The goal of RIF is to encourage children to read at home. The library plans many events, which coordinate with our RIF days, including visits from the Chamber Readers, storytellers, and authors, as well as read-at-home competitions and poster contests.

The library has an extensive collection of music-related resources to support our music program such as poetry, biographies of famous composers and musicians, multi-cultural and historical literature, reference books, easy-read fiction, songbooks, music compact disks (CDs), and computer software.

### **GATE**

Students in grades 4-8 who are identified and then qualify for the Bridgeville School Gifted and Talented Education (GATE) Program participate in enrichment activities, GATE Academy, Youth Summit, and field trips.

### **Music**

In addition to classroom music time, Bridgeville School has an after school music program for grades 4-8 that offers chorus, band, harp and guitar. Performances take place throughout the community during the year. There is also a Summer Music Program offered at Bridgeville School each summer. Music offerings are based on student interest and instructor availability.

### **Athletics**

Bridgeville School offers Co-ed Volleyball for students in grades 4-8 in the fall sports season. Girls and Boys Basketball is for students in grades 5-8 in the winter sports seasons. School teams are formed whenever there are enough interested players.

### **Student Study Team**

Students with academic and/or behavior problems are referred to the Student Study Team, which consists of a teacher, the resource specialist teacher, and the principal. The team meets with the student's classroom teacher to develop strategies to meet that student's needs. If those strategies are not successful, the parents are asked to join the team in seeking appropriate modifications to improve student performance. Referrals to the Student Study Team can be made by parents or teachers.

### **Resource Specialist Teacher**

The Resource Specialist teacher provides individual instruction to assist students who have learning disabilities. Students are referred to the Resource Specialist by the classroom teacher, by parents, or by the Student Study Team.

### **Speech Pathologist**

The Speech Pathologist is available one day a week to assist students who need help with speech related problems. Referrals are made by parent or the classroom teacher. In addition, the speech pathologist assesses all new students each year.

### **School Psychologist**

The Humboldt Office of Education provides a certified School Psychologist to assist the classroom teachers and the Resource Specialist teacher. Students with academic and/or emotional problems may be served by the psychologist upon the recommendation of the teacher, parents, or the Student Study Team.

## ***STUDENT BEHAVIOR, DISCIPLINE, AND REWARDS***

### **Positive Behavior Reinforcement**

We believe in rewarding students for their successes at school. The staff consistently awards Bonus Bucks for exemplary behavior. In addition, there are reward days for students that have earned them through cooperative and respectful behavior. Many awards are given throughout the year both in the classroom and at three award assemblies held at the end of each trimester. Parents and friends are encouraged to attend these assemblies and recognize the students' accomplishments.

Bridgeville Elementary School's faculty and staff will implement the following incentive as its positive behavior reinforcement. The goal is to promote positive behavior that fosters an environment conducive to learning.

When a student has met the criteria, he or she will have the opportunity to participate in the incentive activity. There will be an incentive activity for each trimester. The incentive activities will be school wide or grade wide (K-2, 3-5, 6-8).

*Students must meet the following criteria to participate in the incentive activity*

- Demonstrate proper behavior throughout the trimester
- No more than 2 referrals to the principal in 1 trimester

Some behavior incentive activities may include the following: Extended Recess, Movie Afternoon, Field Day, Pizza Party, Field Trips, Blazers (Bonus) Bucks and shopping, Reward Tickets for Raffles, etc.

## **Student Conduct**

1. Students are here to learn. We believe appropriate student conduct is essential to assure a positive, productive learning environment. All students at Bridgeville School have the right to learn as teachers have the right to teach, and no person will be allowed to interfere with that exchange.
2. We expect all students and staff members to be respectful and courteous to each other.
3. We must insure that all students are safe from physical and emotional injury. Appropriate behavior is expected at school, while going to and from school, and at school events.

## **Discipline Procedure**

Teachers are expected to manage their classrooms and students with clear rules and consequences. Referrals to the principal can be the consequence for repeated or severe inappropriate behavior in the classroom, on the bus or at the bus stop, in the lunchroom, on the playground, or on a field trip. Parents will receive a copy of every referral. Each referral results in a noon detention, in-school suspension, or at home suspension. The details of the discipline procedure are part of the School Behavior Management Plan which is included in the enrollment package. **A detailed list of playground, cafeteria, and bus rules is also included in the enrollment package. Additional copies are available in the school office and on the school website.**

## **Dress Code**

Students shall come to school and attend all school functions dressed appropriately and neatly. The administration reserves the right to decide if clothing detracts from the education environment.

1. Students will not wear clothing with inappropriate messages or images relating to drugs, tobacco, alcohol or sex; racial, ethnic, or religious prejudice; gang affiliation or representation.
2. Shoes or sandals are to be worn at all times. Students must have shoes appropriate for physical education with them at school each day.
3. Shorts and skirts must be at least mid-thigh.
4. Halter and tank tops, which expose cleavage or bare midriffs, are not allowed. Shirts, blouses or tops must be of sufficient length to meet the top of the pants, skirts, or shorts when the student's arms are by their sides.
5. See-through or fishnet clothing is only permissible over clothing that meets the previously described criteria.
6. Undergarments are not to be visible.
7. Hats, hoods, and sunglasses are not to be worn in the classrooms or cafeteria.

## **Student Phone Use**

Parents who need to contact their children during the school day are asked to call during recess times which are 10:00am to 10:20am and 12:10pm to 12:40pm. Students are to use the phone only for emergencies and only with permission from their teacher. During the school day, cell phones should be turned-off and stored in the student's backpack or locker. Cell phones that ring or are visible during the school day will be confiscated and can be claimed by the parent(s) in the school office.

## **Damage to School Property**

Parents are liable for willful damage to or loss of school property by their children. This includes textbooks and workbooks supplied to students by the school. Theft and vandalism are criminal offences and will be prosecuted according to the law.

## **GENERAL INFORMATION**

### **Field Trips**

Permission slips for students to attend field trips must be signed by the parent/guardian and returned to the school on the specified date before the field trip. If the slip is not returned to the school on time, the student may not be allowed to go on the trip and will stay at school with assigned work. Please note that students must have completed Consent to Treat Forms on file in the office in order to participate in school activities and field trips. Parent drivers for field trips must have a parent driver form filled out and filed in the office before transporting any students other than their own children.

### **Visitors**

Parents, guardians, and visitors are welcome at Bridgeville School. All visitors must report to the office before going to the classroom. Parent volunteers are always welcome. Parents that wish to volunteer in the classroom should talk to the classroom teacher to establish what day and time offers the best opportunity to provide an increased educational experience for the students in the classroom. Students from other schools are not allowed at school during school hours unless a visitor's pass has been previously arranged and approved by the principal.

### **Bus Notes**

Students are to be let off only at their designated bus stops unless the driver has written permission from the child's parent. The note must be turned into the classroom teacher or the office. It is not acceptable for a student to get off the bus at another bus stop to circumvent a longer bus ride unless the child is met by a parent or guardian. Students who usually ride the bus home are not permitted to walk home unless a written statement of authorization from their parent is on file at school. (In case of emergency, notification by telephone is accepted.)



### **Textbooks and Educational Equipment**

Students are responsible for the care of textbooks and educational equipment they are issued. Students should notify their teacher immediately if any materials are lost or damaged. Charges for these items must be paid before the end of the school year and the issuance of the school yearbook. All texts are standards-based and of the current adoption.

### **Technology**

Bridgeville School recently upgraded technology resources for both immediate and long-term benefits to the school community and upgraded the school computer network. These upgrades make the school ready for the new Smarter Balance state assessments and make the daily use of technology to enhance learning in the classroom a reality. Bridgeville School will continue to upgrade technology and technological resources.

### **Promotion and Retention**

Students are advanced to the next grade level upon satisfactory completion of the required course of study for the year. To earn a diploma of graduation, students in the seventh and eighth grades must attend school regularly and complete their required academics with a grade point average of 1.0 or greater. In recommending retention, the Child Study Team considers grade level, learning competency, and physical and emotional maturity. Any such recommendations are discussed with parents no later than the end of second trimester. The Child Study Team makes the final recommendation in conjunction with all input.

### **Tobacco Free School**

Bridgeville School became a Tobacco Free School Campus as of July 1, 1995. All forms of tobacco are prohibited (cigarettes, snuff, etc.). If adults chose to use tobacco products, they must leave school grounds to do so.

### **Parent Complaint Procedure**

If you have a problem regarding curriculum, a staff member, a student, or any other matter, we request that you follow these steps until the problem is resolved:

1. Talk to the staff member most directly involved with the problem.
2. Talk to the principal.
3. Ask the principal or another staff member to act as mediator.
4. Request a hearing with the principal.
5. Write to request a hearing with the Board.

General grievance forms are available in the office. Uniform complaint procedure forms regarding instructional materials, school facilities, and teacher certification are available in the school office. The school district sexual harassment policy is available in the school office.

### **Student Insurance**

Bridgeville School does not provide medical insurance coverage for school accidents. This means that parents are responsible for medical bills if their child gets hurt during school activities. We encourage parents to purchase student accident insurance if you do not have medical coverage. The cost of the insurance is very economical when compared to medical bills that can result from an accident. Our school district is not affiliated with any insurance company. We encourage you to avail yourself of insurance service for your protection. A call to your insurance broker can get you started with basic information and availability of insurance services.

### **Weather Related School Closure**

The school day will generally run its designated length despite the weather conditions unless remaining in school poses a danger to students or staff. In the case of early dismissal, parents will be notified, if possible, before their child is transported home. Parents may pick their children up early and should stop by the office first to check them out. If the start of school is delayed or if school is canceled, parents will be contacted by phone when possible and the delay or closure will be announced on all available local radio stations. School days missed due to bad weather may need to be made up at the end of the school year depending on whether or not the state grants a waiver.

### **Categorical Funding**

Categorical funding comes from federal and state grants and entitlements and helps finance special programs at the school. These programs are: classroom aides, library technician, Gifted and Talented Education, staff development, and assistance for educationally disadvantaged students. Categorical grants received at Bridgeville school are: School Improvement Program (SIP), Economic Improvement Program (EIA), Gifted and Talented Education (GATE), Title I, Title II, Title V, and Title VI.

### **School Accountability Report Card**

Each year, the school is required to post a School Accountability Report Card (SARC) on the school website. Copies of the SARC are also available at the district office. The SARC contains data about the school including test results and program information. The SARC can be accessed at [www.humboldt.k12.ca.us/bridgeville\\_sd/](http://www.humboldt.k12.ca.us/bridgeville_sd/)

### **Coordinated Compliance Review**

The California Department of Education regularly reviews California schools for legal compliance with specially funded programs. This monitoring ensures that schools maintain a commitment to all students and in particular those with special needs and allocates funds accordingly.

### **Use of Facilities by Community Groups**

All after-school/community activities must be approved by the principal. Facilities Use Request forms are available in the school office. Groups requesting use of school facilities need to provide Certificates of Insurance. Any students participating in after-school activities must have a Hold Harmless Agreement on file at the school. Hold Harmless Agreement forms are available in the office.

### **School Campus**

No minors are allowed on school grounds without a parent either before 8:15 AM or after 3:15 PM on regular school days, after 1:45 on Wednesdays, or at any time on non-school days unless they have made prior arrangements for adult supervision.

### **Medical/Dental/Behavioral Health**

A nurse provided by the Humboldt County Office of Education is at the school approximately three times a year. He/she meets with students, consults with staff, conducts health-related programs and screenings, and reviews immunization records. Southern Trinity Health Services (STHS) offers an on-site weekly medical clinic staffed by a family nurse practitioner, a weekly behavioral counseling program, and a monthly dental clinic.



### **School Board**

School Board meetings are routinely held the first Tuesday of each month at 5:30 PM. Please feel free to attend. Individuals may place items on the agenda by calling the office at least 72 hours prior to the meeting date. Board agendas are posted at the school and on the school website.

### **School Site Council**

The School Site Council (SSC) meets the third Wednesday of each month at 1:45 PM to plan improvements in the school's curriculum and physical environment and to manage the categorical budget. The SSC is comprised of five parents, one student, three teachers, one classified employee, and one administrator. The public is welcome to attend any School Site Council meeting. Individuals may place items on the agenda by calling the office at least 72 hours prior to the meeting date. Site Council agendas are posted at the school and on the school website.

### **Bridgeville Boosters**

The Bridgeville Boosters organizes many worthwhile activities for students and families throughout the school year including the Back to School Night and BBQ, the Halloween Carnival, the Winter Holiday Program, and the Easter Egg Hunt. The Boosters are always looking for new members and new ideas. Please watch for the annual membership drive and for events and meeting times on the monthly menu calendar.

### **Community Center**

The Bridgeville Community Center's services include a medical clinic every Tuesday from 9:30 AM-4:00 PM. On Thursday, the Community Center provides a luncheon for local seniors at 12:00 PM. Parenting classes, adult education, social services, and community meetings are also held in the Community Center facilities which are adjacent to the school office and include a comfortable meeting area, a private meeting room, and a washer/dryer. Any group wishing to use the facilities should contact the Community Center at 777-1775.

### **Head Start Preschool**

The Bridgeville School campus is home to a Head Start Center Based and Home Based Program. The program is open to children aged two to five and provides them with the opportunity to build social, emotional, and educational skills that will help them be successful in school. To find out about Head Start programs call 777-3001.

