

# Parent & Student Handbook

2011-2012



*Principal – Dr. Nadine M. Garvin*  
Assistant Principal – Mr. Matthew D. Croyle

## Bridge Valley Elementary School-Student Handbook

### **PURPOSE:**

The purpose of the Student Handbook is to give Bridge Valley students and their parents/guardians an understanding of the general rules and guidelines for attending and receiving an education in our school. Together with the **INFORMATION** section in the front of the **District Calendar and on-line resources at [www.cbsd.org/bridgevalley](http://www.cbsd.org/bridgevalley)**, we feel confident that you will have ready resources for questions about School District and School policies. In case of conflict between a board policy and the provisions of this handbook, the board policy most recently adopted by the board will prevail.

[www.cbsd.org/board/cbpolicyman.htm](http://www.cbsd.org/board/cbpolicyman.htm)

Please review this information early in the school year. Should you have any questions about information found here or on any other school-related topic, we encourage you to call us at 267-893-3700.

Best wishes for a successful school year!

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# PARENT & STUDENT HANDBOOK

A - C



*Principal – Dr. Nadine M. Garvin*  
*Assistant Principal – Mr. Matthew D. Croyle*

## **ABSENCE**

Parents must write a note and submit it to the teacher when a student is absent due to sickness. If you plan to miss more than one day, an “Excused Absence Form” must be submitted to your teacher. The form is available in the front office or through your child’s teacher.

The school will continue our practice of sending home a letter when a student’s attendance exceeds 10% of the current number of school days.

If student absences continue to exceed 10% of the current school days, a second 10% notice will be sent home. This letter tells parents that if the pattern continues we may require a physician’s note for each additional absence and that the student may be cited for truancy. In addition, we may request that parents contact us to discuss ways to improve the student’s attendance. Bridge Valley may also contact parents to set up a meeting and develop a Truancy Elimination Plan (TEP).

Should the absence pattern continue and the school has concerns about the legitimacy of the absences, parents will be sent the “Physician’s Note” letter. As per Board Policy, this letter can only be sent when absences exceed 15 days. This letter informs parents that for every absence a physician’s note will be required. If the note is not provided, the absence will be considered illegal. In addition the school must contact parents to set up a meeting to establish a Truancy Elimination Plan (TEP).

When a student is unlawfully absent for three (3) days an Unlawful Notice will be sent home. This letter provides parents with the notice required by law and informs them that any subsequent absence will result in truancy charges being filed.

## **ATTENDANCE**

The Commonwealth of Pennsylvania requires under the Compulsory Attendance Law that an absence excuse note, **signed by the parent or guardian**, be on file for every day of a student’s absence. An absence not explained by an excuse note, **submitted within three days of the child’s return to school**, is recorded as an illegal absence. If an excuse is **not** submitted for any absence, the student will be considered illegally absent that day(s).

According to the State Law, the following excuses qualify as excused absences:

1. Religious Holiday
2. Illness
3. Education trips - such a trip will be **excused only with prior written approval** by the principal. **Limited to five days per school year.**
4. Death in the family

## **BAND**

Eligible for students in 5<sup>th</sup> and 6<sup>th</sup> grade. Lessons begin early in the year. Sixth Grade beginners are welcome on any instrument except percussion. Students from other schools who already play are most welcome. Students attend one 30-minute lesson a week on a pullout basis in small groups. Lessons are free of charge. Students must provide leased or owned instruments.

## **BACKPACK NEWSFLASH**

This news flyer is published monthly by CB Cares. It highlights programs throughout the school district and community in support of parents, families and students.

## **BEAUTIFICATION/LANDSCAPING**

A Building Committee that works on the landscaping and beautification of our school.

## **BIRTHDAYS**

In conjunction with the Central Bucks School District Wellness Initiative and the Nutrition Standards set by the Department of Education, students who choose to bring a class snack are asked to select foods that are **healthy** and **nutritious** in nature. With the teacher's permission, students may bring a special snack to share with classmates on their birthday.

### **Healthy Birthday Snacks and Treats**

Bridge Valley will be monitoring sweet birthday treats and / or snacks. Alternative solutions might be:

- Students may bring in pencils, stickers, bookmarks, fruits, veggies, soft pretzel bites, etc....
- Students may want to have a family member visit the classroom for a special reading/activity to celebrate the birthday
- Contact the librarian to donate a book in their honor to our school library.

Birthdays during the school year will be announced during morning announcements and displayed on the office computer monitor. Summer birthdays may be recognized by the teacher. The school will also include summer birthdays on the computer display in the office.

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Birthday party invitations to a select small group of children should not be distributed at school. Sensitivity to other children's feelings contributes to a healthy social development for your child.

### **BLAZER BLESSINGS**

The school nurse and guidance office help families within the Bridge Valley Community in times of need or crisis. Contact Front Office for more information.

### **BLAZER BONUS**

A certificate that may be awarded by staff to BV students when they demonstrate one of the four character traits: Respect, Responsibility, Collaboration, and Citizenship. Every Friday a Blazer Bonus is randomly drawn from each class level. That student's name is announced during the morning announcements to come to the guidance office to choose a prize from the Treasure Box and get their photo taken. The objective of the program is to provide frequent positive reinforcement for students displaying the character traits emphasized in our mission statement.

### **BOOMERANG AWARD**

Each month we highlight one of the 40 Assets, i.e., Respect. Fellow students, parents and/or teachers can nominate students. Pick up a nomination form in the school library. One student is selected each month and acknowledged on Bridge Valley Day.

### **BOX TOPS FOR EDUCATION**

Box Tops for Education and Campbell's Soup Labels are collected throughout the school year. Collection boxes are in the lobby of the school. You may also send them in with your student to give to their teacher. Money raised from this collection supports equipment and materials needed for the students.

### **BRIDGE VALLEY DAY**

Held once a month, usually the last day of the month. A school wide assembly is held. Students wear school colors (Colonial Blue & Tan), their Bridge Valley T-shirts, or Bridge Valley spirit wear.

## **BUSING**

The Central Bucks School District transports over 20,000 students daily to approximately 75 schools, each having special starting and dismissal times. The District establishes school bus schedules with a fifteen (15) minute start and dismissal time variance. Each bus is scheduled to arrive within (15) minutes of their start time and pick up students using the same time frame. For example, if dismissal time is 3:15 PM buses may be scheduled to arrive at school for pick-up at 3:30 PM.

Please consider the built-in variability in the bus schedule when anticipating the arrival of your children.

## **CELL PHONES**

Students may “house” their Cell Phone in their backpack (turned off) during school hours. They are not to be used on school grounds, on the bus, or anywhere affiliated with the school. Students who do not honor this policy will have their cell phone taken away and their parents / guardians will be notified.

## **CENTRAL BUCKS CALENDAR/HANDBOOK**

The following topics are covered in the Central Bucks School District Calendar/Handbook distributed to all families:

Attendance Areas/Attendance Requirements  
Back To School Nights  
Building Directory  
Central Bucks Philosophy of Education  
Code of Rights, Responsibilities and Discipline  
Community School Members/Meetings  
District Administration  
Dress Regulations  
Drug and Alcohol Policy

Insurance Requirements  
Medication Policy  
Opportunity School  
Parent Conferences  
Parent Groups/Parental Involvement  
Psychological/Social Work Services  
Progress Reports  
School Board  
  
School Closing Information  
School District Policies  
Smoking Policies

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Enrollment Regulations  
Guidance and Counseling Services  
Health Services  
Homebound Instruction

Special Education  
Sports Schedules  
Student Records  
Standardized Tests

### **CENTRAL BUCKS HEALTHIER COMMUNITY TEAM**

CBHCT is a community-based program highlighting programs to support parents, families and students. They publish the Backpack Newsflash that comes home in the school Thursday Folders. Programs include parenting workshops, and volunteer programs. Check out the website for more information at [www.cbhct.org](http://www.cbhct.org).

### **COMPUTER USE**

#### **Proper Use of Computers and Networks**

The use of computers and technology in the Central Bucks School District is designed to have a positive impact on curriculum and instruction for all students.

Technology will be used:

- within the curriculum to enhance student learning and achievement
- to assist students in becoming competent in the use of technology, with an increasing degree of sophistication as they move from level to level
- as a tool to enhance creativity and encourage the completion of quality products
- to access technology-based information relevant to curriculum topics

To allow maximum use of the technology in Central Bucks, students agree to the terms outlined in this agreement.

1. Students will abide by such rules and guidelines as adopted by the Central Bucks School District, including the School Board policy on technology use.
2. Students may not introduce information, including software applications or documents, on any district computer system without first obtaining staff approval and copyright compliance. All disks must be run through a virus program prior to use on any district computer system.
3. Students will not connect any device to, or disconnect any device from, a computer or peripheral device, or the district's local or wide area network.
4. Students will not change or in any way alter a network device, device or peripheral name, file or folder name or network zone.
5. Students are prohibited from copying software applications, folders, or files from within or between network zones or to personal floppy disks without first obtaining staff approval and copyright compliance. Copying of any of the above will only be for the purpose of curriculum related projects.
6. Passwords may be assigned for each student and are for the individual use by that student. Distribution or alteration of a password is prohibited.

#### **Use of the Internet**

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The Internet is a valuable educational tool used in our classroom and computer lab. Throughout the year, the students will be asked to access the Internet for various projects. Some of these projects will include:

- ~ Researching additional information for projects
- ~ Creating PowerPoint presentations
- ~ Learning the most efficient ways to use search engines
- ~ Importing royalty free clip art and images
- ~ Taking practice quizzes covering curriculum concepts

Students are responsible for appropriate behavior on the school's computer network, just as they are in a classroom or on a school playground.

# PARENT & STUDENT HANDBOOK

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**DIRECTORY**

A school directory is developed by the building and available to all families. Student addresses, phone numbers, and parent/guardian names are listed *if parent permission has been granted to publish this information*. The directory also includes a complete listing of the staff, class lists, and Classroom Coordinator(s).

Under no circumstances is any part of the directory to be reproduced, photocopied, entered into a database, or copied by hand or other form. The directory may not be used as the basis for telemarketing.

**DISCIPLINE CODE**

Bridge Valley students adhere to a code of behavior adopted during our opening year.\*

<i>Treat others with respect &amp; kindness</i>	<i>Take responsibility for your own behavior</i>	<i>Be a collaborative learner</i>	<i>Display Citizenship</i>
<p>Students will:</p> <ul style="list-style-type: none"> <li>• Use respectful language</li> <li>• Respect other’s property</li> <li>• Ask to borrow or use the property of others</li> <li>• Respect the school building</li> <li>• Follow directions given by a school staff member</li> <li>• Resolve differences in a cooperative way</li> <li>• Not engage in passive or active bullying behavior</li> </ul>	<p>Students are responsible for:</p> <ul style="list-style-type: none"> <li>• Following classroom rules</li> <li>• Not bringing inappropriate belongings to school</li> <li>• Wearing appropriate clothing to school</li> <li>• Telling the truth</li> <li>• Not engaging in any behavior that would jeopardize the safety of others</li> <li>• Using the playground equipment safely and following playground rules</li> <li>• Not chewing gum, running, or wearing hats in school</li> <li>• Displaying appropriate behavior in the cafeteria</li> <li>• Displaying appropriate behavior on the bus</li> </ul>	<p>Students will strive to:</p> <ul style="list-style-type: none"> <li>• Work cooperatively with others</li> <li>• Be sensitive to other’s feelings</li> <li>• Be good listeners</li> </ul>	<ul style="list-style-type: none"> <li>• Students will: display citizenship by respecting authority, following rules and being an active participant in making the school community a better place</li> </ul>

\* Complete copies of the Bridge Valley Elementary School Code of Conduct can be obtained via your child’s teacher, the student support counselor and/or the main office.

## **DRESS CODE**

We believe...

- That there is a connection between a positive school climate and reasonable attire, and
- When elements of “popular” fashion are deemed inappropriate for the elementary school, it is the school and parents’ responsibility to establish limits.

If your child chooses his/her own clothes to wear, please remind him/her that some outfits are not appropriate for school. [Student dress should be comfortable, but not too casual.] All students are expected to demonstrate acceptable taste in their dress habits. Students are expected to avoid extreme short pants, tops with exposed mid-drifts, and any tee shirts with offensive or tobacco/alcohol-related images. Some hot weather outfits are appropriate for a 5-year old child but not appropriate for a more mature 12- or 13-year old student.

The following are guidelines for warm weather apparel for all students. If you have any questions, please contact the school:

- All clothes should be clean, neat, and in good taste.
- Flip-flops or beach footwear are not appropriate for school.
- The length of shorts is to be appropriate for school and there is to be no wording on the seat.
- Halter and crop tops for girls are not permitted. Spaghetti straps are not permitted for upper elementary grade students.
- Indecent and unsavory slogans, expressions, etc., are not to be worn on clothing.
- Muscle (sleeveless or revealing) shirts are not permitted.
- Undergarments are not to be visible.
- “Sagging” pants, which reveal midriffs or present a tripping hazard, are not permitted.
- Any attire the administration considers to interfere with quality of education shall not be permitted.

Adherence to proper dress standards will help to insure an appropriate school image for our students and a learning environment free of unnecessary distraction. A discussion will be held with pupils who don’t maintain these standards. If needed, a phone call to parents will be made to discuss any concerns.

## **E-FRIDAY FOLDERS**

Check out the school district website at: [www.cbsd.org](http://www.cbsd.org) for community fliers from a variety of youth groups from Scouts to Sports.

### **EMERGENCY CLOSING / EARLY DISMISSAL OF STUDENTS**

If it becomes necessary for you to take your child out of school for any reason during the school day, a note to the teacher in the morning is most helpful. When you come to school to pick up your child, please report to the office. The office staff will call your child from the classroom and you will be asked to sign your child out. If your child will be returning to school on the same day, please bring your child back to the office, so that he/she can be signed back in.

**Early dismissal or transportation messages must not be left as voice mail messages in the teacher's voice mailbox. Teachers do not retrieve voice mail messages until after the conclusion of the student day.**

**267-893-3700**

If your child wishes to go home with a friend, a note is needed from both parents. **Transportation regulations prohibit the use of the bus for such visits.**

Emergency school closings announced after school is in session will be posted first on the Central Bucks web site [www.cbsd.org](http://www.cbsd.org) and then broadcast by radio and television stations using the number - 755. You can also get closing information from radio station WBUX (1570 am). Another source of reliable information is the district's Newslines, at 267-893-2000 ext. 6. School closing information is posted on the website as soon as the superintendent has made the decision.

A voluntary phone chain will be established and implemented by the Bridge Valley Classroom Coordinators to notify parents of **unanticipated** early dismissals. Participation is voluntary and will require parents to provide the Classroom Coordinators with a reliable daytime number. A sign-up sheet for participation in the emergency phone chain will be sent home with your child.

An Emergency Dismissal form is sent home each September in order to solicit your directions. This multi-part form is retained by the office and the teacher and serves as our guide for emergency dismissals. Please review with your child the procedure you want him/her to follow after being sent home.

### **EmGAMES**

Students can access the website [www.emgames.com](http://www.emgames.com) which correlates with our Everyday Math Program. Students use this website during computer lab, but it is also an excellent website for students to visit at home. Contact your teacher for user name and password information.

**EVERYDAY MATH**

District Math Curriculum. For more information check out the Central Bucks website math curriculum link at <http://www.cbsd.org/curriculum/math/elemmath/>. Parent resource packets are available through the Website.

**FAMILY FUN NIGHTS**

Friday Evening Activities planned 3-4 times per year. Put together by the Family Fun Committee. We encourage students and their families to attend.

**FIELD TRIPS**

Children are taken on field trips to provide educational experiences available only outside the school. All field trips are under the supervision of the classroom teacher with assistance from teacher selected parent chaperones. All classroom teachers rely on their Head Homeroom Parents to assist with trip planning and often use a lottery system to select among many willing field trip chaperones.

Before any trips may be taken, a permission slip must be signed by the parent and returned to the teacher. Should a student not return the permission slip, arrangements will be made for that student to remain with another class in the school.

# PARENT & STUDENT HANDBOOK

G - I



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### **HOLIDAY BOUTIQUE**

A Holiday Shop set up in December for the students by the HSA. It allows the students an opportunity to purchase gifts for their family members.

### **HOME AND SCHOOL ASSOCIATION**

The Bridge Valley Home and School Association is very active in the life of the school. You are encouraged to become a partner with us in the education of your child. The Home and School Association (HSA) sponsors many programs and activities such as: student assemblies, book fairs, family fun nights, festivals, Market Day, Holiday Boutique, and much, much more. Additional information about these and other activities will be provided during the school year. Flyers announcing scheduled events and meetings will be sent home each Thursday with students.

### **HOMEROOM PARENT / CLASSROOM COORDINATOR**

Each class has a Classroom Coordinator. This parent coordinates the classroom volunteers for activities and parties as well as the emergency contact list. Please make sure your information is correct with your homeroom parent.

### **HOMEWORK**

The purpose of homework is to promote the growth of student knowledge and to reinforce that which is learned in the classroom. Homework should be used as an addition to and extension of daily instruction. It should provide the student with relevant practice and the opportunity to utilize learned concepts.

Homework also affords the student the opportunity to develop and practice good study skills and habits. An additional purpose of homework is to communicate the teacher's classroom requirements and the student's academic progress to parents. Homework is assigned every day, with Friday as a permitted exception.

If your child is absent for more than two days and you wish to request homework, please call the main office at 267-893-3700 before the student lunch hour, allowing adequate time for the teacher to prepare a listing of the assignments.

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### **ILLNESS**

The school nurse provides care to students who become ill or are injured at school. If a child has symptoms of illness present, he/she should remain home in order that other children do not become infected. As a rule of thumb, a child should be without fever for 24 hours before returning to school. Sick children should never be sent to school with the expectation that the school nurse can be called upon to diagnose a medical problem.

### **INK CARTRIDGES & CELL PHONES**

Collection boxes for ink cartridges and cell phones to be recycled are located in the school lobby. Proceeds from this support Home and School Association activities.

### **INSTRUCTIONAL SUPPORT TEAM (IST)**

Meeting the needs of students with academic or behavioral difficulties is an important responsibility for the school. Teachers and parents may refer students having difficulty to the Instructional Support Team. The Bridge Valley team, consisting of the: student support counselor, instructional support counselor, referring teacher, reading specialist, classroom teacher, and the building principal(s) meets regularly to develop instructional modifications to meet the special needs of these students. More information is available about the IST by contacting Mrs. Beth Applegate (grades 3-6), or Miss Katie Melberger (grades K-2), Student Support Counselors.

### **INSTRUMENTAL MUSIC**

All fifth and sixth grade students are invited to participate in the instrumental music program. Instructional classes meet once a week for thirty minutes, scheduled during the school day. Participation in the instrumental music program is voluntary.

String instruction is available for fourth graders and is offered outside of the students' normal instructional day. (Before school or during recess.)

### **INSURANCE**

Student insurance is available at a nominal cost and is optional. Parents of insured children may request that claim forms be sent home when a covered accident occurs. This form must be completed by the parent and presented to the doctor or hospital. The school merely acts as a medium in supplying the insurance and assumes no liability, either for the injury or the subsequent negotiations with the insurance company.

# PARENT & STUDENT HANDBOOK

J - L



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**KID STUFF BOOKS**

Coupons books featuring local and regional retailers and attractions. Available for sale in the fall for \$25. If you did not receive a copy contact the HSA for any copies that may be available.

**LGI ROOM**

Large Group Instruction Room. Often used for class presentations and parent meetings.

**LIBRARY BOOK DEDICATION**

This is a great way to celebrate birthdays, express teacher appreciation etc. With a \$20 donation, we will place your dedication on a bookplate within a book of your choice or one selected by the school librarian. Forms are available in the library.

**LUNCH PROGRAM**

School lunches will be sold at a cost of \$2.25 per day or a student may purchase a weekly ticket for \$11.25. Copies of the Aramark menu are sent home with your child on a monthly basis. Milk and juice, in one-half pint containers, will be available for \$.55. Student breakfast will be priced at \$1.35. Breakfast will be served from 8:10am to 8:30am.

**LUNCH SCHEDULE**

	<b>Lunch (30 minutes)</b>	<b>Recess (30 minutes)</b>	<b>Grades</b>
<b>Lunch I</b>	10:45-11:15	11:15-11:45	Grade 2
<b>Lunch II</b>	11:15-11:45	11:45-12:15	Grade 5
<b>Lunch III</b>	11:45-12:15	12:15-12:45	Grade 4
<b>Lunch IV</b>	12:15-12:45	12:45-1:15	Grade 3
<b>Lunch V</b>	12:45-1:15	1:15-1:45	Grade 6
<b>Lunch VI</b>	1:15-1:45	1:45-2:15	Grade 1

# PARENT & STUDENT HANDBOOK

M - O



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### **MATH 24 CLUB**

5<sup>th</sup> & 6<sup>th</sup> graders - A math competition held in March that begins in the classroom. Two students are selected to go into the District Level competition.

### **MARKET DAY**

Market Day food sales program. Proceeds help fund Home & School activities. Food order forms go home monthly in the Thursday Folders. Internet orders are also accepted through [www.marketday.com](http://www.marketday.com).

### **MEDICATIONS**

In order to protect the health and safety of our students we require students to bring **all** medications, which must be taken during the school day, to the Health Suite upon the student's arrival. Medication is to be brought in a bottle with the prescription on it indicating the name of the student, medication, amount to be taken, time to be given, and the physician's name. Non-prescription medication must also be left in the Health Suite. *At no time should a student have any medication in his/her possession during the school day.*

**No medication will be administered to any student without the proper completion of the Medical Dispensing Form.**

[www.cbsd.org/bridgevalley](http://www.cbsd.org/bridgevalley)

The form should also be used for non-prescription drugs, such as aspirin, when prescribed by a physician or dentist.

More children with serious health problems attend public schools now than ever before. Consequently the number of medications given to students during school hours has increased ten-fold in the last five years. Add to this the number of students seen for first aid, minor illnesses and emergencies, and you can imagine how busy our health rooms have become. In order to service the students the following are health room guidelines for parents:

- Students who are injured or become sick at school are a priority. However, schools are **not** clinics and cannot treat injuries and illnesses that don't occur at school. If your child becomes sick at home or is injured at home or at a sporting event outside of school hours, please do not ask the child to come to the school nurse for treatment.
- Please keep all emergency information up to date. When a sick child must be sent home, the telephone number of a responsible adult to contact is essential.
- Please let the school nurse know if there are any significant changes in your child's health.

*Thank you for your help and support.*

## Bridge Valley Elementary School-Student Handbook

### **MISSION STATEMENT(S)**

#### **Central Bucks School District**

The Central Bucks Schools will provide all students with the academic and problem solving skills essential for personal development, responsible citizenship, and life-long learning.

#### **Bridge Valley Elementary School**

The Bridge Valley community will promote a culture of academic excellence and personal growth through citizenship, respect, responsibility, and collaboration.

### **ORCHESTRA STRINGS**

Eligible to students in 4<sup>th</sup>, 5<sup>th</sup>, and 6<sup>th</sup> grade - new students who already play can join at anytime.

# PARENT & STUDENT HANDBOOK

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### **PARENT CONFERENCES**

Established report card conference dates coincide with the conclusion of the first and third report card marking periods. Parents are encouraged to request a conference with the school faculty members whenever they have a concern about a student's progress. Parents can arrange a conference with a particular teacher by telephoning the office.

### **PARENT PORTAL**

A section of Infinite Campus that allows the parent/guardian to access and review their child's emergency, health, and attendance information. Please visit [www.cbsd.org](http://www.cbsd.org) and select parent resources.

### **PARTIES**

There are three parties during the school year. They are Halloween, December Holidays, and End-of-the-Year. The Classroom Coordinators coordinate these parties with the classroom teacher.

### **PEn**

Pupil Enrichment (PEn) *Central Bucks School District's Enrichment Program* - The gifted program. Contact Miss Melberger for grades K-2 or Mrs. Beth Applegate for grades 3-6, our Student Support Counselors, for further information.

### **PSSA**

Pennsylvania System of School Assessment. Standardized testing for 3rd through 6<sup>th</sup> grades for reading and mathematics assessments in March/April. In addition, students in 5<sup>th</sup> grade participate in a writing assessment and students in 4<sup>th</sup> grade participate in a science assessment (both also in March/April.)

### **READING OLYMPICS**

Established by the Bucks County Intermediate Unit to inspire children to become life-long readers. Schools in the county all read the same list of books and meet in late April to answer questions about those books. Bridge Valley's teams are organized in January, but reading of those books can begin as soon as the list is published. Reading Olympics are open to 5<sup>th</sup> and 6<sup>th</sup> grade students. The list of books is published during the summer of each year. It is available online at the Central Bucks School District's website. Contact your classroom teacher if you have any questions

### **RECESS**

Extra time is scheduled during lunch so that all children can have a recess period. The school believes that this time out-of-doors and away from the classroom atmosphere promotes learning. The school district's policy requires each child, when weather permits, to attend lunch recess, unless excused by a doctor. Your child should be dressed appropriately.

When indoor recess is necessary, the classroom teacher establishes appropriate plans. Radios and gum chewing are not allowed during recess. Skateboards, in-line skates, and motor-operated vehicles are also prohibited. The Bridge Valley Staff provides appropriate supervision during recess.

### **RED RIBBON WEEK**

An Anti-Drug program coordinated with the Student Support Office.

### **REPORT CARDS**

Pupil progress is reported four times per year. Report cards are issued at the conclusion of the 1<sup>st</sup>, 2<sup>nd</sup> and 4<sup>th</sup> marking periods. Typically report cards are distributed in mid November, early February, and mid June. A comprehensive Portfolio Conference is held at the conclusion of the third marking period.

There may be questions that arise concerning your child's progress other than at regularly scheduled conferences. You are invited and encouraged to contact the teacher and make arrangements for a conference.

### **REVERSE INCLUSION**

Available to K- 6<sup>th</sup> graders. Students are selected to spend time in our Autistic Support Classes – supporting children with developmental delays and/or neurological disabilities. Students go to the Autistic Support Class for a 10 -15 minute period to have snack, play a structured game, engage in an art activity, or participate in a classroom meeting with children having autism under the supervision of an educational assistant, the Student Support Counselor, and/or the classroom teacher. This activity provides an opportunity for your child to build friendships with children who may be different in the ways they communicate and learn, but are similar in many more ways.

### **SAFETY PATROL**

Safety Patrols are 6<sup>th</sup> graders who assist in providing a safe environment for children during dismissal. Selection is made at the beginning of each school year utilizing a team of teachers, office staff, and specialists to determine students that have displayed appropriate behaviors to be selected for this privilege. A student selected for the Safety Patrol must sign a Contract to honor their responsibilities. *Students must be responsible and willing to be a role model for the school.*

### **SCHOOL HOURS / STUDENT ARRIVAL TIME**

- Students' Day.....8:35 to 3:15
- Kindergarten AM Session..... 8:35 to 11:10
- Kindergarten PM Session.....12:40 to 3:15

Pupils will be admitted into the school building at 8:15 a.m. Since adequate supervision is **NOT PROVIDED** prior to 8:15 a.m., we urge you to plan for your child's home departure so that he/she will **NOT ARRIVE BEFORE** this time. In the interest of your child's safety, it is urgent that you control his/her arrival time.

### **SCHOOL MUSICAL**

A school musical is held every other year. The production is open to 5-6<sup>th</sup> graders. Auditions are conducted in October and November. Any new students can join into the chorus or scenery. Please let your teacher know if there is an interest.

### **SCHOOL PICTURES**

School pictures are taken once a year for the student's cumulative record. Parents are not required to purchase picture packages made available by the school photographer, but may do so if they wish. Advance notice is sent home. Picture retakes are available for those absent the day of picture taking. Retakes for other reasons may be arranged with the school photographer.

### **SHOWCASE OF THE ARTS**

Central Bucks Education Association' Showcase of the Arts is designed to promote and highlight the strong writing skills and artistic talents that exist at all levels across the district. Central Bucks students, grades one through twelve, submit poetry, creative writing pieces, two-dimensional artwork, and three-dimensional artwork that they worked on during the school year. A group of community judges review the pieces and chose the

## Bridge Valley Elementary School-Student Handbook

winners. First, second, and third place prizes will be presented at the awards ceremony in the spring.

### **SPECIAL EDUCATION**

The needs of exceptional students are provided for through a number of in-building and regional special education programs. Included are Central Bucks programs for intellectually gifted students, learning disabled students, learning and adjustment students, autistic students, as well as students with other various learning needs. Services are also available for students with visual, auditory, physical, and speech impairments.

### **STANDARDIZED TESTING**

In accordance with the recommendations of the professional staff, a district-wide testing program is conducted. It provides information about our students' learning strengths and weaknesses and the school curriculum. Standardized tests of academic achievement and aptitude will be given according to the following schedule:

Third Grade Pupils	Grade 3-Performance Assessment- Winter/Spring Central Bucks Problem Solving-Spring Pennsylvania System of School Assessment-PSSA Reading, Math - <i>March</i>
Fourth Grade Pupils	Central Bucks Problem Solving-Spring Pennsylvania System of School Assessment-PSSA Reading, Math – <i>March</i> Science – <i>April</i>
Fifth Grade Pupils	Pennsylvania System of School Assessment-PSSA Writing - <i>March</i> Reading, Math – <i>March</i>
Sixth Grade Pupils	6 <sup>th</sup> Grade Performance Assessment-Winter Pennsylvania System of School Assessment-PSSA Reading, Math – <i>March</i>

1. Informal screenings and inventories to determine reading placement, or other preliminary and tentative assessments for instructional purposes do not require parental permission and results are not normally reported to parents unless additional formal evaluations seem to be necessary.
2. Individual formal assessments for pupils not enrolled in special education programs require parental permission, and the principal generally makes this

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request. Information that is collected in this process is confidential and is always reported to parents.

3. Your child's test results will be checked carefully and maintained in the school record as long as your child attends school in Central Bucks. No individual or agency outside of the school system will be permitted to inspect your child's school record without your written permission.

### **STUDENT COUNCIL**

A select group of students, elected by their peers, that represents the student body at Bridge Valley. These students meet with the administration, teacher representatives and selected classroom representatives to discuss topics of interest. Typically, the student council creates a mission for their work for the year to have an impact on the school building.

### **STUDENT EMERGENCY INFORMATION**

Please be certain to review your contact/emergency information in the Parent Portal section of Infinite Campus for accuracy. Any changes in this information should be conveyed in writing to the school office immediately.

The appropriate school personnel should know custody arrangements. Should court dictated custody arrangements apply to your child, a copy of the current court order must be filed with your child's records. The school will endeavor to abide by court directives in its files. Verbal statements of custody will not be enforced.

### **STUDENTS' RECORDS - ACCESS**

As a parent you have the right to inspect, review, copy, and request correction of your child's school records. All requests for access to your child's education records are to be in writing and must include the following: Requester's name, correct address, and the reason for requesting access to the information.

Please note: Each parent will have access to the child's records unless the school district has received a copy of a court order, or similar legal document, which limits the access. This policy will prevail even if only one parent has custody of the child.

### **SUPERINTENDENTS PARENT ADVISORY COUNCIL (PAC)**

The Superintendents Parent Advisory Council is a group comprised of one representative from each school in the Central Bucks School District. It serves as a communication conduit between Dr. Laws and the individual schools. The representative and an alternate are selected by the principal of each respective school to attend monthly meetings and report back to the school through HSA meetings.

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conduit between Dr. Laws and the individual schools. The representative and an alternate are selected by the principal of each respective school to attend monthly meetings and report back to the school through HSA meetings.

# PARENT & STUDENT HANDBOOK

T - V



*Principal – Dr. Nadine M. Garvin*  
*Assistant Principal – Mr. Matthew D. Croyle*

### **TARDINESS**

Promptness to school is very important to us for two reasons:

1. A desirable punctuality pattern is formed.
2. Class work/assignments are often missed by students arriving late to class.

If a student is tardy, he/she must report to the office and be issued a "pass" to enter the classroom. Students are marked "late" if they report to school after 8:35 a.m. **Latenesses can accumulate to constitute an illegal/unlawful absence.** (330 minutes of cumulative lateness will constitute an illegal absence). Please also see "**Absence.**"

### **TELEPHONES**

*Office and classroom phones are not available for student use except in an emergency.* Messages and deliveries from home should be left in the office. Students will be called out of class only in an emergency.

Each teacher has a direct dialed telephone number with voice mail. Teachers are prohibited from answering classroom telephones during the instructional day. Incoming calls to classrooms are automatically routed to voice mail between the hours of 8:35 and 3:30 PM.

### **TEXTBOOKS**

The school furnishes books and other materials to all students. This is done with the hope that this major investment will be properly safeguarded. Reasonable depreciation is expected as a result of daily use. **UNREASONABLE DAMAGE TO TEXTBOOKS WILL RESULT IN A FINE.** Lost textbooks must be paid for and replaced immediately. The fines for these must be paid to the office at the time of damage or loss.

The desire to teach our children to be responsible for possessions and the high cost of textbooks necessitates that you encourage your child to take appropriate care of their school texts.

### **THURSDAY FOLDER**

Almost all notices are sent home in a Thursday folder provided by the school. Please be sure to look for this folder weekly. Also, be sure to send it back to school on Friday.

### **TRAILBLAZERS**

Our school mascot name.

### **TRAILBLAZER TRIBUNE**

Monthly newsletter published by the principal, Dr. Garvin, and sent home electronically via parent portal e-messenger. Ms. Leslie Fuller ([lfuller@cbsd.org](mailto:lfuller@cbsd.org)) is the school contact for publication.

### **TRANSPORTATION**

Riding the bus is a privilege. Disruptive, defiant behavior will **not** be tolerated. Unacceptable behavior may result in the temporary suspension of bus privileges. The bus driver will report any infraction of rules to the principals. Parents will be notified in writing of such reports.

### **TRANSPORTATION CHANGES**

Parents must call 267-893-3700 prior to 3pm to make any changes in your child's normal transportation home.

### **VALUABLES**

Expensive toys must not be brought to school. The only exception is for special "Show N' Tell" activities. If a student brings any of these items to school they are subject to confiscation.

### **VISITORS**

For the protection of your children, it is mandatory that **EVERY** visitor stop in the office to report their business. **No parent is permitted to enter the school and walk the halls or go to a classroom without permission and a visitor pass from the office.** If you are bringing a lunch, textbook, sweater, etc., to your child, we will call the student down to the office for the purpose of delivering the item to her/him. On no occasion should a parent proceed to the classroom on his/her own. With your compliance, we will have **DIRECT** control over any adults seen in our building and will be able to better insure the safety of your child.

# PARENT & STUDENT HANDBOOK

W - Z



*Principal – Dr. Nadine M. Garvin*  
*Assistant Principal – Mr. Matthew D. Croyle*

## **WEAPONS POLICY**

The District will not tolerate any weapon in school, even when there is no actual or implied threat. This is the only way we can insure a safe and orderly climate for all students and staff members. Possession, use, or transfer of a firearm will result in expulsion from school.

Any knife, including Scout knives, penknives, and the other pocketknives, will be considered a weapon. In all cases, possessing a weapon in school will result in an immediate suspension for up to ten days; the police will be notified, and the student may be subject to arrest. Further disciplinary action may also include expulsion from school.

Weapon “look-alikes” are also threatening, as they are indistinguishable from the actual weapon. It follows that the same discipline procedure would be applicable.

### **IMPORTANT NOTE:**

Occasionally, situations develop where a child is not to be released to certain persons. In all such cases, please furnish the school office and your child’s teacher with a note explaining the specifics of your request.

We will respect and abide by **court** ordered instructions provided that:

1. We have a copy of the court order.
2. The order is issued by the court with jurisdiction.
3. The order is current.
4. The order is appropriately authorized.

**More importantly, however, your child should know your instructions and with whom he or she is allowed, or not allowed, to go.**