

BRIDGES ELEMENTARY

PARENT/STUDENT HANDBOOK

Go Bobcats!!!!



**5205 South Soboba Street
Gilbert, AZ 85298**

Office Hours 7:30am to 4:00pm

School Office: 480-279-8700

Fax: 480-279-8705

Attendance: 480-279-8712

Principal
Assistant Principal

Sherry Richards
Jeff Beickel

Bridges Bobcats are putting 21st Century Skills in Action--
Critical Thinking, Creative Thinking, Communicating, & Collaborating

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Bridges Elementary

Dear Bridges Families and Community Members,

Welcome to the 2016-2017 inaugural school year at Bridges Elementary! Our 21st century learning environments will be guided by the Arizona College and Career Ready Standards which encourage students to think critically and creatively; to collaborate and communicate effectively; and, then, to apply these skills in the real world. Our teachers are committed to designing project-based learning opportunities and assessments that emphasize real world problems, engage students in inquiry and exploration, and provide opportunities for students to apply what they know in meaningful ways. Our students must become productive problem solvers, sound decision makers, and creative innovators to compete in our global society. Over the course of the school year don't be surprised if you receive a phone call from a teacher or an administrator highlighting your student's success on their educational journey!



We believe that education is a shared responsibility and requires collaboration of the institution, the governing authority, the student, the family and the community. We encourage you to get involved! Opportunities include, but are not limited to, volunteering, joining our PTO, offering to serve on our campus site council, becoming a member of our school safety committee, and/or helping supervise campus sponsored field trips. One of our main forms of communication comes through our e-mail notification system. Please sign up for e-mail notification by clicking [here](#) to get up-to-date information by e-mail.

School Day Hours

7:45 a.m.	Campus opens
7:45-8:00 a.m.	Breakfast
8:05 a.m.	First bell rings
8:10 a.m.	School begins (This is the tardy bell.)
3:05 p.m.	Dismissal (1:00 p.m. Early release days)

The staff of Bridges Elementary is here to help your student(s) achieve big dreams!
Sincerely,

Mrs. Sherry Richards
Bridges Elementary Principal
sherry.richards@husd.org
(480) 279.8700

General Information

School Day	Start	End
Breakfast	7:45	8:00
Grades K-6	8:10	3:05

The school day starts at 8:10a.m. for all K-6 students. The first bell rings at 8:05 a.m. at which time the students are to line up. The bell to begin class rings at 8:10 a.m.

Students are not to arrive at the school before 7:45 a.m. because there is no supervision provided for their safety until that time. Students will have access to their designated playground area and will line up at a predetermined spot after the first bell.

School is dismissed daily at 3:05 p.m.

Outside Food

Parents are welcome to bring food and/or have lunch with their child. Food should not be brought in to share with other students.

Lunch Schedule

Kindergarten	12:15-12:45
First Grade	11:35-12:05
Second Grade	12:30-1:00
Third Grade	11:55-12:25
Fourth Grade	11:00-11:30
Fifth Grade	12:55-1:25
Sixth Grade	10:55-11:25

Students have a brief recess as part of their lunch time.

Early Release Schedule

	Start	End
Grades K-6	8:10	1:00

<u>Early Release</u>	<u>Lunch Schedule</u>
Kindergarten	12:15-12:45
First Grade	11:35-12:05
Second Grade	12:30-1:00
Third Grade	11:55-12:25
Fourth Grade	11:00-11:30
Fifth Grade	10:30-11:00
Sixth Grade	10:55-11:25

Tardiness

Successful students are on time and prepared for class. Tardiness is defined as not being in class when the final bell rings. The morning bell rings at 8:05 a.m. School begins at 8:10 a.m. Parents should walk their children to the office and sign them in if they are arriving after school starts.

Sign Out

If a student needs to be released during the day, the student will not be called from class until the parent or guardian has arrived on campus. The parent, or authorized person, must come to the office and present identification when signing the student out of school. For security and safety reasons, students may not leave campus at any time, without following the above procedure. If the student returns the same day, they must be accompanied by an adult and signed in at the office. The student will receive an admission slip to return to class.

Visitors

All visitors are required to report to the office to receive a visitor's badge. Visitors who are on campus for a non-performance related visit must be on the student's contact list.

Office Hours

Our front office is open from 7:30 a.m. to 4:00 p.m. Monday through Friday.

Attendance

“You miss school, you miss out.”

Teachers in K-6 take attendance each morning at 8:15 a.m. and again after lunch. If a student arrives after the 8:10 a.m. tardy bell, a parent or guardian must sign them in at the office.

Absences

If a student is going to be absent, notify the school by phone or in person and indicate the nature of the absence. Absences should be reported before 9:00 a.m. if possible.

The attendance line can be reached by calling 480-279-8700, Option 2.

Any absence not verified by the attendance office during the school day will be classified as unexcused. Frequent unexcused absences may result in disciplinary action. If a student is absent for ten consecutive days with no excuse, a referral will be made to authorities and the student will be withdrawn from Bridges Elementary.

Attendance Recognition

Certificates are issued at the end of each quarter in recognition of those students who have maintained regular exemplary attendance throughout the year.

CUTS

To encourage and improve school attendance, Bridges Elementary has implemented a truancy program in partnership with Maricopa County Juvenile Court. This truancy program is called C.U.T.S. (Court Unified Truancy Suppression).

School attendance is not only a good habit, state law requires it. Arizona State Law (15-802.A, 15-803.E) requires every person who has custody of a child between the ages of six and sixteen years shall make sure the child attends school for the full time school is in session unless unable to attend due to illness or another legitimate reason.

An unexcused absence will count as a truant day as defined by law. A student is “habitually truant” if he/she has five or more unexcused absences from school. A student that is absent more than ten percent (18 days) of the required number of school days per year is considered to have “excessive absences” whether the absence is excused or unexcused.

When a student has five or more unexcused absences or 18 excessive absences the student can be cited to the CUTS Program through the Juvenile Court. The hearing will be held on the school campus with representatives from the school and the Juvenile Court.

Consequences at the hearing may include the following: required attendance of the parent and the child at an education class, work hours assigned to the child, counseling, etc. The parent will be assessed a \$50 Diversion fee. It is the parent’s/ guardian’s responsibility to ensure their child’s attendance in an approved academic setting. If you fail to take the necessary steps to provide your child with appropriate education you may receive a citation. If convicted, it is a Class 3 misdemeanor punishable by jail time and/or fine.

The education of your child is extremely important to us. This program is another way that Bridges Elementary is working with the community to ensure a quality education for all students.

Student Arrival and Dismissal

Please adhere to the following procedures for picking up and dropping off students. These procedures are meant to ensure the safety of all students as they enter and leave the campus.

Vehicles

In an effort to ensure student safety, we are asking your support of the following plan:

- During drop-off or pick up times traffic should flow from Azuela Street into the parking lot while following the arrows and looping around to the front of the building. Kindergarten students will be greeted or released in the designated area (e.g. as identified by the signs). 1st grade-6th grade students will enter the campus through the playground gates on the north side of the building.
- Parents are also welcome to park their cars and use the designated crosswalk areas to enter the main office.

Drop off / pick up of students is permitted in designated areas only.

All students should use the designated crosswalks.

Please see the traffic flow map on the next page of this handbook. Maps are also available in the front office.

Walking

Students who walk must follow walking safety rules and obey crossing guards at intersections.

Bikes

Students who ride bikes, scooters, or skateboards must secure them in the bike rack area during school. We encourage these items to be locked for safety and security. **The school is not responsible for loss or damage.**

Bus

Students traveling by bus will enter and exit on the south side of the school. Traffic is limited to buses in this area as identified by the traffic flow map and displayed signs. All school rules apply at the bus stop and on the bus. Be on time for the bus before and after school. Always follow the driver's instructions.

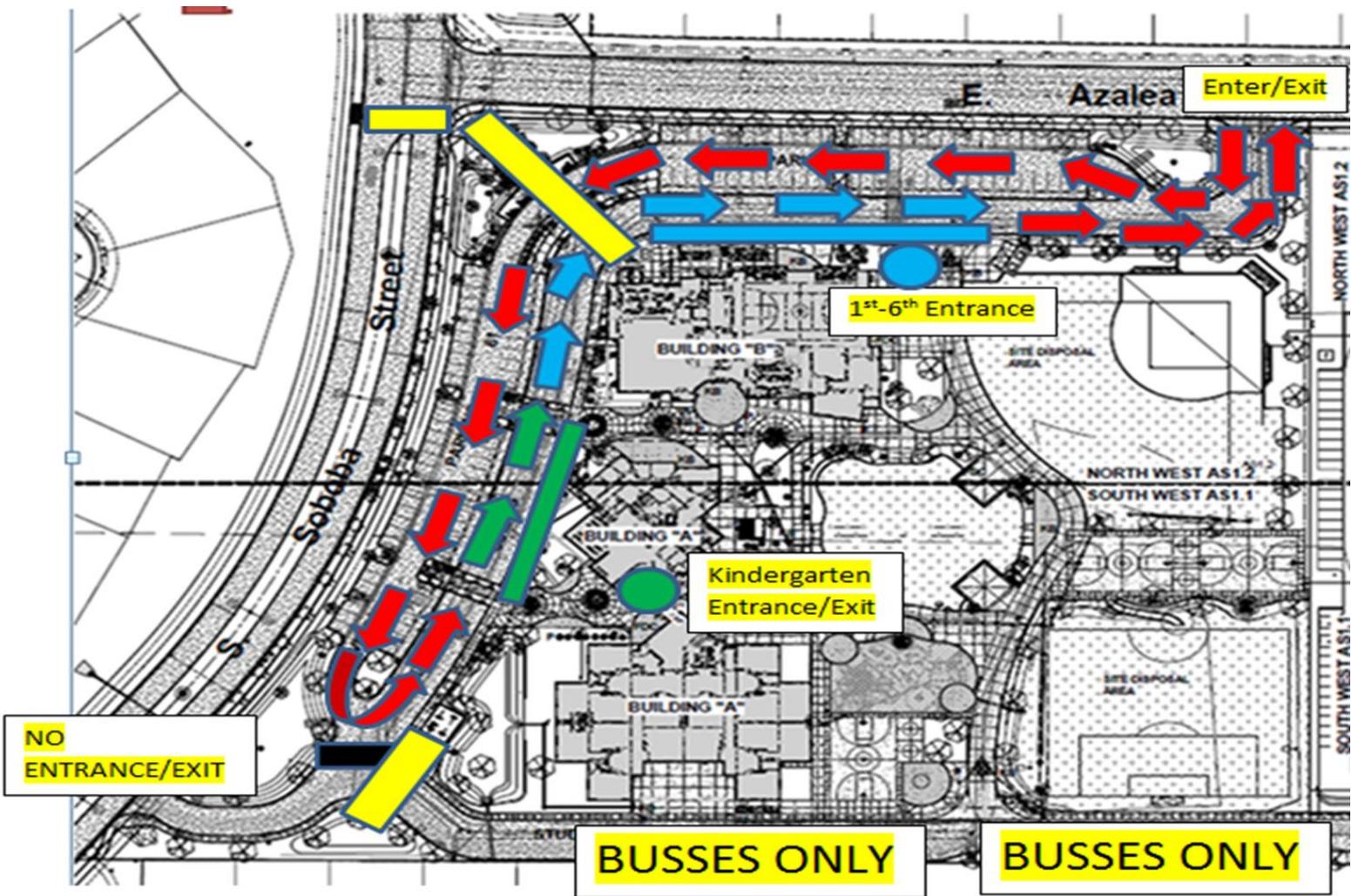
Please remember that riding a bus is a privilege. Arizona law does not require school districts to transport students. Riding a bus is not a right. This privilege can be revoked if behavior is inappropriate and/or endangers the safety of others. Parents are responsible for transporting students to school if they lose bus privileges.



Traffic Flow Map

Key:

-  No drop-off or pick-up
-  Kindergarten drop-off or pick-up
-  1st through 6th drop-off or pick-up
-  Crosswalk



Student Enrollment

Placement

In order to provide the best education possible, teachers and administrators consider many factors before deciding student placements. These factors include parental input, class size, boy-to-girl ratios, student abilities, special needs and personalities of students and teachers. Parents and guardians are given an opportunity to provide the administration with information about the appropriate environment for their child. Parent input is only one of several classroom factors considered. Parental input does not take first or highest priority, when deciding the classroom selection, to create a balanced class. Final notification regarding student placement is communicated prior to the beginning of the school year.

Gifted Program

Gifted services are available at Bridges and testing for gifted placement is offered free of charge. Please speak with your child's teacher, notify the office or our gifted specialist if you feel these services would benefit your student.



Promotion and Retention

Students who satisfactorily meet the requirements at their grade level will be promoted to the next grade. Parents and teachers should work very closely together during the school year to make sure the child is progressing. School administrators may assist the teacher and the parent in making a decision that is in the best interest of the child.

Retention may be considered if the child needs an extra year at that grade level to master the required Arizona College and Career Ready Standards. Teachers will notify parents of a possible retention well in advance of the end of the school year.

Immunizations

You are required by Arizona law to provide complete, original immunization records before your child may attend school. A copy of the immunization record will be kept in the student's health folder showing the child's name, date of birth, date that all doses were administered, and the name of the physician or health agency who administered the vaccine. Any questions or concerns regarding immunizations should be addressed to school office personnel.

Special Education

Bridges Elementary has special education programs designed to help those students who may have IEPs (Individual Education Plans). When a teacher or parent has a concern regarding a child's behavior or ability to learn, a conference will be scheduled to discuss the child's progress. A team approach will be used to determine the best way to meet the needs of each child. If necessary, an evaluation may be recommended.

Academics

Curriculum and Instruction

The instructional program at Bridges has a strong emphasis on the AZ College and Career Ready Standards: Language Arts, Reading, Phonics, Spelling, Mathematics, Science, and Social Studies. Programs in Performing Arts, Visual Arts, Leadership, Gifted Education, Special Education, Computer Education, and Physical Education are also provided to students at different grade levels.

Homework Policy

Homework/Practice is meant to be a purposeful and meaningful extension of skills taught in the classroom. Mastery of content is facilitated by practice of grade level specific skills.

Accelerated Reader

Bridges 2nd -6th grade students participate in the Accelerated Reader program to encourage independent reading. Our library has thousands of books, and yearly Book Fairs will provide support for increasing our collection.

Parent-Teacher Conferences

Ongoing communication between home and school is critical. Please do not hesitate to contact your child's teacher to address concerns as soon as possible. There will be regularly scheduled parent- teacher conferences at the end of the first and during the third report periods. You will be notified in advance of these conferences. Teachers will notify you in a timely manner if your child is doing unsatisfactory work. A conference should be scheduled as soon as possible to plan a strategy for assisting your child in becoming successful. Parents are also encouraged to contact the teacher to schedule a conference if they have concern or questions.

Progress Reports & Report Cards

K-6: Progress reports will be sent home midway through each of the 4 grading periods. 3rd quarter progress reports are distributed to parents at the scheduled spring parent teacher conference. Report cards are issued to students four times per year at the conclusion of each grading period.

Current grades are available throughout the year by logging on to ParentVue. Please contact the office if you need help with your login.

Academic Recognition

It is important to recognize and encourage academic excellence. Eligibility for these awards starts in fourth grade.

To qualify for the Principal's List, a student must receive:

- ❖ 4th & 5th Grades – All 4s in the five core subjects.
- 6th Grade – All As in four core subjects:

To qualify for Honor Roll, a student must receive:

- ❖ 4th & 5th Grades – All 4s and/or 3s in the five core subjects.
- ❖ 6th Grade – All As and/or Bs in the four core subjects:

Student Activities

There are a variety of extracurricular activities available for students through student clubs. Students are welcome at evening events but should be accompanied by an adult when attending activities after school hours or off campus.

Fees

The Higley Unified School District has adopted a fee schedule for various extra-curricular and high cost optional courses. In accordance to state law, fees will only be assessed for those programs that are offered "above and beyond" state and federal requirements. The Tax Credit Program can be used to offset the participation fees for eligible programs. Please remember to make checks payable to **HUSD #60**.

Notice of Ineligibility

When a student violates the rules, regulations and/or discipline policy of the Higley Unified School District, the principal or a designee may declare a student ineligible to participate in the extra-curricular activity. In that case, the administration will take the following action:

1. Notify the student on the day of the ineligibility giving the reason.
2. Send a written notice home describing the alleged misconduct and length of ineligibility.

This information will be included on the discipline referral for a student that is sent home with the student.

3. Notify extra-curricular sponsors.

Student Insurance

School insurance is available to all students. The policies available are for medical, dental, and life. A brochure is available in the office.

Instrumental Music Programs

Band and Strings are curricular programs with extra-curricular performance requirements offered at our school. Although participation in these programs is optional, it is expected that students who join Band or Strings will commit to their chosen ensemble for at least one full school year. Students will also be required to obtain the class method book, a musical instrument and supplies to use for the class.

Although Bridges does own a few instruments which can be rented for \$50.00 per year based on need, instrument rental programs offered through several different music stores in the surrounding area are a good way to take care of this requirement. Please contact the school for more information about these programs.

Services

Food Program

Bridges provides a balanced and nutritious breakfast and lunch program for its students. Eligible students may qualify for the free or reduced price meal program. Students may purchase milk or juice if they bring their own lunch.

Forms for the Free/Reduced Meal Program will be sent home with your child at the beginning of the year and are available online at www.husd.org for parents to complete in the event they are eligible for free or reduced priced meals. Applications are also available after July 1st by calling food Services at 480-279-8720.

Students who will be buying breakfast and/or lunch will be asked to deposit money into their accounts. **Deposits must be made in the cafeteria, office or online.** Please place your payment in a sealed envelope clearly marked with your child's name, student ID number, teacher, and room number.

Please do not send payments with your child to his/her classroom. Payments will not be accepted in the lunch line. Deposits of \$10 or more each time are suggested. The cost for breakfast is \$1.85 and lunch is \$2.55 per day. Deposits may be made between the hours of 7:30 am. to 8:00 a.m. The cost of each day's lunch or milk will be deducted from his/her account each day. Students who do not have enough money in their account to purchase a meal will not be allowed to charge against their account, but will be provided with a sandwich and milk. You are strongly encouraged to keep balances in your child's account. You can monitor your child's account at www.mymealtime.com

Contact the cafeteria manager at **279-8720** with any questions.



School Health Office

Bridges has a health office aide available to students. The health aide is here every day and is available to see students who are having health problems that may interfere with their education. If a student has an injury or illness that requires more than minimal care, parents/guardians will be notified and asked to seek medical help for their child. In the event that a parent cannot be reached, the alternative contact indicated on the student's emergency card will be contacted. It is very important that each family have current phone numbers and an alternative contact, such as grandparents, or a neighbor, for the safety of their children. **Please make sure that we have updated information!**

When it is necessary for a student to take medication during school hours, the following conditions **must be met:**

1. Whether a prescription drug or an over-the-counter drug, the medication must be in its original container and **brought to school by the parent or guardian.**

2. The pharmaceutical label must be on the container of any prescription drug and must include the student's name.
3. The parent must provide written direction to school personnel regarding when the student's medication is to be administered.
4. All medication must be kept in the health office. When necessary, provisions may be made to carry asthma inhalers.
5. Medications must be picked up by a parent or guardian. Medications not picked up at the end of the school year will be destroyed.

Rules and Procedures

The district's Code of Conduct defines and outlines the behavioral expectations, responsibilities, and rights of students in the Higley Unified School District. Each classroom teacher will develop a classroom management plan that best meets the needs of his/her learners appropriate to the subject and grade taught. Progressive consequences will be employed as necessary and positive reinforcement will be emphasized as well. The class rules and expectations will be posted in the classroom. To clarify and effectively implement the classroom management plan will be reviewed at school and sent home for the parents to review and sign.

PBIS (Positive Behavioral Interventions & Supports)

Bridges focuses and rewards students for making positive choices. We follow these guidelines:

- Be Safe
- Be Respectful
- Be Responsible
- Be a Learner

Cafeteria Rules

Students should observe the following behavior in the cafeteria:

- Single file in and out of kitchen
- Walk
- Clean up your eating area and throw away trash
- Keep all food to self
- Use quiet voices
- Keep hands and feet to self
- Follow directions
- Raise your hand to be dismissed
- Use good table manners
- Help others
- Make healthy food choices

Playground Rules

Student safety is the number-one goal on our playground. Consequences for unsafe behavior will range from an informal conference to suspension from school. Students will be expected to follow directions from the playground monitors the first time they are given. If a student is disciplined for an infraction on the playground, he/she may temporarily lose playground privileges. The following is a list of rules and expectations for the playground:

- Keep hands and feet to self
- Play fairly
- Use respectful words in disagreements
- Walk on the equipment, sidewalks and in the woodchip area
- Tell an adult on duty if someone is hurt or is hurting someone else
- When the bell rings or whistle blows, stop activities, return equipment, and line up in your assigned areas

Birthday and Other Celebrations

The District discourages the delivery of gifts (i.e. balloons, flowers) to students during the school day. If such a gift is delivered for a student, it shall be kept in the office during the school day and available for pick up by the student at the conclusion of the school day. Exceptions to this Policy may be made at the discretion of the principal for certain holidays or in special circumstances. The school does not assume responsibility for damage to or loss of such items.

All food brought to a classroom to be shared with the class must be store bought and in its original package. We cannot allow homemade items to be shared with other students.

Invitations

We ask that you refrain from passing out invitations on campus, as we want to keep the focus on learning. Thank you for making other arrangements to share invitations.

Good to Know

Tax Credit Contributions

Arizona law (ARS 43-1089.01) allows taxpayers a tax credit for contributions paid during the taxable year to a public school for the support of extracurricular activities or character education programs.

This tax credit is 100% deductible from your taxes, and is available to Arizona individual taxpayers. There is no requirement that the taxpayer have a child enrolled in a public school in order to get the credit.

Contributions made by single or head of household taxpayers cannot exceed \$200. For married tax-payers that file a joint return, the credit cannot exceed \$400. The amount of the tax credit does not have to be for the total allowable amount. Any amount can make a difference.

You may indicate where you would like your contribution to go. Contributions may be split between schools and/or between different activities. Contributions can be made to music, field trips, character education, athletics (you may specify the sport or activity), sports participation fees, and clubs. If no preference is made, the schools will use the contribution where it is needed the most. Contributions can be made at any time during the calendar year but must be made in the calendar year that you wish to claim the deduction. Contributions can also be accepted at any of the schools or can be mailed to the district office.

Field Trips

Field trips are occasionally planned as an extension of the learning taking place in the classroom. Parents will be notified prior to school trips. A permission slip must be signed and returned for each field trip. All school rules must be followed.

Pets

For the safety of all students, please do not bring pets on campus. An adult may bring pets to the classroom for educational purposes only. Animals must be transported in a proper enclosure and/or cage. Written permission must have been received from the teacher. Animals cannot be transported on school buses.

Emergency Drills

Fire and other emergency drills are held on a periodic basis to teach students the safest, quickest route from the school buildings. All students, volunteers, and guests must follow the emergency procedures.

- Follow teacher directions.
- Leave all work and line up immediately.
- Know the emergency exit route from each room. Routes will be posted.
- Without talking, walk in a line until reaching designated areas.
- Remain in line facing the building and wait until the teacher directs the students to return to class.
- Visitors who arrive at the school during an emergency drill will be asked to wait in the parking lot until the drill is concluded.

Governing Board Meetings

The Higley Unified School District #60 Governing Board has two scheduled meetings a month. Public notices are posted at each school site and the district office at least twenty-four hours before the meeting is scheduled to occur. The notice will state the date, time, and location of the meeting, as well as a meeting agenda.

Lost and Found

Please check for lost items in the hall by the student union before school, at lunch time, or after school. Bins of lost items that remain

unclaimed are donated to charity each quarter. Marking student belongings on the inside label can help with identification in the event that they are lost here on campus.

Phones

Students who have cell phones are required to have them off and out of sight during school hours. This includes lunch breaks and transitions between classes. Students are not permitted to send texts, take pictures, or place calls during school hours. This helps to keep students focused on learning.

Students may use their phones after school to contact parents. Students who fail to follow these procedures will have their phones taken to the office until the end of the school day and parent will be notified.

We understand that families need to have contact with their children. Students who need to make a call during the day may request permission to use a school phone. If you need to give a message to your student, please contact the office and we will relay that message.



Valuables

Students are discouraged from bringing toys, games, electronics, and valuable items to school. If a student chooses to bring such items to school, they will assume all responsibility. Teachers have the ultimate authority to determine if such items will be permitted into their classrooms and how they may be used.

Dress Code

There is a relationship between student dress and student success, school pride, the safety and general welfare of students and staff, and the accomplishments of the curriculum goals and educational objectives. Accordingly, District dress and grooming standards prohibit student dress or grooming that, in the judgment of the school Administration:

- A. Presents a risk to the health, safety or general welfare of others.
- B. Interferes with the educational environment or process.
- C. Is counterproductive to curriculum goals or educational objectives.
- D. Produces disorder or creates an atmosphere of threat, intimidation or pressure.
- E. Causes damage to school property.

In order to help families determine if clothing choices are school appropriate we have campus guidelines. Our Bridges dress code specifically requires that shorts and skirts are a minimum length that reaches the student's fingertip length. Tank top straps should be two inches in width at the shoulder. No undergarments or midriffs should be visible. Hats and sunglasses are not allowed indoors. Pajamas and slippers are not appropriate. Select footwear that allows students to run and play as suitable for their age and activities. Students who violate this policy are subject to disciplinary action and will be required to change into appropriate clothing.

Bridges PTO

The acronym PTO stands for Parent Teacher Organization. There is no club or association fee to join. All parents are members. The PTO's mission is to provide any help they can to the school, its students and staff, in order to ensure a quality education for every child. The PTO sponsors and implements fundraisers and uses the money to buy curriculum resources for the classrooms, books for the library and large items that benefit the entire school.

Bridges is always open to parent involvement. If you are interested or if you have any ideas for activities the PTO could undertake to make the school year better and more exciting, contact the office for more information.

Student Council

Bridges Student council is involved in a number of community service and fund-raising projects throughout the year. Student Council is made up of elected representatives from 4th-6th grade. Bridges Student Council will meet on a regular basis; the dates and times of meetings will be determined once the council is established.

Volunteers

Parents who are willing to volunteer their time and services to the school are encouraged to do so. Support is needed in many ways including classrooms, assemblies, and field trips. All volunteers are required to fill out a volunteer guidelines packet prior to volunteering. Parents must secure child care for non-school age children while volunteering. Individuals interested in volunteering should contact their child's teacher, PTO, or the school office.

Communications

All campus newsletters will be sent electronically this school year. Our website updates should be available soon with the most current information. If you do not have internet access available to you, there are computers available for your use at the District Office and at Bridges. Please call our office if you have any questions. You can sign up for campus as well as district email notifications through the district website: www.husd.org

Questions or Concerns:

Please call the office at 480-279-8700 with any questions or concerns. We are here to serve our community, and will do our best to meet your needs. However, if issues do arise; parents are encouraged to keep the school notified of their concerns and questions. The usual line of communication in a school is to first contact the teacher, then the principal if necessary. Joint efforts between parents, teachers, and the principal or assistant principal will frequently solve most problems and answer most questions.