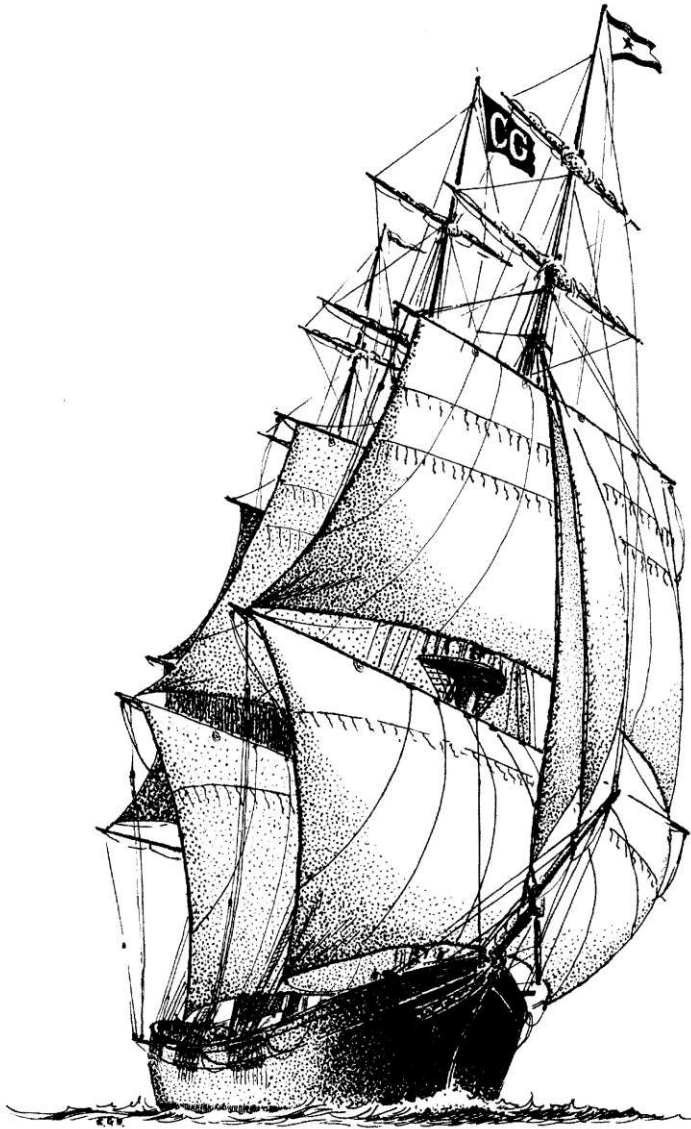


Bridgeton Elementary School

2013-2014 Student/Parent Handbook



Home
of the
Clipperships

230 Branch Canal Road
New Bern, North Carolina 28560
Phone: 514-6425 Fax: 514-6428
Website: <http://teacherweb.craven.k12.nc.us/BES>

Dear Parents and Students,

Welcome aboard the Clippership for the 2013-2014 school year!! On behalf of the entire faculty at Bridgeton Elementary School, I extend to each of you our best wishes for a successful school year. We are happy to have you as part of the Bridgeton Family. We have been busy planning an exciting school year and look forward to working with you this year.

The NCSCOS, North Carolina Standard Course of Study, is our road map for all instruction. A copy of the NCSCOS can be found in our reference media center or at www.ncpublicschools.org. We encourage you to visit this site as an additional resource for grade level expectations.

This handbook contains information that will help us deliver the best educational setting for our children. You will find information on school and county policies and procedures that will make it possible for all of us to live, learn, work and play together. It is recommended that parents read the student handbook and policy manual with their children. If you have any questions, please contact your child's teacher or the Principal's office.

In striving to reach our goals, there must be a cooperative effort on the part of the students, teachers, administrators, parents and community. We earnestly encourage your cooperation in this venture and assure you the results will be well worth the effort. We welcome and encourage you to participate in your child's education.

I look forward to working with you in shaping the future of our children together.

Sincerely,
Melisa G. Thompson
Principal

Vision

Bridgeton Elementary School will be the highest performing elementary school in North Carolina.

Mission

*Chart the Course,
Navigate the Way,
Achieve Success!!*

Core Values

Through commitment, excellence and teamwork, along with the implementation of the Baldrige Core Values we believe:

- ...all students will be successful*
- ...a safe environment eliminates fear*
- ...process improvement promotes positive change*
- ...building internal and external partnerships will accomplish our goals*
- ...our vision will be attained*

School Colors and Mascot

Our school colors are blue and white. Our school mascot is the Clippership!

Visitors to Campus

Everyone visiting our school must use the Front Entrance. Office hours are from 7:45 am to 4:30 pm during school days. **Visitors must report to the office to sign in.** A pass will then be issued alerting our staff that you are an approved visitor. **Any and ALL visitors not wearing a visitor's tag will be asked to return to the office.** All parents are welcome and encouraged to visit our school. However, impromptu parent/teacher conferences during the instructional day are **NOT PERMITTED.** The principal reserves the right to deny access of any visitor interfering with school processes.

Tobacco Free School Policy

Refer to Craven County School Student Policies and Regulation Manual, policy number 710.1815.

Daily Schedule

In an effort to encourage and promote student independence, beginning October 1st, all students should be able to walk to their assigned classroom on their own.

- 7:30 *Carpool Arrives (Do not drop off children prior to this time, as there is **NO SUPERVISION.**)
- *Breakfast Opens for all Students
- 7:50 *Start of School Day Bell Rings / Classrooms Open
- 8:00 *Tardy Bell Rings: All students are in the classroom, seated and prepared for the following: roll call, Pledge of Allegiance, morning announcements, and the start of the instructional day. **Students who arrive after 8:00 MUST have their parent or guardian sign them in at the front desk. Failure to do so could result in your child being marked absent.**
- 11:00 *Lunch begins (contact your child's teacher for specific time). Parents of Bridgeton Elementary students are welcome to have lunch in our cafeteria. **Please make sure you check in with the front office to obtain a visitors pass prior to going to any location in the building.**
- 2:00 *No transportation changes will be accepted.
- 2:15 ***No student will be called from class for early check-out unless a doctor or dental appointment card is presented to the secretary.**
- 2:30 * First Bus Load Dismissal
- 2:40 * Grades K-1 Bus & Daycare Van Dismissal / Grades K-5 Carpool Dismissal
- 2:45 * Grades 2-5 Bus & Daycare Van Dismissal
- 3:00 ***NO SUPERVISION FOR STUDENTS AFTER THIS TIME!**

TO PROTECT THE INSTRUCTIONAL DAY AND THE SAFETY OF OUR STUDENTS AS WE NEAR DISMISSAL EACH DAY, NO STUDENT WILL BE DISMISSED BETWEEN 2:15 AND 2:45! THANK YOU FOR YOUR COOPERATION!

Arrival and Departure

All car riders, parents, and visitors must use the front entrance of the building. Only buses and approved daycare vans will use the rear entrance. Cars should follow the traffic path in front of the school. Do not pass in the carpool line unless instructed to do so by a staff member. **Remember to use a safe speed in the parking lot, and be aware of walkers and bicycle riders. Please refrain from using cell phones during designated carpool times.** For the safety and protection of all our children, traffic violators may be reported to law enforcement.

Bicycles

Students riding bicycles to school need to park their bike in the designated area by the front entrance. Students are not to tamper with bicycles belonging to others. A lock is recommended for safe keeping. Bridgeton Elementary is not responsible for damages or loss. **Bikes should never be ridden on the sidewalks.**

Attendance

Regular attendance directly effects school performance. Our children rely on you, their parents/guardians to ensure they are in school and arrive on time. **STUDENTS MUST BE PRESENT 1/2 OF THE SCHOOL DAY. STUDENTS MUST REMAIN IN SCHOOL UNTIL 11:30 TO BE CONSIDERED PRESENT FOR THE DAY.** It is the student's responsibility to make up all assignments he/she may have missed due to an absence from school. Students are required to bring a note from their parent/guardian stating the reason they are absent from school within three days of their return to school. Failure to bring a note will cause the absence to be documented as unexcused.

Refer to Craven County School Student Policies and Regulation Manual for additional information regarding the Attendance Policy number 1011.04.

Tardiness

If a student arrives after 8:00 am (tardy bell), he/she must report to the office for a tardy slip. **(THE PARENT/GUARDIAN MUST ACCOMPANY THE CHILD TO THE OFFICE AND SIGN THEM IN.)** Failure to sign your child in when tardy could result in inaccurate attendance and/or could become a safety concern.

Students Leaving During the School Day

Students will not be permitted to leave school at any time during the day unless accompanied by a parent/guardian. Parents who pick up their children during the school day are required to sign them out in the main office. **NO STUDENT will be called from the**

classroom between 2:15 and 2:45 to leave early except for a doctor's appointment (appointment card must be presented to school secretary). We encourage you to schedule your child's doctor and dental appointments around school hours. For your child's safety, please notify the office and the classroom teacher of any special conditions concerning the release of your child.

Address or Phone Number Changes

The school must be notified of any changes in your address or phone number as soon as possible. This includes changes in work phone numbers and phone numbers of emergency caregivers whom you authorize.

For the health and safety of your child, we are required to have current, up-to-date contact information. Failure to supply accurate information to Bridgeton Elementary could be considered negligent.

Child Custody

If there are special custody agreements for a child, the parents should provide a copy of the custody papers to the child's teacher and the school office. Otherwise, the school considers both parents to have equal access to children.

Withdrawal of Students

If you are withdrawing your child from Bridgeton Elementary, please notify the teacher and school office a few days prior to the withdrawal date. Students must not owe any monies (i.e. lunchroom, library fines, pictures, etc.) and all books must be returned before withdrawals/transfers can be completed.

Health Assessment

All students entering Kindergarten must be in compliance with North Carolina Health Assessment requirements (G.S. 130-440; every child in this state entering Kindergarten in the public schools shall receive a health assessment. The health assessment shall be made no more than twelve months prior to the date of school entry). Any student not in compliance will be suspended until proof of compliance is received in the school.

Immunizations

All students must be in compliance with North Carolina Immunization Law (G.S. 130A-152) within thirty days after enrollment in school. Any student not in compliance after thirty days will be suspended until proof of immunizations is received in the school.

Illness

The school nurse is here each day. The school nurse or secretary will notify you by phone if possible when your child becomes ill at school and needs to go home. Children with a temperature of 100 degrees or above will be sent home. Children should be kept home when the following symptoms are present: fever, diarrhea, nausea, vomiting, red watery eyes with drainage, severe headache, undiagnosed rash, and/or any doctor's recommendation.

Medication

We encourage administration of necessary medicine before and after school whenever possible. However, if your child needs medication to be administered at school, **a physician authorization form** must be completed by the doctor and be on file in the office (forms are available in the office). The office must have the original medication bottle with the recommended dosage. Parents should always bring the medication to the school nurse in person. Any time the medication dosage or time of administration is changed, a new form must be completed prior to any changes. School personnel will give no medication until the above requirements are met. This is to protect your child from injury.

Head Lice

Students will not be allowed to remain in school if there is any evidence of head lice in their hair. Periodic head checks for lice are done in school. Frequent and regular checks of your child's hair at home will assist in preventing large outbreaks of this nuisance. When head lice are found, siblings in other classes will also be checked. Parents will be called to immediately pick up their child. Students with head lice may return to school after treatment is given and any evidence of lice is gone from the child's hair. **Students sent home must be accompanied by a parent for readmission. Students will be checked in the presence of the accompanying parent.**

Reporting Child Abuse and Neglect

Any school employee suspecting child abuse or neglect of any student shall report such to the principal/designee who will notify the director of Social Services. Legal reference: NC Gen. Stat. 115c-400.

Checks

Checks written to the school should be made payable to Bridgeton Elementary School. Please include your child's first and last name, teacher, what the check is for, and lunch number if the check is paying for school lunches.

School Pictures

School pictures are taken twice a year and dates are published in our calendar that is distributed monthly. The first setting is an individual picture (which will go in the yearbook) and the second is a whole class picture and a specialty picture that may or may not be a full body shot.

School pictures will also be published in the school yearbook, which will be available in the spring.

Report Cards

Report Cards will be sent home on the following dates:

Kindergarten -Grade 2: December 3, 2013
March 11, 2014
June 6, 2014

Grades 3-5 : November 5, 2013
January 28, 2014
April 3, 2014
June 6, 2014

Students must not owe any monies (i.e. library fines, pictures, etc.) and all books must be returned before final report card will be released.

Principal's List and Honor Roll

Students in grades 3-5 at Bridgeton Elementary School will be listed on the Principal's List if: they are working on grade level, and their average is 93 or above in each subject area. Students will be listed on the Honor Roll if they are working on grade level, and their average is 85 or above in each subject area. There should be nothing less than satisfactory for conduct on the report card.

In order for a student to be recognized for Yearly Principal's List or Yearly Honor Roll they must meet the above mentioned guidelines, as well as not have received any school suspensions for the entire year.

Promotion Requirements

Students must meet local standard requirements for promotion. For additional information, please refer to Craven County School Student Policies and Regulation Manual.

Homework

Please refer to the Craven County School Student Policies and Regulation Manual.

Each child at Bridgeton Elementary will be involved in a reading or pre-reading program at home (i.e. SRA, Reading A-Z, etc.). These programs serve as a means of reinforcing skills taught at school and help keep you up to date on your child's progress.

Conferences

Parents are encouraged to consult regularly with their child's teacher in an effort to maintain a positive working relationship between the child, the home, and the school. Conference appointments with teachers should be arranged in advance with the teacher. Conferences can be scheduled by sending a note to the teacher, emailing the teacher or calling the front office (514-6425) and having the teacher return your call. Please make an effort to keep the appointment. Should you be unable to attend, please notify the office, or send a note to your child's teacher. **Conferences will not be allowed during your child's classroom instructional hours.** Your child's teacher will be able to give you a specific time as to not interrupt instruction.

Money and Personal Items

Students should not bring money to school unless it is needed as part of the school program (examples: lunch, field trip, picture, or PTO money). Extra money should not be brought to school because of the possibility of either theft or loss.

NO ITEMS, such as toys, dolls, games, small electronic equipment, etc. should be brought to school unless it is to be used as part of the instructional day. In any special circumstance, parents would have clear communication from their child's teacher. These items may be confiscated if brought to school. Any retained items will only be returned to a parent or guardian. After June 6, 2014 any items that have not been picked up will not be the responsibility of Bridgeton Elementary and will be disposed of properly.

Candies and gum are not permitted at school. If a class has a scheduled snack time, nutritious snacks may be brought from home.

Special Deliveries

Students are allowed to receive special deliveries at school any day of the year EXCEPT on Valentine's Day. However, if a student who usually rides a bus receives flowers and/or balloons, they will need to be carpool for that day. These special deliveries may cause a hazard for the children and drivers of the buses.

Electronic and Other Devices

Walkmans, CD players, Mp3 players, radios, cameras, games, cds, games, gameboys, lasers, skateboards, trading and playing cards, water guns, or other similar devices are not permitted on campus or on buses unless authorized by the administration. Beepers, pagers, or cell phones are not permitted under any circumstances. If these items are brought to school, they will be confiscated. Other items deemed disruptive by teacher/staff may be confiscated as well. After June 6, 2014 any items that have not been picked up will not be the responsibility of Bridgeton Elementary and will be disposed of properly.

Bad Weather Procedures

During the school year, bad weather conditions may threaten the area and it may be necessary to close or delay the opening of school. Please tune in to your local TV or radio stations. If the weather becomes severe during the school day, the school may be required to dismiss early. You may also call Central Services switchboard to hear a recorded message concerning emergency school closings or openings (514-6300).

If there is a two hour delay of school, buses will run approximately two hours later. No breakfast will be served on these days.

Cafeteria

Students may purchase lunch and/or breakfast in the school cafeteria. Students may pay for their lunches in advance by depositing money in their lunch account. All students who qualified for free or reduced lunch prices last year **MUST** submit a new application before the end of the 10th day or they will have to pay the regular price until the application is completed and processed. If a student qualifies for free lunch, they also qualify for free breakfast. Parents are invited and encouraged to eat lunch with their child. However, please make sure you check in with the front office to obtain a visitors pass prior to going to any location in the building.

Regular student breakfasts are \$1.15, all others are free. Unlike lunch, a student may not charge breakfast. Regular student lunches are \$2.10, and reduced lunch is \$0.40. If a student fails to bring his/her lunch money, no more than three charges will be allowed. **If you have no money and/or currently have a charge, the student can receive a piece of fruit, a roll, and a carton of milk at no cost to you.**

Parent Options on Lunch Accounts: You have the choice to set limitations to your child's lunch account. (For example you can set a certain day they may buy snacks, limit the number of snacks being bought, etc.)

If a student is allergic to certain foods or requires a special diet, a doctor's note along with a written request from the parent/guardian must be provided for the lunchroom manager. A copy of the request must be on file in the office.

Due to end-of-year closeouts, there will be no charging or checks accepted from Monday, May 16, 2014 through Friday, June 6, 2014.

Students are to be on good behavior while eating in the cafeteria. We expect our cafeteria to be a reflection of mealtimes and courtesies taught and practiced at home. Students should display polite manners, use inside voices and follow the cafeteria rules. **Each class will begin their lunch time with 10 minutes of silence to allow the children time to digest their food, prior to talking with friends.**

Title I

Bridgeton Elementary School is a Title I school. This means our school receives funds from the federal government to help students in both remediation and acceleration of learning. Title I money provides both extra teachers to work with children and additional funds to purchase materials, supplies, and training opportunities for staff and parents.

Parent Resource Center

The Bridgeton Elementary School's Parent Resource Center is located in room 121. This room allows parents to have access to internet linked computers as well as in the Media Center. All materials are available for parent use and check out. Mrs. French and Mrs. Boyd our Title I Support Teachers and/or Mrs. Payton, the Media Specialist, will be glad to help with the check out process.

Some of the items you may find useful are: materials dealing with Family Issues; Curriculum materials dealing with language arts, math, social studies, and science; workbooks, games, puzzles; tape recorder with books on tape; videos dealing with self image and healthy kids; Parenting Magazine; researched based information about how children learn to read; and school data.

Please feel free to stop in and browse. New materials are added frequently.

Impact Aid / Federal Cards

During the month of October, a Pupil-Parent Survey Card will be sent home with each student. The Craven County School System is eligible to receive funds granted by the Federal government under Public Laws 815 and 874. To qualify for these funds, it is necessary that each family complete, sign, and return this form for each student enrolled in school.

Authority Statement

ANY STAFF MEMBER HAS AUTHORITY OVER ANY STUDENT AT ANY TIME AT SCHOOL OR AWAY IN ANY AND ALL SCHOOL ACTIVITIES. Students are required to show the same respect for all staff members. Disrespect by any student will be dealt with by the Principal or Assistant Principal.

Dress and Appearance

Refer to Craven County Schools Student Policy Manual (Dress and Appearance).

****SHOES WITH THE WHEELS INSTALLED ARE PROHIBITED.****

School Bus Services and Transportation

School transportation refers to school buses, activity buses, chartered buses, and any other type of transportation provided by the authority of the Craven County Board of Education. Riding the school bus is a privilege extended to students that can be taken away if rules are violated. All students being transported are under the authority of the bus driver and must obey his/her request. If your child is to go home any other way than what is originally planned with you and your child's teacher, a **written note MUST** be provided and approved by the Assistant Principal. Without prior approval, this will not be permitted. For improved communication and safety, transportation changes after 2:00 pm are not permitted. A parent or guardian may also fax a signed note by 2:00 p.m. asking for a change in transportation. Our school's fax number is 514-6428.

School Bus Conduct

Bus transportation of our students is the daily responsibility of our bus drivers. The appropriate behavior and respect for school bus regulations is the responsibility of each student that rides a bus. Parents are not allowed to board any school bus or approach the driver during operation. Please call the school office to schedule a conference with your child's bus driver during school hours. A video camera may be used to observe student behavior and approaching vehicles. Therefore, your child may be videotaped.

Bus Rules and Expectations

- Be at your bus stop on time. **DO NOT delay the bus.**
- No food, drinks, or gum
- Do not put any objects out the bus windows, including hands, feet, etc.
- Keep aisles free from books, book bags, hands, and feet
- Use an inside voice, no loud talking or inappropriate language (the driver decides what is too loud)

- Stay in your seat until the bus comes to a complete stop. Only at your stop should you get up from your seat. Students are not allowed to switch seats during the operation of the bus or at any time without driver permission.
- All school rules apply on the bus and at the bus stop

The driver reserves the right to add to this list as they see fit to ensure the safety of the bus. Our drivers are available for scheduled conferences by calling the school office at 514-6425. School bus transportation has only one purpose, to transport our children safely to and from school. Please do not ask the driver to make any compromises on what he/she believes will jeopardize our students safety. Bus stops are not determined by the driver and therefore are not within their control. If you have a legitimate bus stop appeal, you may contact the school for information on the appeals process.

Transportation Changes

Students going home other than their usual method of transportation should have **written permission** from parents/guardians. These changes should be approved by both parties and approved by the Principal/Assistant Principal. A parent or guardian may also fax a signed note by 2:00 p.m. asking for a change in transportation. Our school's fax number is 514-6428 **No changes are accepted after 2:00 pm.**

Guidance Services

Providing guidance services to students is a shared responsibility between the teacher and the counselor. Our guidance counselor, Mrs. Mitchell, is available to assist students, parents, and teachers with educational and school-related personal matters. The counselor provides every student with the opportunity to focus on self-understanding and personal development. Sessions can be held individually or with a group. Please feel free to contact our guidance counselor at 514-6425.

Discipline

Behavior in our classrooms has always been viewed as an integral part of child development. We, at Bridgeton Elementary School, believe that a cooperative effort among students, parents, and teachers is necessary to develop a desired learning environment in the classroom. Your assistance and understanding in helping us create this acceptable learning environment is imperative. Your child's teacher will develop a discipline plan for their classroom. The plan will be discussed with her/his class and a copy of the rules and consequences will be sent home so that you may discuss the plan with your child.

Out-of-School Suspension

The principal, assistant principal or their designee are the only school personnel at Bridgeton Elementary School who may authorize an out-of-school suspension. The Craven County Code of Conduct will be followed in determining suspension and its duration. Please read this information with your child. It is found in the Craven County School Student

Policies and Regulation Manual. Students serving an out-of-school suspension will not be permitted to attend or participate in any after-school functions through the duration of their suspension.

Media Center Policies and Procedures

The mission of the Bridgeton Media Center is to learn about books and information so we can exercise our skills and prepare for the future. The Media Center will promote the intellectual, cultural, social, physical, and ethical development of students. Our goal is to enrich and support all aspects of curriculum, and to provide services to students, staff, and the Bridgeton community.

Students visit the media center on a flexible schedule. The teacher and Media Coordinator, Mrs. Payton, will work collaboratively to develop activities to enrich what is being taught in the classroom. The media center will also be open in the mornings from 8:00 - 8:30 for students to exchange their books.

All students at Bridgeton Elementary will have access to Media Center materials and will be allowed to check out materials. Students and their parents are responsible for the proper care of circulated materials, as well as, for any materials that are damaged or lost. Check out privileges may be suspended until overdue materials are returned and/or paid for.

Students are expected to exhibit responsible behavior in the Media Center.

Technology and Bridgeton Elementary

Bridgeton Elementary School believes in the use of technology to better serve its students and the community. We encourage you to visit our web site for a variety of local school information. We also ask that you refer to the Craven County Acceptable Use Policy regarding the use of technology in our schools.

Please feel free to contact your child's teacher or any other member of our staff by email. They may be accessed by typing in their first name.last name followed by @craven.k12.nc.us.

Parent Teacher Organization (PTA)

The Parent Teacher Association (PTA) is a non-profit organization. The elementary years are a crucial time in your child's life. The Parent Teacher Association is a support group for parents, teachers, and students. It also provides extra monetary resources that would not exist without PTA. Joining PTA is a great way for you to get involved in your child's school!

Help Us Grow (HUG) Volunteer Program

Volunteers provide an invaluable service to our students and our school. Opportunities available include working in the classroom with students, helping prepare items for special projects, working on special projects for school fundraisers, and school beautification. If you would like to volunteer, please contact your child's teacher or the school volunteer coordinator at 514-6425.

Field Trips

Parents are encouraged to attend field trips with their child. These provide a great opportunity for parent and child to have a unique experience together. Parents also serve as chaperones for students who do not have a parent attending. All parents wishing to attend field trips will need to complete the process to become a volunteer including fingerprints. Parents will be asked to drive their own vehicle on most fieldtrips. However, we do have some field trips in which we rent charter buses and parents/chaperones will be expected to ride the bus with the group.

Tornado Drill Procedures

Tornado drills are held to prepare all students and teachers in the event there is danger of a tornado within close proximity of the school. **ABSOLUTE SILENCE** is to be maintained at all times to prevent confusion. Teachers will guide students to the designated areas. Continuous, quick, short rings of the bell will signal a tornado drill. Students and staff should:

- Leave the room in a single file line. Move rapidly and quietly as several classes may be assigned to the same area
- Once at the designated area, students will face the nearest wall, kneel, bend over, and fold their hands over their head
- Students should be aware of the tornado-safe areas for each of their classrooms

Fire Drill Procedures

Fire drills are held to prepare all students and teachers to leave the building as quickly as possible should any emergency situation arise. **ABSOLUTE SILENCE** is to be maintained at all times when leaving or entering the building to prevent confusion. Teachers will guide the students out of the building to a safe location. Students should be aware of where the exit routes are in their classrooms. A fire drill will be signaled by the fire alarm and/or an announcement on the intercom. Students and staff should:

- Leave the room in a single file line. Move rapidly and quietly as several classes may use the same exit
- All classes should assemble at least sixty yards away from the building (if space allows)

- After moving a safe distance away from the building, stand in a single file line facing away from the building
- You will be signaled when it is safe to return to the building. At that time, you should enter orderly and quietly

Notice to Employees and Students

Students have an equal opportunity to an education and can participate in activities without regard to race, color, national origin, gender, disability, parental or marital status, age, or religion.

The Craven County Board of Education believes that its employees and students should lead healthy, wholesome, and productive lives; lives that are free from illegal drugs and other substances. The Craven County Board of Education further believes that the use of illegal drugs and other substances has a detrimental effect on one's physical, emotional, social, and intellectual well-being. Therefore, the Craven County Board of Education prohibits, on all its properties, the unlawful possession, use, distribution, or manufacture of a controlled substance by a person employed by or enrolled in this school system.

Violations of any of Craven County Board of Education's Drug policies by its employees or students will result in punitive action.

This belief statement is issued by the Craven County Board of Education to comply with Subpart C, Section 86.200 and 86.201 of the Drug-Free Schools and Communities Act of 1986.

Referenced Policies: 710.1813 Drug-Free Workplace Environment, 913.02 Drugs and Alcohol, and 1013 Student Discipline: Code of Conduct-Section MS

Title IX Coordinator & Americans with Disabilities Act

Wendy Miller

Assistant Superintendent for Personnel
(Personnel Issues)
3600 Trent Road, New Bern, NC 28562
252-514-6367

Sandy Carlaccini, 504 Coordinator

Director of Federal Programs
3600 Trent Road, New Bern, NC 28562
252-514-6374

Danny Skinner

Director of Maintenance (Facilities Issues)
1822 Hazel Avenue, New Bern, NC 28562
252-514-6380

Debbie Hogdes, Title IX Coordinator

Director of Student Services
3600 Trent Road, New Bern, NC 28562
252-514-6341

**I have read the 2013-2014
Bridgeton Elementary School
Parent/Student Handbook
and reviewed all the policies
and procedures with my child.**

Child's Signature

Parent's Signature

**Please sign the yellow copy of this form, in your child's
packet, and return it to your child's teacher.**

Thank You!

Bridgeton Elementary School
2013-2014 Title I Parent Involvement Policy
Community Involvement: ESEA Title I

Parent Involvement Policy

Bridgeton Elementary School believes that the education of children should be a continuous collaboration among the home, school and community. The BES Title I Schoolwide Program along with parents shall jointly develop a written policy to be distributed to all parents at the beginning of the school year. The policy is included in the student handbook and is part of the student's intake package. Each student is given a copy of the handbook at the time of enrollment, whether it's the first day or during the school year. Thereafter, review of the policy occurs annually by the School Cabinet and Title I Parent Representatives and grade level teachers. Each year, approval of the Title I Parent Involvement Policy will be received at the PTA/Title I Spring Annual Meeting.

Annual Public Meetings

Using flyers, school newsletter, and notices on weekly reports, all parents are informed and invited to attend scheduled Annual Fall and Annual Spring Title I meetings. The Annual Fall Title I meeting is scheduled for October. This meeting will provide parents with information about the Title I Schoolwide Program here at BES.

In the spring, an annual Title I meeting will provide parents the opportunity to review the parent involvement policy and share their concerns and suggestions for improvements for the upcoming school year. This meeting also solicits from parents an evaluation of the current school year's program.

Flexible Meetings

Regular and scheduled parent meetings or conferences will be held throughout the school year, as well as various times of the day, to provide continued information, support and resources for parents. Parents are encouraged and welcomed to volunteer and attend all and any school activities.

Involving Parents

The School Cabinet and goal teams, which consists of a cross-functional representation of the staff along with parent representatives will plan and implement activities addressed in the Title I Schoolwide Program and Parental Involvement Plan. This team will review and discuss any matters concerning the program's planning and implementation of activities for approval.

Timely Information

Grade level parent orientation meetings will be scheduled to inform parents about the various programs and curriculum used at Bridgeton Elementary School. Parents are informed about their children's academic goals and measure according to state and local standards.

Conferences can be scheduled for parents to come in and meet with their child's teacher to discuss proficiency levels in math, reading, and writing. Individual times are scheduled for each parent.

Regular Meetings

Each teacher or administrator schedules parent/student conference whenever deemed necessary by the school or when requested by the parents. These conferences may be held before, during, or after school hours.

Parent Comments

A copy of our school's Title I plan and parental involvement policy is kept in the front office in the parents' waiting area so that parents may look at the plan and provide suggestions for improvements or comments about the plan. Feedback is requested in the form of surveys as well as using plus/deltas at meetings and programs. Parents are encouraged to and feel comfortable in sharing concerns/suggestions to staff members at Bridgeton Elementary School.

Parent Compacts

A learning compact will be developed by a committee made up of teachers, parents, administrators and students. This compact will define goals, learning expectations, and shared responsibilities of the school, parents and students. Learning compacts will be sent home and collected during the first 9 weeks of school. A compact will be provided for students who enroll after the first day of school. A copy of these compacts will be kept by the classroom teacher and parent, as well as in the Title I room. These compacts will be used by the classroom teacher during parent conferences to remind the parent and student of commitments made for success.

Parent Assistance

State and local expectations are shared with parents at Orientation for grades 1 through 5, in late August. EOG results are shared with parents at the Fall and Spring Title 1 Annual Meetings. Results are posted on the information board near the office as well as shared in the school's newsletter and the principals' letter to our parent community. All grade levels send home interim progress reports and special letters, which indicate the child's progress on nine-week and writing assessments.

Materials and Training

Training opportunities will come through Family Nights planned by each grade level that involve parents and students working on curriculum areas similar to what is expected of students throughout the day.

A variety of informational meetings or workshops will be offered at the Parent Resource Center located at Bridgeton Elementary School. Parents will be invited to attend Parent Academies that address a variety of topics such as the transition from second grade to third grade and preparing for the End-of-Grade tests. These academies will take place over several week sessions. To help build a partnership between families and the school, students will join their parents in these sessions.

Parents of upcoming Kindergarten students will be invited to an informational night called “Kindergarten: Ready or Not!”, offered after Kindergarten registration. This session includes strategies and ideas that parents can use to assist their children prior to Kindergarten to ensure a successful start. Kindergarten students begin their school year with a modified day on the first day of school. Students are introduced to the classroom environment while at the same time the Title I LSCs provide parent training in transitioning their pre-schooler into the elementary environment.

Education of School Personnel

Through Bridgeton Elementary School’s commitment to continuous improvement, our staff has had a focus on developing partnerships with parents, students, and community members to provide assistance in achieving school and classroom goals. This system of continuous improvement yields feedback that is part of the process to monitor how well we educate our school personnel in the value and utility of contributions of parents; how to reach out to, communicate with, and work with parents as equal partners; coordinate parent programs; and build ties between parents and the community.

Coordinating and Integrating

Bridgeton Elementary School shall continue to collaborate and coordinate with other external agencies or organizations, as needed, to provide the maximum educational opportunities available. Bridgeton shall continue to work with the following agencies: Department of Social Services, Neuse Sunrise Rotary Club of Bridgeton, and The Lions Club of New Bern.

Information

Classroom teachers and the administration send home notices on a regular basis, such as the Family and Community Update, weekly information and progress reports and etc. We also use the front bulletin board to post

information to parents as well as our sign located at the front of the school. Teachers also keep a webpage with information that parents can access online.

Communications when possible are sent home in the language the parents can understand. Our ELL tutors and a computerized program have been used.

Opportunities for LEP (Limited English Proficiency) and SWD (Students with Disabilities) Parents

Every parent, regardless of limited English proficiency or disability, shall be afforded the opportunity to participate in their child's educational environment. Parents and students are used as interpreters between parents and teachers. The LEP teacher will work with teachers and parents to ensure that there is communication between school and home. Bridgeton Elementary is handicap accessible. Communication between hearing impaired parents is available through our computer lab assistant. Signs throughout the school are also in Braille for parents who are blind.

Parent Advisory Council

A Parent Advisory Council (PTA Executive Board) serves as the Parent Advisory Council. They meet regularly with school administration regarding activities that involve parents. They also serve as a liaison between home, school, and the community.