

Bridgeport

Parent & Student Handbook 2024-2025



Dear Parent or Guardian:

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

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

SAUGUS

UNION SCHOOL DISTRICT

Excellence in Elementary Education

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Site-Specific Information

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

As administrators of Bridgeport Elementary School, we welcome the opportunity to work with you and your children throughout the 2024-25 school year. Bridgeport Elementary is a high performing school, committed to supporting ALL of our students' academic and personal success through evidenced-based instructional and social-emotional practices. Our partnership with parents and the entire school community is paramount in supporting our impact as we prepare our students for success in life.

At Bridgeport Elementary School, our goal is to provide a nurturing, well-rounded education that meets the academic, social, and physical needs of our students. As educators we constantly strive for excellence and collaborate to ensure our students experience a rigorous academic program aligned to the California State Standards that enables each and every child to achieve their fullest potential. We encourage our students to be their B.E.S.T. (Be Respectful, Express Kindness, Safety First, Take Responsibility) at all times. We are confident that they will gain the skills, attitudes, and understanding necessary to be successful 21st Century citizens.

This handbook has been designed to serve as a source for information between the Saugus Union School District, Bridgeport School, and your home. We hope you will have a greater understanding about our school and its programs, policies, and vision for students.

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

Sincerely,

Mrs. Velikorodnyy, Principal & Mrs. Standley, Assistant Principal

Teacher and Administrator Contact

Teachers are available for parent conferences both before and after school hours. These can be arranged by contacting the teacher via telephone, email, or ParentSquare. The teacher will work with you to arrange a day and time to meet. When arriving on campus, parents must check in at the front office prior to going to the classroom.

Teachers are not available for conferences during the regular school instructional hours. This time is designated for classroom teaching. Teachers make every effort to respond to messages on the day they are received or the following day.

The principal and assistant principal may be contacted at any time during office hours via ParentSquare, email, or telephone. Conferences are scheduled with the office manager. To assist in making the best use of time, it is important that you let the office manager know what you would like to discuss so that all available information is at hand at the time of the conference or meeting. Administration makes every effort to return calls and respond to messages in a timely manner.

Attendance, Office Procedures, and Communication

Regular and prompt attendance is critical to your child's educational success as stated in the Education Code of the State of California. Please make sure your child attends school daily and arrives to school on time. Medical and dental appointments should be made after the school day. If that is unavoidable, please bring your child to school after their appointment so they do not miss all of the day's instruction.

Absences: When your child is absent, parents are requested to call the school's 24-hour attendance line on the day of the absence or send a ParentSquare message prior to the absence. Please indicate the following: student's name, date, teacher, and the reason for absence – please be specific – sore throat, flu, cold, etc.

Tardies: Tardies take away learning time for all students in the classroom, not just the child arriving late. The teacher must stop his/her teaching to bring the tardy child up to date, collect his/her homework, change the attendance, etc. As a result, the smooth flow of the classroom is interrupted. Students are considered tardy when they arrive after the first bell and enter the classroom after all the other students.

Please see District Policy regarding absenteeism.

Check Out: If you need to check your child out of school during the school day, you must do so at the front office. If someone other than yourself is picking up your child, please notify the office prior to check-out time. All persons will

need to show proper identification before a student is released from our school site.

Requesting Work When Absent: If your child is going to be out for more than one day, and you would like to pick-up class assignments, please call the office by 11:00 AM. This allows the teacher time to organize the work. It will be left in the office for you to pick-up after the last dismissal at 3:00 PM.

Requesting Independent Study Contracts (ISC): If your child will be absent from school 3 days or more, you may request an ISC from your child's teacher. Please let the teacher and school office know a week in advance in order to prepare the documents and work. Your child's teacher will provide work to be completed on the days absent and if completed and returned, your child will be marked *present* at school for the days missed.

Messages, Forgotten Homework, and Lunches: Bridgeport protects classroom instructional time and will not disturb classrooms when class is in session until the recess/break times, except in the event of an emergency. Forgotten textbooks, homework, etc. may be brought to the office and will be placed in the teacher's mailbox or children may pick these items up at their recess time. Forgotten lunches may be left in the front office and labeled with child's name and teacher.

Should you find it necessary to leave a message for your child, you may contact the school office. We ask that this be done prior to the last 45 minutes of your child's school day. We ask that alternate pick up arrangements be made prior to your child leaving home in the morning.

Home – School Communication

A weekly newsletter, *The Bridgeport Breeze*, is communicated to parents through Parent Square. The bulletin includes a message from the administrators and important dates to remember. Reminders about special school events and PTA programs are also communicated via Parent Square.

If you are not receiving regular notices via Parent Square, please contact the school office. If you do not have email access, please let our school office know and we will be more than happy to provide you with hard copies of notices.

Cell Phones and Use of the Office Phone

Students are NOT allowed to use cell phones including apple/smart watches on campus to make phone calls, texts, or for entertainment purposes. Students may use the office phone for *urgent or emergency calls only*. Students should make arrangements with parents before school if they wish to visit friends after school or have any other special requests. The office and classroom phones cannot be used for this

purpose. Every student should know an alternate plan to go home after school in the event the normal routine is disrupted.

Safety, Parking Lot, and Arrival & Dismissal

Arrival and Dismissal: Students are expected to demonstrate appropriate school behavior at all times when going to and from school. They must use crosswalks, paseos, and take care when crossing streets. Students are encouraged to walk in pairs or groups if walking home.

Students being driven to school are to be dropped off in the valet line (Bridgeport Lane) at the back of the school. Parents may park in the Bridgeport Park parking lot and walk students on campus as well. TK-K students get picked up from the K gate in the front of the school and students in grades 1st-6 are dismissed at the valet gate (Bridgeport Lane) or park gate if they are walking. 1st – 6th grade students are to enter school through the Park entrance gate at the side of the school or via the valet at the back of the school. TK & K students will enter the school through the TK/K playground gate.

Supervision is not provided by the school after hours on the playground. It is expected that at the close of school, students will go directly home. Children are not to remain on the school campus from 2:09-2:59 while waiting for older siblings to be dismissed. There is no supervision.

Parking Lot and Drop-off Lane: The parking lot area closest to the school is reserved for the Bridgeport staff. Parents are asked to park in the spaces closest to Newhall Ranch Road. For safety reasons, we ask students and parents to use the sidewalk adjacent to the parking lot and not walk through the parking lot. For safety reasons, at no time may students be dropped off in the parking lot. At all times, please drive with caution and know that your cooperation is truly appreciated. Please do not park in the Drop-off Lane. That lane is reserved for bus drop-off and pick-up and RAP parent drop-off and pick-up. Hand held cell phone usage while driving is not permitted in the parking lot and against the law.

Bikes: Students may ride their bikes to school. Each bike must have a chain and lock and is to be secured in a bike rack. Locks may not be shared with others. Students must wear bike helmets when riding bikes, follow the rules of the road, and adhere to school behavior expectations. Violating bike safety rules or damaging other students' bikes in the bike rack will result in loss of the bike permit. Upon recommendation of the Sheriff's Department, we ask that riding bikes to school be limited to grades 3-6. We do not recommend and cannot be responsible for bikes left in the bike racks after the close of the school day. No other transportation equipment is allowed at school (i.e.

skateboards, scooters, shoes with wheels, etc.).

Responsibility of Students

Except when caused by accident, pupils are liable for damage or loss to school property. All school materials, including Chromebooks, and library books checked out to, or used by, students are to be returned at the end of the school year. Those not returned must be paid for prior to the release of the final report card and leaving for the summer break.

Physical Education

Excuses from physical education because of minor illness or injury are obtained by written request from the parent. If a P.E. excuse is expected to cover a period of more than three days, we request that a physician certify this with a note to school. Students who are excused from P.E. may not engage in playground activities during lunch and recess. All P.E. notes are to be given to the classroom teacher at the beginning of the day. For safety purposes, any student with a cast, brace, etc. will need to sit at benches during recess/lunch play times.

Lost and Found

Please label all clothing, lunch pails, and backpacks with your child's first and last name and teacher. Items left in the Lost and Found are donated to a charitable organization at the end of each trimester. Valuables, such as keys, money, watches, etc., are turned in to the office.

Disaster Preparedness

The school has an emergency preparedness plan and coordinates activities with the Saugus School District Office. Emergency and first aid supplies, water, food, and rescue equipment are kept on site. Monthly drills for evacuation, protective drop procedures, and "secure in place" drills assist students in becoming prepared for emergencies. School-wide disaster drills are also held each year.

Celebrations

District policy allows for two classroom parties per school year, which traditionally take place before winter vacation, and during the last week of school. Food provided by parents for these celebrations must be commercially-prepared and delivered in the original sealed package. Homemade foods cannot be distributed to students. For student birthdays, we ask our parent community to respect our goal of meeting the needs of every child by celebrating birthdays and other special days at home, rather than in the classroom. Parents are requested not to send in food treats for the class. Invitations for student parties may only be passed out if all students in the class are invited. Thank you for respecting this school policy.

Awards and Assemblies

Positive recognition of scholarship, citizenship, and overall effort is emphasized. Staff members regularly reinforce accomplishments. School-wide award assemblies are held throughout the year honoring students. Parents and family members are encouraged to attend these assemblies and celebrate their child(ren)'s successes!

Parent Involvement and Visiting the School

Bridgeport Elementary encourages and welcomes active parent involvement in the educational decisions and processes of our school.

Volunteers: Volunteering is encouraged. Teachers generally arrange for classroom volunteers at Back-To-School Night and throughout the year for special events. In addition, the PTA will recruit volunteers to assist with special events, projects, and activities. If you are interested, please contact the office. All volunteers must register via our Raptor System, and have a current T/B test which must be delivered to the school office. T/B tests are valid for four years. We appreciate any support you can provide!

School Site Council: The School Site Council is the advisory and decision-making body of our school site plan. The council is comprised of five parents, three teachers, one classified staff member, and the principal. The job of the SSC is to establish and approve the goals for the school and oversee the disbursement of discretionary funds under School Based Coordinated Programs. The meetings are open to community members and we invite you to be a part of our meetings.

Parent Teacher Association (PTA): The PTA serves as the parent organization which assists in home-school communication, funding a variety of student activities, as well as providing for school-wide events. Examples of activities they support/sponsor include earthquake preparedness, field trips, book fairs, assemblies, family nights, and music/art programs. Meetings are posted in the Bridgeport Breeze and social media.

School Visitation: In addition to volunteering at the school, parents are always welcome to visit or observe classes. Visitations must be prearranged with the administration and the classroom teacher to avoid unnecessary interruptions to the instructional program. Visitations are limited to twenty minutes. Playground and drop-in visits are not permitted.

For the safety of our students, all volunteers and visitors **must** sign-in and out at the office and wear a volunteer/visitor badge. Thank you for honoring this school policy.

Behavior Management

Our site employs Positive Behavior Interventions and Supports (PBIS) to create a positive culture and school climate at the school. We use the acronym BEST (Be Respectful, Express Kindness, Safety First and Take responsibility) to help students remember what behaviors are expected at the school. Behavior expectations in all areas of the school are taught weekly as well as lessons on perseverance, empathy, kindness, anti-bullying, anger management, etc. Positive behavior is reinforced and rewarded in the classrooms and school-wide via the BEST tickets, BEST store, and special events and parties. Students who display negative behavior are offered an opportunity to reflect on their choices, discuss alternative more positive responses or behaviors, and ways to repair any damage done to property or relationships. Parents are notified as well of any behavior challenges. Bullying is not tolerated at our school. We encourage and teach kindness and tolerance throughout the year, and stress to parents and students to speak up when they witness or are a victim of school bullying behavior by notifying the teacher and/or administration right away. The school investigates every complaint of bullying on campus.

We are excited for you to be a part of the Bridgeport Community! Should you have any questions, please feel free to contact our school office at (661) 294-5375. Thank you and have a wonderful school year!