



# **Bremerton School District**

# **2011-2012**

# **PARENT HANDBOOK**

This handbook is provided for parents/guardians of students in the Bremerton School District, and is official notification of important information. To help ensure a successful academic and social experience at school, parents are encouraged to read the information provided here.

## **FALL 2011 SUPERINTENDENT UPDATE**

*I could not be more pleased about starting my third year as the Superintendent of the Bremerton School District. We have many exciting programs that are known nationally as well as across the State of Washington.*

*Program options for students such as Spanish Immersion, Full Day Kindergarten, Montessori program at grades 1 - 3 and Advancement Via Independent Determination (AVID) in our secondary schools are exceptional programs that are synonymous with Bremerton. I constantly hear about the differences and options that are keeping and returning families to Bremerton schools. The stabilization in our enrollment over the last couple of years is a direct result of these specialized programs and wonderful education we work towards every day.*

*West Hills Elementary has started the transition from a preschool through 5th grade school to a preschool through 8th grade STEM (Science, Technology, Engineering and Math) Academy. By September, 2013 the transition will be completed. Additionally, Bremerton has just launched our newly improved website where we are strategically highlighting the wonderful things happening in Bremerton. Please take some time to familiarize yourself with our new site at [bremertonschools.org](http://bremertonschools.org) and provide us your feedback.*

*Bremerton continues to be highly celebrated but we know we can always do better. We welcome your opinions. Please contact our Communications Department at 360-473-1014 if you have questions about our District or ideas that you want to share with us.*

*Flip Herndon, Superintendent*

## **ACCEPTABLE INTERNET USE SUMMARY**

Every student who accesses the internet is assigned an account and is responsible for all parts of the Acceptable Use Policy (AUP). If parents choose not to allow their student to have access to the internet on District equipment, they must complete the required forms that are available in the school offices.

All use of the system must be in support of education and research. The District reserves the right to review system use; all users waive any right to privacy which they might not otherwise have. Any violation of the AUP may result in disciplinary action up to and including expulsion of the student.

## **ACCOUNTABILITY**

Under No Child Left Behind, we are required to report school and district achievement. For details, please visit [www.reportcard.ospi.k12.wa.us](http://www.reportcard.ospi.k12.wa.us) or call 360.473.1061.

## **ATTENDANCE REQUIREMENTS**

Under Washington State Law, all children between the ages of 8 and 18 must attend school. A student who is 16 years old, regularly employed, and has parent permission/is emancipated may be granted an exception.

Regular school attendance is necessary for mastery of the educational program provided to students in Bremerton. Having your child at school on time every day can go a long way toward helping them reach the state's high academic standards for student achievement and graduation. Any period of time when a student is not in class is considered an absence. State law requires schools to notify the court when a student has five or more unexcused absences during a month or ten during the current school year. Students are tardy if they are not in their seats, ready to learn, when the bell rings for classes to begin. Please help your child learn to be at school, on time.

## **CHILD CARE**

Bremerton Schools are proud to offer families two great child care options. The YMCA YKids program is available for students who need before and/or after school care. The west side program is located at Crownhill and the eastside program is located at Armin Jahr Elementary. District transportation is available from the program to other schools in our district by parent request. The Bremerton Boys and Girls Club operates it's program at the Naval Avenue Early Learning Center after school. Transportation is also available from all Bremerton elementary schools. To learn more about YKids call 360.377.3741 and for the Boys and Girls Club call 360.782.1942

## **CHILDFIND (IDENTIFICATION & EVALUATION)**

For ages 3-5: If you think your preschool child may have a significant delay in communication, motor, social and/or problem solving skills, please contact Pam Bridges in our Special Education Department at 360.473.1008.

For ages 5-12: If you live within the Bremerton School District boundaries and are concerned that your child may have a disability, please contact our Special Education Department at 360.473.1008 so that we can match you with the appropriate BSD screening/evaluation team.

Services include: Academic support, Speech and Language Services, Occupation and Physical Therapy, as well as a continuum of services to support students who may be struggling in school.

## **CHILD NUTRITION**

Bremerton's child nutrition department is dedicated to providing a variety of healthy eating options for children of all ages. Breakfast and lunch programs are available in our schools. For information about prices or to apply for free and reduced meals for your child, please call your child's school or contact Child Nutrition Services at 360.473.4716.

## **DISCIPLINE**

The beginning of the school year is a great time to sit down with your child and review the rules that are printed in each school's handbook and planner. Building administrators are available to

answer any questions you may have about rules and discipline. In general, students are expected to:

- Conform to reasonable standards of behavior.
- Respect the rights, person, and property of others.
- Preserve the degree of order necessary for a positive climate for learning.
- Respect the authority of staff and respond accordingly.
- Complete sets of district policies and procedures are maintained by every building administrator and in each school's library. Families are welcome to review them at any time.

## **EARLY RELEASE & NON-STUDENT DAYS**

The Bremerton School District wants to provide your child with a quality education. Our Early Release Wednesdays, and Non-Student Days allow our staff to be trained in the best new methods of teaching. Our complete calendar of professional development opportunities can be viewed online at [www.bremertonschools.org](http://www.bremertonschools.org).

## **EMERGENCY INFORMATION**

We want to keep you informed. If an emergency situation develops in our schools, we will make every attempt to place current information on our website, [www.bremertonschools.org](http://www.bremertonschools.org) and on District information line at 360.473.1002. (Also see Storm/Snow Closures & Delays)

## **ENROLLING YOUR CHILD**

New residents to the Bremerton School District may enroll their child in school any time throughout the school year. To attend our schools, students must live within the boundaries of the Bremerton School District, or be accepted by the principal of the desired Bremerton School and have a written release from their home school district. Jackson Park residents have the choice to attend either Bremerton or Central Kitsap schools. When enrolling your child please bring:

- a copy of his/her birth certificate, baptismal certificate, or passport (if your child will be entering kindergarten or first grade)
- the names, phone numbers, and addresses of at least two local people who can be contacted if there is an emergency at school;
- a report card and the name and address of the last school your child attended;
- and your child's immunization records.

## **ENVIRONMENTAL HEALTH & SAFETY**

Bremerton School District pesticides policy complies with the requirements in RCW 17.21.415 regarding pesticide use in the district. A record of all pesticides used in the district by school location during the past year, is kept in each school's main office. The district minimizes the use of pesticides and only makes application when required to control pests that may cause structural, health concern and/or stinging problems for students and staff. A licensed contractor performs pesticide applications required during the year in compliance with the law including postings, notification and procedures. District employees perform spot weed and stinging insect control.

In accordance with Asbestos Hazard Emergency Response Act regulations, an approved asbestos management plan is in place for the Bremerton School District. A management plan is located in each building or in Facilities Management. Fire alarms, fire sprinkling systems, fire extinguishers and elevators are inspected annually. Bremerton School District has a safe water program in place. For further information about any of these health and safety issues, please call Facilities Management at 360.473.0500.

## **FAMILY ACCESS**

Skyward Family Access is a web-based component of Skyward, our student database management system. This access will enable parents to take an unprecedented and much more proactive role in their student's education. This access is secured by a unique username and

password and will now give parents access to information about their student including grades, assignments attendance, schedule, lunch account, and more. To sign up for Family Access visit your school office.

## **FEDERAL EDUCATIONAL RIGHTS TO PRIVACY ACT (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information. Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA.

## **HARASSMENT, SEXUAL HARASSMENT, INTIMIDATION, BULLYING, AND RETALIATION**

Harassment, intimidation, bullying, and retaliation are prohibited and will not be tolerated by students, volunteers or employees of the Bremerton School District. "Harassment, intimidation, or bullying" means any intentional written, verbal or physical act, including but not limited to one shown to be motivated by race, color, religion, ancestry, national origin, gender, sexual orientation or mental or physical disability or other distinguishing characteristics (whether the affected person actually has the motivating characteristics or not), when the intentional written, verbal, or physical act:

- Physically harms a student or damages the student's property; or
- Has the effect of substantially interfering with a student's education; or

- Is so severe, persistent or pervasive that it creates an intimidating or threatening educational environment; or
- Has the effect of substantially disrupting the orderly operation of the school.
- Harassment, intimidation, bullying, or retaliation can take many forms including: slurs, rumors, jokes, innuendos, demeaning comments, drawings, cartoons, pranks, gestures, physical attacks, threats, or other written, oral, or physical actions.

False reports about retaliation from harassment, intimidation, or bullying complaints also constitute a violation of the district's bullying policy. No school employee, student, or volunteer may engage in reprisal, retaliation, or false accusation against a victim, witness, or one with reliable information about an act of harassment, intimidation, or bullying. Such behavior may result in disciplinary action.

Bremerton School District also prohibits sexual harassment of any student, staff member, or volunteer. Procedures for filing a complaint are posted in every building and are available on the District's website under Board Policies. Board Policy 3207 provides guidance on intimidation, bullying, and retaliation while Board Policy 6590 is specific to sexual harassment. We encourage you to review this information with your child. If you need additional information, please contact the District's Title IX/ADA Compliance Officer, Denise Zaske at 360.473.1026 or email at [denise.zaske@bremertonschools.org](mailto:denise.zaske@bremertonschools.org). We encourage you to review this information with your child.

### **HIGHLY CAPABLE PROGRAM**

The Bremerton School District is committed to serving the needs of highly capable students. This program begins in second grade and spans through 12th grade by providing a program that compacts and accelerates the curriculum. Teachers design lessons to add depth and complexity to the curriculum to keep our highly capable students working on the outer edges of their abilities. Evaluations are administered in February, March, and August by a designated school psychologist who schedules a battery of tests to determine eligibility. Students must qualify in at least one academic area and on an assessment of cognitive abilities. Following the assessment process, a multi-selection committee reviews the information to determine who is eligible for the program. Students who qualify will be invited to join the self-contained program at the elementary level. If a student transfers to the Bremerton School District with a highly capable label from a previous school district, that student's records will be reviewed by the school psychologist to determine eligibility in the Bremerton School District.

### **HOMELESS EDUCATION ASSISTANCE- MCKINNEY-VENTO ACT**

In accordance with the McKinney-Vento Act, Bremerton School District is required to provide homeless children access to educational services and opportunities to enroll in, attend, and be successful in school.

Your family may be eligible for assistance under this federal program, if you live in any of the following conditions:

- In a shelter, motel, vehicle, or campground
- On the street
- In an abandoned building or other inadequate accommodations, or
- Doubled up with friends or relatives because you cannot find or afford housing.

For more information about this federal program, please visit the Homeless Education section of the OSPI website (<http://www.k12.wa.us/HomelessEd/default.aspx>) or contact our Homeless Liaison, Linda Sullivan-Dudzic, in our Special Programs Department at 360.473.1061.

## **IMMUNIZATION REQUIREMENTS**

The State of Washington requires all children entering kindergarten or sixth grade to have a series of three Hepatitis B vaccinations as well as immunization against Polio, Diphtheria/Tetanus, Rubella, Mumps, and Measles, and Varicella (Chickenpox) before they enter school. Starting this year, sixth grade students are required to have an additional Tetanus (Tdap) vaccine. A second measles immunization (MMR) is also required before your child can enter kindergarten or the sixth grade. *The school district requires proof of immunization before your child can be officially enrolled. If your child has not received their immunizations or if you would like more information, please contact your doctor or the Health Department at 360.337.5235.*

*If parents/guardians choose to exempt their child from one or more of the required vaccines, they must complete the Certificate of Exemption Form (DOH 348-106). All exemptions must have a licensed health care provider sign and date the form where indicated. A health care provider does not need to sign the form for parents/guardians who show membership in a church or religious body that does not allow medical care from a health care provider.*

## **KINDERGARTEN EARLY ENTRANCE**

Children must be five (5) years old before September 1st of the current school year to enroll in kindergarten. Parents of children who have birthdays in September and October may choose to have their child tested for Early Entrance into our kindergarten program. Testing is held in August. For additional information, please call 360.473.1061.

## **MEDICATION AT SCHOOL**

If your child must be given any type of medication at school, the following conditions must be met:

- All medication, including over-the-counter medications such as aspirin, Tylenol, Advil, cough syrup, cough drops, etc., must be authorized by a physician. Before school staff can allow your child to take any type of medication at school, a Medication Authorization Form signed by a parent/guardian and a physician must be on file in the school office. These forms are available from the school's office staff. The medication must be brought to school by a parent in the original bottle with: (1) the student's name, (2) the name of the medication, and (3) the directions for administering the medication.
- All prescription and over-the-counter medications will be kept in a locked cabinet in the school's office. Students may not carry any medications (prescription or over-the-counter) on their person or in their backpacks. School staff is not allowed to administer ear drops, eye drops, or medications by injections. Students found with either prescription or over-the-counter medications will be disciplined. The discipline may lead to a suspension from school. Any student distributing any medication at school, prescription or over-the-counter, shall be immediately suspended or expelled. If you have any questions, please contact your school's office for further assistance.

## **NON-DISCRIMINATION DISCLOSURE**

The Bremerton School District complies with all federal and state rules and regulations and does not discriminate on the basis of sex, race, creed, religion, color, national origin, age, honorably discharged veteran or military status, sexual orientation including gender expression or identity, the presence of any sensory, mental, or physical disability, or the use of a trained guide dog or service animal by a person with a disability. This holds true for all students who are interested in educational programs and/or extracurricular school activities. An inquiry regarding compliance and/or grievance procedures may be directed to the school district's Title IX/RCW 28A.640 Officer and ADA Coordinator, Denise Zaske, at 360.473.1026 or the Section

504 Coordinator, Mike Sellers, at 360.473.4100. Their address is 134 Marion Avenue N, Bremerton, Washington 98312-3542.

## **PARENT TEACHER ASSOCIATIONS (PTAs)**

PTA is a great way to make a difference in your child's education. Our Bremerton Schools have very active and inviting PTAs who would love to have you for a member. They need your talents and energy! Even a small amount of time helps to making Bremerton Schools a better place to learn and grow. To find out more about the PTA, you can visit their website at [www.wastatepta.org](http://www.wastatepta.org) or contact your school.

## **PICTURES & VIDEO IN SCHOOLS**

Bremerton School District likes to celebrate our students' achievements. We routinely include pictures of children in publications, broadcasts, and on the web page. Community organizations (i.e. Puget Sound Naval Shipyard, Naval Base Kitsap, and Department of Ecology) often partner with the school district on various projects and may include pictures on their respective websites and publications. If you do not want your child's picture taken, please complete an Opt-Out Form at your neighborhood school.

## **SAFE SCHOOLS**

An Environmental Protection Agency (EPA) approved asbestos management plan is in place for the Bremerton School District. EPA regulations require annual notification of actions planned or in progress. The most recent semi-annual surveillance was completed in July, 2011. Qualified inspectors will conduct the next periodic surveillance in January, 2012. A report of the results will be included in the management plan for each building. For more information please call Facilities Management at 360.473.0500.

## **SPECIAL ACADEMIC PROGRAMS**

The Bremerton School District believes that every child can be successful. We offer a wide variety of programs at all of our schools to help children reach their academic goals. Our programs include English Language Learners (ELL), Indian Education, Highly Capable (Gifted program), Homeless, Summer School (ELOP & ESY), Interventions and Tutorials (both within and outside the school day), and Early Childhood Services that include special education students.

## **SPECIAL PROGRAM PARENT CONCERNS**

If a parent has a complaint about one of the following programs, compliant procedures are available through the Special Programs Department at 360.473.1061: Title I, Part A: Improving Basic Programs Operated by Local Educational Agencies; Title II, Part A: Teacher and Principal Training and Recruiting Fund; Title II, Part K: Enhancing Education Through Technology; Title III - Language Instruction for Limited English Proficient and Immigrant Students;

## **STORM/SNOW CLOSURES & DELAYS**

Decisions about whether to hold school are made daily by 5:30 am. Local television and radio stations will broadcast school closures and delays. You can also find this information by calling the District News & Information Line at 360.473.1002 or by visiting [www.bremertonschools.org](http://www.bremertonschools.org) or [www.schoolreport.org](http://www.schoolreport.org).

Generally, if school is delayed, there will be no morning preschool and no half-day kindergarten and after school and evening activities may be canceled. If your child rides a bus, they may have to use an alternative bus stop. Detailed information will be sent home with every bus rider early in the school year. If there is a storm or if snow begins to fall during the regular school day, we believe the safest place for children is in our schools. It is the best way to ensure their safety. Parents are welcome to take their children home during inclement weather conditions after they check-in with the school's office.

## **STUDENT DATA TRANSFER**

Bremerton School District uses Skyward, a student data management system used throughout the State of Washington. Information is uploaded every month to the State, and revenues and reports are generated from this system. Please note that there is a field to declare your child's ethnicity. When you register your child, you will be asked to complete that field. Parents can review the demographic information on the system for their child by using Family Access; please contact your school or call 360.473.1076 to find out more about using this secure program. We encourage all families to stay involved in their child's education.

### **TEACHER QUALIFICATIONS**

Parents of each student may request information on the professional qualifications of their child's teacher at any time. General teacher information is provided in each school's Annual Performance Report on the District website. For individual teacher qualifications, please contact the Personnel Office at 360.473.1021.

### **TESTING & ASSESSMENTS**

Bremerton Schools participate in both federal and state mandated assessments such as the WLPT, MSP (grades 3-8), HSPE (grade10) and the NAEP. We also use data from the DIBELS, Math AIMS/Math Alert, and other classroom-based assessments to provide a better quality education for our students. Information about testing is available through our district office and at our schools. For more information about our district assessments, call 360.473.1006.

### **TRANSPORTATION**

Students in the Bremerton School District may be eligible for bus transportation to and from school. To learn more about our available bus services, please contact your child's school or call our transportation department at 360.473.0507. Current bus schedules are always available on our website at [www.bremertonschools.org](http://www.bremertonschools.org).

### **VISION & HEARING SCREENING**

Washington State law (WAC 246-760) requires schools to conduct auditory and visual screenings of children each year. All students in kindergarten through third grade, fifth and seventh grade are screened. If your child is not scheduled to be screened this year, you may request a screening if you have concerns by contacting your child's teacher or emailing [debra.hyre@bremertonschools.org](mailto:debra.hyre@bremertonschools.org) including your child's name, school, grade level and teacher.

Parents who DO NOT want their child screened for either vision and/or hearing will need to send a letter to their child's school each year indicating their child is to be excluded. Please contact the Health Services office at 360-473-1073 if you have any questions. Additional information regarding the vision and hearing screening process are available at [www.bremertonschools.org](http://www.bremertonschools.org).

### **WEAPONS ARE NOT ALLOWED**

Weapons, or anything that looks like a weapon, are not allowed at school, on any district property, or at any event sponsored by any school or by the school district. If a student brings a weapon to school, the police will be called and the student will be immediately expelled. Depending on the circumstances, students can be expelled from all Washington state public schools for up to 180 days.

# **DISTRICT SERVICES**

Our friendly staff is always here to help you. If you have any questions, please give us a call.

ADVANCED PLACEMENT (BHS) 473.0800	HOME HOSPITAL INSTRUCTION 473.1008
ALLIANCE ACADEMY (K-8) 473.4673	HOMELESS LIAISON 473.1061
ALTERNATIVE LEARNING (9-12) 473.1080	HOME SCHOOL DECLARATION 473.1006
BOARD OF DIRECTORS 473.1004	INDIAN EDUCATION 473.0838
BREAKFAST & LUNCH PROGRAM 473.4717	NEWS & INFORMATION HOTLINE 473.1002
BUDGET & FINANCE 473.1031	PERSONNEL 473.1026
CAREER TECHNICAL EDUCATION 473.0907	PTSA 479.0559
CHILD FIND 473.1008	RUNNING START 473.0830
CHILD NUTRITION 473.4716	SPECIAL EDUCATION 473.1008
COMMUNITY RELATIONS 473.1003	SUMMER SCHOOL 473.1006
CURRICULUM & INSTRUCTION (K-12) 473.1006	SUPERINTENDENT 473.1004
EARLY ENTRANCE KINDERGARTEN 473.1061	TECHNOLOGY 473.1052
FACILITIES 473.0500	ASSESSMENT 473.1006
GENERAL INFORMATION 473.1000	TRANSPORTATION 473.0507
HEALTH SERVICES 473.1073	VOLUNTEER INFORMATION 620.7291
HIGHLY CAPABLE PROGRAM 473.1006	WEST SOUND TECHNICAL SKILLS CENTER 473.0550

# OUR BOARD OF DIRECTORS

The Bremerton School Board of Directors is made up of five citizens who are elected from within the school district's boundaries. They serve four-year terms and are responsible for approving policies, curriculum, and the District's budget. The Board holds meetings on most 1st and 3rd Thursdays at 5:00 pm in our District Administration Building Board Room, located at 134 Marion Avenue N. Meeting agendas and minutes are available at our website [www.bremertonschools.org](http://www.bremertonschools.org). Questions? Call 360.473.1004.



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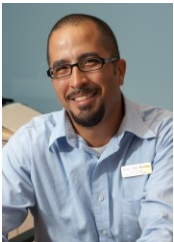
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