

Bubb School

Student/Parent Handbook

2009-2010

Small Steps make a Big  
Difference

## Welcome to Bubb School

**Mary Dietrich, Principal**

On behalf of our staff, I want to welcome you to Bubb Elementary School. We hope that your family will enjoy the warm and supportive community we have built here. Please take a few minutes to read through this packet...and always remember to let us know when you have questions or concerns. It is hoped that the information provided in this manual will clarify school procedures and expectations. The mission statement printed below is the commitment of the Bubb staff and Site Council to provide an exemplary program for all students.

### **Bubb School Mission Statement**

Our mission is to become a Community of Learners where all students believe they will achieve high academic performance and attain lifelong learning skills.

**Benjamin Bubb Elementary School**

**525 Hans Avenue**

**Mountain View, CA 94040**

**[www.bubb.mvwsd.org](http://www.bubb.mvwsd.org)**

**650-526-3480**

**Ext. 1410, Principal**

**Ext. 1403, Secretary**

**Ext. 1480, Absences**

**[bubbattendance@mvwsd.org](mailto:bubbattendance@mvwsd.org)**

**fax 650-428-1556**

# Bubb School Schedule

## KINDERGARTEN

Daily Hours	M-W, F Th	8:20 am-1:55 pm 8:20 am-12:20 pm
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## GRADES 1-5

Supervision begins	M-F	8:10 am
Students enter classes	M-F	8:20 am
Recess	M-F	10:10-10:30 am
Lunch (Kinder)	M-F	11:30-12:15 pm
Lunch (1st-3rd)	M-F	11:50-12:35 pm
Lunch (4th-5th)	M-F	12:15-1:00 pm
Dismissal:		
Grades 1-3	M, Tu, W, F	2:40 pm
Grades 4-5	M, Tu, W, F	3:05 pm
Grades K-5	Th (Minimum Days)	12:20 pm

## THURSDAY/MINIMUM DAY SCHEDULE

Starting the first week of school, all students are on a Minimum Day schedule every Thursday to allow teachers time for collaboration and planning.

## ADDITIONAL MINIMUM DAYS

Additional Minimum Days are scheduled for a specific purpose.  
Students in grades K-5 are dismissed at 12:20 pm on:

November 20, 2009, March 12, 2010, June 4, 2010, and June 11, 2010  
and for Parent-Teacher Conferences:  
Monday, October 19 to Friday, October 23, 2009

## PROFESSIONAL DEVELOPMENT DAY

There will be no classes for grades K-5 on November 2, 2009 and March 22, 2010

## SCHOOL HOLIDAYS

There will be no classes for grades K-5 on the following days:

September 7, November 11, November 25-27, December 21-January 1, January 18, February 15-29,  
April 12-16, May 31

## OPEN HOUSE

Open House will be held on Thursday, May 27, 2010

# Teacher and Staff Directory

## OFFICE

### Principal

Ms. Mary Dietrich, ext. 1410

[mdietrich@mvwsd.org](mailto:mdietrich@mvwsd.org)

### Secretary

Ms. Christina Orozco, ext. 1403

[corozco@mvwsd.org](mailto:corozco@mvwsd.org)

### Clerk

Ms. Wendy Van Gaasbeck, ext. 1404

[wwangaasbeck@mvwsd.org](mailto:wwangaasbeck@mvwsd.org)

## KINDERGARTEN

Room 1 - Ms. Claire Konkos, ext. 1501

[chooper@mvwsd.org](mailto:chooper@mvwsd.org)

Room 2 - Ms. Maja Engelhardt, ext. 1502

[mengelhardt@mvwsd.org](mailto:mengelhardt@mvwsd.org)

Room 3 - Ms. Joanna duMee, ext. 1503

[mstoft@mvwsd.org](mailto:mstoft@mvwsd.org)

Room 4 - Mr. Gene Wood, ext. 1504

[gwood@mvwsd.org](mailto:gwood@mvwsd.org)

Room 8 - Ms. Francine Sherman, ext. 1508

[fsherman@mvwsd.org](mailto:fsherman@mvwsd.org)

## FIRST GRADE

Room 5 - Ms. Kathy Patterson, ext. 1505

[kpatters@mvwsd.org](mailto:kpatters@mvwsd.org)

Room 6 - Mr. Jonathan Lawrence, ext. 1506

[jlawrenc@mvwsd.org](mailto:jlawrenc@mvwsd.org)

Room 7 - Ms. Cyndee Nguyen, ext. 1507

[cnguyen@mvwsd.org](mailto:cnguyen@mvwsd.org)

Room 9 - Ms. Jean West, ext. 1509

[jwest@mvwsd.org](mailto:jwest@mvwsd.org)

- Anna Orlovic, ext. 1509

[aorlovic@mvwsd.org](mailto:aorlovic@mvwsd.org)

Room 10 - Ms. Faith Jordan, ext. 1510

[fjordan@mvwsd.org](mailto:fjordan@mvwsd.org)

## SECOND GRADE

Room 11 - Ms. Mary Pirritano, ext. 1511

[mpirritano@mvwsd.org](mailto:mpirritano@mvwsd.org)

Room 12 - Ms. Alice McNally, ext. 1512

[amcnally@mvwsd.org](mailto:amcnally@mvwsd.org)

Room 13 - Ms. Carol Packer, ext. 1513

[cpacker@mvwsd.org](mailto:cpacker@mvwsd.org)

Room 14 - Ms. Gayle Dyer, ext. 1514

[gdyer@mvwsd.org](mailto:gdyer@mvwsd.org)

Room 16 - Mr. David Franklin, ext. 1516

[dfrankli@mvwsd.org](mailto:dfrankli@mvwsd.org)

## THIRD GRADE

Room 18 - Ms. Gail Lee, ext. 1518

[glee@mvwsd.org](mailto:glee@mvwsd.org)

Room 23 - Ms. Jan Martin, ext. 1523

[jmartin@mvwsd.org](mailto:jmartin@mvwsd.org)

Room 24 - Ms. Lydia Ackerman, ext. 1524

[nkerns@mvwsd.org](mailto:nkerns@mvwsd.org)

Room 25 - Ms. Megan Lasee, ext. 1525

[mfarrell@mvwsd.org](mailto:mfarrell@mvwsd.org)

## FOURTH GRADE

Room 27 - Ms. Donna Campbell, ext. 1527

[dcampbel@mvwsd.org](mailto:dcampbel@mvwsd.org)

Room 28 - Ms. Shannon Arbildo, ext. 1528

[sarbildo@mvwsd.org](mailto:sarbildo@mvwsd.org)

Room 29 - Ms. Irene Morrison, ext. 1529

[imorrison@mvwsd.org](mailto:imorrison@mvwsd.org)

## FOURTH/FIFTH COMBO

Room 17 - Ms. Kathy Hall, ext. 1517

[khall@mvwsd.org](mailto:khall@mvwsd.org)

## FIFTH GRADE

Room 20 - Ms. Adria Flores, ext. 1520 [agoad@mvwsd.org](mailto:agoad@mvwsd.org)  
Room 19 - Mr. Robert Poling, ext. 1519 [rpoling@mvwsd.org](mailto:rpoling@mvwsd.org)

### **SPECIAL DAY CLASS**

Room 15 - Ms. Camille Herwood, ext. 1515 [cherwood@mvwsd.org](mailto:cherwood@mvwsd.org)

### **ADDITIONAL STAFF**

#### **Psychologist**

Ms. Felicidad McAlpine, ext. 1434 [fmcalpin@mvwsd.org](mailto:fmcalpin@mvwsd.org)

#### **Resource**

Room 22 - Mr. Matthew Cordes, ext. 1550 [mcordes@mvwsd.org](mailto:mcordes@mvwsd.org)

#### **Speech**

Ms. Joyce Halper ext. 1423 [jhalper@mvwsd.org](mailto:jhalper@mvwsd.org)  
Ms. Christine Kuo ext. 1423 [ckuo@mvwsd.org](mailto:ckuo@mvwsd.org)  
Ms. Regina Buryak, Ext. 1422 [rburyak@mvwsd.org](mailto:rburyak@mvwsd.org)

#### **Reading Intervention**

Room 22 - Ms. Tanya Del Vecchio, ext 1522 [tdelvecchio@mvwsd.org](mailto:tdelvecchio@mvwsd.org)

#### **P.E Teacher 4/5**

Ms. Lori Henderson [lhenderson@mvwsd.org](mailto:lhenderson@mvwsd.org)

#### **Food Service**

Ms. Amanda Lord, ext. 1430 [alord@mvwsd.org](mailto:alord@mvwsd.org)

#### **Library**

Room 21 - Ms. Donna Hatakeda, ext. 1450 [dhatakeda@mvwsd.org](mailto:dhatakeda@mvwsd.org)

#### **Computer Lab**

Renee Casali, ext. 1526 [rcasali@mvwsd.org](mailto:rcasali@mvwsd.org)

## *School Site Council*

The Bubb Site Council provides leadership and oversight for student achievement at Bubb. Council members this year include the principal Mary Dietrich, teachers Adria Flores, Jan Martin, Fran Sherman and Gail Lee, classified staff member Lisa Baler and parents Natalie Johnson, Vivek Joshi, Debbie Kundrat, Karen Price, and Jenny Patterson. Everyone is welcome to attend the monthly meetings held on Wednesdays from 4:30 to 6:00 p.m. in the Bubb Staff Lounge. Agendas are posted in advance of each meeting in the glass case across from the office.

## PTA OFFICERS

Lorrie Kitching, Co-president  
Wendy Allen, Co-president  
Elyse Miller & Renee Casali, Volunteer Coordinators  
Bruce Sandell, Membership Coordinator  
Jennifer Bice, Family Activities

Selim Freiha, Treasurer  
Carol Michaels, Historian  
Danielle Gorospe, Secretary  
Joe Mitchner, Financial Secretary  
Jim Pollart, Auditor

# Bubb School Procedures

## ARRIVAL TIMES AND PROCEDURES FOR STUDENTS

For safety reasons students should not arrive before 8:10 am. Teacher supervision of the yard begins at 8:10 am. When students arrive, they should proceed directly to their line and wait in an orderly fashion until the bell rings and their teacher arrives to escort them to the room. Playing on the equipment, blacktop or grass, sitting at the lunch tables or waiting in the hallways is not permitted before school. Please say goodbye when the bell rings so that students can walk to class with the teacher. School starts at 8:20 am.

## ABSENCES

It is imperative that you notify us when your child is absent. You can email us at [bubbattendance@mvwsd.org](mailto:bubbattendance@mvwsd.org). If you notify us by email, you do not need to send a written note. If you do not have access to email you can call the 24-hour Voice Mail system to report student absence before the school day begins. This number is 526-3480 Ext.2. Either way please give us your name and relationship to the child, your child's name, grade and teacher name and the length of absence. Even though you call in, state law requires that a written note explaining the absence must be sent to school with your child when s/he returns. Excused absences include personal illness, quarantine, medical appointments, and attendance at the funeral of immediate family. Upon advance written request the following may be approved for excused absence: court appearance, funeral, religious holiday or ceremony, and religious retreats. Parents of students with many absences and/or tardies will be notified. If attendance does not improve, the parents may be called before the District's School Attendance Review Board (SARB).

## BICYCLES

Students in grades 2 through 5 may ride their bikes to school. Bicycles must be parked and locked in the bike rack at the end of the computer lab wing. Safety helmets are required by law for all bike riders under the age of 18.

Bicycles should be walked to and from the playground and black top areas until after 4:00pm. Bicycles may not be ridden at any time during school events: back-to-school night; PTA activities; plays and concerts; Open House; etc. At other times bikes must be ridden with consideration to safety. Kindergarten and first grade children may not ride bikes to school for safety reasons.

## BIRTHDAY PARTIES

Organized birthday celebrations (games, prizes, etc.) are not part of the instructional day. It is at the discretion of the teacher how birthday treats provided by parents are handled, but food is usually distributed just before a recess. We request healthy treats. Invitations to private parties distributed at school are permitted when all students in the class are invited.

### **BUBB BULLETIN –THE WEDNESDAY PACKET**

The Bubb Bulletin is sent home each Wednesday with the youngest child in the family. This bulletin includes a message from the Principal, important dates, Site Council and PTA news, as well as flyers sent to the school for distribution. It can also be found on the school web site.

### **BUS TRANSPORTATION**

Specific behavior expectations are explained to students who ride the bus and are given to parents at the beginning of the year. A system of bus citations is in place for students who violate the rules. The ultimate consequence for repeated citations is loss of bus privileges.

### **COMMUNICATING WITH SCHOOL STAFF**

We encourage parents to meet with teachers if they have questions or concerns about their children's progress. Please leave a voice mail, email message, or send a note requesting an appointment. Teachers are not available during instructional times to meet.

To promote timely, direct and effective communication with staff, our district provides both a voice mail and an email system. Staff checks each once a day. At Back to School Night each teacher notifies parents of his/her preferred mode of communication. The voice mail system can be accessed directly by calling 526-3480 and listening to the directory for the appropriate voice mail box. Email is directed to staff by the generic address of first initial of first name, first seven letters of last name followed by @mvwsd.org. This system is the same for all Mountain View School District staff.

### **DISMISSAL – EARLY STUDENT SIGN-OUT**

If your child must leave early, an adult must come to the office and sign the student out. For security reasons no one is allowed to go to the classroom to pick up students. The office will call the classroom to have the child come up to the office. Students are released only to persons on the emergency card, unless we have a written note or a phone call from a parent whom we can identify. Kindergarten parents must send a note to the teacher if there is a change in the pickup person.

### **DISMISSAL**

Kindergarten children must be picked up by an adult at their classroom or at their home school if the child is a bus rider. Children should go home or to their child care provider directly upon being dismissed. No supervision is provided after dismissal time. Any change in after-school arrangements (such as going to a friend's house after school) should be made before coming to school and is the family's responsibility.

Children who are not picked up on time after school will be taken to the office. Parents will have to sign the child out at this time. Children may remain at school to use the equipment and fields only when accompanied by an adult who takes the responsibility for their supervision. The adult must be actively engaged in watching the children. Bikes, skateboards, and other toys and equipment that are not allowed at school, should not be used at this time. The blacktop near the wings of rooms 13-16 and 17-20 is off limits to younger students before 3:05 pm, due to the noise level. Primary children who use the fields and equipment while upper grades are still in session, must give priority to upper grade classes before 3:05 pm

Students may be required to serve time after school for unacceptable behavior or failure to complete assignments. The Mountain View Board of Trustee's policy is that parents be notified the day prior to the detention by note or by telephone. If parents are telephoned, detention may take place on the same day.

Parents who pick up their children in grades 2 and 3 are asked to wait quietly at the benches outside their children's classroom and exit quietly toward the playground. Upper grade classes are still in session, and the noise and visual movement of people can be very distracting.

#### **CELL PHONES**

Phones must be kept in backpacks and on silence (vibrate-mode) or turned off. Students who use their phones during the class day will have their phones confiscated. The first time a phone is confiscated, the phone will be turned over to a parent. If a phone is confiscated a second time, then the phone will be kept in the school office and returned on the last day of school. The school cannot be responsible for lost or stolen phones.

#### **DOGS**

Dogs are strong attractions to most children, but we also have children who are fearful of or allergic to dogs. We ask that dogs not be brought on campus during school hours (7:30am-4:00pm). Student safety (both emotional and physical) is a primary concern.

#### **DRESS CODE**

Student dress should reflect a climate that fosters learning and safety. The general rule of thumb: if it's disruptive/distracting to learning or unsafe, it's not acceptable. Bathing suits, half shirts, short shorts/skirts(finger tips should not touch skin), muscle-man tee shirts, cutoffs, and halter tops without a cover-up are not allowed. Shirts with sexual innuendoes, images condoning violence or gangs, drug or alcohol messages, or ethnic/racial put-downs are absolutely not allowed. We ask that students wear shoes with some kind of strap on the heel and protection for the toes. It is difficult to participate in PE with clogs or sandals, which can be dangerous and/or unsafe on the playground.

#### **DROP-OFF**

If you are going to drop off your student, you are welcome to use the car drive in front of the school. The drive is single lane only, so please pull as far up as you can and quickly drop off your student. Do not park your car in this area. You may not park here, even if you remain in the car.

#### **FIELD TRIPS**

Field trips are an extension of the classroom. All school and classroom rules apply on field trips. Permission slips must be signed and returned to school by the noted date. Students will not be allowed to call home the day of the trip for permission. If a student's behavior at Bubb has not demonstrated that the student can be expected to behave appropriately on the field trip, the student may not be allowed to attend.

### **INDEPENDENT STUDY CONTRACTS**

Students need an Independent Study Contract if they are going to be absent without a valid excuse for five or more days. Vacations or visits are unexcused absences. All contract school work must be completed for the student to receive credit and must be before the end of the school year. Please notify the office at least one week in advance to request an Independent Study Contract.

### **LIBRARY**

The school library is open daily during school hours. All students are eligible to check out books for a one or two week period, depending on the grade level. The library serves all classes, provides enrichment material in all subject areas of the curriculum and promotes recreational reading.

### **LOST AND FOUND**

All students must have their names or initials written somewhere on their jackets, sweatshirts, etc. Lost and Found items are maintained in a container in the main hallway. Unclaimed items are given to charity at the end of each trimester.

### **LUNCH TIME/SCHOOL LUNCH PROGRAM**

Hot lunches are sold for \$3.25. Reduced-price meals are \$.40 for lunch. Students must pay in advance (online, check, or cash) or pay cash at the time of purchase. No credit will be extended. We encourage parents to pay online at [www.EZSchoolPay.com](http://www.EZSchoolPay.com) (please note that there is a 3% fee for this service.) New students should submit applications as soon as possible and must pay for meals (full-price) until approved.

All students are expected to throw away their own trash and to help keep the site clean. On days of inclement weather, students eat in the classroom. Students eat and play outside whenever possible at lunchtime and recess, so please send appropriate clothing for cold weather.

### **PARKING — PARENTS AND VISITORS**

Parents are requested to park on any of the streets near Bubb. The area on Hans Avenue directly in front of the round Multi-Use Building is a bus zone, with no parking allowed during drop-off and pick-up times. For safety reasons, the parking lots are not pick-up or drop-off zones and these lots are for staff parking only. Please do not use the Barbara Avenue Staff Parking Lot for drop-off in the mornings or pickup after school. There are many children who walk through this area, and it is very dangerous to have cars pulling in and backing up.

### **REPORT CARDS AND PARENT/TEACHER CONFERENCES**

Report cards are distributed three times a year. Parent/teacher conferences are held at the end of the first trimester and report cards are distributed at that time. Report cards are sent home with the students at the end of the remaining trimesters. The days of parent/teacher conferences are minimum days, with dismissal at 12:20 pm. Parents or staff may request a conference at any time during the school year when there are concerns about the child's academic progress or behavior.

### **SCOOTERS/SKATES**

We discourage bringing scooters to school. If they are brought to school, then they are subject to the same rules as bicycles and need to be locked at the bike rack. They can be used after 4:00 p.m. on campus if a school event is not occurring. Students should not bring skates to school nor wear heeies.

Effective January 1, 2003, the California Bicycle Helmet Law for youth under the age of 18 has been extended to include scooters, skateboards and in-line skates. (Note: Operation of motorized scooters in California is prohibited by persons under the age of 16.)

### **TARDY PROCEDURES**

School starts promptly at 8:20 am for all students. Students will be marked tardy if they are late. After the classroom teacher has taken attendance, a student will have to come to the office for a tardy slip. Kindergarten students who are tardy are to be accompanied to the office and back to the classroom by the adult who brought them to school. Students in grades 1-5 will be asked to make up lost instructional time at recess. Parents of students who are consistently tardy will be notified.

### **TOYS**

Students may not bring toys from home. These items distract children from their lessons, create a nuisance, or may be lost or broken.

### **VISITORS AND VOLUNTEERS**

All visitors and volunteers must sign in at the office immediately upon arrival. All non-staff members on campus must wear an identification badge. This procedure is strictly for safety reasons. School age children may not visit classrooms when school is in session.

### **STUDENT BEHAVIOR**

School rules are designed to ensure the health and safety of all of our students and promote an environment conducive to learning. Students are expected to be cooperative and respectful at all times to other students and adults, follow school rules and be diligent in study. Students who exhibit unacceptable behaviors will be counseled and/or disciplined. Teachers may deal with the behavior in the classroom or may decide to send the student to the principal. If the behavior warrants, parents will be notified, and a conference may be requested.

### **PROHIBITED BEHAVIORS**

The following offenses may result in suspension of the student. (In extreme cases they may result in recommendation of expulsion). They include the following:

Disruption of school activities or willfully defying the valid authority of school personnel

Causing or attempting to cause destruction of school or personal property

Any threat or use of force or violence to persons

Profanity or other vocal abuse directed towards another person

Possession of dangerous or deadly weapons including firearms, knives, explosives, and imitation firearms

Stealing or attempting to steal school or private property; or knowingly receiving such property

Engaging in or attempting to engage in hazing, harassment, threats, intimidation, bullying or sexual harassment  
Unlawfully possessing, using, selling, furnishing or being under the influence of any controlled substance, alcohol, or intoxicant of any kind  
Smoking or possession of tobacco or tobacco products

## **SPECIAL SERVICES AND PROGRAMS**

### **RESOURCE SPECIALIST PROGRAM**

The Resource Specialist Program is for students who have specific learning problems in the areas of reading, writing, spelling, written or oral expression and/or math. After testing and evaluation, an Individual Education Plan (IEP) is written for qualified students, with the approval of parents. These students receive special instruction in addition to their regular classroom instruction. To be evaluated for this program, a student may be referred by their teacher or parents, but the parents must approve doing the assessment. After the evaluation, a meeting is held with the parents to determine eligibility and goals for the student.

### **SPEECH AND LANGUAGE PROGRAM**

The speech therapist provides speech and language therapy based on the child's needs. Qualification may be based on articulation or language processing. To be evaluated for this program, a student may be referred by their teacher or parents, but the parents must approve doing the assessment. After the evaluation, a meeting is held with the parents to determine eligibility and goals for the student.

### **SPECIAL DAY CLASS**

Special Day Classes are maintained for children who are unable to benefit fully from a regular classroom experience with the support from the resource teacher. As part of the Special Education Program, these classes are smaller and have at least one full time instructional assistant. Referral and placement in the Special Day Class are determined at the IEP.

### **SPECIAL EDUCATION**

For Special Education needs please contact Steve Gingras, Director of Special Education for the MVWSD, at 650-526-3492, or at his email address: [sgingras@mvwsd.org](mailto:sgingras@mvwsd.org). His office is located in the district office at 750-A San Pierre Way, Mountain View. Mountain View is part of the Special Education Local Plan Area (SELPA 1) for public schools. Currently SELPA 1 encompasses Mountain View, Los Altos, and Palo Alto. The SELPA sponsors many activities including: support group meetings, featuring guest speakers, a biannual newsletter, a support line, Ability Awareness Week, and guidelines for parents of special needs children in public schools.

### **STUDENT SUCCESS TEAM (SST)**

Parents or teachers may request an SST meeting when there is concern about the academic progress a student is making, or his/her behavior. The team consists of staff and parents, and works together to develop a plan to help that child be successful.

### **GIFTED AND TALENTED EDUCATION (GATE)**

This state and district funded program seeks to meet the unique needs of gifted children in grades 3-5. Entrance to the program is based on a numerical score generated by the specific criteria, including results of STAR tests and Raven's Test of Standardized Matrices.

### **COMMUNITY HEALTH AWARENESS COUNCIL (CHAC)**

CHAC provides individual and group counseling on campus for students in need at Bubb. Students can be referred by either a teacher or parent. Parental permission is required before a child can meet with the CHAC personnel. CHAC also offers the lunchtime "Just for Kids" program for students in grades 2-3, which helps children develop decision-making and interpersonal skills. For more information about Community Health Awareness Council (CHAC), an organization dedicated to helping families with children at risk, please contact their offices at 650-965-2020; [www.chacmv.org](http://www.chacmv.org); or at 711 Church Street in Mountain View.

### **ARTS IN ACTION/KODALY MUSIC/MUSIC IN ACTION**

The Community School of Music and Art provides programs in music and fine arts instruction. Arts in Action gives children in grades one through five hands-on instruction in the fine arts.

All students in grades kinder through three receive weekly instruction in the Kodaly music program. Music in Action, for grades four and five, is designed to introduce children to the world of music through a combination of classroom instruction and special performances by professional musicians. All three programs are provided by the PTA in partnership with the Mountain View-Whisman School District and Mountain View Education Foundation.

### **YMCA KID'S PLACE**

Kid's Place is a YMCA sponsored, licensed, school-aged child care program providing before and after school care. It is located on the Bubb campus in the wing closest to Barbara Avenue. For information call 650-965-2922.