

Dear Students and Parents,

At Bridgeway Elementary School we strive to provide the best possible educational experience for each and every Bridgeway student. Working together, parents, and school personnel nurture and guide each child's growth and development. This handbook is provided to introduce you to many of the policies and practices designed to foster a caring, secure, and organized environment that will enable your child to reach his or her maximum potential intellectually, emotionally, and socially. Please read this handbook carefully. We want you to be informed about your school, its programs, policies, and activities. You can also view Bridgeway's School Website at <http://bw.pedr3.org>.

Parents are always welcome to visit the school. We invite you to become actively involved in the volunteer program and the P.T.A. If you have any questions or concerns, feel free to contact the principal's office. Welcome to Bridgeway!

Warmest regards,  
Vicki Nienhuis, Ed. D.  
Principal  
Phone #: 213-8012

## **GRADING SYSTEM**

Parents are informed about student progress at the end of each trimester of school. Student achievement grades are based on the child's performance skills for her or his grade level assignment at the end of the trimester. Teachers will inform parents at mid-trimester (approximately 5 weeks into the trimester) about the child's progress during the trimester.

## **PARENT-TEACHER CONFERENCES**

Conferences are scheduled during the school year at the end first and second trimesters of school for students in grades Kindergarten through five. Teachers may request a parent conference at anytime when there is a special concern or the need to update parents on student progress. We encourage parents to request a parent-teacher conference at any time that there is a need or a concern.

## **STUDENT TRANSFERS**

Any student transferring to another school must turn in all books, library books, and supplies, as well as pay any fines or for any damages due before a report card or transfer of records will be forwarded to the new school. A note from the child's parent should be sent to the principal informing him of the last day of attendance at Bridgeway Elementary School and the name of the new school the child will be attending.

## **HOMEWORK**

### **HOMEWORK POLICY**

To develop organized and responsible students who are prepared for today and the future

### **Homework Philosophy**

We believe homework should be positive and exciting for children. Homework should enhance the self-concept of the child as a means of

self expression and the fulfillment of a personal responsibility.

We view homework as:

1. Extending activities beyond the regular school day.
2. A family opportunity and responsibility.
3. A chance for students to be self-directed independent thinkers and wise decision makers.
4. A means for the student to be better prepared to achieve success in class and in life in general.
5. A preparation for students to have the skills and attitude about homework which will help them to achieve in their future academic work.

Homework is an extension of class time effort required to attain the goals of the educational program. Homework is a learning activity which should increase in complexity with the maturity of the student. With increased maturity, learning should become an independent activity. Students receive homework at their teacher's discretion. Homework may include the following:

1. After a child's extended absence, there may be work which can be done at home to provide learning experiences which were missed at school.
2. Sometimes it is necessary for children to finish at home, work which they have failed to complete during the school day.
3. Occasionally children can profit from activities which cannot be done at school as in finding appropriate pictures to accompany a topic being studied or interviewing a person about a topic, etc.
4. Home study can often enrich the school program such as watching selected TV programs researching a topic at the library, etc.
5. At times extra drill and practice is needed on the routine fundamentals. Homework can reinforce concepts that have already been taught in school.

Students should understand that homework is a part of the regular school day and can become a significant extension of the day.

Parents can help by providing good home study conditions. Try to provide a place with good light, with as little noise as possible, and with all the necessary supplies (paper, pencils, erasers, dictionary, etc.) readily available. It is also a good idea to have a designated place for completed homework so that your child will remember to return it to school.

Try to set and keep regular study hours. Pick a time that is convenient and when your child is alert. The length of time may increase as the child progresses.

### **SCHOOL HOURS**

Grades K - 5:

8:30 a.m. Students enter the building.

8:50 a.m. School day begins.

3:35 p.m. Students are dismissed, school day ends.

### **ATTENDANCE**

Students should arrive at school between 8:30 and 8:50 a.m. and enter the building at that time. Students are not to be on the playground equipment before or after school. We have no adult supervision of students before 8:30 a.m., so please be sure that your child arrives after 8:30 a.m. unless special arrangements are made with the principal for the day.

Please remember that unless a student is ill he or she should be in school on all school days.

Parents are encouraged to call the school office before 9:00 a.m. on the days when their child will be absent from school. If we do not receive a call from a parent by 9:00 a.m., an effort on the part of school personnel will be made to contact the parent at home or work to verify the student's absence from school. Parents should send a note in with their child when he or she returns to school stating the reason for the absence and listing the date or dates that the child was out of school. This will result in an excused absence for the child.

Excessive absences, whether excused or unexcused, may affect the child's progress in school. It is not possible to make up some of the activities that occur during class time (i.e. discussions, lab work, physical exercises, etc.)

## **ATTENDANCE**

### A. Excused Absences:

1. Illness or hospitalization;
2. Death in the student's family;
3. A religious observance;
4. Medical or dental appointment. (Parents are encouraged to make medical and dental appointments at a time which does not conflict with the regular school day.)
5. Court appearance;
6. School-related activities (approved by the school principal);
7. Personal emergencies (approved by the school principal); and
8. Anticipated absences (absences anticipated in advance by parents and students). These types of situations will be handled at the discretion of the building principal.

### B. Unexcused Absences:

An absence which fails to fall within the area listed under excused absences may be considered an unexcused absence.

Procedures for notifying the school of an absence, tardy, or early dismissal:

Each school will keep accurate records of a student's hourly attendance as required by Missouri Law.

A. A parent/guardian is asked to notify the school office personnel by phone or through personal contact of their child's absence from school. The call or personal contact should be made to report the absence or tardy before 9:00 a.m.

B. If a parent/guardian has not notified the school office personnel of the child's absence the school personnel will attempt to contact the parent. Parent contact will be made by a secretary, aide, or volunteer. If the parent cannot be reached, a notation will be made regarding the attempt to contact the parent.

## **WALKING TO AND FROM SCHOOL**

For safety reasons, all children who are assigned to a school bus are expected to ride the bus to and from school. If a parent or guardian would rather have her or his child walk to, from, or to and from school, a re-request must be made in writing to the principal. The note requesting this change should list the dates that the child will walk. If the child is to walk for the whole year, one note stating this is enough.

## **TARDIES**

If a student arrives at school late, the parent of the child must sign her or him in at the office. Students who are tardy must have a note from their parent giving the date and reason for the tardy. Students who arrive after 8:50 a.m. will be considered tardy to school.

## **BIKE RIDERS**

Riding a bicycle to school is discouraged because of problems with security. If a student must ride a bicycle to school, **he or she must wear a bike helmet**, and bring at least one chain and lock to lock the bicycle to the bike rack on the Kindergarten playground. The school personnel cannot be responsible for the security of bicycles nor the damage which might be done to them.

## **EARLY DISMISSAL**

Parents are asked to please send a note with their child if he or she is to be picked up from school during or after school hours.

Picking up a child during the school day may be done by a parent signing the child out in the principal's office. By intercom, your child's teacher will be notified that your child should report to the office. If some-one other than a parent is picking the child up from school, the person's name must be on file in the office (the Emergency Authorization sheet which was sent home on the first day of school) or a note signed by a parent must be brought to the office by the child telling who has permission to sign the child out on that day. Identification may be requested of anyone picking a child up from school.

When bringing a child to school or picking up a child after school, parents are asked to please do so through the office. Please do not park your car in the bus loading area or student crosswalks.

## **UNSCHEDULED SCHOOL CLOSINGS**

With inclement weather threatening, parents might have a question as to whether or not school will be in session. Please listen to the following stations for this information:

KMOX 1120 AM  
WIL 92.3 FM  
KTRS 550 AM

KXOK 63 AM  
Y98 98 FM  
KMOV Channel 4

KTVI Channel 2  
(television)  
KSDK Channel 5

Announcements begin at approximately 5:30 a.m. You may also dial (314) 213-8900 then press SNOW (7669) to hear an automated voice message. School closings will also be announced on the district's Web site at [www.psd3.org](http://www.psd3.org).

Be sure to listen for the **Pattonville School District**.

Please be sure that your child knows what to do should school be dismissed early because of bad weather or some emergency. If you think that your child may be confused about what to do, please be sure that your child's teacher is aware of what you expect your child to do or where he or she is to go so that the teacher may remind your child should school dismiss early.

### **EMERGENCY SITUATIONS AT SCHOOL**

If there is some emergency at school (fire, tornado, earthquake, etc.) only a child's parent or guardian may take the child from school unless that parent or guardian has given written permission for another person to take the child (See Early Dismissal procedures above).

Bridgeway's Off-Campus Evacuation site is located at *Gateway Church of the Nazarene* at 11703 Old St. Charles Road. ALL STUDENTS MUST BE SIGNED OUT THROUGH THE MAIN OFFICE OR EMERGENCY MAIN OFFICE BY A PARENT OR GUARDIAN OR PERSON RECEIVING WRITTEN PERMISSION FROM THE PARENT OR GUARDIAN TO TAKE THE CHILD.

### **STUDENT DRESS**

Student dress and grooming are the responsibility of the individual child and her or his parent(s) within the following guidelines:

1. Dress and grooming will be clean and in keeping with health, sanitary, and safety requirements. Please refer any concerns to the nurse or office.

2. All students must wear shoes, boots, or other types of footwear that serve to protect the child's foot and help the child walk or run safely. We recommend tennis shoes and discourage open toed or loose fitting sandals. Heelies are not allowed due to safety concerns.
3. Dress and grooming will not be such as to disrupt the teaching/learning process or cause undue attention to an individual child.
4. Brief clothing with undue exposure of the body is not permitted; for example, shorts should be close to fingertip length. Tops need to have at least a one-inch wide strap and the midriff needs to be covered even with the arms raised. See-through clothing worn without proper undergarments will be considered inappropriate. Biker shorts or leggings must be covered with other shorts or clothing. All clothing must be worn as it is designed to be worn. All pants, jeans, or shorts should fit snugly at the waist.
5. Articles of clothing with insignias or slogans that are offensive or are to the educational process are not permitted. This includes clothing and accessories that tobacco, liquor (including beer), drug paraphernalia, or inappropriate pictures of sports persons or famous personalities.
6. No head coverings are allowed unless they are part of a school sponsored activity, such as Hat Day, or for religious reasons.
7. Additional dress regulations may be imposed upon students participating in certain extra curricular activities. An example would be to dress in a requested manner for a music program or for Field Day.

When, in the judgment of the principal, a student's appearance or mode of dress disrupts the educational process, or constitutes a threat to health and safety, the student may be required to make modifications. If the modifications cannot be made by the student at school, a parent will be expected to provide appropriate attire.

## **STUDENT SUPPLIES**

Supply lists are posted on the school website and also included in class lists. We ask that students not have backpacks with wheels. They are very difficult for students to maneuver on the bus and are very cumbersome. Bridgeway's website: <http://bw.pedr3.org>

## **BEFORE AND AFTER SCHOOL RULES ON SCHOOL GROUNDS**

Students should arrive at school between 8:30 and 8:50 a.m. and enter the school at that time.

Students are to leave school grounds when dismissed at 3:35 p.m. (11:55 a.m. for morning Kindergarten students) unless staying for a sponsored activity for which parent permission has been given in writing.

## **STUDENT BEHAVIOR**

The Bridgeway Elementary School faculty and staff believe that an orderly climate is essential for a good learning circumstance to exist. Maintaining an orderly climate should be approached in a positive and preventative manner. To this end, rules and expectations should be clearly communicated to students and their parents.

Students should be regularly praised, rewarded, and reinforced for carrying out rules and expectations.

When the breaking of rules calls for consequences, every effort is made to ensure that these consequences be logical and reasonable. The consequences should be administered fairly, consistently, objectively, and in a manner that does not deny dignity to the child.

A copy of the school policy on discipline and general school rules may be found at the end of this handbook. A copy of the Pattonville School District Elementary School Behavior Guide has been sent home with every student on the first day of school. Parents are asked to read these guides and handbooks, then share the information with their child.

## **VISITORS**

Parents are always welcome to visit their child's school and watch their child at work in the classroom. Please feel free to contact your child's teacher to schedule an appropriate time for a visit.

Because it is important that the principal know at all times who is in the building or on school grounds, parents and other guests are asked to report first to the school office and sign in each time that they visit the building .

We must ask that parents and other visitors not go to the playground area while children are at recess.

### **PERSONAL PROPERTY**

As a general rule, students should not bring toys, balls, or radios to school unless given specific permission to do so. Knives, fireworks, toy guns, and other items which could injure the child or others are strictly forbidden on school grounds and will result in serious consequences. Please review Student Behavior Handbook.

Any toys brought to school without permission will be kept by the teacher or principal until parents come to school to retrieve them. Items brought to school which are hazardous or dangerous may necessitate a parent conference with the principal.

### **CONTACTING TEACHERS**

If parents wish to talk with their child's teacher, we encourage them to call and leave a message on the teacher's voice mail so that he or she can return the call before or after school, at lunch, or during a planning period. Phones will not ring into the classrooms during the instructional time in order to avoid distractions.

Teachers have phones in their classrooms so they can return your call when they are free.

### **PARENT VOLUNTEERS**

If you wish to volunteer your time at school, we would be happy to find just the right place for you! Parents may help in the Library Media Center, the Computer Lab, the Nurse's Office, the Principal's Office, or the classroom. These are opportunities that are on a regular basis or on a short term basis. Sometimes, we might even have a project which you can help with in your home. You will receive more information during the school year about concerning these needs or you can just call our school office when you have a minute.

### **LUNCH**

Lunches may be purchased by students in kindergarten through 5<sup>th</sup> grade for \$2.00 each day in the school cafeteria. Parents will need to prepay money into their child's lunch account on the first day of school. Each student is issued a

lunch card that is swiped at the end of the lunch line and deducts \$2.00 from their lunch account.

Please put the check or cash in an envelope with the child's name and room number on the front of the envelope. Please put the child's name and room number on the check also. If you have more than one child at Bridgeway Elementary School who will be buying his or her lunch, you may write one check to cover all of the lunches. Please list all children that are covered by the check on the check and envelope.

Many students bring a sack lunch or lunch box to school. Milk or juice may be purchased in the lunchroom for 50 cents. Please give your child exact change for the purchase of a drink to speed up our lunch line.

The cafeteria serves a Type A meal which has five components. These include meat or a meat alternate, milk, bread, fruit, and vegetable. A choice of juice drink, chocolate milk, or white milk is offered. A menu is sent home with the students each month and the weekly menus are advertised in the local newspapers.

Parents who feel that their child may qualify for free or reduced lunch prices should complete the appropriate form (given to the students on the first day of school) and return it to their child's teacher who will forward it to the principal's office. Those qualifying for free lunches will pay 40 cents for each meal. Those students who qualify for free lunches will not have to pay anything for the meal. Parents will be notified if their child is eligible for free or reduced lunches after they have submitted a completed application. Until the parent receives that notification he or she should provide for their child's lunch.

If a child has no money in his or her account, he or she may charge her or his lunch. A charged lunch consists of a peanut butter and jelly sandwich, fruit, and white milk. A notification of the total charged lunches will be sent home with the child on Friday afternoons to be payable on the following Monday. We appreciate the repayment of lunch loans promptly.

## **BREAKFAST**

Through the school Breakfast Program, students can receive a free breakfast meal in the school cafeteria between 8:30 and 8:50 a.m. The breakfast meal will be planned to meet one-fourth of the student's daily food needs. It will consist of milk, bread and/or meat, and fruit or juice.

## **COUNSELOR**

The Bridgeway Elementary School counselor, Mrs. Lisa Bayer, is involved in many aspects of the school and educational program. She is responsible for testing students both individually and using group tests.

Mrs. Bayer also works with teachers to meet specific needs of particular students.

Developmental classes are taught to Kindergarten through fifth grade students on a variety of topics.

Mrs. Bayer is also available to work with individual students as needed and can refer parents to outside resources if a child or family has a particular need.

Parents should feel free to call our school counselor at 213-8012 if you have any questions or concerns about the guidance program or your child in particular.

## **LOST AND FOUND**

Bridgeway Elementary School has a lost and found box located outside of the cafeteria. If your child has lost something, please check in the lost and found box. Often parents check the lost and found box at PTA Meetings and during our Parent-Teacher Conferences to find lost items.

Be sure to mark all coats, hats, book bags, lunch boxes, etc. with your child's first and last name using a permanent ink marker.

## **LIBRARY MEDIA CENTER**

Students visit the school Library (Library Media Center - LMC) with their homeroom class for a regularly scheduled library period. In addition, individual students may go to the LMC as needed. Students may check out books which must be returned before the student is permitted to check out additional books or magazines.

Students who have overdue library materials are given written notices. Books must be cared for to prevent damage by weather, food, and pets. Damaged materials should be reported to our librarian or the child's teacher when they are returned. Please do not mend torn pages or magazines. Library fines which are left unpaid will remain on the students account.

## **PHYSICAL EDUCATION**

Instruction in a variety of developmental physical education activities is provided for all students beginning in the Kindergarten. All students are required to participate in physical education classes unless excused upon the recommendation of a doctor.

Children are asked to wear clothing appropriate for physical education activities to school on Physical Education days. Rubber soled shoes are a must.

## **RECESS**

Outdoor recesses are scheduled each day of school. Parents should be sure that their child's clothing is suitable for outside play activities. Indoor activities are planned during inclement weather when children cannot play outside.

After an illness, a child who presents a written request from a doctor is permitted to remain indoors for the designated length of time. Such a request from a parent will be honored for a week of school only.

## **MEDICINE AND HEALTH INFORMATION**

It is Pattonville School District's policy that "over the counter" medications will only be dispensed by school personnel with written authorization from medical provider and parent.

When a physician feels it necessary for a child to have a prescription medication at school, the following procedure should be followed:

1. Medicine must be in the proper container with the pharmacy label showing --
  - a. Name of child
  - b. Name of medicine
  - c. Dosage and schedule of administration
  - d. Physicians name
2. A written request from the parents giving the school permission to administer medication.
3. Medicine must be brought to school by parents.

4. Long-term medication must be accompanied by a physician's written order.
5. The first dose of any medication will not be administered at school.
6. No child is to supply medications to any other students.
7. The school district may refuse to administer any medication not approved by the Federal Drug Administration or any medication with greater than recommended doses.

\*\* Note -- In order to make this procedure easier for parents to follow, many pharmacies are willing to prepare an extra prescription container for use at school when necessary.

### **COMPLETE IMMUNIZATION RECORDS**

Complete immunization records must be on file in the Nurse's Office on the first day of attendance of the student. According to Missouri law, those students not in compliance on the first day of attendance will be excluded from school. The immunization record must include the day, month, and year that the immunizations were given. Any objection to the immunizations required by law must be submitted in writing to the child's principal.

### **ILLNESS AT SCHOOL**

If a child becomes ill at school, parents are contacted and the child is sent home. If a parent cannot be reached, the person designated on the Pupil Emergency Information card is usually called and asked to care for the child until a parent can be notified.

For your child's well being and safety, please be sure that the school office has at least two emergency phone numbers so that if you do not have a phone or cannot be reached during the day and an emergency arises, we have a neighbor's number or the number of someone else who can reach you.

Please send a note to your child's teacher if he or she is allergic to milk or milk products so that we can keep the school cooks informed of your child's needs. (This includes any allergic reactions to other food products.)

The illnesses below are some special health concerns from our school nurse:

ASTHMA It is necessary for any child with Asthma or another potentially life-threatening respiratory illness to have an Asthma Action Plan on file in the nurse's office. A new one should be obtained every school year.

CONJUNCTIVITIS (Pinkeye) Symptoms usually include eye inflammation, mattering, and discharge. The child should remain out of school until all symptoms have disappeared or until written permission is received from a physician.

CHICKEN POX Chicken pox begins with a sudden onset of mild fever and a rash on the second day of superficial raised pimples that soon become filled with clear fluid. Later scabs form. The rash may continue to appear for several days. The child may return to school when temperature free and all scabs are dry (7-10 days usually).

### MEASLES

Rubeola (10 day or 'hard' measles) begins with a fever, hacking cough, and cold type symptoms of eyes and nose followed by dusky-red blotchy rash on the face that spreads rapidly over the body. The child must remain at home seven days after the rash appears.

Rubella, Roseola (3 day or German measles) is a mild disease with a rash which usually lasts three days. When the rash appears, the child should remain home for 3 days.

MUMPS Fever, nausea, or pain when chewing or swallowing may be the first symptoms. Chills and headache follow with swelling about the angle of the jaw and front of the ears. The child may not attend school for nine days after the swelling begins.

FIFTH DISEASE Usually the only symptom is the appearance of a rash with possibility of a slight fever. The child may return to school when fever free for 24 hours. The rash may continue up to 5 weeks.

### ILLNESS (Continued)

STREPTOCOCCAL SORE THROAT Sudden onset with sore throat and fever, a fine rash may appear on the child's neck, chest, folds of the elbows and groin within 24 hours. Exclusion from school until antibiotic treatment is begun and the child is free from temperature.

**SKIN LESIONS** Children suspected of having impetigo or ringworm should not be in school until all lesions are healed or until a written note is received from a physician stating that the child is receiving proper medical treatments and may return to school.

**TEMPERATURE** A child with a temperature of 100 degrees or higher will be sent home and should not return to school until the temperature has remained normal for at least 24 hours. Children who are nauseated and vomiting will be sent home from school.

**HEAD LICE** Children with headlice will not be readmitted to school unless all nits are removed from their hair. A letter to the parents or legal guardians will be sent home with each child who is found to have headlice. Students may return to school after treatment and removal of all nits.

Parents must have proof of treatment (dated sales receipt or label from product) and be checked by our school nurse before the child will be readmitted to class.

### **HEALTH SCREENING**

Your child will be screened for vision problems each school year. Children are screened for hearing problems in grades Kindergarten, one, three, and five. All new students to our school are screened for vision and hearing, also.

Parents will be notified if their child experiences a problem or difficulty in vision and/or hearing after this screening.

### **FIELD TRIPS**

We believe that educational field trips often enhance the program of instruction and add much to the education of the child. Parents of students who are eligible to participate in the field trip will be notified by their child's teacher of the activity

and shall approve the student's attendance on the field trip. If a parent fails to give permission for her or his child to participate in the field trip, the child will remain at school. All school rules concerning student conduct and bus safety are adhered to on student field trips. It is Bridgeway's policy that siblings are not allowed to attend field trips at any time.

### **ROOM PARTIES**

Each classroom may have three parties during the school year with Room Parents assisting. These parties are to celebrate Halloween, the Winter Holidays, and Valentine's Day. Parties will begin at 2:30 pm. and finish by 3:15 pm. \$5.00 will be collected by Room Parents from each child to help defray party expenses. Teachers are in charge of their classroom at all times. Room Parents can help with refreshments, quiet games, and clean up after the party.

Your child's teacher will be contacting you about the room parties to seek your help in making these parties enjoyable for your child.

### **SCHOOL PUBLIC RELATIONS**

From time to time pictures will be taken of students to be used by the local newspapers and television stations in describing various programs and activities involving the Bridgeway Elementary School and the Pattonville School District. If you would prefer that your child's picture not be taken and used for these purposes, please complete the form which was included in your child's first day packet and return the form to your child's teacher. If you no longer have the form, please stop by the office to complete one as soon as possible.

### **PARKING**

Limited space is provided for visitors to park their cars on the regular teacher parking areas of the school. We appreciate your patience with this matter. We would ask that you please not park on the Kindergarten playground during school hours. Also, parents are asked not to park in the bus loading area, student crosswalks, or on the south side of Oakbury Court.

### **CHANGE OF ADDRESS AND/OR PHONE NUMBER**

Please keep the school office personnel updated on any changes in your address, home phone number, work phone number, or emergency phone numbers.

## **BUS SAFETY RULES**

A majority of our students ride the school bus to and from school. Our foremost concern is the child's safety. Parents are asked to please read the bus safety rules very carefully with their child so that he or she understands what is expected of her or him on the bus.

Students are assigned to a bus and may not ride a different bus unless prior arrangements have been made through the principal's office.

When dismissed, students must go directly home from the bus or school.

If all students will observe these rules carefully, the buses will be a great service to everyone concerned, and it will be a pleasure for a child to ride on them. Transportation may be denied to those students who fail to observe our safety rules. Additional bus rules may be found in the Elementary Student Behavior Guide which was given to each child on her or his first day of school this year.

A school bus is an expensive vehicle built to save you a walk to and from school each day. It will get you to school **SAFELY** in all kinds of weather and traffic **IF YOU DO YOUR PART**. Doing your part begins at home. Plan your time so that you leave the same time each morning and get to your bus stop five minutes before the bus arrives. Your driver can help you with the time of the bus arrival at your stop.

While you are waiting for the bus, remember to stay on the sidewalk or driveway. Do not wait in the street or on someone's lawn, steps, or porch. Behave yourself as you are representing our school and everyone is judged by your behavior.

When you get off the bus both at school and at your stop going home, let those closest to the front of the bus get off first. It is faster and safer than if everyone tries to get off at once.

These rules are for the safety and protection of students riding in the buses. You should read them, study them, and know them so that you can do your part to help us to have safe transportation.

- ❖ Be on time, arrive 5 minutes early at your bus stop and stay there until the bus arrives.

- ❖ Wait for the bus on the sidewalk, not in the street. Do not stand on the porches or steps of other people. Do not destroy or damage surrounding property. Do not throw rocks or anything at the bus or other students.
- ❖ Line up to board the bus. Do not push or crowd the other students.
- ❖ Wait for the bus to come to a full stop before getting on or getting out of your seat if you are already on the bus.
- ❖ Everyone must be sitting before the bus can continue on its route.
- ❖ Keep your back to back, bottom to bottom, feet on the floor, hands to yourself, and other objects out of the aisle of the bus.
- ❖ Report any damage of seats or windows to the driver as soon as you can.
- ❖ Keep arms, hands, and your head inside at all times, and refrain from calling out to people that the bus passes.
- ❖ If you talk to your friends, talk in a normal tone and do not shout.
- ❖ Do not eat or drink on the bus. Put any trash in the container near the bus driver's seat.
- ❖ If you damage anything, you will have to pay for it. If something is damaged when you arrive at your bus seat, report the damage to your bus driver as soon as you can safely do so.
- ❖ At the bus stop and on the school bus, the bus driver is in charge. Profane language, name calling, and discourtesy to the driver will not be permitted.
- ❖ Remember that from the time you leave home in the morning until you return home in that afternoon, you are expected to behave according to our school and bus rules. You may be disciplined for inappropriate behavior.
- ❖ Windows will not be open without the permission of the bus driver.
- ❖ Students who must cross the road after leaving the bus, or to board the bus, shall cross in front of the bus and only upon the signal given by your bus driver.

Follow each of these rules everyday, so that you and everyone else can ride the bus safely.

## **DISCIPLINE CODE**

The Bridgeway Elementary School functions on the basis of self-discipline, self-control, and the principles of a democratic society. We feel that good behavior and cooperation are learned attributes that develop and grow as students participate in new and varied opportunities.

In order for each child to learn at her or his maximum, there must be a mutual respect for the rights of others and their right to learn. It is felt that discipline is the ability to choose and maintain a constructive role in a situation. It is also felt that being disciplined is part of being educated and being self-disciplined is the highest form of preparation for effective citizenship.

With these thoughts in mind, the following guidelines for discipline, conduct, and supervision have been established.

Students will be supervised by a professional staff member at all times. These staff members will share the responsibility for helping students control their behavior. Staff members may include the principal, teacher, teacher assistants, bus driver, librarian, custodian, cafeteria worker, or other assigned school personnel.

The teaching faculty will take time to present well planned and appropriate activities to promote good behavior. If disruptive behavior should occur, the staff member in charge at the time is responsible. Any behavior problem may be brought to the attention of and/or discussed with the principal.

We believe:

-- That children learn best in an atmosphere of order, where expectations are clearly defined, firm, fair, and consistent.

-- That students have a right to a classroom atmosphere which is conducive to learning. The principal, with the assistance of the professional staff, is responsible for the maintenance of good order in the school. An individual's chronic misbehavior, however, is the responsibility of his or her parents.

-- That all children can learn to make good choices in their behavior.

-- That in order to achieve the goal of self-discipline, it is necessary for school and home to work together for the benefit of the students.

Your assistance by familiarizing yourself with our plans and procedures as well as by supporting your child's teacher is vital to the success of our efforts. Each classroom teacher will send a letter home shortly after school opens outlining specific plans for her or his classroom.

Please review carefully the attached materials regarding student discipline procedures as well as the Elementary Student Behavior Guide. Parents with questions or concerns are asked to contact their child's teacher.

### **STUDENT DISCIPLINE PLAN**

Classroom discipline plans will be developed by teachers and posted in each room. Parents will be informed by a letter of classroom rules, consequences, procedures, and rewards are outlined.

### **STUDENT DISCIPLINE PLAN** (Continued)

The simplified classroom rules for Bridgeway Elementary School - (Minor variations might occur at various classroom levels due to student input, the age of the students as well as their maturity level.)

## **Bridgeway Bulldog Code of Conduct**

### Safe

- Keep hands, feet, and other objects to yourself (K.H.F.O.O.T.Y)
- Move in a safe and orderly manner at all times. (W.A.L.K.S.)

### Respectful

- Follow adult instructions.
- Take turns (in talking, at the water fountain, on the playground).
- Allow others to complete their work.
- Say 'please' and thank you'

### Kind

- Treat others the way you would like to be treated.

- Think about how others feel before you act.
- Include everyone.

#### Prepared

- Come to school everyday on time.
- Keep supplies and assignments organized.

#### Learners

- Complete class assignments and homework.
- Try, try, try.
- Read, read, read.

Discipline referrals to the principal may result in any of the following consequences:

- counseling
- parent notification
- in school detentions during recess
- before and after school detentions
- in school suspensions (referral to The Crisis Intervention Center)
- parent conferences
- out of school suspensions

Students who choose to display good behavior will be recognized by both the teachers and principal through the use of special activities, privileges, awards, drawings for prizes, etc.

### **GENERAL SCHOOL RULES**

Expectations for Hallway Behavior:

- W. Walk
- A. Always stay to the right.
- L. Look straight ahead.
- K. Keep hands, feet and other objects to yourself.
- S. Shhhh!

Expectations for the Cafeteria:

1. Wait in line quietly.
2. Use good table manners.
3. Talk quietly. (Yacker Tracker)
4. Stay seated.
5. Raise hand for help.
6. Throw trash away when dismissed.

Expectations for the Bathroom:

1. Talk quietly.
2. Flush.
3. Throw paper towels in trash can.
4. Turn off water when finished washing your hands.

Expectations for the Playground:

1. Play safely (no pushing, grabbing or tripping).
2. Use equipment according to rules.
3. Play in designated area.
4. Follow directions.
5. Ask permission to leave the area.
6. Line up orderly and quietly.

Expectations for the Bus

1. Remain seated (back-to-back, bottom on seat, feet on the floor and hands to yourself).
2. Follow directions.
3. Keep windows closed
4. Talk quietly.

Students may not have in their possession any weapon or object which could cause injury to themselves or others. This would include fireworks, knives, matches, chains, sticks, firearms, bows and arrows, darts, etc. This includes toy and 'look like' weapons. Items of this type brought for classroom demonstration

or display must first be cleared with the office, brought and picked up by a responsible adult, and stored in the office until the time of the demonstration.

Stealing or attempting to steal school property, private property, or other personal belongings will not be tolerated.

No student shall use, possess, sell, or transfer any form of drugs, narcotics, alcoholic beverage, or controlled substance. A student may, under the direction of a medical prescription and in keeping with the Pattonville School District medication policy, use medication from a registered physician.

Please remember that respectful behavior toward all adults and fellow students will be expected at all times.

There will be no gum chewing anywhere in the school or on the school bus.

No child is to leave a classroom, school, or the playground area without permission from the person who is in charge.

Children who arrive before 8:30 a.m. (except for YMCA School Age Child Care "Latchkey" participants) must have a note from a parent or guardian stating the reason for the early arrival. Children who arrive early must report to the principal's office upon arriving at school.

Children are allowed to use the school phone in the office only under extreme emergency. Permission from the child's classroom teacher must be given before the child may come to the office to use the telephone.