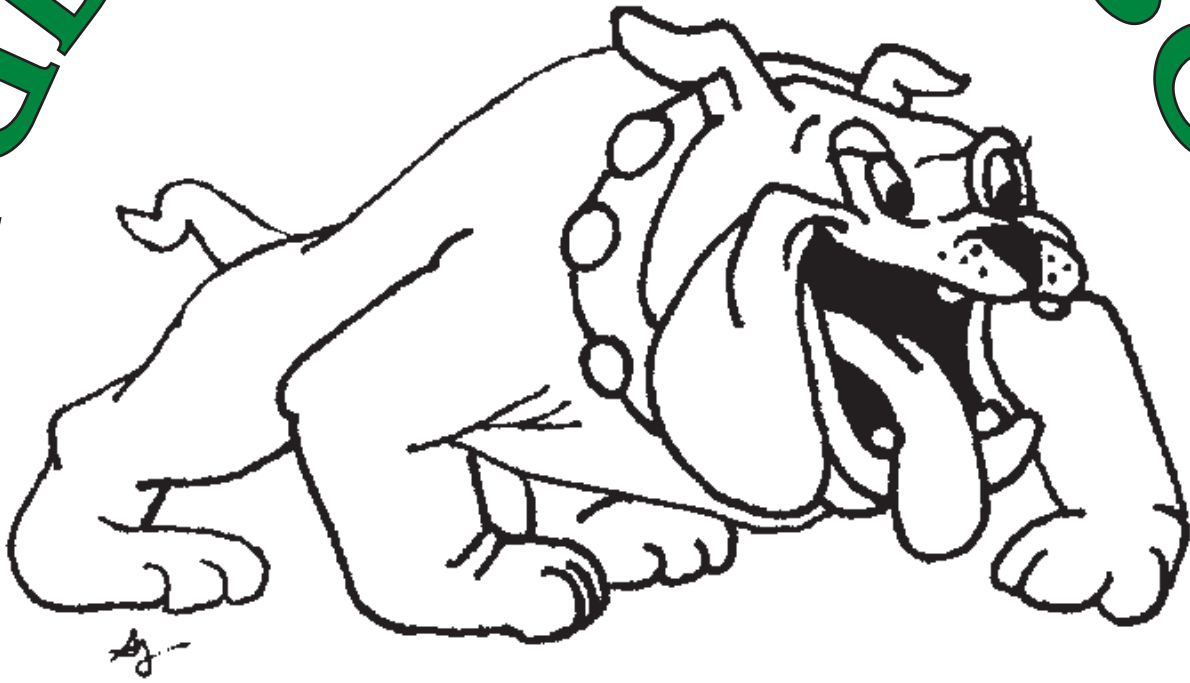


# Bridgeway

# STUDENT HANDBOOK



# 2017-2018



## Pattonville School District 2017-2018 Board Areas of Emphasis



The Pattonville School District Board of Education is committed to providing exemplary educational opportunities for ALL children. In order to accomplish this goal, partnerships with parents, business leaders and district patrons must continue to be actively developed in order to engage the entire community as the district strives for educational excellence. As such, the Board has adopted the following Areas of Emphasis for the 2017-2018 school year:

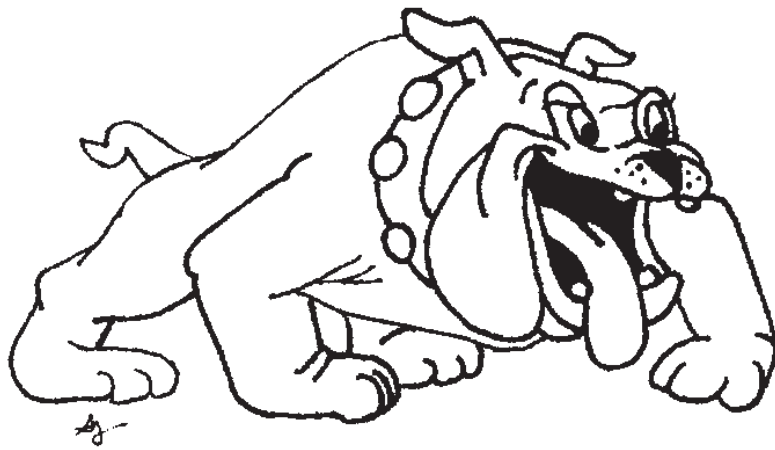
- The district shall develop a multi-year plan to implement K-12 personalized, competency- based learning environments that provide ongoing feedback to students on their growth toward high school course content readiness and lead to success-ready graduates.
- All students in grades 6 through 12 have a graduation life-readiness plan which they develop and regularly monitor progress within and between academic levels.
- Career education programs will continue to become a more integral component of the total educational program and will include students participating in extended learning opportunities, emphasizing district partnerships with local businesses when possible.
- The district facilities plan will be updated as appropriate and implemented utilizing bond issue and district operating funds.

The district will continue with the following:

- Proactive strategies will be implemented to promote continued improvement in student responsibility, citizenship and overall character with an emphasis on building relationships and an understanding of socioeconomic, cultural and ethnic differences.
- Safety for students, staff and community will continue to be evaluated and improved.
- Parents, staff and students will continue to develop, modify and implement school improvement plans based on data and research.
- The district will continue to implement and identify strategies to increase the percentage of students involved in extracurricular programs provided at the elementary and middle school level to support the development of highly competitive programs at the high school.
- The district will continue to use resources efficiently to achieve district goals.
- The district will continue legislative advocacy for public education.

*Adopted by the Pattonville Board  
of Education on June 27, 2017.*





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.psdr3.org>.

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

Warmest regards,  
Bill Casner  
Principal  
Phone #: 213-8012

## Stay Connected With Us!



Like Bridgeway on Facebook:  
[www.facebook.com/Bridgeway.PSDR3](http://www.facebook.com/Bridgeway.PSDR3)



Visit Bridgeway's website at:  
[bridgeway.psdr3.org](http://bridgeway.psdr3.org)



## **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 of the first and second trimesters of school for students in grades Kindergarten through fifth grade. Sign-up for parent-teacher conferences is completed online. A link with directions on how to sign-up will be sent home approximately a month before conferences. 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.

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 8:30a.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 contact the attendance hotline at 213-8112 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 may also e-mail [bwattendance@psdr3.org](mailto:bwattendance@psdr3.org) to report a child's absence.

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 that 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.

## **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 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 someone 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 will be requested with a photo ID 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**

Classes in the district are canceled only in case of emergency or extremely bad weather. Any decision to close schools in extremely bad weather will be announced using Pattonville's automated phone calling system. Announcements will also be made on the radio and local television stations. Please listen to one of the following radio stations or watch one of the following television channels:

KMOX 1120 AM  
KTVI Channel 2  
KMOV Channel 4  
KSDK Channel 5

Announcements begin at approximately 5:30 a.m. School closings will also be announced on the district's website ([www.psd3.org](http://www.psd3.org)) and on the following district social media accounts:

**Facebook:** <http://www.facebook.com/PSDR3>

**Twitter:** @PattonvilleSD or <http://twitter.com/PattonvilleSD>

If you are a parents/guardian and did not receive a phone call on a day when school is closed due to weather, please contact your child's school office to ensure the district has the correct contact information on file for your family.

## **OTHER EMERGENCIES**

Pattonville will use a number of ways to provide important information to Pattonville families about other emergencies or major school events. Depending on the situation, Pattonville may use e-mail, an automated telephone calling system, the district website, U.S. mail or the local media to keep families informed of important information. For this reason, it's important that all parents provide their school office with their most current phone numbers (home, work or cell phone). In addition, if parents wish to be notified via email of important information or updates, they should provide their email information to the school on the school enrollment forms. Pattonville will use the contact information it has on file in its student information system when communicating with parents.

## **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).

Brideway's Off-Campus Evacuation site is located at Gateway Central Church of the Nazarene at 11703 Old St. Charles Road and Bridgeway Park at 340 Appletree Lane. 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 his or her 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. Flip flops, open backed shoes, and heellies 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 to the educational process are not permitted. This includes clothing and accessories that picture 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. unless staying for a sponsored activity for which parent permission has been given in writing.

## **VISITORS AND VOLUNTEERS**

All visitors and volunteers are required to report to the office. Visitor and volunteer badges are to be worn after signing the registration book in the office. Persons not wearing any identification will be asked to sign in at the office. No exceptions. Please understand that this is district policy to ensure the safety of our students.

Parents are always welcome to visit their child's school and watch their child at work in the classroom. Parents must schedule an appointment with the teacher at least one day before the visit.

If parents need to meet with a teacher, he or she will be required to schedule a meeting. To protect instructional time, parents will not be allowed to drop off items in the classroom when school is in session.

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

Pattonville requires all volunteers to complete a background check. Volunteers who meet one or more of the following criteria will need to complete the confidential volunteer background screening every three years:

- Volunteer will have contact with students, such as working with students in the classroom (this does not include supporting school parties or attending school events when the teacher is supervising students)
- Volunteer has a regular and ongoing assignment at the school - such as working in the library, serving on PTO/PTA, or assisting the classroom
- Volunteer will be off campus with students - such as on field trips
- Volunteer is a mentor or tutor to a student(s)
- Volunteer helps with a before/after school club or student organization

In the event there are concerns related to a volunteer's background screening, the director of student services will contact the volunteer and have a confidential conversation to determine next steps. An individual with a background screening issue will not automatically be disqualified from volunteering in the district, as we will consider each situation independently.

The success of our school community school greatly depends on the work of volunteers! If you have any questions regarding the background screening process, please contact the Pattonville School District Student Services Office at (314) 213-8090

## Volunteer Checklist

(NOTE: Both must be completed and turned in order to finalize the background check)

### Online Screening Form

Complete and submit the online screening form via the following web link:

<http://www.applitrack.com/pattonville/StartForm.aspx?id=21726408>

### Missouri State Highway Patrol / Missouri Department of Social Services Request for Child Abuse or Neglect / Criminal Record Form

Complete and return the Missouri State Highway Patrol / Missouri Department of Social Services Request for Child Abuse or Neglect / Criminal Record Form to the receptionist at the Pattonville Learning Center or to your child's school. Please note that it may take slightly longer to process forms returned to your child's school. The form can be downloaded via the following web link:

<http://www.psdr3.org/newsinfo/pdf/centralregistrysearch.pdf>

## **PERSONAL PROPERTY**

As a general rule, students should not bring toys, balls, or iPods, MP3 players 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 the Student Behavior Handbook.

The teacher or principal will keep any toys brought to school without permission 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.

Cell phones are discouraged at school. However, if cell phones are brought to school, they must be turned off and placed in the student's backpack. If a cell phone is seen or heard, it will be sent to the office and the parent must come pick it up. The school is not liable for lost or stolen cell phones.

## **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 voicemail 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.

Please do not interrupt instruction to talk to teachers. This includes AM arrival time when teachers need to be greeting students and preparing for the start of the day.

## **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 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 concerning these needs or you can just call our school office when you have a minute.

## **LUNCH**

Students in kindergarten through 5th grade may purchase lunches for \$2.40 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 \$2.40 from his or her 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. Students are not allowed to bring soda to drink at lunch.

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. 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, Ms. Taylor Hammen, is involved in many aspects of the school and educational program. She is responsible for testing students both individually and using group tests. Ms. Hammen 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. Ms. Hammen 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 PTO 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 student's 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 school personnel will only dispense "over the counter" medications with written authorization from the parent and the medication form completed. Medication that does not need to be given during the school day should be given at home.

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 and medication form completed from the parents giving the school permission to administer medication, if the pharmacy label is current. If pharmacy label is older than one month, we will need a signed doctor's order.
3. Medicine must be brought to school by parents.
4. The first dose of any medication will not be administered at school.
5. No child is to supply medications to any other students.
6. The school district may refuse to administer any medication not approved by the Federal Drug Administration or any medication with greater than recommended doses.
7. A new medication is needed every school year.

\*\* 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 have an exemption form on file in the nurse's office before the start of school.

## **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 Form is usually called and asked to care for the child until a parent can be notified. It is expected for a sick child to be picked up within an hour.

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 has a food allergy or needs a special diet so that we can keep the school cooks informed of your child's needs. We may need a doctor's order.

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, matting, and discharge. The child should remain out of school 24 hours after medication has been started.

**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).

**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.

**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 24 hours after 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/ILLNESS** 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 or have continuous coughing or 2 or of diarrhea will be sent home from school.

**HEAD LICE** Children with head lice will not be readmitted to school until appropriate treatment is completed. 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 nit combing. 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.

**FRACTURES/INJURIES** Injury- a parent may request for a student to sit out of P.E. for 3 days. After that, per policy, a written note from the doctor will need to be obtained. If a student is sitting out of P.E., they will sit out of recess also. Fractures- Any activity restriction must be brought to the school with doctor's signature.

## **HEALTH SCREENING**

Your child will have a vision and hearing screening performed in Kindergarten, First, Third and Fifth grade. All new students to our school are screened also.

Parents will be notified if their child fails the vision or hearing 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 Fall, the Winter Holiday, and Valentine's Day. Parties will begin at 2:15 pm and end at 3:00 pm.

PTO will collect \$6.00 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.

## **BIRTHDAY TREATS**

Parents may wish to observe their child's birthday with one treat for the class, which will be distributed to the children at lunchtime or at a time designated by the classroom teacher. Please contact the teacher and make arrangements at least the day before bringing treats to school. Birthday treats need to be easy to pass out and store bought. Some examples of acceptable treats are cookies, cupcakes, snack cakes, etc. Please do not send birthday cake, cookie cakes or ice cream. Also, remember to provide any paper products needed for the treats. If any treats are leftover, the treats can be placed in the teacher's lounge or taken home by the student. Please check with the teacher for student food allergies.

Students may not have a birthday party at school. However, parents may have birthday invitations for a birthday party at home passed out at school as long as the entire class is invited to the party.

## **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. Also, parents are asked not to park in the bus loading area, student crosswalks, or on the south side of Oakbury Court.

## **ARRIVAL/DISMISSAL PROCEDURES**

### Arrival:

1. Parents dropping off their child in the morning should pull into the circle in the outside lane and let their child out at the sidewalk. There will be no dropping off students from the inside lane of the circle. Your child will then need to walk into the building and it is critical for the flow of traffic that parents pull away at this time.
2. Parents who want to walk their child into the building will have to park in a designated parking space in the back of the parking lot. There will be no parking in the circle or any other non designated parking areas.
3. Buses will have a separate lane to drive in for dropping off students.



## Dismissal:

1. Parents who are picking up their child at the end of the day will need to park in the designated parent pick-up lane. Students will be dismissed from the GYM three cars at a time. Cars will continue to move forward during this process. There will be no parking in the circle or any other non-designated parking areas. Parents will need to remain in their cars.
2. A "parent pick-up" form will need to be completed and turned in to the office, along with a copy of your driver's license. You will then be given a sign that should be put in the driver's front window.
3. If you need to change the dismissal for your child, this change must be made before 3:15 p.m. If you are picking your child up from school, you will need to do that before 3:15 p.m. If it is later than 3:15 p.m., you will need to be in the Parent Pick-up lane. No changes will be allowed after 3: 15 p.m..

## **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.

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. 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.
- ❖ Report any damage of seats or windows to the driver as soon as you can.
- ❖ Do not eat or drink on the bus. Put any trash in the container near the bus driver's seat.
- ❖ 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.

## **STUDENT DISCIPLINE PLAN**

The simplified behavior 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.)

# 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 toys (e.g., fidget spinners, slime, etc.) and 'look like' weapons, or students acting out that they have a weapon** . 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.

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

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.

# NOTES

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Michael A. Fulton, Ed. D.  
Superintendent of Schools

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