

## OFF TO A GOOD START

This 2018-2019 handbook is intended to answer questions and present information needed by all students and families associated with Bridgman Elementary School. Parents are encouraged and expected to share key parts of this information with students.

## SCHOOL DAY

Our school day officially begins at **7:45 AM** and ends at **2:50 PM**

**School dismisses at 11:10 AM on 1/2 days for all students. Breakfast will be available; however, no lunch service is provided on 1/2 days of school.**

### School Day:

7:20 AM.....Earliest time students may arrive in the building (NO supervision available before that time)

7:35 AM.....Students walk to their classroom

7:45 AM .....TARDY BELL rings – students are to be in their classroom at this time (any student arriving tardy must report to the office first, accompanied by a parent/guardian)

2:50 PM.....Students dismissed – students are expected to remain at school until the end of the day, unless it is an emergency. Signing out early not only means lost instructional time for the student, but is also disruptive to the teaching and learning activities in the classroom. **Signing a student out early to avoid dismissal traffic is not allowed.**

3:30 PM.....School office closes

- **Outside Students:** Students need to be picked up promptly at the end of the school day - no supervision is available for students after Outside Pickup aides are finished for the day (3:00 pm on full days of school and 11:20 pm on 1/2 days of school).
- Please contact us if there is an emergency requiring your child to arrive early or stay late.

## ATTENDANCE

Irregular attendance or tardiness by students not only hinders their own studies, but also interferes with the progress of those students who are regular and prompt in attendance. A good attendance record helps maintain good progress in school. We account for every child every day. **Please call the office at (269) 466-0241 or (269) 466-0258 before 8:00 a.m. if your child is:**

- Sick or staying home for any reason
- Going to an appointment (doctor, dentist, etc.)
- Going to be out of town/on vacation – see section of handbook referencing "VACATIONS"

Our office notifies the teacher of your child's absence. Please **DO NOT** call, text, utilize social media (Facebook, etc.) or e-mail teachers with this information. We encourage you to make medical appointments outside of school hours. Students should attend school prior to their appointment or return the same day. Missed minutes/hours add up to missed education. You will be called at work or others contacted if absences are not reported.

Being in school is vital to a student's success. In November of 2014, the Bridgman Board of Education passed the following definition of chronic absenteeism...*"as a student who misses ten percent (10%) or more of the enrolled school days in a school year, whether absenteeism is due to unexcused, excused or disciplinary absences."* Regular, prompt attendance is not only important, **it is the law.** If your son/daughter continues to be tardy and/or absent we will make a truancy referral to the appropriate authorities.

## TARDINESS

Being on time for school is important. Frequently arriving late not only puts the child behind in their morning activities, but also interrupts the teacher and those students who are regular and prompt in their attendance. A student who is not in his/her assigned location by **7:45 AM** shall be considered tardy. Students arriving after the 7:45 AM tardy bell must report to the office for a Tardy Pass before going to the classroom, and must be accompanied to the office by a parent/guardian escort and signed in. Students should not arrive late without a parent/guardian escort. See paragraph above regarding excessive tardies.

## STUDENT RELEASE (DURING SCHOOL HOURS)

Any student leaving the building during school hours for doctor or dentist appointments, or because of illness, will be required to be "signed out" and "signed in" at the school office. This procedure guarantees accountability of all children during the regular school day. **Students are to be picked up at the school office when leaving early.**

## STUDENT DROP-OFF/PICK-UP

Your child's life depends on Parking Lot Safety.

**NO PARKING ON THE CROSSWALK AT ANY TIME!** At no time should a car be left unattended in the line. The City of Bridgman Police Department may issue tickets – as this is a parking violation, and is considered a safety hazard.

The following is unacceptable parking lot behavior:

- Driving too fast – the posted speed limit in our parking lot is 15 mph
- Not being patient
- Not watching for pedestrians
- Parking on the crosswalk
- Not pulling forward up to end of sidewalk before dropping off students

- **Talking on cell phones when picking up or dropping off students**

Morning Drop-off:

- Parents may drop off students by car along the Parking Lot sidewalk between 7:20-7:45 AM.
- Cars should pull up as far as the end of the sidewalk, to keep the traffic flow moving.
- A child should never cross between cars in the parking lot without a parent.
- Students being dropped off by car at the start of the school day should enter through the sidewalk adjacent to the bus lane and wait in the bus walkway in the morning.
- Students arriving after 7:40 AM should enter the building at the Main Entrance.

Afternoon Pick-up (Outside Car Rider):

- Parents may begin to line up their cars for pick-up **after 2:30 PM.**
- Car Rider name-card with student's name should be clearly displayed in car window.
- Cars should pull up as far as the end of the sidewalk -- NO parking on the crosswalks at any time!
- Wait for aide to direct child to your car.
- Once your child gets into your car (always on passenger side), you may pull out.

**Only persons identified in the "Authorized Adults Listing" on your child's Emergency Information Card will be allowed to pick your child up at school.**

Students not riding a bus or being dropped off/picked up at school will be considered "walkers". Only those students who live in the neighborhoods surrounding the Elementary school will be allowed to be walkers.

**BUS TRANSPORTATION**

Buses transport most of the students who attend Bridgman Elementary. The bus schedule will be published prior to the start of school. Questions concerning routes and schedules should be directed to the Transportation Department at **(269) 466-0251**.

- Bus stop changes are permitted for child-care purposes only.
- Because numerous adults (and bus transportation) are involved in the dismissal process and supervision, a consistent transportation schedule for your student is important. Frequent, daily changes are confusing for both your child and the staff members involved.
- **No changes will be allowed for social reasons including (but not limited to) Boy Scouts and Girl Scouts events, play dates, sports and birthday parties.**
- **Parents are to write bus change notes only for their OWN children – not other students.**
- Any Request for Changes must be made at the Elementary School office. All information must be filled out, and signed by parent/guardian.
- All changes for the week must be on one form – only one form per child per week will be accepted.
- **All requests must be completed by Monday morning – NO EXCEPTIONS.**
- **Phone calls to request changes will be accepted only in an emergency.**

It is a privilege to ride a school bus to and from school. When students board a school bus, they are to SIT, KEEP THEIR HANDS TO THEMSELVES, and KEEP THEIR FEET OUT OF THE AISLES. The bus driver's charge is to bring the students to school and get them home safely.

**CONSEQUENCES FOR BUS MISBEHAVIOR:**

Students are eligible for school transportation services as long as they obey the rules. Students **must** listen to the bus driver and follow the established rules for the bus they ride. When students fail to obey the rules, there are consequences:

1. First Offense.....Written Warning
2. Second Offense.....2-3 days of lost lunch recess
3. Third Offense.....Suspension from the bus for 1-3 days, depending on the offense
4. Fourth Offense.....Suspension from the bus for 4-7 days, with possible termination of bus privileges
5. Five or more.....Suspension from the bus for 7-10 days, with possible termination of bus privileges

Permanent stop changes must be approved by the transportation office and require **two business days to complete**. Forms are available in the school office and must be filled out completely and signed by a parent or guardian.

**WALKERS**

Students who choose to walk or ride will need written parent permission to do so. All students not riding the bus will be expected to approach the building as follows:

- Students from the area of School, Tower, Stadium, Papalardo and Pearl Streets area and Water Tower Place should enter the school on the sidewalk, and proceed to the bus lane sidewalk, enter the building and wait in the bus hallway.
- No students should walk or ride through the driveway or parking area while entering or exiting school. There is no supervision for students who use the exit at the North end of the building at the end of the day to walk home. Only those students who live in the neighborhoods surrounding the Elementary school will be allowed to be Walkers.

**STUDENT DRESS**

Good grooming is important to the well being of every student. How an individual dresses represents not only that person but the school, home and community as well. Hats and heavy coats will not be worn inside the building. Student attire is to be neat, clean, in good repair, and appropriate for school use. **If a student has selected a manner of appearance that is beyond mere freedom of expression and disrupts the educational process or presents risk to themselves or others, he/she may be removed from the educational setting until he/she corrects their appearance.**

The following items **are not** considered appropriate school attire:

- Students wearing slip-on or "flip-flop" type sandals, clogs or "Crocs" will not be allowed on the playground equipment.
- Biker (spandex/stretch fit) pants or shorts, or outgrown/too-tight clothing.
- Tube tops or halter tops, midriff-exposing tops, or spaghetti strap tops.
- Heavy chains and/or clothing with chains.
- Rollerblade shoes or "heelies".
- Cut-off (ragged) shorts – "fingertip rule" hemmed shorts are allowed.
- Beach attire.
- Clothing which identifies alcoholic beverages, drugs, cults, sexual references or contains any profanity – students will be asked to turn the clothing inside out.
- Any alterations to a student's physical appearance that interrupts the educational process.

### **MEDICATIONS**

The Medication Request and Authorization Form must be filed with the building principal before a student will be allowed to begin taking any **daily** prescription medication. This written and signed request form is to be submitted on an annual basis and will include:

1. prescription order from doctor;
2. student's name;
3. medication and dosage or procedure required;
4. times required;
5. special instructions including storage and sterility requirements;
6. date prescribed medication will be started;
7. date prescribed medication will no longer be needed;
8. physician's name, address and telephone number;
9. agreement/satisfactory arrangement to deliver medication from school;
10. medication must be in the original prescription bottle

This also applies to occasional-use emergency inhalers. If the medication, dosage, schedule, or procedure is changed or eliminated the school must be notified.

**Students in grades Pro-5 through 4th grade may not use non-prescription medications at school, or self-medicate. This includes, but is not limited to:**

|               |  |                                     |
|---------------|--|-------------------------------------|
| **Cough Drops | **Acetaminophen or Ibuprofen (Tylenol, Motrin, etc.) | **Eye Drops                         |
| **Cough Syrup | **Medicated Lotions or Creams                        | **Over-the-counter cold medications |

Parents should determine with their physician's counsel whether the medication schedule can be adjusted to avoid administering medication during school hours. Parents may come in to the school to administer a temporary medication to their child.

### **LUNCHROOM RULES**

- ✓ Quiet in hallway
- ✓ Two hands on trays
- ✓ Stay in the first seat you choose / No saving seats
- ✓ Use inside voices
- ✓ Clean your area
- ✓ Raise hand to be dismissed

### **SCHOOL BREAKFAST**

A school breakfast program is offered every morning (except on 2-hour delay days). Breakfast will consist of cereal, hot foods, milk, juice and fruit. Students eating breakfast will be allowed to enter the building at 7:20 AM. Breakfast will run from 7:20-7:45 AM. Students arriving after the tardy bell will receive a "breakfast to go" bag.

### **SCHOOL LUNCH PROGRAM**

Students have three choices for lunch on most days. The school hot lunch program will offer two options, or they may bring a lunch from home.

The lunch accounting program is completely computerized for each child.

1. All students are issued a lunch account number through our Meal Magic program.

2. A student must have money in their account in order to have milk, juice, breakfast or lunch. It is extremely important for all accounts to be kept current. We do not want to deny a student a lunch for a negative balance, however students cannot expect to charge a lunch. In an emergency situation (where a child is very close to a negative balance), a regular lunch can be purchased. **However, that negative balance must be brought up to date the next day.**
3. Money may be sent to school on any day of the week. You may pay by the month, semester, or the whole year. Payments should be sent to the school office in an envelope with your child's first and last name, teacher's name, amount of payment and date of payment written on the envelope. Lunch accounts may also be paid online – see the website [www.sendmoneytoschool.com](http://www.sendmoneytoschool.com). Parents may also set up an account on this website to view their child's lunch purchases. Account numbers may be obtained from the Food Service Director or the school secretary.
4. A reminder note will be sent home with the student (or emailed) when his/her balance reaches two (2) lunches. This will give adequate time for parents to send in money for continued hot lunch service.
5. Money remaining in a student's account at the end of the year will automatically carry forward to the next year's account. 4<sup>th</sup> grade students with a remaining balance will have their funds transferred to their Middle School lunch account.

If a parent/relative would like to occasionally eat lunch with their child – the school office and kitchen staff needs to be notified **at least one (1) day in advance**. The adult lunch choice must be called in to the office **by 8:00 AM of that day**. The cost of an adult lunch can be obtained from the office – and can be paid for in the office upon arriving for lunch, or deducted from the child's lunch account. Adults may also just sit with their child in the lunchroom (without purchasing a school lunch), or bring in a fast-food meal for their child. Please do not share this meal with other students, due to potential food allergies. If you are bringing in a lunch for the child – the student needs to sign up for "Cold Lunch" that morning in the classroom. All visitors must still sign in at the office and wear a visitor's pass. Parents/visitors should have completed the district volunteer screening in order to eat in the lunchroom with the student. If the background screening has NOT been completed, parents/guests are welcome to sit at the table outside the office with the student. **In order to prevent supervision problems, parents/visitors will no longer be allowed on the playground while children are at recess.**

Information on the status of your child's account can be obtained by calling (269) 466-0244 and leaving a message.

Federally supported free and reduced price breakfasts and lunches are available. More information about this confidential offering is available through the Food Service director at (269) 466-0228.

#### **ACCIDENTS AND ILLNESS**

Students involved in minor accidents (small cuts, scratches, or bruises) will be cared for by school personnel. Parents will be called when there is a potential injury that could be serious.

The following steps will be taken if it is necessary for a child to be sent home because of an illness, fever over 100 degrees, illness or serious accident:

- Office staff will first notify the parent
- If parent is unavailable, the person designated on the emergency card will be called
- If neither parent nor the second person designated can be reached, the principal will decide the next course of action
- If the child needs a doctor and the Emergency Card has been signed, the child will be taken to a local doctor or hospital
- In all cases, EVERY EFFORT will be made to reach and notify the parent

Please notify the school office whenever you have **ANY phone number changes** (home, cell, or work numbers).

#### **COMMUNICABLE DISEASES**

As a general guideline, children with a fever (100.4 F or greater), vomiting, or severe diarrhea should remain at home until symptoms are gone. We ask parents to keep students at home until they are fever free without medication for 24 hours to avoid exposing other students to infection. This also applies to students who are recovering from diarrhea or vomiting. The following are known as communicable diseases:

|                 |                      |                     |                    |                       |
|-----------------|----------------------|---------------------|--------------------|-----------------------|
| <i>Impetigo</i> | <i>Pink Eye</i>      | <i>Scabies</i>      | <i>Head Lice</i>   | <i>Whooping Cough</i> |
| <i>Ringworm</i> | <i>Scarlet Fever</i> | <i>Strep Throat</i> | <i>Chicken Pox</i> |                       |

If observed at school, parents will be contacted immediately, and the child will be sent home for the appropriate treatment. If the disease is discovered at home, parents should contact the school office. If your child is diagnosed with head lice – a free, non-toxic treatment may be available upon request from the school office. The child will then be readmitted to school only when accompanied by a parent/guardian, checked by an office staff member, and found to be symptom free.

#### **ANIMALS/PETS**

Pets are no longer allowed in or around the school building.

#### **BIRTHDAY TREATS**

Celebrating birthdays is very important to children and sharing a birthday treat with classmates can be fun. A book for the library or classroom, or a game for rainy day recess is appropriate. A snack that is easily and quickly handled by children is also acceptable.

We feel a student's birthday is special – but we don't want to interrupt other teachers while their class is in progress. Our policy is to allow the birthday child to share their treats with their own class. If they wish, they can bring a treat to the office, where we will give them a birthday token to celebrate their day. **We also discourage sending in helium balloons, floral bouquets, stuffed animals or presents for any occasion – these distract both the child and his/her classmates, and they are also unable to take them home on the bus.**

**The following are unacceptable birthday treats:**

- Hard candy and gum
- Drinks and/or treats that are not easily handled by children
- Helium balloons, floral bouquets, stuffed animals or presents for any occasion– these distract both the child and his/her classmates.

Distribution of home party invitations at school **may only take place if all students** in the class are invited, to avoid disappointment and hurt feelings.

### **BUILDING VISITORS AND VOLUNTEERS**

Security of our students is our primary concern. A security camera connected to an intercom in our main office monitors our Main Entrance Doors.

- Main Entrance doors will be locked 24 hours a day.
- To enter the building - press wall buzzer located on right wall
- State his/her business if intercom comes on
- Wait for secretary to electronically to unlock door
- Check in at Main Office
- Sign in Visitors Log Book & wear a Visitors name badge at all times
- **Visitors must use common sense – never confront any student for personal reasons**

To avoid disrupting classroom learning, our office staff will deliver any items to the student during the day.

## **CLOSING & CANCELLATIONS**

While every effort is made to hold school every day whenever possible, weather or other factors may cause delays or cancellations. Our school utilizes a computerized **Alert System** to notify parents by phone regarding school cancellations and/or delays. Please notify the school office whenever you have **ANY phone number changes** (home, cell, or work numbers). Please listen carefully to any messages you receive from the computerized **Alert System – do not call the school**. You may also listen to local radio stations for this information - please do not call the school. School delays or closings are also promptly made over the radio and television stations listed below.

## **RADIO & TV STATIONS TO LISTEN TO FOR CLOSING/DELAY INFORMATION**

| <u>Radio Station</u> | <u>Dial Number</u> | <u>Begin At</u> |
|----------------------|--------------------|-----------------|
| WCSY - South Haven   | 940 AM             | 6:00 AM         |
| WCSY - South Haven   | 103.7 FM           | 6:00 AM         |
| WSJM - St. Joseph    | 1400 AM            | full time       |
| WSJM – St. Joseph    | 94.9 FM            | 6:00 AM         |
| WCNF – St. Joseph    | 98.3 FM            | 6:00 AM         |
| WIRX - St. Joseph    | 107.1 FM           | full time       |
| WHFB - Benton Harbor | 99.9 FM            | 6:00 AM         |
| WBTB - Benton Harbor | 1060 AM            | 6:30 AM         |

### Television Station

|                            |       |         |
|----------------------------|-------|---------|
| WNDU -- South Bend         | Ch.16 | 6:00 AM |
| WSBT -- South Bend         | Ch.22 | 6:00 AM |
| FOX28 – South Bend/Elkhart | Ch.28 | 6:00 AM |

The announcement will be: *"The Bridgman Public Schools will be closed."*

### **In the event of a 2-hour delay (due to inclement weather):**

**IMPORTANT:** The school building will be **closed and locked until 9:25 AM**. Please **DO NOT** drop off your child before 9:25 AM, as supervision will not be provided.

|            |   |
|------------|---|
| 9:25 AM.-- | Doors to school will be unlocked and students allowed in building / no breakfast service provided |
| 9:35 AM.-- | Students allowed into classrooms  |
| 9:45 AM.-- | Student day begins (tardy bell rings at this time)  |
| 2:50 PM.-- | School dismissed  |

Busses will pick up students using an adjusted 2-hour delay schedule.

No breakfast service will be available on these days; however, hot lunch will be served. Hot lunch will consist of cheese pizza, vegetable, fruit and milk.

It is important that each family have a plan to follow in the event of an early school closing. **Children must understand what to do if parents are not home.**

## **COMPUTER TECHNOLOGY AND NETWORKS**

Before any student may enhance his/her school career through participation in the school's computer network, he/she and his/her parents must sign an agreement which defines the conditions under which the student may participate. Failure to abide by all of the terms of the agreement may lead to termination of the student's computer account and possible disciplinary action up to and including suspension from school or referral to law enforcement authorities.

The use of the Network is a privilege which may be revoked by the District at any time and for any reason. Appropriate reasons for revoking privileges include, but are not limited to, the altering of system software or the placing of unauthorized information, computer viruses or harmful programs on or through the computer system in either public or private files or messages. The District reserves the right to remove files, limit or deny access, and refer the student for other disciplinary actions.

## **CONFERENCES AND PROGRESS REPORTS**

Parent-Teacher Conferences are more than a time to go over the progress report. They are valuable sources of information about your student. Because conferences are important to all parents, your cooperation is requested in being on time for your appointment. Also, because the time for conferences is limited by the number of students and our desire to give each student adequate attention, it is our goal to have one conference per family scheduled for each child. Divorced couples need to be aware that their former spouse will be attending the same conference.

Progress reports are given to parents at the end of the marking periods at their Parent-Teacher Conference, and mailed home at the end of the school year.

## **EMERGENCY PROCEDURES & SAFETY DRILLS**

For their own safety, students will be instructed on the first days of school concerning emergency procedures. Throughout the school year fire, tornado, and safety drills are held. Specific instructions vary from class to class depending on location within the building. All students are expected to follow directions and remain quiet during such drills.

- Fire Drill: involves evacuation of building in the event of a fire  
 Storm Drill: involves locating all personnel to a secure, protected area  
 Safety Drill: ensures we are prepared to take action should a threatening or armed person enters the building and/or grounds – "Internal Threat" or "External Threat"

### **ELECTRONIC EQUIPMENT POSSESSION**

Most electronic equipment necessary in school is supplied by the school. Students are not allowed to bring radios, I-Pods, portable TV's, electronic toys, (i.e. "Game Boys"), pagers, cellular telephones, and the like without the permission of the Principal. The property will be taken away and returned at the end of the school day. Cell phones must remain in their book bag and turned off. The District is not responsible for the loss, theft, damage or vandalism to these items or other student property.

### **FIELD TRIPS**

Teachers may use field trips away from school to enhance the educational process. You will be asked to sign permission for your child to participate in any field trip. It is important that you sign and return this form. **Without a signed permission form from a parent, a child may not go on a field trip. Permission may not be given over the phone.**

We cannot accommodate extra parents and/or families/preschoolers/friends on field trips. This distracts from the learning experience.

The following rules apply to any adult who chaperones a class field trip:

- You are there for the safety and protection of your child, and other children in the class
- This is a special time for your son/daughter to be the center of your focus
- No younger or older siblings will be allowed when you act as a chaperone
- Smoking or chewing tobacco in range of students during field trips or other school related activities is **prohibited!**

Also, children and teachers agree that part of the fun of a field trip is traveling to and from the destination as a group, on a bus. **Therefore, transporting children in a private car is not allowed.** Students must ride the bus to and from a field trip. Please contact the principal in the event of extenuating circumstances.

If a parent does not give the child permission to participate in a field trip, the child is expected at school. Activities for this student will be planned for by the teacher. A student who is not ill will be considered truant if they do not attend school.

### **HOMEWORK & HOMEWORK POLICY**

Teachers at Bridgman Elementary School assign homework in accordance with the BES Homework Policy. Inquire with individual teachers regarding any homework questions.

Homework is work related to school done outside the classroom. It may include written work, designing and constructing projects, and communicating with family and community members. As a part of homework, reading is the core and should be done daily either independently or with others. The purpose of homework is to develop good study habits, and reinforce and extend learning.

Teachers will provide all missed assignments upon the child's return from vacation or illness. Student work is expected to be made up and returned to school as soon as possible.

In the event of an extended illness (3 days or more), parents may contact the teacher for any missed assignments.

### **HOMEWORK GUIDELINES**

Students should read or be read to every night. Ten to fifteen minutes a night, spent reading together, can significantly contribute to the development of a lifelong love of learning. Also, parents should allow 10 minutes, 2 to 3 times a week, for review of math facts.

As a general rule, Bridgman Elementary School follows the "ten minute" formula.

A child in 1<sup>st</sup> grade can expect to be assigned 10 minutes (Grade 1 X 10 minutes) of homework, 2 to 3 nights a week. By 4<sup>th</sup> grade, students can expect a minimum of 40 minutes (Grade 4 X 10 minutes) of homework 3 to 4 nights a week.

### **HOMEWORK TEAM**

**The homework team has three members. For students to achieve success:**

The **TEACHER** will:

- develop meaningful assignments
- modify assignments, as necessary, to meet students' needs
- develop assignments which require responses in various formats
- make clear to students their expectations about homework
- evaluate and return homework in a timely manner

The **PARENTS** will:

- check with students daily to see if homework has been assigned
- provide a quiet place and a regular schedule for homework
- convey a positive attitude about homework
- review completed assignments
- when scheduling other activities, assure that educational work is given priority

- communicate with teachers if children consistently do not understand or fail to complete assignments

The **STUDENTS** will:

- take **responsibility** to make certain they understand their assignments
- do their personal best to produce **quality** work
- **respect** the importance of their work by turning it in on time

### **LOST AND FOUND**

We have a lost and found box which collects quite an assortment of clothing, mittens, boots, hats, etc. **Please label ALL children's clothing**, backpacks, lunchboxes, and particularly cold weather garments and gym shoes, so that it is possible to return these to their rightful owner. If something is missing, please check the Lost and Found box at the main entrance. Lost & Found items will be discarded every month.

### **MONEY-OTHER VALUABLES**

If money or valuables are being sent to school for lunches, special projects, etc., it is advisable to send these in envelopes or containers labeled with the child's name. It is also helpful to include the teacher's name and the reason the money has been sent to school.

### **P.T.O.**

The Parent-Teacher Organization (P.T.O.) is an important part of our school family. Our P.T.O. is an excellent organization, which continually demonstrates its concern for the education of our students.

Take the opportunity to become involved in this organization. Possible involvement exists in the following areas:

1. Volunteers
2. Room Parents
3. Fund Raising Projects
4. Enrichment Activities, etc.

### **RECESS NOTES:**

- All students will be expected to participate in recess throughout the year.
- No flip-flops, sandals, "Crocs" or slip-on shoes are allowed on the playground.
- Please dress your child according to the weather (including boots when snow is present) – and *a/ways* send a season-appropriate coat with your child.
- Students who come to school without snow pants and/or boots is NOT a reason to stay in from recess – they will stay on the cleared-off sidewalks of the playground.
- Recess will be held outside when the temperature (or wind chill) is 10 degrees or above, or not raining (depending on conditions).
- If a medical condition prevents your child from participating in outdoor recess, we require a note from a physician describing the restriction and length of time the restriction is to be in place.
- **Notes from parents must be sent on a daily basis in order for students to be kept indoors for recess.**
- The following activities are not allowed at recess – throwing snow, snowballs, ice, sticks, rocks, mulch, etc.; any types of rough play; running or chasing other students near the equipment; no play-fighting or play-shooting; no spitting, cursing, name-calling, negative or disrespectful comments to students and/or recess supervisors or teachers.
- No toys or sports equipment brought from home will be allowed on the playground.
- Outdoor equipment will be shared by all and used in the proper manner.
- Games and other activities for student use are available on the days when indoor recess is necessary.

**In order to prevent supervision problems, parents/visitors and siblings will no longer be allowed on the playground while children are at recess.**

### **PARTIES IN CLASSROOM**

Parties to celebrate holidays and special occasions are held several times a year. These parties are an opportunity to teach and demonstrate appropriate social and interpersonal skills. Students are encouraged to plan their own activities and carry them out as best as possible. All plans and details for class parties must be reviewed and approved by the classroom teacher before being finalized by the assigned room parents. Parent participation in class parties is limited to the designated room parent and a maximum of three (3) other parent helpers. Party volunteers need to have completed the district volunteer screening, and be prepared to show either a photo ID or their approved background screening card when checking in at the building. When assisting, parents are required to make other arrangements for their preschoolers. Students are not allowed to visit other parties within the building, and should remain in their own classroom.

Refreshments for class parties should include light snacks and beverages with an emphasis on healthy snack choices such as cheese, crackers, fruits and vegetables. The class party may include craft activities or games organized by the room parent, but these kinds of activities are not required.

Board Policy #5134 states that "one-half of an afternoon or morning may be used for these purposes at the elementary (P-4) building".



## **PHYSICAL EDUCATION**

All students will participate in the physical education program at Bridgman Elementary. Each student will need to have a clean pair of athletic shoes at school. These will be kept in the classroom and used for physical education only.

## **SALES/TRADING**

Often when students bring items to school to trade or sell to others, there is a strong potential for problems. For this reason, students buying, selling, or trading items (i.e. Pokemon', Bakugan cards, toys, etc.) or fundraising sales at school is prohibited. The P.T.O. fundraisers are designed to be done **outside** of school hours.

## **SCHOOL SUPPLIES**

A suggested supply list for the following year is sent home at the end of the school year in the final report card packet and is available online. Additional copies of this list are available in the office.

## **STUDENT SUPPORT SERVICES**

Berrien RESA staff members and district personnel may periodically visit Bridgman Public Schools to observe students and consult with teachers for the purposes of improving teaching practice and designing academic and behavioral interventions for students.

## **VACATIONS**

Vacation times are scheduled into the school calendar. Please make every effort to plan your vacations around the breaks in the calendar. There is no question that when students miss school for any length of time, it will affect their academic progress.

**A proposed absence-for-vacation should be requested in writing and presented to the principal/school office.** The length of absence should be made clear. Teachers will provide all missed assignments upon the child's return from vacation. Student work is expected to be made up and returned to school as soon as possible.

## **STUDENT BEHAVIORAL EXPECTATIONS**

Respect, responsibility, honesty and safety are bedrock themes in our school. Our goal is that all students will treat themselves and others with respect. We expect students to show respect for property.

Preventing violence through respect, responsibility, honesty and safety is the behavioral focus at BES. When students misbehave, we want them to consider how their choices relate to our definition of violence.

## **DEFINITION OF BEHAVIOR**

***Misbehavior is Anything That Violates School Rules or Hurts a Person's Feelings, Body or Property.***

The following document is an example of our school's Responsibility Form, as well as the Consequences Rubric.

|  |  |                                       |                                  |                                     |                                    |                                   |                                  |  |                              |                                       |                              |                              |                                |  |                                      |  |                                      |  |  |
|--|--|---------------------------------------|----------------------------------|-------------------------------------|------------------------------------|-----------------------------------|----------------------------------|--|------------------------------|---------------------------------------|------------------------------|------------------------------|--------------------------------|--|--------------------------------------|--|--------------------------------------|--|--|
| Name: _____<br>Date: _____<br>Time: _____<br>Teacher: _____<br>Grade: P5   K   1   2   3   4<br>Referring Staff: _____<br>Level: 1 2 3 _____ Total # of Notes: _____ | <p style="text-align: center;"><b>Location</b></p> <table style="width:100%; border: none;"> <tr> <td><input type="checkbox"/> Classroom</td> <td><input type="checkbox"/> Hallway</td> <td><input type="checkbox"/> Playground</td> </tr> <tr> <td><input type="checkbox"/> Cafeteria</td> <td><input type="checkbox"/> Bathroom</td> <td><input type="checkbox"/> Library</td> </tr> <tr> <td><input type="checkbox"/> Bus Load Zone</td> <td><input type="checkbox"/> Bus</td> <td><input type="checkbox"/> Computer Lab</td> </tr> <tr> <td><input type="checkbox"/> Art</td> <td><input type="checkbox"/> Gym</td> <td><input type="checkbox"/> Music</td> </tr> <tr> <td><input type="checkbox"/> Special Event</td> <td><input type="checkbox"/> Parking Lot</td> <td></td> </tr> <tr> <td><input type="checkbox"/> Other _____</td> <td></td> <td></td> </tr> </table> | <input type="checkbox"/> Classroom    | <input type="checkbox"/> Hallway | <input type="checkbox"/> Playground | <input type="checkbox"/> Cafeteria | <input type="checkbox"/> Bathroom | <input type="checkbox"/> Library | <input type="checkbox"/> Bus Load Zone | <input type="checkbox"/> Bus | <input type="checkbox"/> Computer Lab | <input type="checkbox"/> Art | <input type="checkbox"/> Gym | <input type="checkbox"/> Music | <input type="checkbox"/> Special Event | <input type="checkbox"/> Parking Lot |  | <input type="checkbox"/> Other _____ |  |  |
| <input type="checkbox"/> Classroom   | <input type="checkbox"/> Hallway   | <input type="checkbox"/> Playground   |                                  |                                     |                                    |                                   |                                  |  |                              |                                       |                              |                              |                                |  |                                      |  |                                      |  |  |
| <input type="checkbox"/> Cafeteria   | <input type="checkbox"/> Bathroom  | <input type="checkbox"/> Library      |                                  |                                     |                                    |                                   |                                  |  |                              |                                       |                              |                              |                                |  |                                      |  |                                      |  |  |
| <input type="checkbox"/> Bus Load Zone   | <input type="checkbox"/> Bus   | <input type="checkbox"/> Computer Lab |                                  |                                     |                                    |                                   |                                  |  |                              |                                       |                              |                              |                                |  |                                      |  |                                      |  |  |
| <input type="checkbox"/> Art   | <input type="checkbox"/> Gym   | <input type="checkbox"/> Music        |                                  |                                     |                                    |                                   |                                  |  |                              |                                       |                              |                              |                                |  |                                      |  |                                      |  |  |
| <input type="checkbox"/> Special Event   | <input type="checkbox"/> Parking Lot   |                                       |                                  |                                     |                                    |                                   |                                  |  |                              |                                       |                              |                              |                                |  |                                      |  |                                      |  |  |
| <input type="checkbox"/> Other _____   |  |                                       |                                  |                                     |                                    |                                   |                                  |  |                              |                                       |                              |                              |                                |  |                                      |  |                                      |  |  |

| Minor Problem Behavior   | Major Problem Behavior  |  |
|--|---|--|
| Level 1  | Level 2   | Level 3  |
| <p style="text-align: center;"><b>Physical Contact</b></p> <input type="checkbox"/> Horseplay<br><input type="checkbox"/> Touch / Trip   | <b>Abusive / Inappropriate Lang</b>   |  |
| <p style="text-align: center;"><b>Defiance</b></p> <input type="checkbox"/> Homework Incomplete<br><input type="checkbox"/> Refuse to participate<br><input type="checkbox"/> Yelling / Running in Hallway | <input type="checkbox"/> Used / Said Profanity  | <input type="checkbox"/> Said inappropriate things / yelled at adult<br><input type="checkbox"/> Disrespect / Insubordination toward adult |
| <p style="text-align: center;"><b>Disrespect</b></p> <input type="checkbox"/> Mean Face / Eye Roll   | <b>Physical Aggression</b>  |  |
| <p style="text-align: center;"><b>Property Misuse</b></p> <input type="checkbox"/> Threw Food / Other Items<br><input type="checkbox"/> Threw snow, rocks, mulch   | <input type="checkbox"/> Touched, pushed, tripped other<br><input type="checkbox"/> Pinched, kicked, punched, choked<br><input type="checkbox"/> Spitting on / at someone | <input type="checkbox"/> Hit Adult out of anger  |
| <p style="text-align: center;"><b>Disruption</b></p> <input type="checkbox"/> Noisy, playing in bathroom   | <b>Property Damage</b>  |  |
|  | <input type="checkbox"/> Ruined another's property<br><input type="checkbox"/> Threw food/items over table  | <input type="checkbox"/> Messed, ruined, destroyed school property   |
|  | <b>Disrespect</b>   | <b>Bullying</b>  |
|  | <input type="checkbox"/> Made / drew inappropriate pictures<br><input type="checkbox"/> Teasing, calling names, mean face   | <input type="checkbox"/> Threaten peer/adult in building   |
|  | <b>Disruption</b>   | <b>Technology Violation</b>  |
|  | <input type="checkbox"/> Temper Tantrum <input type="checkbox"/> Disrupting classroom learning<br><input type="checkbox"/> Horseplay                                      | <input type="checkbox"/> Inappropriate technology  |
|  | <b>Forgery, Theft, Plagiarism</b>   | <b>Inappropriate Affection</b>   |
|  | <input type="checkbox"/> Took another's property <input type="checkbox"/> Dishonest, cheating   | <input type="checkbox"/> Touched another in inappropriate place  |

| Action Taken  | Possible Motivation  | Others Involved  |
|---|--|--|
| <input type="checkbox"/> Time in Office [e.g. silent lunch]<br><input type="checkbox"/> Time Out [in office]<br><input type="checkbox"/> In-School Suspension<br><input type="checkbox"/> Out-of-School Suspension<br><input type="checkbox"/> Bus Suspension<br><input type="checkbox"/> Conference w/ student [counselor/principal]<br><input type="checkbox"/> Loss of Privilege [e.g., recess]<br><input type="checkbox"/> Parent Contact by teacher/principal<br><input type="checkbox"/> Individualized Instruction [Behavior Plan]<br><input type="checkbox"/> Other _____ | <p>Obtain:</p> <input type="checkbox"/> Peer Attention<br><input type="checkbox"/> Adult Attention<br><input type="checkbox"/> Item/Activity | <input type="checkbox"/> None<br><input type="checkbox"/> Teacher<br><input type="checkbox"/> Substitute<br><input type="checkbox"/> Peers<br><input type="checkbox"/> Staff<br><input type="checkbox"/> Other _____ |
|   | <p>Avoid:</p> <input type="checkbox"/> Peer<br><input type="checkbox"/> Adult<br><input type="checkbox"/> Item/Activity                      |  |

**DEFINITION OF MISBEHAVIOR / VIOLENCE: Misbehavior/Violence Is Doing Anything That Violates School Rules or Hurts a Person's Feelings, Body or Property.**

|         | First Note   | Second Note  | Third Note  | Fourth Note   | Fifth Note  |
|---------|--|--|---|---|---|
| Level 1 | Restate Definition<br>5 Minutes of Time-Out<br>Discuss Situation   | Restate Definition<br>Discuss Situation<br>Loss of 1 Recess  | Restate Definition<br>Silent Lunch/Reflection<br>Discuss Situation w/Principal<br>Phone Conference w/Principal                                    | Restate Definition<br>2 Silent Lunch/Reflection<br>Discuss Situation w/Principal<br>Parent Conference<br>Behavior Plan                            | Restate the Definition<br>½ Day In-school Suspension<br>Discuss situation w/Principal<br>Behavior Plan<br>Parent Conference       |
| Level 2 | Restate Definition<br>Loss of 1 Recess                             | Restate Definition<br>Silent Lunch/Reflection<br>Teacher to Call Parent<br>Discuss Situation w/ Principal                      | Restate Definition<br>2 Silent Lunches/Reflection<br>Discuss Situation w/Principal<br>Principal Phone Parent<br>Meet w/Counselor<br>Behavior Plan | Restate Definition<br>½ In-school Suspension<br>Discuss Situation w/Principal<br>Parent Phone Conference<br>w/Principal                           | Restate Definition<br>1 Day In-school Suspension<br>Parent Conference w/ Principal<br>Behavior Plan                               |
| Level 3 | Restate Definition<br>Silent Lunch/Reflection<br>Meet w/ Principal | Restate Definition<br>2 Silent Lunch &<br>Recess/Reflection<br>Meet w/ Principal<br>Meet w/Counselor<br>Principal Phone Parent | Restate Definition<br>1 Day In-school Suspension<br>Meet w/ Principal<br>Behavior Plan<br>Meet w/Counselor<br>Principal Phone Parent              | Restate Definition<br>1-3 Day Out of School<br>Suspension<br>Behavior Plan<br>Meet w/ Principal<br>Parent Conference w/Principal<br>Before Return | Restate Definition<br>3-10 Days Out of School<br>Suspension<br>Meet w/Principal<br>Parent Conference w/Principal<br>Behavior Plan |

**Behavior Rubric: The consequences in the Rubric are suggested consequences. If a student acquires more than 6 Responsibility Notes, no matter what level, a parent, teacher, and principal conference may be arranged. If a behavior is severe and someone is injured, the consequence may be different than the total number of Responsibility Notes indicates on the Rubric.**

**Description of Incident:**

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*Parent's Name* \_\_\_\_\_ *Parent Contact #* \_\_\_\_\_

*Parent Contacted via Phone Call:* \_\_\_\_\_ *date & time* \_\_\_\_\_

*Meeting Held with Parent:* \_\_\_\_\_ *date & time* \_\_\_\_\_

**Principal's Comments:** \_\_\_\_\_

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**Met with Principal:** \_\_\_\_\_ *date & time* \_\_\_\_\_

**Consequences & Dates:** \_\_\_\_\_

**Silent Lunch(es):** \_\_\_\_\_ **ISS:** \_\_\_\_\_ **Bus Suspension:** \_\_\_\_\_

**Recess(es) Missed:** \_\_\_\_\_ **OSS:** \_\_\_\_\_

## **DISCIPLINE**

It is important to remember that the school's rules apply going to and from school, at school, on school property, at school-sponsored events, and on school transportation. In some cases, a student can be suspended from school transportation for breaking school bus rules. Ultimately, it is the principal's responsibility to keep things orderly. In all cases, the school shall attempt to make discipline promptly and to have the punishment match the severity of the incident.

## **SCHOOL SAFETY**

The Board of Education is committed to maintaining a safe school environment. The Board believes that school crime and violence are multifaceted problems, which need to be addressed in a manner that utilizes the best resources and coordinated efforts of school district personnel, law enforcement agencies, and families. The Board further believes that school administrators and local law enforcement officials must work together to provide for the safety and welfare of students while they are at school or a school-sponsored activity or while en route to or from school, or a school-sponsored activity. The Board also believes that the first step in addressing school crime and violence is to assess the extent and nature of the problem(s), and then plan and implement strategies that promote school safety and minimize the likelihood of school crime and violence. For additional information, please refer to Board policy.

### **1. Public Act No. 104-"Pupil to Employee Assaults and Bomb Threats"**

- Requires the mandatory expulsion of students who physically assault an employee or a volunteer of the school district.
- Requires the Board of Education to expel up to 180 days a pupil who commits a verbal assault against a person employed by the School Board.
- Requires the Board of Education to expel up to 180 days a pupil who makes a bomb threat or similar threat directed at a school building, other property, or school related event.

### **2. Public Act No. 103-"Snap Suspensions"**

If a teacher in a public school has good reason to believe that a pupil's conduct in class, subject, or activity constitutes conduct for which the pupil may be suspended, the teacher may cause the pupil to be suspended from class for up to one (1) full school day.

## **CORPORAL PUNISHMENT**

Corporal punishment is specifically prohibited. The BES Staff will not:

1. hit, strike, grab, punch or inflict other bodily pain on a student;
2. restrict a student's movement by binding or tying him/her;
3. inflict mental or emotional punishment such as humiliating, shaming, or threatening a student;
4. deprive a student of meals, snack, rest, or necessary toilet use;
5. confine a student in an enclosed area such as a closet, locked room, box, or similar cubicle.

## **POSSESSION OF A WEAPON**

A weapon includes, but is not limited to, firearms, guns of any type whatsoever (including air and gas-powered guns – whether loaded or unloaded), knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons and explosives. It may also include any toy that is presented as a real weapon or reacted to as a real weapon. Criminal charges may be filed for this violation. Possession of a weapon may subject a student to expulsion and possible permanent exclusion. It makes no difference whether or not the weapon belongs to someone else, unless the student can provide convincing evidence that the weapon was placed in the student's possession without his/her knowledge. If it can be confirmed that a weapon was brought on District property by a student other than the one who possessed the weapon, that student shall also be subject to the same disciplinary action.

State law may require that a student be permanently expelled from school, subject to a petition for possible reinstatement if he/she brings onto or has in his/her possession on school property or at a school-related activity any of the following:

- Any cutting instrument consisting of a sharp blade over three (3) inches fastened to a handle.
- Any similar object that is intended to invoke bodily harm or fear of bodily harm (e.g. air gun, blow-gun, toy gun, etc.).

## **USE OF AN OBJECT AS A WEAPON**

Any object that is used to threaten, harm, or harass another may be considered a weapon. This includes but is not limited to padlocks, pens, pencils, laser pointers, jewelry and so on. Intentional injury to another can be a felony and/or a cause for civil action. This violation may subject a student to expulsion.

## **KNOWLEDGE OF DANGEROUS WEAPONS OR THREATS OF VIOLENCE**

Knowledge of dangerous weapons or threats of violence must be reported to the principal. Failure to report such knowledge may subject the student to discipline.

## **PURPOSELY SETTING A FIRE**

Anything, such as fire, that endangers school property and its occupants will not be tolerated. Arson is a felony and will subject the student to expulsion.

### **PHYSICALLY ASSAULTING A STAFF MEMBER/STUDENT/PERSON ASSOCIATED WITH THE DISTRICT**

Physical assault at school against a District employee, volunteer, or contractor which may or may not cause injury may result in charges being filed and subject the student to expulsion. Physical assault is defined as "intentionally causing or attempting to cause physical harm to another through force or violence".

### **VERBALLY THREATENING A STAFF MEMBER/STUDENT/PERSON ASSOCIATED WITH THE DISTRICT**

Verbal assault at school against a District employee, volunteer, or contractor or making bomb threats or similar threats directed at a school building, property, or a school-related activity will be considered a verbal assault. Verbal threats or assault may result in suspension and expulsion. Verbal assault is a communicated intent to inflict physical or other harm on another person, with a present intent and ability to act on the threat.

### **EXTORTION**

Extortion is the use of threat, intimidation, force, or deception to take, or receive something from someone else. Extortion is against the law. Violations of this rule will result in disciplinary action up to and including suspension or expulsion.

### **FALSIFICATION OF SCHOOL WORK, IDENTIFICATION, FORGERY**

Plagiarism and cheating are also forms of falsification and subject the student to academic penalties as well as disciplinary action. Violations of this rule could result in suspension or expulsion.

### **FALSE ALARMS, FALSE REPORTS AND BOMB THREATS**

A false emergency alarm, report or bomb threat endangers the safety forces that are responding, the citizens of the community, and persons in the building. What may seem like a prank, is a dangerous stunt. Violations of this rule could result in suspension or expulsion.

### **EXPLOSIVES**

Explosives, fireworks, and chemical-reaction objects such as smoke bombs, pipe bombs, bottle bombs, small firecrackers, and poppers are forbidden and dangerous. Violations of this rule could result in suspension or expulsion.

### **TRESPASSING**

Although schools are public facilities, the law does allow the school to restrict access on school property. If a student has been removed, suspended, or expelled, the student is not allowed on school property without authorization of the Principal. In addition, students may not trespass onto school property at unauthorized times or into areas of the school determined to be inappropriate. Violations of this rule could result in suspension, expulsion, and/or criminal charges being filed.

### **THEFT**

When a student is caught stealing school or someone's property, s/he will be disciplined and may be reported to law enforcement officials. Students are encouraged not to bring anything of value to school that is not needed for learning without prior authorization from the Principal. The school is not responsible for personal property. Theft may result in suspension or expulsion.

### **UNAUTHORIZED USE OF SCHOOL OR PRIVATE PROPERTY**

Students are expected to obtain permission to use any school property or any private property located on school premises. Any unauthorized use shall be subject to disciplinary action. Violations of this rule could result in suspension or expulsion.

### **DISPLAYS OF AFFECTION**

Students demonstrating affection between each other is personal and not meant for public display. This includes touching, petting, or any other contact that may be considered sexual in nature. Such behavior may result in suspension from school or possibly expulsion.

### **DISRUPTION OF THE EDUCATIONAL PROCESS**

Any actions or manner of dress that interferes with school activities or disrupts the educational process is unacceptable. Such disruptions also include delay or prevention of lessons, assemblies, field trips, athletic, and performing arts events.

## **PROPOSED NOTIFICATION OF RIGHTS UNDER FERPA FOR THE BRIDGMAN PUBLIC SCHOOL DISTRICT**

The Family Educational Rights and Privacy Act (FERPA) affords parents, guardians, and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days of the day the District receives a request for access.

Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate.

Parents or eligible students may ask the School to amend a record that they believe is inaccurate. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility.

Upon request, the District discloses educational records without consent to officials of another school district in which a student seeks or intends to enroll.

4. The right to file a complaint with the U. S. Department of Education concerning alleged failures by the School District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, S.W.  
Washington, D.C. 20202-5901