

2017 - 2018  
**Family Guide**



**Learning for all, all for learning;  
whatever it takes!**

**Bridgeport Elementary School  
9035 West Morris Street  
Indianapolis, Indiana 46231  
(317) 988-6200**

**BRIDGEPORT ELEMENTARY SCHOOL  
9035 W. MORRIS STREET  
INDIANAPOLIS, INDIANA 46231  
(317) 988-6200**

<b>Grades Served:</b>	<b>Kindergarten – Grade 6</b>
<b>Location:</b>	<b>Southwestern Wayne Township, between Raceway Road to the West and Bridgeport Road to the East</b>
<b>Principal:</b>	<b>Dr. Angela Lewis-Hawkins</b>
<b>Assistant Principal:</b>	<b>Ms. Chris Landis</b>
<b>Secretary to the Principal:</b>	<b>Mrs. Lucy Pleak</b>
<b>Attendance Secretary:</b>	<b>Mrs. Lisa Ayala</b>
<b>Office Secretary :</b>	<b>Ms. Jennifer Wilson</b>
<b>Cafeteria Manager:</b>	<b>Mrs. Kim Ottinger 988-6287</b>
<b>Nurse:</b>	<b>Mrs. Cindy Bernhardt 988-6286</b>
<b>Counselor;</b>	<b>Ms. Carswell 988-6288</b>
	<b>Mrs. Debbie Bowes 988- 6259</b>

**Bridgeport Elementary Mission Statement**  
**Learning for all, all for learning;**  
**whatever it takes!**

**Mascot:** Knights

**School Colors:** Burgundy and Silver

**Enrollment:** Approximately 750 students

**Staff:** 85 staff members including: Classroom Teachers, Media Specialist, P.E., Art, Music, Nurse, At- Risk Counselor, Paraprofessionals, Office Support Staff, Cafeteria and Custodians.

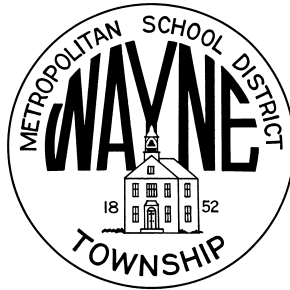
**Facility:** Opened in 2004, Bridgeport Elementary is located on approximately 10 acres of ground. It includes a gymnasium, cafeteria, including a stage area, media center, computer lab, art room, music room, several small group instruction areas, 2 large group instruction areas, science lab, H.O.S.T.S room, video production room, YMCA After School Care Room, Parent room, and Sensory Integration Room

**Parent/Teacher Organization:**

The PTO is a great way to become more involved in your child's education. There are regularly scheduled meetings for parents to attend. If you are interested in becoming a member, please send a note to school with your child including your name and phone number.  
**MSD of Wayne Township**  
**School District Administration**

**The Administration Office for the MSD of Wayne Township is located at 1220 S. High School Road, Indianapolis, IN 46241, (317) 988-8600.**

<b>Superintendent of Schools:</b>	<b>Dr. Jeff Butts</b>
<b>Assistant Superintendent of Secondary Education:</b>	<b>Mr. John Taylor</b>
<b>Assistant Superintendent of Elementary Education:</b>	<b>Mrs. Cheri O'Day</b>
<b>Assistant Superintendent of Academics:</b>	<b>Ms. Judy Stegeman</b>
<b>Chief Communications Officer:</b>	<b>Mrs. Mary Lang</b>
<b>Assistant Superintendent of Personnel:</b>	<b>Dr. Shenia Suggs</b>
<b>Director of Special Services:</b>	<b>Dr. Tara Rinehart</b>



**School Board  
Members:**

**Michael Marrow - President**  
**Phyllis Lewis - Vice President**  
**Brandon Bowman - Secretary**  
**Shirley Deckard**  
**Trish Logan**  
**Michael Nance**  
**Rochelle Olaleye**



Dear Bridgeport Elementary Families,

We, the staff at Bridgeport Elementary School, extend a sincere welcome to you and your child. We ask for your cooperation as we look forward to the coming school year. Your child is entitled to a meaningful, educationally sound, and happy school experience. We will make every effort towards achieving this goal.

We know that for students to be successful, parents and teachers must have common goals for the children, and we must work together to achieve those goals. We want to create a school environment and provide an instructional program that will enable each student to maximize his or her potential as a lifelong learner. For us to be successful, we need your cooperation and support. It is important that you establish clear lines of communication with the teacher. He or she is crucial in assuring success for your child this school year. Take time to familiarize yourself with school policies and know what the expectations are in your child's classroom. If problems should arise, please contact the teacher and work cooperatively toward a resolution that is beneficial for the student.

Please read this guidebook carefully and refer to it during the school year. If you have a question, or concern, please feel free to call us at any time. Your calls and visits are encouraged and always welcome.

Sincerely,  
Dr. Angela Lewis-Hawkins  
Principal, Bridgeport Elementary

### **Wayne Township Goals:**

**Student Achievement:** Improve individual student achievement, especially in reading, language arts, math and science, by exceeding national, state, and district standards.

**Community Partnership:** Strengthen the partnership and support for learning among students, staff, families, and community.

**School Environment:** Provide a safe, nurturing, and orderly environment for teaching and learning.

**Staff Effectiveness:** Enhance staff effectiveness by providing professional development, recognition, and leadership opportunities.

### **Bridgeport School Student Expectations**

Bridgeport participates in a School-wide Positive Behavior Support program called A.R.M.O.R. – **Always be safe; Responsibility rocks; Make a difference; On task; and Respect yourself and others. Students earn tickets when they display appropriate behavior in the classroom, hallways, restroom, cafeteria and other areas around the school. Once a student earns a specific number of tickets, they may redeem those tickets for special treats and incentives (soda pop, chips, extra recess or computer time, etc.) Look for more information to come home about this positive program!**

### **Absences/Tardiness/Early Dismissal**

All children are expected to be in attendance each day unless they are ill. The State of Indiana recognizes legal and excused absences only due to illness of the child, death in the immediate family, or subpoena of the student to court.

If the school has not received a call reporting your child's absence, we will call you. If no one answers when we call, someone from the school may make a home visit to check on the absence. The reason for this procedure is to make certain the child is where his/her parents and the school, think he/she is. We suggest you have the school phone number posted by the telephone.

In the case of excessive absence/tardiness for any reason, parents will be notified and given the opportunity to meet with the school staff to work out a plan to remedy the situation. In the case of personal illness of the student, the school may require the certificate of a doctor. If a satisfactory solution cannot be reached, a referral will be made by the Assistant Principal for further action.

It is now necessary for the school to count half day absences; therefore, extreme tardiness or taking a child out of school early for any reason may result in a half day's absence, depending on the amount of the school day missed. We encourage you to schedule your child's doctor and dental appointments for outside of school hours. If this is not possible, you must come to the main office in order to sign out your child. For your child's safety, the office **will not release a child to anyone who is not listed on the enrollment form unless we have your written permission.**

**Please call the Attendance line to report all absences – 988-6250**

## School Attendance

Arrival – Students may enter the building at 7:15. Classes begin at 7:30 A.M. Students arriving after 7:30 will be marked tardy by their classroom teacher, any student who arrives after 7:30 will need to check in at the office for a printed tardy slip. Students are required to pick up a tardy slip from the office before going to the classroom. Students should be in their seats and ready to work when the bell sounds at 7:30 A.M. For those students who ride with parents or walk, we ask that they arrive at school **no earlier than 7:15 A.M.** when the building is opened to students and adult supervision begins.

Dismissal – Students who ride the bus will be dismissed at 2:20 P.M. and students who are car riders or walk will begin dismissal procedures at 2:15.

### Attendance

Attendance in school is important. Students are expected to be in attendance each day, unless ill. Student arrival time is 7:15 A.M. Student dismissal time is 2:20 P.M. Absences are to be reported to the front office at 988-6250 before 10:00 A.M. Students who arrive at school after 7:30 A.M. are considered tardy and will receive a tardy pass. Students who are picked up early must be checked out through the front office. A photo identification will be required to check out students.

Students with excellent attendance will be recognized. Excellent attendance is defined by a 97% attendance rate. Students can achieve this goal by missing 5 days or less for the entire school year. If a student attends every day that school is in session and is present for every minute of every session, he/she shall be awarded a PERFECT ATTENDANCE AWARD. **In order to qualify for a PERFECT ATTENDANCE AWARD, a student may not have any tardies or any early releases from school.** **Students who maintain a perfect attendance record will be awarded an award at the end of the year.**

### MSD of Wayne Township Elementary Student Attendance/Tardies Guidelines and Procedures

1. Students will be counted “tardy” if they arrive at school after the official start of school and before ½ of the school day is complete. (This time will vary from school to school.)
2. The school day is divided into two parts: a.m. and p.m. Students should be counted in attendance for a ½ day if they attend for a portion of the morning or afternoon. If students arrive in the a.m., before the ½ day time limit, they should be counted for a full attendance day. The same shall apply if a student leaves school early.
3. There will be two awards issued to students for attendance at the elementary level—**Perfect Attendance** and **Outstanding Attendance**.
4. If a student attends every day that school is in session and is present for every minute of every session, he/she shall be awarded a **PERFECT ATTENDANCE AWARD**. In order to

qualify for a **PERFECT ATTENDANCE AWARD**, a student may not have any tardies or any early releases from school.

5. A student will qualify for an **OUTSTANDING ATTENDANCE AWARD** if he/she has no more than a total of 6 tardies or early release days for the year.

**Cancellations, Delays or Early Dismissals from School due to Weather or Emergencies**

1. If school is closed or should we have a delayed start because of bad weather or other emergencies, Wayne Township will use the schedule below:

1. When the news media announces school closings or delays, Bridgeport is part of:

**M.S.D. of WAYNE TOWNSHIP SCHOOLS,  
or Wayne Township Schools**

1. If a delay is announced, school starts at 9:15
2. Announcements will be made through local radio and television stations, before 6:00 a.m.
3. Please do not call the school to ask about closings or delays. The school telephone lines and staff will be needed for possible emergency communications.
4. Students will only be dismissed to individuals who are listed on the enrollment form.

**Late Start/Early Dismissal Times**

It may be necessary at some time for Wayne Township to begin school on a delayed schedule or dismiss early (ie: severe weather). Below is the schedule that will be followed in case of a late start or early dismissal.

**\*Start Time for a Delayed Start**

**9:15 A.M.  
(2 hour delay)**

**\*Early Dismissal**

**1:00 P.M.  
(1 and ½ hours early)**

- **In the event of a late start Breakfast will not be served.**
- **Early Dismissal students will receive a Brunch.**

**Make-up Work, Excused/Unexcused Absences**

It is a child's responsibility to ask for all assignments he/she might have missed due to absence for school. Work missed due to unexcused absences will result in a grade of zero, unless the teacher chooses to allow the student to make up the work.

Unexcused absences: All absences without parent notification or documentation will be counted as unexcused. Bridgeport will issue letters to parents when a student has 3,5, and 8 days of unexcused absences. When 10 days of unexcused have accumulated, the student's attendance will be referred to the Marion County Prosecutor's.



### **Vacations**

In recent years, a trend has developed throughout the area whereby children go on vacations during the school year. School calendars are issued to encourage everyone to plan vacations while school is NOT in session. Our children do not learn skills they need when they are not here. Please do not plan for your child to miss school for a vacation. Remember, class work missed during an unexcused absence may not be able to be made up.

### **Birthday Celebrations**

All students at Bridgeport that celebrate birthdays are recognized on the morning announcements and receive a special treat from the office in honor of their birthday. We ask that parents refrain from classroom birthday celebrations for individual students. We encourage parents and guardians to celebrate student birthdays with family and friends outside of the school day. Parents must contact the child's teacher before sending in birthday treats (candy, cupcakes, etc.) If possible all birthday treats will be distributed during lunch in the cafeteria.

### **Birthday & Other Party Invitations**

Birthday parties and other parties held during the year are an exciting event for the child hosting the party and those who are invited. It can be a very disappointing time for a child who has not been invited to the same party. Out of respect and consideration for the feelings of all students at Bridgeport, please do not distribute invitations to birthday parties or any other personal parties at school---before, during, or after. We appreciate your consideration of others and appreciate the modeling of respectful behavior.

### **Classroom Snacks & Treats**

Classrooms may have parties to celebrate academic achievement, attendance, high test scores, or finishing a unit of study. Throughout the school year, there may be events or occasions where parents may want to provide snacks for students. Treats must be pre-approved by the classroom teacher. Teachers determine whether treats are shared during the student's' activity time or at lunch. It is a Board of Health policy that all food must be store bought and come to school in original wrapping. Please make sure that when you bring in snacks they are individually wrapped and purchased from a store or bakery.

### **Classroom Visits**

**All parents and guests are to report to the school office.** Should you desire to visit our school, you may want to contact the teacher ahead of time to schedule a mutually convenient time. In addition, you are always welcome to join your child for

lunch. Please notify the school of your intentions by 9:00 A.M. on the morning of your visit or send a note with your child so that the teacher can inform the cafeteria.

While visiting your child's classroom please remember to silence your cell phone. Please do not answer cell phones or have conversations on your cell phone while visiting the classroom. Additionally, please remember that during the day, the teacher is providing instruction to students, please limit conversations with the teacher to pre-arranged conference times before or after school.

**SafeVisitor™** software is used in each building to provide a safe environment. **Please make sure you have your I.D. ready to scan upon arrival.** All visitors are asked to enter through the front door and report to the office. Visitors must sign in and receive a guest pass to go beyond the reception area. Parents are always welcome at Westlake Elementary and may visit at any time. However, an appointment should always be made with the teacher in order to have a conference. By scheduling an appointment to discuss student progress and concerns, we are not disrupting classroom instruction.

### **School Volunteers**

There is always a need for volunteers at the school. If you are interested in donating a few hours a week, please contact your child's teacher. **All persons who volunteer on a regular basis must complete a criminal background check. This process will through the Wayne Township Education Center. Background check forms can be picked up from the Bridgeport school office.**

**Whenever you visit school, it is critical that you check-in at the Main Office. When visiting Bridgeport you will need to present your state authorized ID in the main office. You will be required to wear a name badge or identifying sticker while in the school building.**

### **Classroom Management & Classroom Behavior**

It is necessary that children learn to develop self-discipline in order to further their learning. We ask that you discuss with your children the importance of and need for good behavior and a good attitude while at school. We will not tolerate fighting, disrespect towards others, obscene language, or destruction of school property. Students who break rules will receive a student discipline referral to the principal or assistant principal stating the misbehavior and the interventions provided by the school staff. Our school participates in the 4-Level plan where students report to a buddy classroom for the first two referrals (Level 1 or Level 2). Level 3 a student will talk with another staff member to help them resolve the issue and a Level 4 is a referral to the office. Please see the MSD Of Wayne Twp Student Code of Conduct for more detailed information.

Excessive misbehavior by students is disruptive to the learning of others and may require intensive intervention by both parents and school staff. Suspension from school is an alternative available to school officials in the event that other alternatives have not been successful in changing student behavior. **Parental cooperation with**

**the school and parental responsibility for appropriate student behavior is essential!**

### **Bullying Contract**

**The Bridgeport Community is committed to making our school a safe and caring environment for all students. We will treat each other with respect and refuse to accept bullying of any kind.**

**Bullying is defined as:** acts by anyone in the school community by themselves or with others with the intent to harass, ridicule, humiliate, intimidate, or harm someone else.

Bullying behaviors include the following.

- Hurting someone physically by hitting, kicking, tipping, or pushing
- Stealing or damaging another person's things
- Ganging up on someone
- Teasing someone in a hurtful way
- Using put-downs, such as insulting someone's race or making fun of someone for being a boy or girl
- Touching or showing private body parts
- Spreading rumors or untruths about someone
- Leaving someone out on purpose, or trying to get other kids not to play with someone

To prevent bullying, Bridgeport students will:

- Treat each other respectfully and try to include everyone in play, especially those who are left out
- Refuse to bully others
- Refuse to let others be bullied or bully you
- Refuse to watch, laugh, or join in when someone is being bullied
- Report all bullying to an adult. Never keep a secret.

To prevent bullying and help children feel safe at school, Teachers and staff at Bridgeport will:

- Closely supervise students in all areas of school and playground.
- Watch for signs of bullying and stop it when it happens
- Respond quickly and sensitivity to bullying reports using the For - Response process (**A**ffirm Feelings, **A**sk Questions, **A**ssess Safety, and **A**ct by coaching child on what to do in the future)
- Look into all reported bullying incidents.

### **Book Rental**

Book rental fees are due ***IN FULL*** at the beginning of the school year. ***UNPAID BOOK RENTAL FEES MAY BE TURNED OVER FOR COLLECTION AT THE END OF THE SCHOOL YEAR BY THE TOWNSHIP.*** If you wish assistance with the book rental fees, the form for free meals and textbook assistance may be completed and returned to the school.

### **Breakfast/Lunch Program**

During the first week of school, new students will be given information on how to apply for free and reduced lunch to take home to their parents, if requested. Please keep in mind, we are required to provide every parent with the opportunity to apply if you so desire. Application information may be found in the school office.

Students may purchase a lunch from school or bring their lunch from home. Bridgeport requests that students not bring soft drinks for lunch, and that parents not bring in “fast food” for their children. Extra milk and/or food may be purchased as the student walks through the lunch line. Students may pay for their lunch by the week, month or year. Breakfast is provided to all students, free of charge. Please call or send a note if you would like to have lunch with your child.

### **School Nurse**

Bridgeport Elementary School has a full time nurse available. The nurse is available for health counseling with students, parents, and teachers when needed. The nurse will conduct hearing screening in cooperation with speech/hearing teachers, as well as vision screening and scoliosis screening. Medication will be given to the students by the nurse.

### **Medication**

Medication guidelines are consistent with Indiana Law and are intended to provide assistance for a safe, effective program of medication administration for students while they are at school.

- All medications sent to school must be in the original containers from the pharmacy.
- Ask the pharmacist for a “school bottle”. The bottle must be labeled with prescription information just like your original bottle.
- A permission note from a parent or guardian must accompany all prescription and non-prescription medications.
- All non-prescription medications must be in their original container. The permission form can be found in the enrollment folder or call the nurse for one.
- Medication can only be released to the student’s parent, or an individual at least 18 years of age (with written parent permission), or the elementary student (with a

- completed Wayne medication permission form that indicates the child may transport the medication home).
- Student medications will be disposed of at the end of the school year, if not picked-up by a parent/guardian.

### **Immunization Records**

It is mandatory, according to state law, that each student has an adequate certification of immunizations on file in the nurse's office when he/she enrolls in school. Please keep your child's immunization record up to date. All incoming kindergarten and grade 1 students must show proof of the chickenpox shot, or proof that the child has had the disease. All incoming grade 6 students must show proof of the second M/M/R immunization before the first day of school. Failure to do so may lead to suspension or expulsion from school.

### **Illness/Injury**

If your child becomes seriously ill or is injured in an accident at school, we will make him/her comfortable and then call you immediately. If your child has a temperature of 100.4 or greater in the morning, he/she should not come to school. Please remember, we cannot keep ill children at school. If you cannot be reached, it is important that persons listed in case of an emergency be able to pick up your child.

### **FIRE, TORNADO, & LOCKDOWN DRILL**

**Fire, tornado, and lockdown drills are necessary for the safety of the students, staff, and faculty. Everyone should know the specific directions for reaching a point of safety from those areas of the school building in which he/she may be. Specific information is posted in each area. Order, safety, and speed are essential during these drills.**

#### **Fire Drills:**

All students and faculty exit the school quickly and safely. Fire drills are conducted every month of the year.

#### **Tornado Drills:**

All students and faculty move to a ground floor interior room or hallway. Tornado drills are practiced twice each semester.

#### **Lockdown Drills:**

Lockdown drills are practiced once each semester.

### **Media Center**

Our school media center provides materials to help our students with class work and to encourage reading enjoyment. All students in grades one through six check out books for reading at home.

Books are checked out for one week at a time. These books will always be due back on the same day of the next week. Please help your child find a place to keep library books so that they will be safe from younger children and pets.

Returning books on time will help your child learn responsibility. Lost or damaged materials must be paid for before the student may borrow again.

It is helpful for children to have the opportunity of sharing books with their family. We hope you find the time to share your child's books. This encourages the important skill of reading. Bridgeport students are encouraged to enjoy recreational reading. A sustained silent reading time is held daily in every class.

### **Money to School**

When sending money to school for any reason, put it in an envelope with your child's name, room number, amount of money, and purpose of money written on the outside of the envelope. Students are discouraged from bringing money to school. Teachers will send home information to parents if students need to bring in money for special occasions. Bridgeport Elementary is not responsible for lost or stolen student money.

### **Newspaper Publicity**

Arrangements are made for a professional photographer to visit our school every two weeks. Pictures of school activities will be taken and forwarded to the local newspapers. If your child is one of those photographed, his/her name, address and parent's name may be published along with the picture. If you object to the publication of your child's picture and/or any of the above mentioned information, please notify the school before September 1.

### **Parent-Teacher Conferences**

Communication is an essential part of the educational program. We feel it is very important for parents to keep in close contact with their child's teacher concerning his/her progress. Please remember to schedule conferences in advance.

Remember that **parents of all students must come** to school for a conference at the end of the first grading period.

Tues, October 10	Full day of school for grades Pre K - 6 Evening Parent-Teacher conferences
Thurs, October 11	Full day school for grades K-6

## Evening Parent-Teacher conferences

### **Parent Opportunities**

We will offer many interesting opportunities during the school year. Please watch for information in the school newsletters concerning these activities.

We will list the dates for BACK TO SCHOOL NIGHT, PARENT/TEACHER CONFERENCES, AND PARENT ACTIVITY NIGHTS in monthly newsletters, school website, social media and/or by special flyers, sent home with your child.

### **Parent Volunteer Program/Parent Teacher Organization**

All parents of students at Bridgeport Elementary School are members of the Parent Teacher Organization. The mission of this organization is to provide support so students can be successful in school. The PTO meets quarterly and notification of meetings is sent home in the school newsletter and on the school website. Additionally, the PTO sponsors the Fall Festival each during the first semester of each school year.

Effective school research indicates that the more adults involved in the educational process, the higher the achievement of students. Adult volunteers can assist in various ways including: posting student work, helping with bulletin boards, assisting with clerical duties and assisting students. Any assistance is welcomed and appreciated! Contact the school office or classroom teacher to volunteer. All volunteers must complete a background screening form.

### **Parent Liaisons**

Parent Liaisons are school employees that work with families to help connect families with resources, as well as provide information and support with school related issues. Parent Liaisons also work with students and staff by organizing and promoting bullying awareness and student initiatives.

### **Physical Education**

Physical Education is an important part of our state approved curriculum. All students are required to participate in physical education unless we have a doctor's statement to the contrary. Students will need gym shoes. Students may not wear shoes with wheels (Heelies).

### **Recess**

Weather permitting, the teacher may choose to take the children outdoors for recess. If for some reason your child should NOT go outdoors, a note must be sent to school.

### **Report Cards**

Report Cards will be issued to students at the close of each nine week grading period. These report cards contain both academic and citizenship grades. Attendance

will be reported on the report card. The cover sheet must be signed by the parent and returned to the classroom teacher.

### **Academic Achievement (Grades)**

<b>93-100%</b>	<b>=</b>	<b>A (Exemplary)</b>
<b>90-92 %</b>	<b>=</b>	<b>A-</b>
<b>87-89 %</b>	<b>=</b>	<b>B+ (Proficient)</b>
<b>83-86 %</b>	<b>=</b>	<b>B</b>
<b>80-82 %</b>	<b>=</b>	<b>B-</b>
<b>77-79 %</b>	<b>=</b>	<b>C+ (Progressing)</b>
<b>73-76 %</b>	<b>=</b>	<b>C</b>
<b>70-72 %</b>	<b>=</b>	<b>C-</b>
<b>69% and below</b>	<b>=</b>	<b>F Not yet meeting Standard</b>

### **Awards Day**

Awards will be handed out twice in the school year at each semester.

The following Awards will be handed out.

Straight A Honor Roll- Student must receive all A's in every subject for the First and Second Grading Period.

A - B Honor Roll - Student must receive A's and B's in any subjects for the First and Second Grading Period.

Perfect Attendance - Student must have Perfect Attendance with no tardies or early dismissal for the Semester in order to receive this Award.

Outstanding Attendance - Student must have Perfect Attendance with no more than 5 Tardies in a semester in order to receive this Award.

BPE Knights Award

Citizenship Award

### **STUDENT DRESS /ELECTRONIC DEVICES GUIDELINES**

The Metropolitan School District of Wayne Township is committed to providing an environment that is the most beneficial for student's safety and learning. A broad-based committee of parents, teachers, and administrators developed the following guidelines to reflect Wayne Township's Community Values. These guidelines are consistent with the Student Conduct Rules for the MSD of Wayne Township.



No article of clothing or tattoo may contain language or graphic representations depicting the use of drugs, alcohol, tobacco, showing gang affiliation or encouraging gang activity, violence, or sexual activity. These guidelines are provided to assist students and their families in recognizing what is acceptable in the Wayne Township schools. Please contact your student's Principal for further clarification and requests for special circumstance exemptions.

### **Shirts/Tops**

All shirts or tops must cover the underarm, chest, shoulders, stomach, and back. Shirts or tops may not extend beyond a student's fingertips when the arms are comfortably at his/her side.

### **Pants, Skirts, Skorts, Shorts**

All articles of clothing on the lower torso must rest naturally at the top of the hip to ensure that undergarments are not visible in the standing or sitting position. All belts must be fastened in the front of the clothing. Shorts, skorts, and skirts must be fingertip in length when a student's arms are comfortably at his/her side. Clothing which is primarily constructed of spandex or spandex type material is not permitted as an outer garment. Pajamas or pajama-like clothing shall not be permitted without prior administrative approval. Any holes in the clothing above fingertip length must be covered with tape. Chains and straps which are accessories to the clothing are not permitted. Rubber bands and tight rolls at the ankle are not permitted.

### **Shoes**

**Footwear must be worn at all times. House shoes, athletic sandals without straps and house slippers are not permitted. Flip-flops are not permitted at the elementary schools, only secured shoes with a strap on the back of the foot.**

### **Jackets/Coats**

Jackets/coats designed for outdoor wear are not to be worn in the school during the instructional day. Building temperatures may vary throughout the year and students are encouraged to plan accordingly.

### **Headwear and Glasses**

Sunglasses shall not be worn in the buildings. Only prescription or corrective glasses may be worn. Head coverings will not be permitted including (but not limited to) hats, do-rags, bandanas, or hoods. Headwear, including hair picks and combs, may not be left in the hair and should remain in a student's locker. Students may appropriately use articles designed to pull or hold hair.

### **Hair/Facial Jewelry**

Student's hair color and style or facial jewelry should not interfere with the educational environment of the school or safety of each student. Only approved dental work is permitted such as braces or retainers. Grills are not allowed.

### **Electronic Devices**

Electronic devices including (but not limited to) hand-held game systems, pagers, I-Pods, CD players, etc. are not permitted to be heard, seen, or used during the school

day without teacher/staff permission. Bridgeport Elementary is not responsible for lost or stolen electronic devices.

Students that bring these items to school and use inappropriately will be subject to school code of conduct guidelines, that could involve the device being taken and held until a parent comes to pick up.

### **Cell Phone**

Cell phones and portable electronics are to be turned off and kept in backpacks or student cubby during the school day unless given specific adult permission. The school and the MSD of Wayne Township are not responsible for lost or stolen items.

### **Book Bags/Backpacks**

Book bags and backpacks are permitted and are highly encouraged. They are to be used before and after the regular school day to transport school materials to and from school.

### **School Newsletter**

The Bridgeport Banner, our school newsletter will be published on a bi-monthly basis. Please read this newsletter so that you can keep informed of our school activities. The Bridgeport Banner is also on the Bridgeport Webpage.

### **Student Telephone Use**

Students are permitted to use their classroom phone for **emergency** or **urgent** calls *only*. Students are not permitted to call home for assignments, projects, or gym shoes, unless the teacher considers it necessary. Students will not be permitted to call home after school to ask for permission to go home with another student. All after school arrangements need to be made with parents before coming to school in the morning.

### **School Enrollment Form**

It is very important that the enrollment form you receive at the beginning of the school year is updated and complete. Any changes, such as an address, phone number, emergency numbers, or parent work numbers should be reported to the school office right away. There should always be TWO emergency numbers listed of persons who will be willing to come to school to pick up your child in case of illness. This is especially true when there is no home or working cell phone number.

### **Transportation/School Bus Information**

Transportation is provided, to and from school, for all students in Kindergarten through Grade 6. Parents who will be bringing or picking up their children should use the **East parking lot** and follow signs indicating drop off and pick up locations. In the morning, it is best to arrive at approximately 7:15 A.M. For afternoon pick-up, arrive at 2:20 P.M. PLEASE DO NOT DROP STUDENTS OFF AT THE FRONT ENTRANCE, UNLESS THEY ARE ARRIVING AFTER 7:30 A.M.

### **School Bus Information/Bus App**

Here Comes the Bus is an easy-to-use website and mobile device app that enables parents and caregivers to view the real-time location of their child's school bus on a computer, tablet or smartphone. With full access, email alerts and push notifications help parents send their students to the bus stop at just the right time.

This application can be viewed on any smart phone (Apple iPhone, Samsung Galaxy, BlackBerry, etc.) Visit [herecomesthebus.com](http://herecomesthebus.com) and enter the student's ID and the MSD of Wayne Township school code of 75632.

### **Transportation**

1. Riding the bus to school is a **privilege-not a right**. That privilege is extended to all children who cooperate with the school bus drivers and may be revoked for lack of cooperation.
2. At the beginning of the school year each student will receive a copy of **bus conduct rules**.
3. If your child is using alternate transportation other than his/her regular assigned bus, please send a note to the teacher. Students may not ride another bus without written permission from the parent, and permission from the school which is dependent on capacity of the bus.
4. Parent questions regarding bus schedules or problems that occur on the bus or at the bus stop should contact the Assistant Principal, Ms. Julie Moore, 988-1283.

### **Withdrawing Students from School**

When you are moving to another school, all library books and textbooks must be returned before a book rental refund can be made. Please give the office a few days notice so that records can be brought up to date. A school record release form must be signed by the parent at the new school and mailed or faxed to Bridgeport Elementary before school records can be sent to that new school.

### **YMCA - Before and After School**

Before and after school care is provided onsite by the YMCA. Childcare is from 6:30 until to the start of school and immediately after school until 6 p.m. For more information please call 484-YMCA or 484- 9622.