

# 2019 - 2020

# Student Handbook



## Play, Learn, and Explore Together

9035 West Morris Street  
Indianapolis, Indiana 46231  
Office (317) 988-6200 Fax (317) 988-6299  
Nurse (317) 988-6286 Cafeteria (317) 988-6287  
Attendance Line (317) 988-6250 Transportation (317) 988-6375  
<https://bpe.wayne.k12.in.us/>  
Follow us on Twitter: @BPEKNIGHTS

### School Mission Statement

Bridgeport Elementary is a diverse and inclusive environment where all can learn, motivate, accept, and empower each other to succeed on their own unique journey in an ever-changing community.

### School Vision Statement

Our vision at Bridgeport Elementary is to provide authentic learning experiences that will enable and empower all students to become lifelong learners and productive global citizens in an ever-changing society.

### School Belief Statements

**At Bridgeport Elementary, we believe...**

- BPE fosters open, collaborative partnerships with families, students, staff, and community members through respect, communication, and leadership.
- BPE is a place where students are nurtured to grow academically and socially within the community.
- BPE aspires to be a safe, accepting, and nurturing school community.

### Wayne Township Mission

To provide multiple pathways for learning that meet or exceed the present and future goals and aspirations of our community in partnership as students, school staff, parents, civic groups, business owners, government, faith-based organizations, community members at large and others.

**Mascot:**

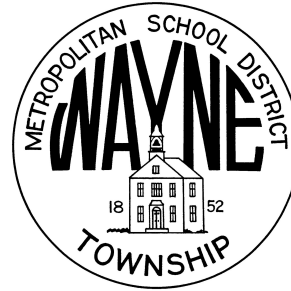
Knights

**School Colors:**

Burgundy and Silver

**BRIDGEPORT ELEMENTARY SCHOOL**  
**9035 WEST MORRIS STREET**  
**INDIANAPOLIS, INDIANA 46231**  
Office (317) 988-6200 Fax (317)988-6299  
<https://bpe.wayne.k12.in.us/>  
Follow us on Twitter: @BPEKNIGHTS

**Principal:** Dr. Pam Hardy  
**Assistant Principal:** Ms. Chris Landis  
**Cafeteria:** 317-988-6287  
**Nurse:** 317-988-6286  
**Attendance Line:** 317-988-6250



## **TABLE OF CONTENTS**

<b>2019-2020 School Calendar</b>	<b>3</b>
<b>Attendance</b>	<b>4</b>
<b>Bicycle Procedures</b>	<b>5</b>
<b>Birthday Celebrations</b>	<b>5</b>
<b>Birthday &amp; Other Party Invitations</b>	<b>5</b>
<b>Book Rental</b>	<b>5</b>
<b>Breakfast/Lunch Program</b>	<b>5</b>
<b>Bridgeport School Student Expectations</b>	<b>6</b>
<b>Bullying Contract</b>	<b>6</b>
<b>Bullying Behavior Chart</b>	<b>7</b>
<b>Cancellations, Delays or Early Dismissals from School due to Weather or Emergencies</b>	<b>7</b>
<b>Cell Phones/Electronic Devices</b>	<b>7</b>
<b>Classroom Visits</b>	<b>8</b>
<b>Classroom Snacks &amp; Treats</b>	<b>8</b>
<b>Classroom Management &amp; Classroom Behavior</b>	<b>8</b>
<b>Fire, Tornado, and Lock Down Drills</b>	<b>9</b>
<b>Illness/Injury</b>	<b>9</b>

<b>Immunization Records</b>	<b>9</b>
<b>Media Center</b>	<b>9</b>
<b>Money to School</b>	<b>10</b>
<b>Newspaper Publicity</b>	<b>10</b>
<b>Parent-Teacher Conferences</b>	<b>10</b>
<b>Parent Opportunities</b>	<b>10</b>
<b>Parent Volunteer Program/Parent Teacher Organization</b>	<b>11</b>
<b>Parent Liaisons</b>	<b>11</b>
<b>Physical Education</b>	<b>11</b>
<b>Recess</b>	<b>11</b>
<b>Report Cards</b>	<b>11</b>
<b>School Nurse/Medication</b>	<b>12</b>
<b>Student Dress</b>	<b>12</b>
<b>School Newsletter</b>	<b>13</b>
<b>Student Telephone Use</b>	<b>13</b>
<b>School Volunteers</b>	<b>13</b>
<b>School Enrollment Form</b>	<b>13</b>
<b>Transportation/School Bus Information</b>	<b>14</b>
<b>School Bus Information/Bus App</b>	<b>14</b>
<b>Transportation</b>	<b>14</b>
<b>Vacations</b>	<b>14</b>
<b>Withdrawing Students from School</b>	<b>14</b>
<b>YMCA - After School</b>	<b>14</b>

# 2019-2020 School Calendar

Monday, July 29.....Teacher Workday (District Staff Development, No students)

Tuesday, July 30.....Teacher Workday (District Staff Development, No students); Kindergarten Parent Meeting 1:00 p.m.

Wednesday, July 31.....Pre-K, Preschool, Grades K-12 Students Full Day

Tuesday, August 6.....Back to School Night 5-7 p.m.

Tuesday, August 20.....Picture Day

Monday, September 2.....Labor Day (No School)

Tuesday, September 10.....PTO Parent Breakfast and Meeting 6:45 a.m.

Thursday, September 26.....PTO Family Game Night 5-7 p.m.

Friday, September 27.....**END OF FIRST GRADING PERIOD (42 DAYS)**

Monday, September 30.....**BEGINNING OF SECOND GRADING PERIOD**

Week of October 7-11.....Scholastic Book Fair

Week of Oct. 7 – Oct. 11.....Parent/Teacher Conferences (BPE Tuesday 10/8 and Thursday 10/10 from 3-7 p.m.)

Mon, Oct. 14-Fri, Oct. 25.....Pre-K, Preschool, Grades K-12 Fall Recess (No School)

Tuesday, November 5.....Staff Development Day (No Students)

Thursday, November 7.....PTO Mother Son Costume Party 5-7 p.m. .

Wed. – Fri., November 27–29.....Thanksgiving Recess (No School)

Tuesday, December 10.....PTO Parent Breakfast and Meeting 6:45 a.m.

Tuesday, December 17.....PTO Winter Bazaar 5-7 p.m.

Friday, December 20.....**END OF FIRST SEMESTER (88 DAYS)**

Mon., Dec. 23 – Fri., January 3.....Winter Recess (No School)

Monday, January 6.....Staff Returns From Winter Recess (Building Staff Development, No Students)

Tuesday, January 7.....**SECOND SEMESTER BEGINS** – All Students Return from Winter Recess

Tuesday, January 14.....PTO Parent Breakfast and Meeting 6:45 a.m.

Monday, January 20.....Dr. Martin Luther King, Jr. Day (No School)

Monday, February 17.....Presidents' Day (No School)

Thursday, February 27.....Family Literacy Night 5-7 p.m.

Tuesday, March 10.....PTO Parent Breakfast and Meeting 6:45 a.m.

Week of March 16-20.....Scholastic Book Fair

Friday, March 13.....**END OF THIRD GRADING PERIOD (47 DAYS)**

Monday, March 16.....**BEGINNING OF FOURTH GRADING PERIOD**

Thursday, March 19.....Spring Pictures

Mar. 23 – Fri., Apr 3.....Spring Recess (No School)

Thursday, April 23.....PTO Father Daughter Dance 5-7 p.m.

Monday, May 25.....Memorial Day (No School)

June 1-3.....End of the Year Award Ceremonies

Wednesday, June 3.....**END OF SECOND SEMESTER (94 DAYS)** (Pre-K – Grade 11 Last Day)

Thursday, June 4.....**LAST DAY OF SCHOOL (Teacher Workday, No Students)**

**NOTE: Possible make-up days will occur in the following order if cancellation of school occurs 5 or more days prior to the possible make-up day:**  
**January 20 – Martin Luther King, Jr. Holiday**  
**February 17 – Presidents’ Day**  
**May 25 – Memorial Day**  
**June 4 – Last Day of School**

## 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 attendance line at 317-988-6250 before 8:30 A.M. Students who arrive at school after 7:30 A.M. should enter through Door 1 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 a certificate 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.

## Bicycle Procedures

Students who ride bicycles to and from school must have written consent from a parent or legal guardian and agree to the conditions listed below. The District expects parents and guardians to make students aware of these rules and conditions and the safety reasons supporting them. While at school, students must comply with these rules: 1. Bicycles may not be ridden on school grounds during arrival and dismissal; they must be walked. 2. Bicycles must be parked in the racks provided. 3. Students must bring and use bicycle locks. 4. Helmets must be stored in classroom, backpack or attached to bicycle. 5. Students are not to interfere with any bikes, helmets or other equipment (steal, unlock quick releases, bounce helmets, etc.). This is in accordance with the school board policy C475.

## 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.

## 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. Textbook Assistance Form [www.schoolcafe.com](http://www.schoolcafe.com)

## Breakfast/Lunch Program

Bridgeport Elementary is pleased to serve breakfast and lunch to all students each day. There is no cost to families for breakfast or lunch. Families are asked to complete an online application at the [www.schoolcafe.com](http://www.schoolcafe.com) website.

## Bridgeport School Student Expectations

Bridgeport participates in a School-wide Positive Behavior Support program called A.R.M.O.R. – **A**lways be safe; **R**esponsibility rocks; **M**ake a difference; **O**n task; and **R**espect yourself and others. All students who exhibit A.R.M.O.R. behavior will be invited to the BIG EVENT at the end of each grading period.

### 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, slapping, 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 sensitively to bullying reports using the Four A 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.

Parents or students who suspect that repeated acts of bullying are taking place should report the matter to the school principal or assistant principal. School personnel will investigate all reports of bullying.

## Bullying Behavior Chart

Bullying behaviors include not only physical aggression, but also emotional harassment and social alienation. Each of the three major types of bullying - physical, emotional and social – can be further split into verbal and nonverbal behaviors. Each of the six categories of bullying behavior exists along a continuum from low-level violence to more severe violence. This chart is used to show the range and scope of bullying behaviors that can occur at school.

Levels	PHYSICAL		EMOTIONAL		SOCIAL	
	Harm to another's body or property		Harm to another's self-worth		Harm to another's group acceptance	
	verbal	nonverbal	verbal	nonverbal	verbal	nonverbal
<b>1</b>	Taunting Expressing physical superiority	Making threatening gestures Defacing property Pushing/shoving Taking small items from others	Insulting remarks  Calling names Teasing about possessions, clothes  Saying someone has germs or is unclean	Taunting Expressing physical superiority	Making threatening gestures Defacing property Pushing/shoving Taking small items from others	Insulting remarks Calling names Teasing about possessions, clothes Saying someone has germs or is unclean
<b>2</b>	Threatening physical harm Blaming targeted student	Damaging property Stealing Initiating fights Scratching Tripping or causing to fall Assaulting	Insulting family Harassing with phone calls Insulting intelligence, athletic ability, etc.	Threatening physical harm Blaming targeted student	Damaging property Stealing Initiating fights Scratching Tripping or causing to fall Assaulting	Insulting family Harassing with phone calls Insulting intelligence, athletic ability, etc.
<b>3</b>	Making repeated and/or graphic threats Practicing extortion Making threats to secure silence: "If you tell, I will..."	Destroying property Setting fires Biting Physical cruelty Making repeated, violent, threatening gestures Assaulting with a weapon	Frightening with phone calls Challenging in public	Making repeated and/or graphic threats Practicing extortion Making threats to secure silence: "If you tell, I will..."	Destroying property Setting fires Biting Physical cruelty Making repeated, violent, threatening gestures Assaulting with a weapon	Frightening with phone calls Challenging in public

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

If school is closed or delayed 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**
2. If a delay is announced, doors open at 9:15 and school starts at 9:30.
3. Announcements will be made through local radio and television stations, before 7:00 a.m.

## Cell Phones/Electronic Devices

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.



## 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.

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 Bridgeport 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.

## 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 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!

## **Fire, Tornado, and Lock Down Drills**

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 once each semester.

**Lockdown Drills:** Lockdown drills are practiced once each semester.

## **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.

## **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.

## **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.

## 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. Students are not permitted to sell items to each other during school.

## 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 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.

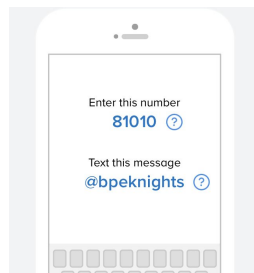
Remember that **parents of all students must come** to school for a conference at the end of the first grading period.

Tuesday, October 8	Full day of school for grades Pre K - 6 Evening Parent-Teacher conferences
Thursday, October 10	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.

Sign up for text alerts from Remind 101 by texting 81010 with the message @bpeknights:



## 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. Follow the BPE PTO on Twitter: @BPEKNIGHTSPTO

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.

## Recess

Weather permitting, children will go 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>100%</b>	<b>=</b>	<b>A+ (Exemplary)</b>
<b>93-99 %</b>	<b>=</b>	<b>A</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>65-69 %</b>	<b>=</b>	<b>D</b>
<b>64% and below</b>	<b>=</b>	<b>F (Not yet meeting Standard)</b>

## School Nurse/Medication

The nurse is available for health counseling with students and parents whenever needed. Medication will be given to students by the nurse. Medication prescribed by a doctor should be arranged to be given to students at home before or after school. If it is necessary for students to take medicine at school, please follow these medication guidelines:

- 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.
- 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.

## Student Dress

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 the Wayne Township 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 (no spaghetti straps), stomach, and back.

### Pants, Skirts, 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. Shorts and skirts must be mid-thigh/fingertip in length when a student’s arms are comfortably at his/her side. Clothing which is primarily constructed of spandex, spandex type, or other excessively tight material is not permitted as an outer garment, unless it is covered by acceptable clothing at the mid-thigh/fingertip length. Pajamas are not permitted. Any holes in the clothing above fingertip length must be covered with tape or other materials.

### Shoes

Footwear must be worn in school at all times. House shoes and house slippers are not permitted. At the elementary level, shoes should be appropriate for recess and student safety should be a consideration. Excessively loose shoes or shoes that pose a tripping hazard should be avoided.

### Jackets / Coats

Jackets are permitted to be worn in the school during the instructional day. Heavy coats designed for frigid temperatures and/or excessively large coats are not permitted.

### Headwear and Glasses

Sunglasses shall not be worn in the buildings. Head coverings will not be permitted during the school day. Students may appropriately use articles (barrettes, bandanas, headbands, scarves) designed to pull or hold hair.

### **Hair / Facial Jewelry**

Student's hair, jewelry, or other accessories should not interfere with the educational environment of the school or safety of each student.

### **Book bags / Backpacks**

Book bags and backpacks are permitted in school. Excessively large bags and bags with rollers may be restricted during the school day.

### **Undergarments / See-Through Materials**

Undergarments are not to be visible at any time. Outer garments are to be worn in a manner which will cover up all undergarments. See-through materials do not constitute "cover."

**This list is not intended to be an exhaustive list of prohibited items. Clothing, accessories, and other items deemed disruptive, offensive, or contrary to the school's mission by the school administration may be prohibited.**

### **School Newsletter**

The Knightly News, our school newsletter will be published on a regular basis. Please read this newsletter so that you can keep informed of our school activities. The Knightly News is also on the Bridgeport Elementary School Webpage: <https://bpe.wayne.k12.in.us/>

### **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 Volunteers**

There is always a need for volunteers at the school. If you are interested in volunteering 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.**

### **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 smartphone (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 school.

## Vacations

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.

## 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 - After School

After school care is provided onsite by the YMCA. Childcare begins immediately after school until 6 p.m. For more information please call 484-YMCA or 484- 9622.