

BRIDGEVIEW ELEMENTARY SCHOOL

EXPECTATIONS HANDBOOK



2017-2018

BRIDGEVIEW EXPECTATIONS

PARENT & STUDENT HANDBOOK

Everyone at Bridgeview School is expected to respect the rights and feelings of others. We believe that students are capable of behaving in a reasonable way, showing respect for everyone around them. Staff and students will all work together to help every person in the school reach their fullest potential. Any behavior or action, which helps anyone grow and mature, will be highly encouraged. Any behavior or action, which interferes with another person's growth or the growth of the student, will not be allowed.

Bridgeview Elementary School expectations are based on establishing reasonable consequences for actions that are unacceptable in our school.

Discipline has always been an important part of the educational process. It is necessary for a child to learn, not only the academic subject matter, but also to function as a good social member within the school and community. It is, therefore, necessary for the teacher to handle minor infractions of school rules. We must remember that good social behavior is an integral part of the learning process.

If classroom strategies have been exhausted, and the student behavior has not improved, the following disciplinary measures could take place.

- * Warning
- * Written Punishment
- * Parent Conference
- * Detention (Lunch/Recess/Classroom/Central)
- * In-School Suspension
- * Out of School Suspension
- * Expulsion

Parents will be notified of behavioral problems by means of telephone calls, notes, letters, detention forms, and conferences.

We at Bridgeview Elementary School expect a positive learning environment. When every person in school is doing their best, the school becomes an exciting and warm place where every person is learning new things.

To do this, we need the help of our parents, community, families, and students.

Together, we can respect the rights and feelings of others.

Candice Del Prete
Principal

SCHOOL DAY SCHEDULE

8:00	Student arrival time-Students line up
8:10	Students enter the building
8:15	Tardy bell – Classes begin
11:00-11:30	First Lunch (Grades 4, 5 & 6)
11:35-12:05	Second Lunch (Grades 2 and 3)
12:10-12:40	Third Lunch (Grades K & 1)
2:25	Bus riders dismissal bell
2:30	Walkers dismissal bell

ATTENDANCE

STUDENTS SHOULD ARRIVE AT SCHOOL BETWEEN 8:00 AND 8:10 A.M.

On any day that your child will be absent from school, it is necessary for the parent to call the school before 8:00 A.M. If a child's absence is not called into the school then it is considered an unexcused absence. Upon returning from an absence please write a note explaining why the child missed school. A request for a doctor's note will be made if the child misses 3 or more consecutive days of school. The attendance number is **496-8713**. There is an answering machine if you call before or after office hours. If your child will be going home early, please write a note to the child's teacher. This information allows the teacher to get homework and assignments ready ahead of time. If there is ever a change in the way your child will go home from school, we ask that you put that you inform us of this in writing. Please understand that excessive absences affect your child's performance at school.

VACATIONS

With the Illinois State Standards and the NCLB (No Child Left Behind) Act instituted by President Bush, the accountability on teachers and schools for teaching material is extensive. Our school holidays and vacations are set in the beginning of the school year in order to allow families to take a vacation when we are off of school. Teachers can give out worksheets and assignments that are missed after the student returns from a vacation, but it is impossible to relay the experiential pieces of learning that a child misses when absent for an entire week. ***We would appreciate if parents do not make any scheduled vacations during the school year.***

TARDIES

1. All students arriving late to school (after 8:15AM) must report to the attendance office for a tardy slip.
2. **Every 5th tardy a note will be issued home and the 6th tardy will result in a lunch/recess detention.** Each classroom teacher is responsible for issuing detentions for tardies. Continuous tardiness may constitute other disciplinary consequences.
3. **Our goal is for all students to arrive at school on time each day.** When students are late, they miss instructional opportunities. Students arriving after 9:15 a.m. are no longer considered tardy, but they will receive a half day absence.

BEFORE SCHOOL

1. Students will be allowed to start lining up outside by their homeroom number at 8:00 A.M. **This means that students arriving before 8:00 A.M. will not be supervised.**
2. In the event of inclement weather, students will be allowed in the building at 8:00 A.M. Students are to quietly come into the building and wait in the hallway outside of their classroom.
3. From 8:00 A.M. until 8:10 A.M. teachers will supervise the students outside in lines or in the hallway depending on the weather. **Students are expected to respect the rights and feelings of others. Students are expected to make good choices.**

IN THE BUILDING

1. Students are to remain quiet and orderly, at all times, upon entering the building and whenever they are in the hallways. Students are to remain with their lines, and are not to stop for drinks or use the restrooms without permission from their teacher.
2. Students are not to disrupt the operation of their class or classes within the building. Students, in the hallway, who are disrupting a class, will be disciplined.
3. Children are to adhere to the rules developed by their classroom teacher for the operation of their classroom. Since every teacher teaches slightly different, each teacher will communicate precisely how students are expected to behave in each classroom activity. Consequences for misbehavior in the classroom are at the discretion of the teacher.

T.S.P.E. (RECESS)

1. During recess, students are to remain on the blacktop and within the boundaries of the playground. Students may use the grass area with teacher permission. Teachers will assess the safety conditions of the area before allowing students to use the grass. (eg. dryness, absence of animals, etc.)
2. Running is allowed on the blacktop only for organized games and play.
3. Students may not trip, push or grab other students (even by their clothing).
4. Certain games are not allowed, such as pyramids, keep-away, chicken, fights, dodgeball, bombardment, and crack the whip, etc.
5. During the winter months, children are not allowed to slide on ice, throw snowballs, or play on snow mounds. This is a safety issue as well as a health issue.
6. Children are to remain away from the bicycle rack and on the playground at all times.
7. No hard balls, bats, frisbees, batons, skateboards, yo-yos, or other dangerous play items may be used on the playground. (An organized game under direct teacher supervision may be allowed and the necessary equipment used).
8. Before entering the building, students are to line up at the location designated for their class, and to walk in a line quietly into the building.
9. No student is to enter the building without permission.
10. Certain items will not be allowed in school such as iPods, MP3 Players, any electronic games or devices, trading cards, etc. We encourage students not to bring any items of value to school. Each child is responsible for the items that they bring to school. **If these items are brought to school they will be confiscated and held until a parent/guardian comes to pick them up.**

DRESS CODE

All students will dress appropriately for school. Students shall be required to show proper attention to personal cleanliness, neatness and conservative standards of dress and appearance. We are interested in maintaining an environment that will be conducive to good learning and good behavior.

SHORTS/PANTS

Shorts are permitted on days when the weather is hot, but must be of the appropriate length for school. Cut-off shorts, spandex shorts, bathing suits, running shorts, or shorts with holes are not allowed. Oversized shorts or pants that hang below the waistline and give the appearance of falling off will not be permitted.

Children may use a belt to pull up shorts or pants to the appropriate level.

TOPS

Students must wear a top at all times. Tank tops, halter tops, half shirts, and shirts with inappropriate messages are not allowed. Students who wear shirts with double or questionably marginal messages will be asked to change or to wear the shirt inside out.

OTHER CLOTHING RULES

1. Hats are not allowed to be worn in the building.
2. Sunglasses are outside attire and should not be worn in the building.
3. Children are discouraged from wearing inappropriate jewelry. Refer to the district parent handbook for further clarification.
4. Any attire worn with suspenders must be worn with the suspenders up.
5. Hair paint, which is sprayed in for a temporary basis, cannot be worn on a regular school day. For questions on hair styles and/or coloring, please refer to the district parent handbook.
6. Although flip-flop shoes are not prohibited, they are highly discouraged. For safety reasons it is best to always wear closed toed shoes to school. Gym shoes are in be worn for participation in gym class.
7. Our students may go outside for recess during the winter months if the weather and wind-chill are 20 degrees or higher. Please make sure that your child wears an appropriate warm coat to school during the cool weather seasons.

Please refer to the district parent handbook for further explanation.



LUNCHROOM RULES

We believe that students are capable of behaving in a reasonable way, showing due respect for everyone around them. Respectful behavior is an act of giving particular attention or consideration to

the adults who are running the lunchroom in a safe and effective manner. Be respectful to others: teachers, lunchroom staff, and the environment.

1. Classes are to walk quietly in a line to the lunchroom. They are to go to their assigned table, as directed by the lunch supervisor.
2. Students are to remain seated until it is their turn to get their lunches. Students purchasing milk only may proceed directly to the line to purchase the milk.
3. Students buying lunches are to walk to the lunch line at the direction of the lunch supervisor. These students are to **WALK** to the lunch line to purchase their lunch. This is done so no one gets hurt. **Those children running in line, or misbehaving, will be seated by the lunch supervisor and will be served last.**
4. Students are to get silverware, napkins, catsup, mustard, etc. while purchasing their lunch. They will not be allowed to get these items later without permission from the lunch supervisor.
5. Children are encouraged to use the washroom facilities BEFORE coming to the lunchroom.
6. Students are not allowed to leave the table for any reason without permission for the lunch supervisor. Students are to raise their hand and wait for permission from the lunch supervisor.
7. Students are responsible to keep their paper, refuse and food off the floor and not scatter it on the table. They will be expected to clean up after themselves. Students will dispose of their garbage when dismissed from the lunchroom. Students will not be dismissed until their area is clean.
8. Students are to remain seated at all times while at the lunch table. They are not to stand, kneel on benches, or walk around.
9. Students will not be allowed to return to their classroom unless a lunch supervisor grants special permission. Classroom doors are locked when the teacher is not present.
10. **Sharing of food by children during lunch is not allowed. Fast food restaurant lunches are discouraged. Glass bottles and soda pop are not allowed.**
11. Students need to speak in soft voices in the lunchroom. Yelling, shouting and talking loudly in the cafeteria are not permitted. If all students speak softly, this leads to a more pleasant environment for everyone.

With five minutes remaining of the students' lunch, they will throw out their garbage and make sure their eating area is clean. Once this process is finished, the students will be asked to stop talking and remain quiet, so they can line up and exit from the lunchroom back to their classroom. Students not following the above rules will be subject to disciplinary actions. Disciplinary actions will be

considered based on the severity or repetitiveness of the offense and may include the following:

1. A verbal warning.
2. A written punishment.
3. Isolation in the lunchroom/isolation from recess.
4. Detention.
5. Parent contact.
6. Assignment to in-school suspension.

BUS RULES

The bus rules were provided at registration for each bus rider. These rules have been set between School District #109, First Student Transit /Rich Lee Bus Company and Bridgeview School. If an additional copy of the bus rules is needed please contact the Bridgeview School Office or the principal.

GENERAL RULES

A few special conditions or specific areas need to have specific rules and consequences stated. This list is not meant to be inclusive but rather an indication of the parameters we establish for acceptable behavior at school. Underlying all our rules is the primary goal of **RESPECT FOR YOURSELF, OTHERS, AND OTHERS FEELINGS!** When before or after school detentions are issued, parents will be notified through the use of our detention form. Parent contact will be made for more severe behavior and consequences.

1. **NO GUM IS PERMITTED IN SCHOOL**
Students who chew gum will have to dispose of gum properly. Other disciplinary measures may be given.
2. **NO FIGHTING**
1st Time – All persons involved in a fight, striking, or shoving another person will be given a one-day detention.
2nd Time – A parent conference and other disciplinary action will be taken.
3rd Time – Parents will be called in for a conference with the teacher, the principal and a suspension will be given.
Any premeditated fight will result in a suspension.
3. **CHEATING-ALL FORMS**
Before a final decision is made, the student and teacher will discuss the situation. Depending on the situation, possible automatic “Zero” or “No Credit” on the assignment will be given. The child will be required to contact the parent and explain what has happened.

To celebrate special occasions such as birthdays and holidays, we prefer that you send in non-edible treats. If any treats are going to be brought into the classrooms, please consider using the SnackSafely.com website to find treats that are appropriate, especially when there are food allergies in the classroom. Please inform the classroom teacher prior to sending in treats such as cupcakes, so these can be approved by the building principal.

4. **NO RUNNING IS PERMITTED**

If a student runs in the building, they will be required to return to the point of origin and walk. Repeated offenses will result in loss of privileges and/or detention.

5. **DEFACING A SURFACE (Graffiti or other such items)**

The student will be responsible for repairs and restoration of the surfaces or material involved to its original condition. Parents will be notified and this may result in the loss or limiting of privileges and possible detention or suspension. Parents may be held responsible for repair or replacement costs.

6. **ABSENT WITHOUT PERMISSION FROM AN ASSIGNED PLACE**

Every student in the hall must have a hall pass.

1st Time – Discuss teacher/student responsibility.

2nd Time – Loss of privileges or a detention.

3rd Time – Parent and the office become involved.

7. **INAPPROPRIATE LANGUAGE OR GESTURES (Obscene/Abusive/Loud)**

1ST Time – A one-day detention.

2nd Time – Parents involved in a conference and a detention.

3rd Time – Possible suspension.

8. **DISRESPECT TOWARD SCHOOL PERSONNEL WILL NOT BE TOLERATED.**

9. **THERE WILL BE FOUR FORMS OF DETENTIONS:**

It is the parent's responsibility to pick students up from classroom or central detentions.

A. **Classroom detention** – Issued by the classroom teacher pertaining to the teacher's classroom rules. These rules are specified by each classroom teacher. These detentions are served with the classroom teacher either at recess, before or after school.

B. **Central detention** – Issued by any staff member or the office for infractions that occur outside the classroom, require office intervention or follow the above stated

consequences. These detentions are served after school from 2:30-3:00 p.m.

- C. **Recess detention** – Issued by the office or the classroom teacher for various minor infractions. These detentions will be served during the child’s recess time during the school day.
 - D. **Lunch detention** – Issued by any staff member that works in the cafeteria for infractions of the cafeteria rules. These detentions will be served during the student’s lunch period.
10. In school isolations or time outs, which are served in the office or in another classroom, will be given by the classroom teacher or the principal as needed.
11. **THERE WILL BE TWO FORMS OF SUSPENSION:**
- A. **In School Suspension** – The student will be removed from the classroom to complete daily work.
 - B. **Out of School Suspension** – The student will be required to stay home from school and will be considered an absent for the duration of the suspension. All work will be completed at home.
12. Cell phones will be allowed at school only with the district permission form filled out and on file with the school office. Cell phones must remain off and in student backpacks. If the phone rings or goes off in class, the phone will be sent to the office and will need to be picked up by the parent/guardian of the child. See the school office for further details.

ANY STUDENT FAILING TO SERVE A DETENTION OR SUSPENSION WILL BE REFERRED FOR FURTHER DISCIPLINARY ACTION!!



DURING PHYSICAL

EDUCATION (P.E.)

During physical education classes, in order for your child to participate safely in all activities, we suggest the following attire on gym days:

BOYS: T-shirt or sweatshirt and comfortable slacks.

GIRLS: T-shirt, blouse, or sweat shirt with comfortable slacks. If dresses or skirts are worn to school, shorts or slacks must be worn underneath them during gym class.

ALL CHILDREN MUST HAVE GYM SHOES, jogging or some type of athletic shoes. No rubber-soled or hard-soled street shoes of any kind are allowed. Also, any type of spiked sole shoe will not be acceptable. Gym shoes must be properly laced or attached with Velcro, for the safety of the students. Any jewelry that will hinder your progress in gym class or that could be dangerous should be removed before entering the gym. Students who are not properly dressed will be unable to participate in gym class. Also, failure to have the appropriate gym attire on gym days will affect the student's gym grade.

A written note must accompany a child, if he/she cannot participate in gym activities due to illness. If a child is to be excused from physical education for more than two days, a written note from a physician is required.

POSSESSION OF WEAPONS

Parents of students attending Indian Springs School District 109 should be informed that the U.S. Congress in passing Goals 2000's Section 1032, required Boards of Education to adopt a policy requiring the expulsion of any student for at least one year who brings a firearm to school. The Congress Conference Report indicates that the one-year expulsion is the minimum sanction for possession of a gun at school.

As a result, the Indian Springs School District 109 Board of Education adopted a policy that addresses the issue of weapons at school. The policy's reference to weapons includes the words "using, possessing, distributing, purchasing, or selling explosives, firearms, knives, or any other object that can reasonably be considered a weapon."

It is important that parents review the district handbook, the school discipline policy and the zero tolerance policy with their child before they attend school.

Parents sign off on the Zero Tolerance Policy at school registration.

BRIDGEVIEW EXPECTATIONS

Please detach, sign, and return this page to school.



I have read and understand the contents of the
Bridgeview Expectations Handbook.

Student's Signature: _____

Rm # _____

Parent/Guardian Signature: _____

Date: _____