

Bridgeway Elementary School



Student Handbook

2024-2025

"A
Bridge
→ to the
future"





Bridgeway Elementary School

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Leslie Jones, M.A., Assistant Principal

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Dear Students and Families,

At Bridgeway Elementary, we strive to provide the best possible educational experience for each Bridgeway student. Working together, families and school staff nurture and guide each child's growth and development. This handbook is provided to introduce you to many of the policies and practices designed to foster a caring, secure, and organized environment that will enable your child to reach his or her maximum potential academically, emotionally, and socially. Please read this handbook carefully. We want you to be informed about your school, its programs, policies, and activities.

You can also view Bridgeway's website at <https://bridgeway.psdr3.org/>.

If you have any questions or concerns, please contact the school office. Welcome to Bridgeway!

Warmest regards,

Bill Casner, Ed.D. - Principal
Leslie Jones, M.A. - Assistant Principal

314-213-8012

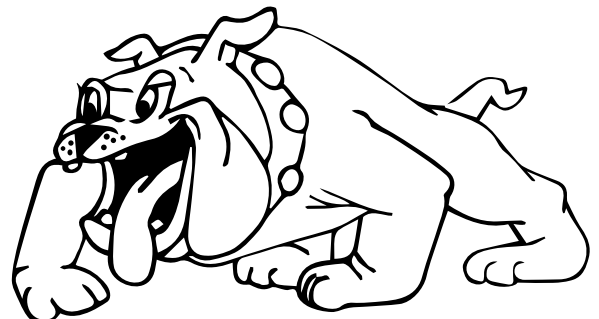


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SCHOOL PROCEDURES

School Schedule

8:35 a.m.	Breakfast Service Begins
8:35 - 8:50 a.m.	Student Arrival
8:55 a.m.	Final Bell Rings
(Students are expected to be in class ready to go when the final bell rings at 8:55 a.m.)	
3:40 p.m.	Dismissal

Children should arrive after 8:35 a.m. unless they are enrolled in the Before/After Care Program. Our Breakfast Program begins at that time for all wishing to participate.

Bridgeway's Before/After Care Program

Pattonville's Community Programs Department offers before/after care for our Bridgeway families. For further information regarding fees and availability, please call 314-213-8095.

Absences

There is always concern when a child is absent. We first want to verify that he/she is safe. Parents/guardians may contact our **24-hour Attendance Hotline at (314)213-8112** to report a child's absence. Parents/guardians may also email bwattendance@psdr3.org to report a child's absence. **Please use this number or email to report all absences. Informing the teacher of the student's absence via any method does not get the information updated on the student record, so please use the hotline so office staff receives your information.** When you reach the hotline, please leave the following information: student's name, teacher's name, your relationship to the student, and a brief descriptive message. **We use auto attendance phone calls. Please call the attendance hotline by 10:30 a.m. If you do not call by that time, you may receive an automated attendance phone call when the system is turned on. Please do not leave information other than absences on this line, as it will not be checked after 11:00 a.m.**

Please remember that unless a student is ill he or she should be in school on all school days. Excessive absences, whether excused or unexcused, may affect the child's progress in school. It is not possible to make up some of the activities that occur during class time (i.e. discussions, lab work, physical exercises, etc.)

A. Excused Absences:

1. Illness or hospitalization;
2. Death in the student's family;
3. A religious observance;
4. Medical or dental appointment. (Parents are encouraged to make medical and dental appointments at a time that does not conflict with the regular school day.)
5. Court appearance;
6. School-related activities (approved by the school principal);

7. Personal emergencies (approved by the school principal); and
 8. Anticipated absences (absences anticipated in advance by parents and students).
- These types of situations will be handled at the discretion of the building principal.

B. Unexcused Absences:

An absence which fails to fall within the area listed under excused absences may be considered an unexcused absence.

Tardies

If a student arrives at school late, the parent/guardian of the child must sign her or him in at the office. **Students who are tardy must have a note from a parent giving the date and reason for the tardy.** Students who arrive after 8:55 a.m. will be considered tardy to school.

Early Dismissal

Parents/guardians are asked to notify the front office via note, email, or phone call if their child is going to be picked up from school during school hours.

Picking up a child during the school day may be done by a parent/guardian signing the child out in the office. By intercom, your child's teacher will be notified that your child should report to the office. If someone other than a parent/guardian is picking the child up from school, the parent/guardian must provide the office with the individual's name who will be picking up the child. Photo identification is required of anyone picking a child up from school. Identification will be requested with a photo ID of anyone picking a child up from school.

When bringing a child to school or picking up a child after school, parents/guardians are asked to do so through the office. Please do not park your car in the bus loading area or student crosswalks.

Student Transfers

Any student transferring to another school must turn in all books, library books, technology devices, and supplies, as well as pay any fines or for any damages due before a report card or transfer of records will be forwarded to the new school. A note from the child's parent/guardian should be sent to the principal informing him of the last day of attendance at Bridgeway Elementary School and the name of the new school the child will be attending.

Change of Address and/or Phone Number

Please update any changes in your address, home phone number, work phone number, or emergency phone numbers in your Parent Portal.

EMERGENCY PROCEDURES

Emergency School Closings

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

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

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

Facebook: <http://www.facebook.com/PSDR3>
Twitter: @PattonvilleSD or <http://twitter.com/PattonvilleSD>

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

Snow Day Procedures

In-person classes may be canceled due to inclement weather or other emergencies. Pattonville may hold a virtual learning day on inclement weather days. In this case, students will experience a combination of independent work with virtual support via Zoom from their classroom teachers. Students should log into Canvas or Seesaw to view instructions from their teachers and to find out when their teachers are available for support.

Any decision to close schools due to weather will be announced using Pattonville's automated messaging system (email, texts and/or phone calls). Announcements will also be made on local television stations, the district website and Pattonville's Facebook, Instagram and Twitter accounts. When possible, announcements regarding inclement weather days will be made before 10 p.m. the day before or at approximately 5:30 a.m. the day inclement weather is expected.

Pattonville may use a delayed start on inclement weather days. Under a delayed start, all Pattonville schools start two hours later than normal (i.e., elementary schools start at 10:55 a.m. instead of 8:55 a.m.) and would end at the normal dismissal time.

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

Other Emergencies

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

Emergency Situations at School

If there is some emergency at school (fire, tornado, earthquake, etc.) only a child's parent or guardian may take the child from school unless that parent or guardian has given written permission for another person to take the child (See Early Dismissal procedures above).

Brideway's Off-Campus Evacuation site is located at:

ALL STUDENTS MUST BE SIGNED OUT THROUGH THE MAIN OFFICE OR EMERGENCY MAIN OFFICE BY A PARENT OR GUARDIAN OR PERSON RECEIVING WRITTEN PERMISSION FROM THE PARENT OR GUARDIAN TO TAKE THE CHILD.

TRANSPORTATION

Dismissal Procedures

1. Parents who are picking up their child at the end of the day will need to park in the designated parent pick-up lane.
2. A "parent pick-up" form will need to be completed and turned in to the office, along with a copy of your driver's license. You will then be given a sign that should be put in the driver's front window.
3. If you need to change the dismissal for your child, this change must be made before 3:20 p.m. If you are picking your child up from school, you will need to do that before 3:15 p.m. If it is later than 3:20 p.m., you will need to be in the Parent Pick-up lane. No changes will be allowed after 3: 20 p.m.

Bus Transportation

A majority of our students ride the school bus to and from school. Our foremost concern is the child's safety. Parents are asked to please read the bus safety rules very carefully with their child so that he or she understands what is expected of her or him on the bus. If you have any questions/concerns about your child's bus transportation, please contact Pattonville's Bus Transportation Department at 314-213-8125 or the Bridgeway office.

Students are assigned to a bus and may not ride a different bus unless prior arrangements have been made through the principal's office.

When dismissed, students must go directly home from the bus or school.

If all students will observe these rules carefully, the buses will be a great service to everyone concerned, and it will be a pleasure for a child to ride on them. Transportation may be denied to those students who fail to observe our safety rules. Additional bus rules may be found in the Elementary Student Behavior Guide, which is available on Pattonville's website.

These rules are for the safety and protection of students riding in the buses. You should read them, study them, and know them so that you can do your part to help us to have safe transportation.

- ◇ Be on time, arrive 5 minutes early at your bus stop and stay there until the bus arrives.
- ◇ Wait for the bus on the sidewalk, not in the street. Do not stand on the porches or steps of other people. Line up to board the bus. Do not push or crowd the other students.
- ◇ Wait for the bus to come to a full stop before getting on or getting out of your seat if you are already on the bus.
- ◇ Report any damage to the seats or windows to the driver as soon as you can.
- ◇ Do not eat or drink on the bus. Put any trash in the container near the bus driver's seat.
- ◇ Students who must cross the road after leaving the bus, or to board the bus, shall cross in front of the bus and only upon the signal given by your bus driver.

Follow each of these rules everyday, so that you and everyone else can ride the bus safely.

Walking to and from School

For safety reasons, all children who are assigned to a school bus are expected to ride the bus to and from school. If a parent or guardian would rather have her or his child walk to, from, or to and from school, the walking agreement will need to be completed with the dates indicated. Please contact the office for the walking agreement.

Bike Riders

Riding a bicycle to school is discouraged because of problems with security. If a student must ride a bicycle to school, he or she must wear a bike helmet, and bring at least one chain and lock to lock the bicycle to the bike rack next to the bus lanes. The walking agreement will need to be completed with the dates indicated. The school personnel cannot be responsible for the security of bicycles or the damage which might be done to them.

BREAKFAST, LUNCH & RECESS

Welcome to Chartwells at Pattonville School District food service! Our job is to make sure that we serve healthy, well-balanced meals that students will enjoy eating, and truth be told, we love our job. From the chefs and dietitians who develop tasty recipes to the managers who select the best locally grown produce, to the cashiers and servers who greet our students every day, our team is excited to make eating at school a great experience. Make sure to check out your school café for delicious breakfast, lunch and snack options.

Breakfast

Breakfast is the most important meal of the day. Breakfast is provided free to all students.

Lunch

Student-approved favorites can be found throughout our menus. We emphasize whole grains, lean meat, and meat alternatives, fresh fruits and vegetables, and low-fat milk. Vegetarian options will be added regularly.

No fuss, no gimmicks, just Simply Good food. That's what our Simply Good program is all about! Throughout the year students will have the opportunity to learn more about the food they eat and about new foods through fun activities in the café. Simply Good events and programs focus on making good food choices and the great benefits and enjoyment of delicious, simple ingredients. Different themes and events are featured throughout the school year, such as taste testings, Chef2School Days, and Pattonville Garden items incorporated into our dishes.

We want to hear from you! Please feel free to contact the food service department at **314-213-8054**.

To learn more about Chartwells, visit our website at www.chartwellsk12.com or find us on Facebook ([Chartwells School Dining Services](#)) or Twitter ([@ChartwellsK-12](#)).

We're thrilled about our partnership with Pattonville School District and are dedicated to providing a great program for our students.

Lunch Fees

MySchoolBucks is a free online service you can register with to check student account balances and see account transactions for your students. There is no charge for this service. However, if you choose to deposit through this online service, there is a fee. You can create an account at MySchoolBucks.com. Please note: you can deposit lunch money at school by cash or check with no fee. Please remember to place the deposit in an envelope marked "lunch" or "cafe", with the student name and grade, as well as the amount enclosed. Students may bring lunch and purchase milk or juice. Please check the lunch menu for current pricing.

Recess

Outdoor recesses are scheduled each day of school. Parents should be sure that their child's clothing is suitable for outside play activities. Indoor activities are planned during inclement weather when children cannot play outside.

After an illness, a child who presents a written request from a doctor is permitted to remain indoors for the designated length of time.

MEDICINE AND HEALTH INFORMATION

It is Pattonville School District's policy that school personnel will only dispense "over the counter" medications with written authorization from the parent/guardian and the medication form completed. Medication that does not need to be given during the school day should be given at home.

When a physician feels it necessary for a child to have a prescription medication at school, the following procedure should be followed:

1. Medicine must be in the proper container with the pharmacy label showing --
 - a. Name of child
 - b. Name of medicine
 - c. Dosage and schedule of administration
 - d. Physicians name
2. A written request and medication form completed from the parents giving the school permission to administer medication, if the pharmacy label is current. If the pharmacy label is older than one month, we will need a signed doctor's order.
3. Medicine must be brought to school by parents.
4. The first dose of any medication will not be administered at school.
5. No child is to supply medications to any other students.
6. The school district may refuse to administer any medication not approved by the Federal Drug Administration or any medication with greater than recommended doses.
7. A new medication form is needed every school year.

NOTE: *In order to make this procedure easier for parents to follow, many pharmacies are willing to prepare an extra prescription container for use at school when necessary.*

Complete Immunization Records

Complete immunization records must be on file in the Nurse's Office on the first day of attendance of the student. According to Missouri law, those students not in compliance on the first day of attendance will be excluded from school. The immunization record must include the day, month, and year that the immunizations were given. Any objection to the immunizations required by law must have an exemption form on file in the nurse's office before the start of school.

Illness at School

If a child becomes ill at school, parents are contacted and the child is sent home. If a parent cannot be reached, the person designated on the Pupil Emergency Form is usually called and asked to care for the child until a parent can be notified. It is expected for a sick child to be picked up within an hour.

For your child's well being and safety, please be sure that the school office has at least two emergency phone numbers so that if you do not have a phone or cannot be reached during the day and an emergency arises, we have a neighbor's number or the number of someone else who can reach you.

Please send a note to your child's teacher if he or she has a food allergy or needs a special diet so that we can keep the school cooks informed of your child's needs. We may need a doctor's order.

The illnesses below are some special health concerns from our school nurse:

ASTHMA It is necessary for any child with Asthma or another potentially life-threatening respiratory illness to have an Asthma Action Plan on file in the nurse's office. A new one should be obtained every school year.

CONJUNCTIVITIS (Pinkeye) Symptoms usually include eye inflammation, matting, and discharge. The child should remain out of school 24 hours after medication has been started.

CHICKEN POX Chicken pox begins with a sudden onset of mild fever and a rash on the second day of superficial raised pimples that soon become filled with clear fluid. Later scabs form. The rash may continue to appear for several days. The child may return to school when temperature free and all scabs are dry (7-10 days usually).

FIFTH DISEASE Usually the only symptom is the appearance of rash with possibility of a slight fever. The child may return to school when fever free for 24 hours. The rash may continue up to 5 weeks.

STREPTOCOCCAL SORE THROAT Sudden onset with sore throat and fever, a fine rash may appear on the child's neck, chest, folds of the elbows and groin within 24 hours. Exclusion from school 24 hours after antibiotic treatment is begun and the child is free from temperature.

SKIN LESIONS Children suspected of having impetigo or ringworm should not be in school until all lesions are healed or until a written note is received from a physician stating that the child is receiving proper medical treatments and may return to school.

TEMPERATURE/ILLNESS A child with a temperature of 100 degrees or higher will be sent home and should not return to school until the temperature has remained normal for at least 24 hours. Children who are nauseated and vomiting or have continuous coughing or 2 or more episodes of diarrhea will be sent home from school.

HEAD LICE Children with head lice will not be readmitted to school until appropriate treatment is completed. A letter to the parents or legal guardians will be sent home with each child who is found to have head lice. Students may return to school after treatment and nit combing. Parents must have proof of treatment (dated sales receipt or label from product) and be checked by our school nurse before the child will be readmitted to class.

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

Health Screening

Your child will have vision and hearing screenings performed in kindergarten, first, third, and fifth grade. All new students to our school are screened also. Parents will be notified if their child fails the vision or hearing screening.

SCHOOL INFORMATION

Student Dress

Student dress and grooming are the responsibility of the individual child and her or his parent(s) within the following guidelines:

1. Dress and grooming will be clean and in keeping with health, sanitary, and safety requirements. Please refer any concerns to the nurse or office.
2. All students must wear shoes, boots, or other types of footwear that serve to protect the child's foot and help the child walk or run safely. We recommend tennis shoes and discourage open toed or loose fitting sandals. Flip flops, open backed shoes, Crocs, and heelies are not allowed due to safety concerns.
3. Dress and grooming will not be such as to disrupt the teaching/learning process or cause undue attention to an individual child.

4. Brief clothing with undue exposure of the body is not permitted; for example, shorts should be close to fingertip length. Tops need to have at least a one-inch wide strap and the midriff needs to be covered even with the arms raised. See-through clothing worn without proper undergarments will be considered inappropriate. Biker shorts or leggings must be covered with other shorts or clothing. All clothing must be worn as it is designed to be worn. All pants, jeans, or shorts should fit snugly at the waist.
5. Articles of clothing with insignias or slogans that are offensive or are disruptive to the educational process are not permitted. This includes clothing and accessories that include tobacco, liquor (including beer), drug paraphernalia, or inappropriate pictures of sports persons or famous personalities.
6. No head coverings are allowed unless they are part of a school sponsored activity, such as Hat Day, or for religious reasons.
7. Additional dress regulations may be imposed upon students participating in certain extra curricular activities. An example would be to dress in a requested manner for a music program or for Field Day.

When, in the judgment of the principal, a student's appearance or mode of dress disrupts the educational process, or constitutes a threat to health or safety, the student may be required to make modifications. If the modifications cannot be made by the student at school, a parent will be expected to provide appropriate attire.

Grading System

Pattonville uses Empower Learning's learning management system (LMS) to report student progress in kindergarten through fifth grades. Empower replaces letter-based report cards with an online reporting system that provides better insight into students' progress in mastering grade-level skills, concepts and subject matter (learning targets). Pattonville has developed learning targets that drill down to the specific skills and knowledge students need to master at each grade level, and Empower enables parents, students and parents to view, in real-time, how their student's learning is progressing on each of those specific skills. Teachers and students are able to identify where a student is on their learning path and set goals for ongoing learning. Specific learning targets are marked as **Mastered (MAS)**, **In-Progress (I)**, or **Getting Started (GS)** along a student's individual learning path since not all students are working on the same content at the same time, and therefore are not being assessed on the same things.

Parent-Teacher Conferences

Conferences are scheduled twice a year for students in grades kindergarten through fifth grade. Sign-ups for parent-teacher conferences are completed online. A link with directions on how to sign-up will be sent home approximately a month before conferences. Teachers may request a parent conference at any time when there is a special concern or the need to update parents on student progress. We encourage parents to request a parent-teacher conference at any time that there is a need or a concern.

Homework

Homework is designed to develop organized and responsible students who are prepared for today and the future.

Homework Philosophy

We will believe that:

- ◇ reading at home helps build a students' love of reading.
- ◇ students should be responsible for the completion and the return of their homework.
- ◇ homework should be a review or an application of skills already mastered in the classroom.
- ◇ homework should be able to be completed with minimal assistance. However, family support is highly encouraged to support your child's learning at school.
- ◇ the schedule of homework should be flexible so a student has plenty of time to complete it.
- ◇ homework is differentiated based on the student's developmental level and academic needs.

Virtual Learning

Since virtual instruction can be an effective education option for some students, there may be courses available either through a district-provided virtual option or through the Missouri Course Access Program (MOCAP). Resident students who seek to enroll with a hosted MOCAP provider on a full-time basis without paying tuition must first enroll with the District. Students who are accepted by the hosted MOCAP provider will have their enrollment transferred to the host district, and the student will be considered a student of the host district for all purposes. Prior to enrolling in a virtual or online course, interested individuals should consider if the student possesses the skills and attitudes necessary for success:

Student Skills Necessary for Success in Virtual Courses:

- ◇ Student has demonstrated time-management skills that indicate the student is capable of submitting assignments and completing course requirements without reminders.
- ◇ Student has demonstrated persistence in overcoming obstacles and a willingness to seek assistance when needed.
- ◇ Student has demonstrated verbal or written communication skills that would allow the student to succeed in an environment where the instructor may not provide nonverbal cues to support the student's understanding.
- ◇ Student has the necessary computer or technical skills to succeed in a virtual course.
- ◇ Student has access to technology resources to participate in a virtual course.

Additional Information can be found at <https://mocap.mo.gov/>.

Student Supplies

Supply lists are posted on the school website. We ask that students not have backpacks with wheels. Bridgeway's website: <http://bw.psdr3.org>

Snacks and Water Bottles

Some classes allow for a snack break during the day. Parents or guardians should send their child a healthy snack. The teacher will notify parents/guardians of any allergy restrictions in the classroom. In addition, it is encouraged for students to bring a water bottle. Water is only permitted in the water bottle.

Personal Property

As a general rule, students should not bring toys (including fidget toys, slime, etc.), balls, or electronics to school unless given specific permission to do so. Knives, fireworks, toy guns (this includes nerf guns), and other items, which could injure the child or others, are strictly forbidden on school grounds and will result in serious consequences. Please review the Student Behavior Handbook.

The teacher or principal will keep any items mentioned above brought to school without permission until parents/guardians come to school to retrieve them. Items brought to school, which are hazardous or dangerous, may necessitate a parent/guardian conference with the principal.

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

Visitors and Volunteers

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

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

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

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

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

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

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

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

Volunteers

We appreciate your commitment and willingness to serve as a volunteer to help the students in the Pattonville School District (pending district health/safety measures -- i.e. COVID restrictions). The State of Missouri now requires volunteers helping in certain capacities to undergo FBI/Missouri State Highway Patrol background and Family Care Safety Registry checks. The Family Care Safety Registry check is a sex offender/child abuse record check.

As a result, Pattonville School District Policy IICC-AC has been adopted to outline district volunteer guidelines.

- ◇ Volunteers whose work requires the volunteer to be alone with a student(s)
- ◇ Volunteers who will be off campus with students where the volunteer is directly supervising students without the support of a staff member
- ◇ Volunteers serving as a mentor on a one-to-one basis with a student(s)
- ◇ Volunteers helping with a before/after school club or student organization without staff supervision

Here are examples of volunteers who do not need a background check:

- ◇ Classroom party volunteers
- ◇ Volunteers for field trips during which teachers are supervising at all times
- ◇ Volunteers attending field trips when teachers are present
- ◇ Volunteers attending an event at school during or after school hours

If you plan to volunteer in a role requiring FBI/Missouri State Highway Patrol background and Family Care Safety Registry checks, you will need to do the following:

1. Submit a volunteer request form.
 - a. After you submit an online volunteer request form, the Pattonville human resources office will email you the information regarding where you need to go to complete the Family Care Safety Registry within three to five business days. There is no cost to complete the Family Care Safety Registry. The cost for the FBI/Missouri State Highway Patrol background check is \$41.85 as of October 11, 2019. The Pattonville School District will reimburse volunteers for half of this cost once a paid receipt has been presented to the human resources office.
2. Complete the Family Care Safety Registry and FBI/Missouri State Highway Patrol background check forms. Volunteers that successfully pass the FBI/Missouri State Highway Patrol background check will be notified in writing. Please note:
 - a. It can take several business days for the district to get the results.
 - b. The results of the background check will remain confidential and will only be reviewed and evaluated by designated staff in the human resources department that have obtained training from the Missouri State Highway Patrol on background checks.
 - c. Volunteers that have a potential background check issue will be contacted by the Pattonville School District human resources office to discuss the matter.
 - d. All volunteers that pass the background check will be notified in writing and their name will be added to a district database available to all District administrators.

The FBI/Missouri State Highway Patrol background and Family Care Safety Registry check is valid for (6) six years.

Contacting Teachers

If parents/guardians wish to talk with their child's teacher, we encourage them to email or call and leave a message on the teacher's voicemail so that he or she can return the call before or after school, at lunch, or during a planning period. Phones will not ring into the classrooms during the instructional time in order to avoid distractions. Teachers have phones in their classrooms so they can return your call when they are free.

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

Lost and Found

Bridgeway Elementary School has a lost and found box located outside of the cafeteria. If your child has lost something, please check in the lost and found box. Often parents check the lost and found box at PTO Meetings and during our Parent-Teacher Conferences to find lost items.

*Be sure to mark all coats, hats, book bags, lunch boxes, etc. with your child's first and last name using a permanent ink marker.

Field Trips

We believe that educational field trips often enhance the program of instruction and add much to the education of the child. Parents/guardians of students who are eligible to participate in the field trip will be notified by their child's teacher of the activity and shall approve the student's attendance on the field trip. If a parent/guardian fails to give permission for her or his child to participate in the field trip, the child will remain at school. All school rules concerning student conduct and bus safety are adhered to on student field trips. It is Bridgeway's policy that siblings are not allowed to attend field trips at any time.

Room Parties

Each classroom may have three parties during the school year with Room Parents assisting. These parties are to celebrate fall, the winter, and friendship. Parties will be 45 minutes in length. The PTO will collect \$6.00 from each child to help defray party expenses. Teachers are in charge of their classroom at all times. Room Parents can help with refreshments, games, and clean up after the party.

Your child's teacher will be contacting you about the room parties to seek your help in making these parties enjoyable for your child.

Birthday Treats and Invitations

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

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

Counselor

The Bridgeway Elementary School counselors, Ms. Turner and Mr. Mahtani, are involved in many aspects of the school and educational program. They are responsible for testing students both individually and using group tests. Ms. Turner and Mr. Mahtani work with teachers to meet specific needs of particular students.

Developmental classes are taught to kindergarten through fifth grade students on a variety of topics. Ms. Turner and Mr. Mahtani are also available to work with individual students as needed and can refer parents to outside resources if a child or family has a particular need.

Parents should feel free to call our school counselors at **213-8012**.

BEHAVIOR EXPECTATIONS

In any good learning environment it is necessary that we agree on how we will behave for the safety and well-being of all. As a member of the Bridgeway community, you should recognize that the official school day extends from within the school building to all areas surrounding the school, to play areas on our property, to field trips off of our property, to buses and bus stops. On the bus, playground, field trips and everywhere in our building you need to remember only three expectations:

- 1. Be Respectful**
- 2. Be Responsible**
- 3. Be Involved**

All students, staff, parents/guardians and community members who join us in our learning day will have a positive experience as long as these three rules are followed.

When students make appropriate choices, they are rewarded by developing positive friendships, being accepted as friends, and their teachers and the entire Bridgeway staff recognize their positive behaviors. Each classroom has behavior expectations, which can lead to positive rewards such as an extra recess, additional computer time, etc.

When students make inappropriate choices which disrupt the normal school day, or make inappropriate choices about their learning or socialization with others, consequences will occur in the classroom. Teachers will refer students to the office when their intervention has not corrected the behavior, or if they feel the behavior was severe enough for an office referral. The student(s) involved will meet with the principal to find out what happened. Consequences, if needed, will be determined and a parent/guardian will be notified by the principal.



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