BRIDGMAN ELEMENTARY SCHOOL
STUDENT / PARENT HANDBOOK
2026-2027

At Bridgman Elementary

we Bee-lieve we can…..

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OFF TO A GOOD START
This 2026-2027 handbook is intended to answer questions and present information needed by all students and families associated with Bridgman Elementary School. Parents are encouraged and expected to share key parts of this information with students.

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

School dismisses at 11:10 AM on 1/2 days for all students. Breakfast will be available; a sack lunch is offered to students if requested on 1/2 days of school.

School Day:

7:30 AM --	Students walk to their classroom
7:45 AM --	TARDY BELL rings – students are to be in their classroom at this time. Any student arriving tardy must report to the office first accompanied by a parent/guardian/escort.
7:45-9:30 AM -	Students arriving between these times are considered TARDY
9:30-11:00 AM-	Students arriving between these times are considered a ½ Day AM ABSENCE
11:00-2:00 PM;	Students arriving between these times are considered a ½ Day PM ABSENCE
2:50 PM --	Students dismissed. **To minimize disruptions and ensure a safe dismissal for all students, early check-outs to circumvent dismissal traffic is not permitted**
4:00 PM --	School office closes

Outside Students: Students need to be **picked up *promptly*** at the end of the school day - ***no supervision is available for students after Outside Pickup aides are finished for the day (3:00 pm on full days of school and 11:20 pm on ½ days of school)***

Please contact us if there is an emergency requiring your child to arrive early or stay late.

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

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

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

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

Students who are absent from school or suspended during the day(s) of a school extracurricular activity may not attend or participate in that activity without prior approval from the BES principal.

SWIVL/ZOOM POLICY
Students shall be added to the Swivl/Zoom rotation for medical reasons. This is only for quarantine students or special circumstances to be decided at the administration's discretion. Special circumstances are a documented medical diagnosis/ surgery that will keep a student from attending face-to-face instruction for an extended period of time. Swivl/Zoom will not be used for a student going on vacation *(see Page 8 of the Student/Parent handbook for the policy on a Pre-Arranged Family Vacation).*

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

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

STUDENT DROP-OFF/PICK-UP

Your child's life depends on Parking Lot Safety.

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

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

Morning Drop-off:

- Parents may drop off students by car along the Parking Lot sidewalk between 7:25-7:45 AM
- Cars should pull up as far as the end of the sidewalk, to keep the traffic flow moving
- A child should never cross between cars in the parking lot without a parent
- Students arriving after 7:45 AM should enter the building at the Main Entrance and be accompanied by an adult.

Afternoon Pick-up (Outside Car Rider):

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

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

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

BUS TRANSPORTATION

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

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

STUDENT BUS DROP OFF

Bridgman Elementary students (in grades Progressive 5's through 1st) will be returned to the Bridgman Elementary School office if there is not a parent/guardian present to receive the student at his/her destination. Parents will be required to pick up their child at the Bridgman Elementary School office, 3891 Lake Street, Bridgman, MI. In the event that your child is returned to the office, after the initial attempt to contact and we have not heard from the parent/guardian within 30 minutes – we will contact the City of Bridgman Police Department and request a well family check to your home. If they are unable to make contact with you, your child will be turned over to the appropriate agency.

If you fail to be at the bus stop to receive your child more than two (2) times, your transportation privileges will be revoked for the remainder of the school year. You must contact the Transportation Department at (269) 466-0251 to request permission if you are planning on having an older sibling or designated adult meet your child at the bus stop.

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

WALKERS

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

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

STUDENT DRESS

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

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

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

MEDICATIONS

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

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

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

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

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

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

LUNCHROOM RULES

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

SCHOOL BREAKFAST

A school breakfast program is offered every morning (except on 2-hour delay days). Breakfast will consist of cereal, hot foods, milk, juice and fruit. Students eating breakfast will be allowed to enter the building at 7:30 AM. Breakfast will run from 7:30-7:45 AM Students arriving after the tardy bell will receive a "breakfast to go" bag.

SCHOOL LUNCH PROGRAM

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

The lunch accounting program is completely computerized for each child.

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

2. A student must have money in their account to purchase a milk if lunch is brought from home.

Money may be sent to school on any day of the week. You may pay by the month, semester, or the whole year. Payments should be sent to the school office in an envelope with your child's first and last name, teacher's name, amount of payment and date of payment written on the envelope. Lunch accounts may also be paid online – see the website
https://bridgman.familyportal.cloud/

3. Parents may also set up an account on this website to view their child's lunch purchases. Account numbers may be obtained from the school secretary.

4. Parents are sent daily emails when the student's lunch account has a negative balance.
5. Money remaining in a student's account at the end of the year will automatically carry forward to the next year's account. 4th grade students with a remaining balance will have their funds transferred to their Middle School lunch account.

If a parent/relative would like to occasionally eat lunch with their child – the school office needs to be notified ***at least one (1) day in advance.*** If you are bringing in a lunch for the child – the student needs to sign up for "Cold Lunch" that morning in the classroom. All visitors must still sign in at the office and wear a visitor's pass Parents/guests are welcome to sit at the table outside the office with the student. **In order to prevent supervision problems, parents/visitors are not allowed on the playground while children are at recess.**

Information on the status of your child's account can be obtained by calling (269) 466-0228 and leaving a message.

Parents/guardians are encouraged to fill out the confidential Federally supported free and reduced lunch application. More information is available on the Food Service page of the district website.

ACCIDENTS AND ILLNESS

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

The following steps will be taken if it is necessary for a child to be sent home because of an illness, fever over 100.4 degrees, illness or serious accident:

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

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

COMMUNICABLE DISEASES

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

Impetigo	*Pink Eye*	*Scabies*	*Head Lice*	*Whooping Cough*
Ringworm	*Scarlet Fever*	*Strep Throat*	*Chicken Pox*	

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

ANIMALS/PETS

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

BIRTHDAY TREATS

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

We feel a student's birthday is special – but we don't want to interrupt other teachers while their class is in progress. Our policy is to allow the birthday child to share their treats with their own class. If they wish, they can bring a treat to the office, where we will give them a birthday token to celebrate their day. **The following are not acceptable birthday treats:**

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

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

BUILDING VISITORS AND VOLUNTEERS

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

- Main Entrance doors will be locked 24 hours a day.
- To enter the building - press wall buzzer located on right brick column
- State his/her business if intercom comes on
- Wait for secretary to electronically to unlock door
- Check in at Main Office
- Sign in Visitors Log Book & wear a Visitors name badge at all times

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

For the continued safety of our students, staff and district, Bridgman Public Schools requires **all** volunteers to satisfactorily complete a background check every 12 months.

The district has made arrangements with a third party contractor to conduct a comprehensive criminal and sex offender registry search. This search will also check all known court systems based on current and previous residency. Anyone participating in the following activities will need to have a background screening conducted.

- **Any** person who will be assisting with:
    - chaperoning field trips
    - classroom party helper
    - sharing lunches with students in the lunchroom
    - other activities in the classroom and/or school building
    - Guest speakers
    - All committee members, including Booster Club, PTO, etc.
    - Volunteer athletic coaches
    - Any other person that is in direct contact with students

Volunteers will be registered with our third party company and will be issued name badges by that organization upon successful completion of the background check. You can access the background check process at our website www.bridgmanschools.com

CLOSING & CANCELLATIONS

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

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

Radio Station	Dial Number	Begin At
WCSY - South Haven	940 AM	6:00 AM
WCSY - South Haven	103.7 FM	6:00 AM
WSJM - St. Joseph	1400 AM	full time
WSJM – St. Joseph	94.9 FM	6:00 AM
WCNF – St. Joseph	98.3 FM	6:00 AM
WIRX - St. Joseph	107.1 FM	full time
WHFB - Benton Harbor	99.9 FM	6:00 AM
WBTB - Benton Harbor	1060 AM	6:30 AM
Television Station		
WNDU – South Bend	Ch.16	6:00 AM
WSBT – South Bend	Ch.22	6:00 AM
FOX28 – South Bend/Elkhart	Ch.28	6:00 AM

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

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

IMPORTANT: The school building will be ***closed and locked until 9:30 AM***. Please **DO NOT** drop off your child before 9:30 AM, as supervision will not be provided.

9:30 AM.--	Doors to school will be unlocked and students allowed in building / no breakfast service provided
9:35 AM.--	Students allowed into classrooms
9:45 AM.--	Student day begins (tardy bell rings at this time)
2:50 PM.--	School dismissed

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

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

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

COMPUTER TECHNOLOGY AND NETWORKS

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

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

CONFERENCES AND PROGRESS REPORTS

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

Progress reports are sent home to parents at the end of the 2nd marking period, and mailed home at the end of the school year.

RETENTION POLICY

The decision to retain a student rests with the BES Principal. The job of the elementary school is to successfully prepare students socially, emotionally, and academically for middle school. Students may be retained when they are not making sufficient progress. The BES Principal will consult with parents/guardians, teachers, the school counselor, and administrators when making decisions regarding retention. However, the final decision is reserved for the BES Principal.

EMERGENCY PROCEDURES & SAFETY DRILLS

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

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

CELL PHONE AND PERSONAL ELECTRONIC EQUIPMENT POSSESSION

Most electronic equipment necessary in school is supplied by the school. Students are not allowed to bring radios, portable TV's, electronic toys, (i.e. "Game Boys"),cellular telephones.. The property will be taken away and returned at the end of the school day. The District is not responsible for the loss, theft, damage or vandalism to these items or other student property.

No wearable smart watches are allowed in school – such as Apple Watches, Amazfit, Samsung Galaxy, Vivitar, Garmin, Smart Feature FitBit, and other similar devices.

BES recognizes the importance of communication with parents/guardians. Accordingly, students have access to a phone in the BES office which can be used to communicate with parents/guardians throughout the instructional day. Parents/guardians may also contact the BES office to communicate messages to their student(s). The BES personal cell phone and personal electronics policy is consistent for all grade levels (Pro-5 through 4) at Bridgman Elementary School..

All students will be expected to keep their cell phones stored and turned off in their backpacks. Students may not use cell phones, smartwatches, wireless communication devices (WCDs), or non-school issued personal electronic devices during the instructional day. Special exceptions to this policy may be approved by the building principal for documented medically necessary devices.

All students may possess and use their cell phone or non-school issued personal electronic device after school is dismissed.

First Offense – Cell phone or electronic device brought to the office and picked up by parents.
Second Offense –Cell phone or electronic device brought to the office and picked up by parents.
Third Offense - Parent conference, and permanent loss of personal electronics privileges.

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

Field trips, classroom parties, and assemblies are a privilege and not guaranteed. Exhibiting positive student behavior is required to be invited to these events.

We cannot accommodate extra parents and/or families/preschoolers/friends on field trips.

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

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

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

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

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

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

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

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

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

P.T.O.
The Parent-Teacher Organization (P.T.O.) is an important part of our school family. Our P.T.O. is an excellent organization, which continually demonstrates its concern for the education of our students. Take the opportunity to become involved in this organization. Possible involvement exists in the following areas:

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

RECESS NOTES:

- All students will be expected to participate in recess throughout the year
- No flip-flops, sandals, "Crocs" or slip-on shoes are allowed on the playground.
- Please dress your child according to the weather (including boots when snow is present) – and *always* send a season-appropriate coat with your child
- Students are required to wear a coat when the temperature is below 50 degrees.
- Students who come to school without snow pants and/or boots is NOT a reason to stay in from recess – they will stay on the cleared-off sidewalks of the playground
- Recess will be held outside when the temperature (or wind chill) is 10 degrees or above, or not raining (depending on conditions)

- If a medical condition prevents your child from participating in outdoor recess, we require a note from a physician describing the restriction and length of time the restriction is to be in place
- **Notes from parents must be sent on a daily basis in order for students to be kept indoors for recess**
- The following activities are not allowed at recess – throwing snow, snowballs, ice, sticks, rocks, mulch, etc.; any types of rough play; running or chasing other students near the equipment; no play-fighting or play-shooting; no spitting, cursing, name-calling, negative or disrespectful comments to students and/or recess supervisors or teachers.
- No toys or sports equipment brought from home will be allowed on the playground.
- Outdoor equipment will be shared by all and used in the proper manner.
- Games and other activities for student use are available on the days when indoor recess is necessary

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

PARTIES IN CLASSROOM

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

Classroom parties are a privilege and not guaranteed. Exhibiting positive behavior is required to attend these events.

Refreshments for class parties should include light snacks and beverages with an emphasis on healthy snack choices such as cheese, crackers, fruits and vegetables. The class party may include craft activities or games organized by the room parent, but these kinds of activities are not required. Board Policy #5134 states that "one-half of an afternoon or morning may be used for these purposes at the elementary (P-4) building".

PHYSICAL EDUCATION

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

SALES/TRADING

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

SCHOOL SUPPLIES

A suggested supply list for the following year will be available online at www.bridgmanschools.com. Additional copies of this list are available in the office.

STUDENT SUPPORT SERVICES

Berrien RESA staff members and district personnel may periodically visit Bridgman Public Schools to observe students and consult with teachers for the purposes of improving teaching practice and designing academic and behavioral interventions for students This may include contact with the BES school counselor and BPS social worker.

VACATIONS

Vacation times are scheduled into the school calendar. Please make every effort to plan your vacations around the breaks in the calendar. There is no question that when students miss school for any length of time, it will affect their academic progress. A **proposed absence-for-vacation should be requested in writing and presented to the principal/school office.** The length of absence should be made clear. Teachers will provide all missed assignments upon the child's return from vacation. Student work is expected to be made up and returned to school as soon as possible.

Bridgman Elementary School **RESPONSIBILITY NOTE** **(Rev. 6/23)**

Name: _____ Date: _____ Time: _____ Location: _____ Teacher: _____ Grade: P5 K 1 2 3 4 Referring Staff: _____ Level: 1 2 3 4 _____ Total # of Notes _____	Copies: (for office use) • Parent • Teacher • Scan / File (date) _____ • Sp. Ed. Teacher (if applicable)

Classroom Behavior	Major Behavior		Physical/Aggressive Behavior
Level 1 Classroom Documentation Only	**Level 2**	**Level 3**	**Level 4**
	Disruption Theft Dishonesty Cheating Throwing Items	Inappropriate Language Profanity Yelled at Adult Disrespect Insubordination Chronic Disruption Vandalism Technology Violation Inappropriate Touch	Pinch Kick Choke Punch Spit Intimidation Bullying Hit Adult

BEHAVIOR REFLECTION

I was removed from class today because I: _____

_____

What Rule did I break? _____

This means I was not: ***Respectful*** ***Responsible*** ***Kind*** ***Safe*** ***Honest***

My actions made me feel: _____

_____

What were you hoping would happen? _____

_____

What I should have done is: _____

_____

How does it make the other person feel? _____

_____

I will fix my poor choice by: _____

_____

I understand that I am responsible for my actions and that I can act appropriately.

Signed: _____ (Student)

Staff: _____ Date: _____

First Note	Second Note	Third Note	Fourth Note	Fifth Note	
Level 1	Classroom				
Level 2	Behavior Reflection w/ Staff Member Silent Lunch/Restorative Teacher to Contact Parent	Behavior Reflection w/ Principal 2 Silent Lunches/ Restorative Principal and Student Phone Parent	Behavior Reflection w/ Principal ½ Day ISS/Restorative Principal and Student Phone Parent Meet w/Counselor Behavior Plan if needed	Behavior Reflection w/Principal 1 Day ISS/Restorative Parent/Student/Counselor/Teacher & Principal Conference Behavior Plan Update	Behavior Reflection w/Principal 2-5 Days ISS or OSS Suspension/Restorative Parent/Student/Counselor/Teacher & Principal Conference Behavior Plan Update
Level 3	Behavior Reflection w/ Staff Member Silent Lunch/Restorative Meet w/Principal Principal and Student Phone Parent	Behavior Reflection w/Principal 2 Silent Lunch/Restorative Meet w/Counselor Principal and Student Phone Parent Behavior Plan	Behavior Reflection w/ Principal 1 Day In-school Suspension/Restorative Parent/Student/Counselor/Teacher & Principal Conference Before Return Behavior Plan Update	Behavior Reflection w/Principal 1-3 Day Out of School Suspension Parent/Student/Counselor/Teacher & Principal Conference Before Return Behavior/Safety Plan	Behavior Reflection w/Principal 3-10 Days Out of School Suspension Parent/Student/Counselor/Teacher & Principal Conference Before Return Behavior/Safety Plan Update
Level 4	Behavior Reflection w/ Principal 1 Day In-school Suspension/ Restorative Meet w/Counselor Principal and Student Phone Parent Behavior/Safety Plan	Behavior Reflection w/ Principal 1-3 Day Out of School Suspension Parent/Student/Counselor/Teacher & Principal Conference Before Return Behavior/Safety Plan Update	Behavior Reflection w/ Principal 3-10 Days out of School Suspension Parent/Student/Counselor/Teacher & Principal Conference Before Return Behavior/Safety Plan Update	Superintendent Recommendation	Superintendent Recommendation

***Description of Incident*:**

_____

_____

_____

_____

Met with Principal: _____ **Met with Counselor: _____**

(date & time) ***(date & time)***

Parent's Name/Contact # _____

Parent Phone Call or Meeting Held with Parent: _____ **Present in Meeting: _____**

(date & time)

Principal's Comments: _____

_____

Restorative Meeting: **Facilitated by: _____**

_____

_____

Consequences & Dates: **Silent Lunch(es): _____ ISS: _____ Bus Suspension: _____**

Restorative: _____ OSS: _____

BEHAVIOR RUBRIC: The consequences in the Rubric are suggested consequences. If a behavior is severe and someone is injured, the consequence may be different than the total number of Responsibility Notes indicated on the Rubric.

DISCIPLINE

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

SCHOOL SAFETY

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

1. Public Act No. lO4-"Pupil to Employee Assaults and Bomb Threats"

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

2. Public Act No. lO3-"Snap Suspensions"

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

CORPORAL PUNISHMENT

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

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

POSSESSION OF A WEAPON

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

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

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

USE OF AN OBJECT AS A WEAPON

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

KNOWLEDGE OF DANGEROUS WEAPONS OR THREATS OF VIOLENCE

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

PURPOSELY SETTING A FIRE

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

PHYSICALLY ASSAULTING A STAFF MEMBER/STUDENT/PERSON ASSOCIATED WITH THE DISTRICT
Physical assault at school against a District employee, volunteer, or contractor which may or may not cause injury may result in charges being filed and subject the student to expulsion. Physical assault is defined as "intentionally causing or attempting to cause physical harm to another through force or violence".

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

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

ACADEMIC DISHONESTY
The acts of cheating or plagiarism in connection with academic endeavors or school processes are detrimental to the educational process.

Cheating: Cheating includes, but is not limited to: (1) the use of any unauthorized assistance, artificial intelligence (AI), or technology during the process of completing assignments or assessments; (2) dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; or (3) the acquisition, without permission, of test or other academic material belonging to an instructor or other student. Students who knowingly and intentionally aid or assist a student in the completion of any of the aforementioned acts may also be held accountable for cheating.

Plagiarism: Plagiarism includes, but is not limited to, the use, whether by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgment. It also includes the unacknowledged use of materials including sources on the internet.

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

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

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

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

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

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

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

STUDENT HARASSMENT POLICY:
It is the policy of the Board of Education to maintain an education and work environment that is free from all forms of unlawful harassment, including sexual harassment. This commitment applies to all School District operations, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and a reporting any form of unlawful harassment. This policy applies to unlawful conduct occurring on school property, or at another location if such conduct occurs during an activity sponsored by the Board. The Board will vigorously enforce its prohibition against discriminatory harassment based on race, color, national origin, sex (including sexual orientation and transgender identify), disability, age (except as authorized by law), religion, height, weight, marital or family status, military status, ancestry, or genetic information (collectively, “Protected Classes”) that are protected

by Federal civil rights laws), and encourages those within the School District community as well as third parties, who feel aggrieved to seek assistance to rectify such problems. The BES principal will investigate all allegations of unlawful harassment and in those cases where unlawful harassment is substantiated, the Bridgman Public Schools will take immediate steps to end the harassment, prevent its recurrence, and remedy its effects. Individuals who are found to have engaged in unlawful harassment will be subject to appropriate disciplinary action.

Harassment: Harassment means any threatening, insulting, or dehumanizing gesture, use of technology, use of technology, or written, verbal or physical conduct directed against a student or school employee that: (1) places a student or school employee in reasonable fear or harm to his/her person or damage to his/her property; (2) has the effect of substantially interfering with student's educational performance, opportunities, or benefits; (3) has the effect of substantially disrupting the orderly operation of a school.

Sexual Harassment: Pursuant to Title VII of the Civil Rights Act of 1964 and Title IX of the Educational Amendments of 1972, "sexual harassment" is identified as unwelcomed sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Sexual harassment may involve the behavior of a person of either gender against a person of the same or opposite gender.

Consequences for actions classified as harassment or sexual harassment are outlined in the BES Behavior Consequence Rubric may range from a warning to expulsion, depending on the severity of the offense and number of prior incidents that have occurred.

Title IX Coordinator/Compliance: Hether McIntyre hemcintyre@bridgmanschools.com
Title IX Investigators: Lori Graves lgraves@bridgmanschools.com, Gerald Heath gheath@bridgmanschools.com, Erik Haskins ehaskins@bridgmanschools.com
Title IX Decision Maker: John Truesdell jtruesdell@bridgmanschools.com

Title IX Appeals: Thomas Reed treed@bridgmanschools.com

HOMICIDAL THREAT OR STATEMENT POLICY:

Students may not make verbal statements, create written or electronic communications, or partake in non-verbal gestures that are considered threatening and homicidal in nature. Any writing, communication, or action by a student that creates a reasonable suspicion the student may be preparing to commit a homicidal act related to school or a school activity is in violation of this policy. Students in violation of the policy may be suspended immediately pending investigation and be subject to the BPS Homicidal Threat Assessment procedure. A multidisciplinary team, including law enforcement, may investigate any statements, communications, or actions to determine proper disciplinary consequences and whether the student may return to school.

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

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

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

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

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

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

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

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

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

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

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

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

BUS RULES 2026-2027

Riding a school bus provides students and parents with the privilege and convenience of transportation. With this privilege comes a shared responsibility to ensure the safety of all students utilizing this service. It is important for students and parents to understand that the Bridgman Public School's student code of conduct applies to bus rides, and the building principal will enforce it accordingly.

1. Students must listen to the driver and follow the driver's directions. The driver has the authority of a classroom teacher.
2. Students are to conduct themselves on the bus in such a way that will not distract the driver. Distracting the driver puts everyone on the bus at risk.
3. If crossing the street to board the bus, students MUST look both left and right for cars, make sure the RED lights are flashing and wait for the driver's signal to cross. Always cross the street in FRONT of the bus.
4. Before boarding and after exiting the bus, students must keep a safe distance from the bus. Keep at least 10 FEET away from the bus.
5. Students are to enter the bus promptly, immediately take their seats and remain in their assigned seat whenever the bus is moving.
6. Students must remain properly seated at all times. (Back to Back; Bottom to Bottom; Book bag on the lap)
7. Outside of ordinary conversation in a normal tone, classroom conduct is to be observed when on the bus. The driver has authority to prohibit any conversation.
8. Students are not to touch the emergency equipment on the bus (emergency doors, windows, roof hatches, body fluid/first aid kits, 2-way radios, etc.) except as directed by the driver or during an actual emergency.
9. The bus windows should not be opened without permission from the driver.
10. Students are to keep all body parts inside the bus. (Hands, arms, head, hair, etc.)
11. Students are to keep their hands and feet to themselves. (No fighting, horseplay, poking or pinching)
12. Students are not to eat or drink while on the bus.
13. Students are not to throw objects of any kind either inside the bus, out of the bus, or around the bus.
14. Students should keep the bus clean, sanitary, and orderly. They must not damage or abuse bus seats and equipment.
15. Students are not to use abusive language or profanity, obscene or rude gestures, or spit while on the bus.
16. Students may not bring large musical instruments, any animals, balloons, glass containers or objects, or large school projects onto the bus unless this has been prearranged with the driver.
17. Students are not to leave the bus without the driver's permission, except on arrival at their assigned bus stop or at their assigned school.
18. It is unlawful, in the State of Michigan, for any unauthorized person, including parents, grandparents, and guardians, to board a school bus, without permission or approval received by Bridgman Public Schools.
19. Students are prohibited from capturing, recording or transmitting the words (i.e. audio) and or images (i.e. picture/video) of any student, staff member, or bus driver.
20. Students shall not use electronic devices such as cellular phones, tablets, laptop computers, or video games on the bus without the Bus Driver's permission. Headphones or earbuds must be used provided the user is listening through personal headphones and the volume is low enough that others cannot hear the music. Students are prohibited from viewing and/or showing inappropriate content (pornography, weapons, etc.) at all times.

21. The use or possession of illegal substances such as alcohol, “e-cigarettes”, drugs and tobacco or other like products are strictly forbidden.
22. Students shall ride their regularly assigned bus at all times, unless permission has been granted by school administration.
23. No student shall be permitted to enter or exit the bus except at his/her regular stop, unless permission has been granted by school administration.
24. By riding the bus, it is implied that all students and parents understand these rules and will abide by them. Stating that they did not know the rules does not excuse a student from misbehavior or infractions of the rules.

Consequences for Violations of Bus Behavior Rules

Incident 1. Verbal Warning: The school principal will discuss the report with the student and inform the student that the next incident will result in a written warning. A copy of the transportation misconduct report, with appropriate action taken, will be sent to parent/guardian and will be filed in the student’s discipline folder.

Incident 2. Written Reprimand: A student conduct report will be filled out by the driver. The school principal will discuss the report with the student and inform the student that the next incident will result in a three-day suspension from riding the bus. A copy of the transportation misconduct report, with appropriate action taken, will be sent to parent/guardian and will be filed in the student’s discipline folder.

Incident 3. Three-Day Suspension: A student conduct report will be filled out by the driver. The school principal will discuss the report with the student and inform the student of the three-day suspension from riding the bus and formal communications between the principal and parent/guardian. A copy of the transportation misconduct report, with appropriate action taken, will be sent to parent/guardian and will be filed in the student’s discipline folder.

Incident 4. Indefinite Suspension: A student conduct report will be filled out by the driver. The school principal will discuss the report with the student and inform the student of the indefinite suspension from riding the bus and a formal letter to parent/guardian. There will also be communication between the student, parent/guardian, and principal explaining the suspension and a copy of the transportation misconduct report, with appropriate action taken, will be sent to parent/guardian and will be filed in the student’s discipline folder.

**The Principal is authorized to move directly to any offense when a criminal offense occurs such as assault, drug-related offenses, destruction of public property, possession of weapons, and similar acts. In this instance, the student will be disciplined in accordance with the decision of the Superintendent of Schools.
In the event that there are aggravating circumstances, discipline in addition to the discipline set forth above may be more severe.

By adhering to these guidelines and showing respect for others, we can ensure a safe and pleasant environment for all students using the transportation services.