

**Bridgedale Elementary School
22-23 Student & Family Handbook**



BRIDGEDALE
ELEMENTARY
BEAGLES

Beagle Pride!

Vision

Bridgedale fosters a community where all learners will engage in the highest levels of thinking to grow socially, emotionally, and academically through individualized learning experiences, teamwork, and trust.

Motto

Teamwork and Trust for Transformation and Thinking

Bridgedale Elementary School

SCHOOL CONTACT INFORMATION:

Main Office: (504) 888-6807

Fax: (504) 454-8788

Website: bridgedale.jpschools.org

Lauren Martinez, School Secretary

- Email address: lauren.martinez@jpschools.org

Julie Broussard, Principal

- Email address: julie.broussard@jpschools.org

Lora Pertuit, Assistant Principal

- Email address: lora.pertuit@jpschools.org

Watiki Sauerwin, Master Teacher

Shantelle Rodriguez, ESL Coach

Christine Dixon, Restorative Practices Facilitator

DISTRICT CONTACT INFORMATION:

Compliance: (504) 365-5312

Child Nutrition: (504) 365-5301

English Language Learners: (504) 349-7776

Pre-K: (504) 349-7917

Special Education: (504) 349-7950

Transportation: (504) 349-7782

PROOF OF RESIDENCE REQUIREMENTS

The parent/guardian of any student whose current legal address has not been verified, or its validity has come into question to the Compliance Office, must provide proof of residence within the school attendance district zone to the principal.

Documents presented as proof of residence must bear the name and current legal address of the student's parent/guardian. Acceptable documents **(AT LEAST 2 DOCUMENTS)** include, but are not limited to, the following:

- a. Lease agreement
- b. Current utility bill or deposit
- c. Copy of an agreement to purchase or an act of sale for completed dwelling
- d. Copy of an agreement to purchase or an act of sale for a residential lot entered into by the parent/legal guardian of the student
- e. Legal document issued by or approved by the Civil District Court for the Parish of Jefferson giving control and custody to the adult(s) if other than the student's legal parent(s) with whom the student resides, if the student is (16) years of age or under
- f. Legal certified documents verifying student's emancipation and/or legal proof of residence as required
- g. Legal document issued by or approved by the U.S. Office of Immigration and Naturalization

SCHOOL TIMES:

GATE OPEN FOR STUDENTS: **7:15 AM**

Students should not be waiting to enter the campus before 7:15 AM.

SCHOOL START TIME: **7:45 AM**

DISMISSAL TIME: **2:35 PM**

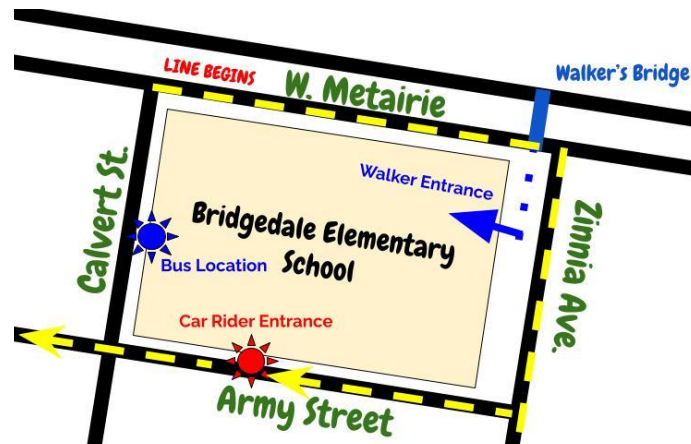
ARRIVAL AND DISMISSAL

The arrival and dismissal procedures have been developed to provide for your student's safety. Please adhere to these rules and work with us to maintain safety and security on the campus. Failure to follow these procedures will be considered a school rule violation. A student may not arrive prior to 7:15 AM. If a student remains after 2:50 PM and is registered for childcare, the student will be sent to childcare. Students who are not registered for childcare can not stay in childcare. Parents/Families of students not enrolled in childcare will immediately be contacted if a child remains after 2:50pm. Habitual violations may result in contact with the child services department.

TRANSPORTATION: Students have a variety of transportation options.

There are no teachers or school staff at any entrance before the 7:15 AM first bell.

The Bridgedale school community is committed to safe and efficient protocols for daily arrival and dismissal. IT IS IMPORTANT THAT STUDENTS ARRIVE ON TIME FOR THE SCHOOL DAY AND ARE PICKED UP ON TIME AT DISMISSAL! Thank you for your cooperation and support for student safety.



All cars should enter the carpool line from W. Metairie. Proceed to Zinnia Avenue then onto Army Street. There will be 3-6 car "spots" to pull your vehicle up to so that the staff and safety patrol can help multiple students exit the vehicle. DO NOT DRIVE AROUND OTHER VEHICLES after your child exits. Wait until all the children have exited the vehicles ahead of you and then follow these vehicles to proceed straight down Army Street only. DO NOT ENTER OR EXIT DOWN CALVERT STREET AS BUSES WILL BE LOADING/UNLOADING STUDENTS and student safety is our priority.

According to Louisiana state law, while driving through a school zone, it is unlawful to use your cell phone or mobile device except for any emergency.

AM Arrival: School staff and safety patrol will assist your child to exit the vehicle, beginning at 7:15am and ending at 7:45am. At 7:45am, students must be escorted by an adult to check in and receive a tardy arrival slip.

PM Dismissal: Carpool begins at 2:35pm. Car signs should be visible until the child is safely in the vehicle. After carpool has ended at 2:55p, students will be checked into AFTER CARE for a fee.

WALKER INFORMATION

Walkers will enter and exit the school for arrival and dismissal at the cafeteria doors on Zinnia Avenue. Walker dismissal will be 2:40pm-2:45pm. PK and K students cannot walk to school or home without an adult. Adults who arrive in a vehicle to pick up their children cannot be walkers as this makes the walker area unsafe.

AFTERCARE INFORMATION

All carpool and walker students must be registered to attend after AFTER CARE in case of an emergency. Aftercare registration provides your child a safe location with qualified after school staff to care for your child after dismissal ends at 2:55pm. Students must be registered to attend aftercare and parent/guardian must pay the \$20.00 registration fee in advance. Aftercare registration must occur before the afternoon the student attends after care. Daily rate for after care is \$7.00 per day. If you have an outstanding balance in after care, your student may not register for aftercare or attend until the balance is paid in full.

BUS INFORMATION

All buses will enter onto Calvert Street and exit onto West Metairie Avenue for morning arrival unloading of students (7:15am-7:45am) and afternoon dismissal loading of students (2:35pm-3:00pm). Calvert Street may only be used by buses or teachers/faculty for parking to ensure student safety.

REGISTER VEHICLE FOR SCHOOL CAR-LINE: Families that will drop off their students via carline should register for a CAR NUMBER by going to [Car Number](#). Our school secretary will verify your information and assign your vehicle and student with a car number. These car numbers should be displayed on your windshield when picking-up your child in the afternoon. Students WILL NOT be allowed to get in any vehicle without the appropriate car number displayed in the windshield. Children should be picked up by 2:55 PM; our car rider gate will close at that time. Students not picked up by 2:55 PM will be placed in Child Care, a \$20 registration fee for Child Care will be assigned, and the daily rate for Child Care will be collected.

PARKING: Families may NOT park in front of the school on Zinnia Avenue, in the carpool lanes on Army Street, or in the bus loading area/teacher parking area on Calvert Street between the hours of 7:00 AM - 3:00 PM. Please do not block driveways when parking in the neighborhood.

LATE TO SCHOOL/TARDY & EARLY DISMISSAL: Any student who arrives at school after the 7:40am bell is considered late to school and tardy. A tardy student WITH A PARENT/GUARDIAN must report to the office and the

parent/guardian must sign the student into school. The student must secure a tardy slip and present it promptly to the homeroom teacher.

If early dismissal is necessary, the parent/guardian will come to the office prior to 1:35 PM and sign the student out. Minutes will accumulate for students who are tardy and dismissed prior to 2:35 PM, equaling an absence. A note to leave with anyone other than a parent/guardian must be brought to school and approved by the principal.

There should be no reason for a child to continually forget items and necessitate returning to the classroom afterschool.

Students should arrive at school on time each day. After numerous tardies or early dismissals, the student MAY be asked to participate in additional instructional minutes before and/or after school. Please be reminded that tardies and early checkouts disrupt your student's learning.

The time that a student is out of school due to a late arrival or early checkout counts as an absence from the class. The extenuating circumstances identified by the Jefferson Parish Public School Board to excuse absences also apply for an excused tardy or early checkout. * The loss of instructional minutes may require additional attendance outside the school day.

DAILY DISMISSAL: It is expected that families establish a clear understanding with their child for daily dismissal. Emails, phone calls, and messages can affect a safe dismissal procedure.

The office staff will not call into a classroom to redirect the student at dismissal except in an emergency situation. Be sure your student and the teacher know how the student returns home EVERYDAY. If dismissal procedures are not clear, the student will be sent to after school care and the daily drop in fee rate will apply.

CHILD CARE: Childcare is provided through the Jefferson Parish Public School System Community Education program. After School Care begins at dismissal until 6:00 PM. Childcare is held in the cafeteria. The Contact person for

Bridgedale's Child Care Program is Ms. Lacie Palmisano. She can be reached at (985) 210-1232.

The parent/guardian must first complete the Child Care Registration form. A one time, Registration Fee of \$20.00 is due before the student may participate in the After School Care Program. The weekly rate is \$27.00 (PM) per student. The daily drop in rate is \$7.00 (PM). Drop in fees are due the day of drop in. Additional childcare information and specifics will be provided upon registration. All fees can be paid in cash or via the School Cash Online payment system. The link is jpschools.schoolcashonline.com.

Every CAR RIDER must register for child care.

SAFETY EXPECTATIONS

SECURITY: Your student's safety is our top priority and our job is to keep your student safe. Thank you for being a partner and keeping our students safe.

- We conduct regular safety drills (fire, tornado, intruder, lockdown, etc.) and monitor the buildings and campus to ensure security.
- Parents/guardians and visitors are restricted to the use of the single point of entry at 808 Zinnia Avenue, and all families and visitors must check-in the office prior to proceeding to any building in the school. The office will issue a visitor pass which is to be worn for the duration of the visit.
- Parents/guardians who have an appointment or any other business to conduct inside the school are required to report to the school office upon arrival at the building in order to be issued a visitor pass for security purposes.
- Visitors participating in afterschool activities **MUST** check into the office prior to 2:20PM.
- Parents/guardians and visitors may remain with students **ONLY** in assigned duty areas (cafeteria or classroom) after receiving a pass from the office.
- When on campus, **ANY** remarks must be limited to their own students and should be made in a discrete manner.
- Students may not leave school grounds without permission. Parents/guardians must sign-out any student who is leaving campus by 1:35 PM. No student may be signed out after 1:35 PM due to dismissal.
- Students and parents/guardians may not return to a classroom after dismissal.
- **ALL** students should be registered for aftercare services. Any students remaining at 2:55PM after carpool has ended, will be checked into aftercare and fees will be collected.

SCHOOL INSURANCE: School insurance forms are available by the company designated by the Jefferson Parish School Board and are given at registration time. The program is optional for families.

COMMUNICATION

SCHOOL/HOME COMMUNICATION:

- Please call and or email school personnel, allowing at least 24 hours for a response.
- All students receive a Bridgedale Elementary School communication folder. Please check it daily for correspondence from school and use it to return papers or messages to school.
- A monthly newsletter is emailed to all families and posted on our school's website.

Additional school notices and reminders are sent home via email, phone calls and texts, posted on the school's website and social media accounts as needed.

PARENT/GUARDIAN CONCERNS:

When a concern arises:

- Talk to your student
- Talk to the teacher(s)
- Talk to the school administrator(s)
- Contact the Compliance Department

When possible, concerns should be effectively resolved at the school level.

ABSENCE: Any time away from instruction is considered an absence. Please know that these instructional minutes accumulate after tardies, early dismissals, as well as full day absences. Please call the school in the morning if your student is going to be absent. A doctor's note is expected upon return from the absence, if extending for more than two days. After the total number of absences exceeds 10 (ten), a doctor note is REQUIRED for all absences (loss of instructional minutes) in accordance with the Louisiana state attendance requirements, noted in the JPS policies and procedures.

Requests for school work to be sent home for an absent student must be given to the office prior to 10:00 AM so that teachers are able to collect the necessary materials in print or virtual format. Also, notify your student's teacher in the morning if you plan to check out your student early.

Extended time out of class will require assignments to be completed at home.

Please refer to the JPS Procedures and Policies for Parents & Students Handbook for additional attendance information.

APPOINTMENTS AND MESSAGES: Parents/guardians are encouraged to arrange a phone or in person conference with their student's teacher when any issues arise. However, since class instructional time belongs to all of the students, phone calls and conferences will not occur during class hours or lunch periods. The teachers may schedule appointments during their planning time to assure sufficient time. Conferences with the administration or teacher must be made by an appointment.

When a parent/guardian arrives at school to deliver a message, the parent/guardian must deliver the message through the office. Parents/guardians are welcome at the school, but they are not allowed to disturb class time or to loiter on the playgrounds, in the halls, or in the office. In the morning, students must be dropped off. Parents/guardians should not remain in the walker area, carpool line, or outside the gates. Teachers are on duty and cannot take this time to talk to you. Parents/guardians may contact teachers via a school approved app (CLASS DOJO or REMIND), a phone call message from the office, or JPS teacher email.

CALLS TO CLASSROOMS: In order to maintain the integrity of instructional time, the office will not call into classrooms when parents/guardians deliver items students have forgotten at home such as, but not limited to: lunch, snack, homework, books, reports, money, or permission forms. If a parent/guardian delivers a forgotten lunch, the meal will be delivered to the class at an approved time by the office staff to minimize disruptions, and the student will be alerted to the lunch that was dropped off.

SCHOOL CLOSING INFORMATION: In the event of storms, floods, and/or natural disasters, please stay tuned to a local television station or radio station for bulletins coming from the Jefferson Parish School Board district office. The official radio station is W/WL, 870 AM. The school will also provide a phone call and/or text to all families with updated district and school information.

FEES & PAYMENTS

CASH PURCHASES: Please send all cash money in a sealed envelope or clear plastic ziploc bag with the amount, purpose, student's name, teacher's name and homeroom clearly printed on the front. This procedure is to be followed whenever cash money must be sent to school, regardless of the reason.

SCHOOL CASH ONLINE: Any school fees and payments can be paid via the School Cash Online payment system. The link is jpschools.schoolcashonline.com. Once you complete the 3 registration steps, you will connect to your student's account using the district name, school name, and student's information.

CHECKS ARE NOT ACCEPTED.

STUDENT BELONGINGS

MONEY AND VALUABLES: We ask that items NOT be brought to the office with the expectation of delivery to the student.

Students are not allowed, at any time, to sell or trade anything at the bus stops, on the buses, in the classroom, or on school grounds.

The students should not bring spending money to school except for snacks. You will be notified in writing any time an activity requiring money will occur. Do not let students bring valuables - expensive jewelry, watches, radios, toys, etc. to school.

STUDENT BELONGINGS: All clothing and supplies should be marked with the student's name and homeroom teacher. Please label articles of clothing, such as jackets, sweatshirts, hats, gloves, etc.

Many articles of clothing have been lost simply because they are not labeled or the labels were not clear and visible.

Unclaimed items will be donated or discarded at the end of the first and second semester in January and May.

FORGOTTEN ITEMS: Parents/guardians are discouraged from bridging any forgotten items to school. It is a disruption to learning to call into a classroom when a child forgets something at home. Students will not be given permission to call home to request that you bring something to school. Learning responsibility involves practice, and this is an opportunity to practice this skill.

LOST AND FOUND: Lost and found items are located in the cafeteria near the stage area. Students are encouraged to claim these lost items before/after school or during lunch period. Any items not claimed will be donated and discarded at the end of the semester.

ACADEMICS

GRADES: The school year is divided into 4 - 9 week terms.

Pre-K

Progress Reports each semester (2 each year)

Kindergarten

Progress Reports each 9 weeks

1st & 2nd Grades

ELA & Math: 9 tests & 2 participation grades each 9 weeks

Science & Social Studies: 6 participation grades each 9 weeks

3rd Grade

ELA, Math, Science, & Social Studies

9 tests & 2 participation grades each 9 weeks

* **Science & Social Studies are non-promotional.**

4th & 5th Grades

ELA, Math, Science, & Social Studies

9 tests & 2 participation grades each 9 weeks

* **Science & Social Studies are promotional.**

JCAMPUS STUDENT PROGRESS CENTER: The school district provides a means to monitor your student's grades and attendance electronically via the JCAMPUS Student Progress Center. The information regarding parent/guardian access and each PSN (personal student number) will be provided to students and families at the beginning of the school year or upon request via a phone call to the front office. The Student Progress Center link is <https://jpsis.jpschools.org/progress/>.

REPORT CARDS: A report card will be issued to your child every nine (9) weeks term. Parents/guardians must sign the report card envelope but may keep the report card document itself. Report card envelopes are expected to be returned the day after they are issued. The key on the report card will indicate the progress made by your student.

INTERIM REPORTS: An interim report will be issued at the midway point of the marking period. These reports will indicate the current academic progress for

your student. Please note if your student is having academic or behavior issues at this point.

HOMEWORK & ONLINE INSTRUCTIONAL PROGRAMS

PURPOSE:

- Provide practice, review, and skill reinforcement
- Build background knowledge for topic being studied

JEFFERSON PARISH PUBLIC SCHOOLS POLICY: Homework will be assigned a minimum of three (3) times per week in each promotional content area and a minimum of once per week in each extended skill area in K-3.

ONLINE INSTRUCTIONAL PROGRAMS: The school will provide school online instructional programs via **CLEVER** in order to facilitate practice and reinforcement of basic skills taught in the content areas.

CLEVER:

- STEP 1: Open your internet browser and enter www.clever.com.
- STEP 2: Click "Login as a student" in the top right-corner of the screen.
- STEP 3: In the "Type School Name Here..." box, type: Bridgedale Elementary. Our school should automatically pop up. Click our school's name.
- STEP 4: Click "Login with Clever."
Username: JP Lunch Number (7 Digit Student ID Number)
Password: JP Lunch Number (7 Digit Student ID Number)

Once you are logged into Clever, you will have access to ALL resources available to students. Simply scroll down and find your site or resource you need!

Lexia Core 5 (K-2): Lexia Core 5 Reading supports differentiated literacy instruction for students of all abilities in grades K-2. Lexia's research-proven program provides explicit, systematic, personalized learning in the six areas of reading instruction, targeting skill gaps as they emerge, and providing the data and student-specific resources.

- Engages and motivates students in a game-like environment
- Provides progress-monitoring student data
- Accessible via computer, chromebook, iPad, or browser
- Access Lexia via Clever

i-Ready (3-5): i-Ready is an online program for 3-5 grade students in reading and mathematics that will help your child's teacher(s) determine your child's needs, personalize their learning, and monitor progress throughout the school year. i-Ready allows your teacher(s) to meet your child exactly where they are and provides data to increase your child's learning gains. i-Ready consists of two parts: Diagnostic and Personalized Instruction.

- The Diagnostic is an adaptive assessment that adjusts its questions to suit your child's needs.
- Personalized Instruction provides students with lessons based on their individual skill level and needs, so your child can learn at a pace that is just right for them. These lessons are fun and interactive to keep your child engaged as they learn.
- Access Lexia via Clever

Accelerated Reader & AR Tests

- STEP 1: Scroll down to find and click the "Renaissance Learning" icon under the District section in Clever.
- STEP 2: You should already be logged into Renaissance Learning since you've already logged into Clever. If, for some reason, you are asked to login to the Renaissance Learning platform, use the information below to login:
Click on "I'm a Student"
Type in username: "JP" followed by your lunch ID; example JP0123456
Type in password – Simply your lunch ID; example 0123456; Click login
- STEP 3: Once logged in and on the main page, simply click the "Take a Quiz" icon.
- STEP 4: Type the name of the book you read in the "Title, Author, or Quiz Number" box. Then, click "Search"
- STEP 5: Once you found the book you were searching for, click "Take Quiz" and begin answering questions!

Once you have finished your quiz, you can view additional information on your progress by clicking "Progress" or "Bookshelf" to see how many points you've earned and the books you've already read and taken quizzes on this school year!

If you need to know if the book you want to read is AR-approved, simply visit the AR Bookfinder site at www.arbookfind.com and conduct a search of all available books with Accelerated Reader quizzes and quiz numbers. Also, check out www.storylineonline.net and www.getepic.com to find a variety of books read aloud you may be able to take AR quizzes.

Reminder: Students must read book(s) before taking quizzes and score an 80% or above to earn points. Quizzes can only be taken one time.

SCHOOL UNIFORMS & SUPPLIES

Bridgedale has partnered with Skobel's Uniform store as our preferred uniform vendor. Parents/guardians are able to purchase uniforms online and have them mailed to your home or picked up at one of their locations. You are also able to visit the Skobel's uniform store to browse their selections. Visit <https://skobels.com/collections/bridgedale-elementary-school> to purchase uniforms online through Skobel's. Information regarding uniform specifics can be found below:

UNIFORM TOPS:

- **PRE-K & KINDERGARTEN:** Purple Polo or T-Shirt with School Logo on Left Chest
- **GRADES 1-5:** Forest Green Polo or T-Shirt with School Logo on Left Chest

UNIFORM BOTTOMS: Navy Blue Bottoms (PK-5)

- Long Pants (not jean material)
- Shorts (must be walking length)
- Skirts/Skorts (must be mid-thigh length)
- Jumpers (must be mid-thigh length)
- Sweatpants (ONLY allowed on extreme cold weather days)

SOCKS: NAVY, WHITE, and GRAY Socks should be visible and cover the ankle.

SHOES: Athletic shoes (appropriate for PE) must be worn. NO LIGHTS OR WHEELS. Velcro shoes are to be worn by Pre-K students as well as students who have not learned to tie laces.

LAYERS: Gray or forest green sweatshirts (purple sweatshirts for Pre-K or K students) with school logo and no hoods OR gray or forest green cardigan sweaters (purple sweaters for Pre-K or K students) may be worn. Students may also wear a solid long-sleeved gray, forest green, or white shirt underneath the uniform shirt.

NON-HOODED JACKETS: Green, Yellow, Navy, White, Gray, Brown, Black

TIGHTS/LEGGINGS: Girls may wear white, black, forest green, gray, or navy opaque tights or leggings (no prints or designs) under their skirt during cold weather.

ADD-ONS: No makeup or earrings that dangle. No hats or sunglasses.

FACEMASKS: Face masks are optional for students. Face masks should not include any offensive or inappropriate messages.

It is important that all clothing is considered "uniform quality."

Guidelines for any out of uniform days include school appropriate clothing and shoes.

SCHOOL SUPPLY FEE: \$45 school supply fee per student

Parents/guardians will pay a \$45 school supply fee to your student's homeroom teacher this year. This can be paid by sending cash to school the first week of school or by paying through our online system. Teachers will utilize the funds to purchase necessary classroom materials and supplies to ensure your money is best utilized for your student's specific needs.

POSITIVE BEHAVIOR INTERVENTIONS AND SUPPORT

SCHOOL EXPECTATIONS

B.A.R.K.

Be responsible.

Always consider choices.

Respect people and property.

Keep safe.

INCENTIVES FOR GOOD BEHAVIOR:

B.A.R.K Bucks: Students may receive a “B.A.R.K. Buck” coupon for good deeds or behavior. These coupons are placed in a box, and names are drawn weekly/monthly from the box for prizes.

N.U.T. Cards: Students will be allowed to participate in pre-determined, designated spirit days, through the use of a Bridgedale spirit t-shirt or a No Uniform Today “N.U.T.” card if they receive NO paperwork during the month. Paperwork includes behavior reports, referrals, and/or detentions. These days are located on the school calendar.

Quarterly Behavior Rewards: Students will receive quarterly behavior rewards for receiving no behavior paperwork in a marking period.

General Store: Students may use their B.A.R.K. Bucks at the General Store to purchase school supplies. Parents are invited to help us keep the Beagle General Store well stocked throughout the year by donating school supplies.

Behavior Trackers: Behavior Trackers will be sent home daily in the home/school communication folder. Parents should sign the tracker as designated by the teacher, either daily or weekly, to indicate that they have seen their child's progress.

Celebrations: Classroom Celebrations will be held at regular intervals to acknowledge positive behavior.

Recognitions: Other school wide recognitions will be given for students having outstanding behavior records, i.e. no written negative marks and/or remarks on the behavior tracker.

CLASSROOM EXPECTATIONS

Be responsible.

- Bring all materials for learning.
- Remain on task throughout the entire class time.
- Complete all assignments.
- Be on time.

Always consider choices.

- Raise your hand to speak.
- Listen when others are speaking.
- Use appropriate voice levels.

Respect people and property.

- Walk safely to your assigned space.
- Comply with adult requests.
- Line up quietly during dismissal or transitions.
- Keep your hands, feet, and objects to self.

Keep safe.

- Treat others as you would like to be treated.
- Always be truthful.
- Use your best manners.

HALLWAY EXPECTATIONS

Be responsible.

- Keep your eyes and body forward.
- Respect others' personal space.
- Secure your belongings.

Always consider choices.

- Listen when adults are speaking.
- Remain silent at all times.

Respect people and property.

- Comply with adult requests.
- Move quietly during dismissal or transitions.
- Keep your hands, feet, and objects to self.

Keep safe.

- Leave space at all doorways.
- Walk safely to your destination.

CAFETERIA EXPECTATIONS

Be responsible.

- Place all trash in the trash bins.
- Clean your face and space after eating.
- Use the appropriate amount of utensils and napkins.
- Have your ID ready.

Always consider choices.

- Use appropriate voice levels.
- Chew with your mouth closed.
- Swallow your food before speaking.

Respect people and property.

- Follow adult instructions.
- Keep your hands, feet, and objects to self.
- Follow entry and dismissal directions.

Keep safe.

- Face forward while eating.
- Use both hands when carrying trays.
- Report spills or accidents to an adult.

INCENTIVES FOR POSITIVE BEHAVIOR:

- **B.A.R.K.** Buck drawings
- Monthly Perfect Attendance
- **No Uniform Today (N.U.T.)** Cards
- Weekly Birthday Recognition
- School-wide reward assemblies and programs
- Participation in the Parent-Teacher Organization stores and events
- Give-A-Ways (Beagle Pride items, spirit t-shirts, and novelty prizes)
- Monthly TOP Dog recognition

PBIS AGREEMENTS:

- Keep hands, feet, and objects to yourself.
- Respect others with actions and words.
- Listen and follow directions and procedures.
- Be prepared.

Restorative Practices: Classroom and school based management procedures and expectations are shared with and discussed with all students. Teachers and other staff members work with students to teach them these procedures and expectations. When expectations aren't met, teachers will meet with the student. If the behavior continues, the teacher will request a conference with parents/family members. The Restorative Facilitator will play a part in working with students, teachers and families to collaboratively create plans of actions to support positive behaviors. Student contracts will keep ownership of these supports in place. If there are habitual violations of the contract, further disciplinary action may be taken by the assistant principal or principal.

MINOR INFRACTIONS: These actions do not put the safety of another student or adult at risk. It may disrupt the student's attention to the task at hand but does not prevent the teacher or adult from proceeding.

- Inappropriate verbal language
- Physical contact
- Defiance, disrespect, non-compliance
- Disruptive behavior
- Property misuse

MAJOR INFRACTIONS: Major infractions disrupt the teaching and learning taking place in the classroom. They put the safety of others in jeopardy. A major infraction requires a referral to the office. Students who break a major rule are subject to a referral to the assistant principal for possible suspension, loss of good behavior rewards, and lowering of conduct grade.

- Abusive/Inappropriate verbal language/Profanity
- Alcohol/Tobacco
- Defiance/Disrespect/Insubordination/Non-compliance
- Disruptive behavior
- Fighting/Physical Aggression
- Theft
- Habitual violation of school and/or classroom rules
- Physical Contact
- Harassment/Teasing
- Drugs

- Skip Class/Truancy
- Vandalism/Property Damage
- Weapons
- Lying/Cheating/Forgery
- Fireworks/Flammable Materials
- Harm to self or others

FAMILY PARTICIPATION

PARENT & FAMILY VOLUNTEERS: Families who wish to donate time to the school are encouraged to contact the teacher or office staff. The PTO will provide you with a list of volunteer opportunities.

PARENT & TEACHER ORGANIZATION (PTO): The PTO is an organization of parents/guardians, families, teachers, and staff. The PTO plans and organizes events and activities for students and teachers/staff. They also plan and implement fundraisers to raise funds for students. Monthly PTO meetings are held in the cafeteria to update all families and school stakeholders with school information, share ideas, and provide volunteer opportunities. Monthly meeting dates are located on the school calendar and a list of fundraisers and activities are available in the front office.

CAFETERIA INFORMATION

MEAL PRICES: Every JPS elementary student will receive free meals (breakfast and lunch) this year. Please note the charge for other purchases, including extra milk and non-student meal purchases.

BREAKFAST: Students wishing to participate in breakfast will be provided a bagged breakfast upon arrival as a walker, bus rider, or car rider. Breakfast will be provided from 7:15-7:50 AM.

LUNCH: Each student is provided with a thirty minute lunch period daily. School staff supervise students while they eat lunch in their classrooms. Students may bring lunch from home or receive a lunch from the cafeteria.

MILK: Students who bring lunch may purchase milk or students who eat the school lunch may purchase additional milk. The cost is \$0.50.

CAFETERIA RULES:

- Students must remain seated at the tables while eating.
- Soft drinks and glass bottles are not permitted.
- Students may not have meals from outside restaurants or food vendors.
- Unnecessary noise and loud talking are not allowed. Orderly conduct is to be maintained at all times.
- Students are expected to leave their tables tidy after eating. Dispose of plates, milk containers, straw papers, utensils, food wrappers, napkins, etc. prior to leaving the cafeteria.
- Food should not be given away or traded.

ADULT MEALS: Adults who are working/volunteering on school campus are permitted to purchase school breakfast or lunch.

SNACKS: Many of our students are allowed to bring a daily snack, and the teacher will give out specific procedures. We recommend healthy snacks. Parents/guardians who deliver a class snack should make arrangements with

the teacher prior to the day a snack is being sent, and the teacher will inform the office staff of those plans.

HEALTH & MEDICATION INFORMATION

HEALTH/HYGIENE: In the interest of good health and student safety, all students should come to school with clean bodies and clean clothes. Current research recommends 8-10 hours of sleep each night for elementary school students. Students are not to wear colognes or perfumes to school. For safety reasons, only small stud earrings are permitted.

MEDICATION POLICY: If possible, parents/guardians are advised to provide medication to their students at home and on a schedule other than during school hours. Only oral, aerosol/inhalant medication in premeasured dosage, topical ointment and emergency medications shall be administered by trained, school-based personnel. Students are not permitted to have in their possession any medication (prescription or non-prescription medication) while under school supervision except when ordered by the physician for an urgent need (i.e., asthma inhaler) and after consultation between the parent/guardian, school nurse, and the designated school staff.

Jefferson Parish Schools, in compliance with Act 87 of the 1993 Legislature and the guidelines determined by the Louisiana State Board of Education, will provide for the administration of medication to a student after the following procedures and responsibilities have been implemented.

PARENT/GUARDIAN RESPONSIBILITY:

1. You must obtain the following forms from your student's school: **School Medication Order (S.S. 35) and Parent/Guardian Written Consent for Medication Administration (S.S. 36)**.
2. Have your physician complete and sign the **School Medication Order Form (S.S.35)**. Forms are located at <https://www.jpschools.org/Page/306>.
3. Call prior to going to the Medication Office to ensure a nurse is available. East Bank: (504) 736-1857.

4. Take the above completed forms along with the medication bottle/container to the Medication Office for review/approval by one of our school nurses.
5. After the forms and medication have been reviewed and approved by the nurse, please bring them to Bridgedale Elementary School.

PLEASE NOTE:

1. All medication containers, EVEN over the counter medications, are to be labeled by a Louisiana licensed pharmacist.
2. Please ask your pharmacist to provide separate medicine containers for school and home use.
3. A maximum 25-day supply of medication can be stored at school.
4. Medication must be delivered to the school by an ADULT.

The above procedures will enable our school system personnel to better provide for your student's health needs.

SCHOOL RESPONSIBILITY:

1. School personnel will not provide any medication.
2. A medication log form (S.S. 34) will be maintained by school personnel for each medication required by the student.
3. The principal will designate at least two persons to be available to assist the student in securing the prescribed dosage.
4. The designated personnel will keep all medication under lock and in a secure place.
5. All medications will be disposed of 14 days after the physician's recommended date of discontinuation. The principal or school nurse will notify the parent/guardian prior to disposing of the medication.

INJECTIONS:

1. Except in the case of emergency medication for a life threatening situation, parents/guardians will be required to come to school and administer injections to their student.

2. Students who will be responsible for administering their own injections must keep the necessary supplies in a secure place as designated by the principal.
3. The parent or student will be responsible for securing the prescribed dosage.

INHALERS AND AEROSOL TREATMENTS:

1. All previously stated medication policies regarding required forms shall be followed.
2. If an asthma inhaler is to be carried by a student at all times, then the physician's written orders must be stated as such.
3. The provision for administration will be handled on an individual basis and must be arranged through the coordinator of Health Services or his/her designee and the school principal and school nurse.