



Grade School Family Handbook SY 2018-2019

A small school with **BIG** achievers

Message to The Bridge School Parents

“Trust in the Lord with all your heart and lean not on your own understanding; in all your ways submit to him, and he will make your paths straight.” Proverbs 3:5-6

We welcome you all to our Bridge School Family. We look forward to SY 2018-2019, with much anticipation and excitement! Thank you for trusting us with your children – and for allowing us to partner with you in their education and growth. We are committed to providing your children with our best during these foundational years of their education.

Please go over our policies and procedures, which have been prepared for your guidance and information. You may reach us by email or text, for your questions and concerns.

We pray for God’s grace and protection for The Bridge School Family – this school year and always.



In His service,

Tere del Rosario
Principal

Our Mission

Our goal at The Bridge School’s Grade School is to teach students to become independent thinkers and lifelong learners; to pursue academic excellence and individual achievement; to value integrity and build character, to respect others and to give service to the community.

We believe that learning should be active and experiential, with the school providing abundant opportunities for students to excel. We accept students with a range of abilities and talents who can take full advantage of a rich and demanding academic program in which each student is both challenged and supported.

We seek to create within the school a community built on understanding and respecting others. While individual achievement is encouraged and rewarded, our program underscores the value of shared goals, friendship, and cooperation in mastering difficult tasks.

Progressive Education

The Bridge School's progressive education works with a child's natural inquisitiveness and desire to do, to experiment, and to be involved. Progressive education asks students to truly understand a topic and to demonstrate and to defend their understanding. It asks them to think beyond the page, beyond the "right answer."

There has never been a more critical time for critical thinkers. When answers can be Googled with the tap of a finger, asking the right questions is what counts. Living by core values is what counts. Our academic progressive program equips students with the confidence to discern fact from slant and to contribute to society in a meaningful way.

Grade School Class Size/Ratio

At The Bridge School, we maintain low teacher-to-child ratios in all of our classes. All of the grade school classes maintain a 1:15 teacher-student ratio.

We are committed to lower ratios because having smaller classes allows us to:

- Spend more time with children, to develop a closer child-teacher bond of affection, trust, and respect
- Assess carefully children's social, emotional, cognitive, and physical growth and progress, and individualize our program accordingly
- Plan and execute lessons in engaging and fun ways that elicit critical thinking and collaboration among peers



GRADE SCHOOL PARENTS' ROLE AS PRIME EDUCATORS AT THE BRIDGE SCHOOL

The primary responsibility for the education of children belongs to the parents. Though shared with the school, the parents' responsibility remains *paramount*. Children tend to emulate their parents. The greatest single factor in building a child's intellectual, emotional, and moral framework is the example parents provide at home.

Family Involvement – Helping Hands Program

Each family will be assigned two-four weeks throughout the school year to share the following items with your child's class:

1. Healthy snack (biscuits, graham crackers, canned fruit, bread, muffins, juice, yogurt, crackers and cheese, honey, jam, or butter)
Please check all ingredients in any prepackaged food you send for nut- based components– including food cooked in peanut oil. Avoid sending anything with nuts (brownies/nut bars, etc.), including anything with peanut butter (peanut butter cookies, pili cakes, etc). (GRADE SCHOOL KIDS ARE ALWAYS HUNGRY!!!)
2. Three packs of colored bond paper (any color) (Best Buy or Moods or Art Attack Paper)
3. A box of QUART OR LITER size Ziplock bags (20-30 pulls) or 2 packs of disposable plastic food containers for the classrooms (20 pieces)
4. Recyclable materials (scratch paper, egg cartons, containers, newspapers, old toilet paper tubes, magazines, boxes, shoeboxes, paper cups, and plates)

Please look out for the schedule and more information about this on our website and school bulletin board.

Grade School Parents' Responsibilities

1. To *review and check all TESTS, QUIZZES, and SEATWORK* from all classes and help *track the progress* of your child in each class
2. To be an *advocate for your child* who may be struggling in a certain academic or social area and to contact your child's teacher to see how you can assist
3. To *read all communications* sent home in your child's planner from the school and *respond promptly* when appropriate
4. To provide areas and opportunities for *home study* and to ensure completion of homework
5. To review and sign your *child's homework* planner every night
6. To talk and reflect with your child about his/her *behavior* and *work habits*
7. To keep the school informed as to the *special developmental needs* of your child
8. To *attend meetings, conferences,* and request additional meetings as needed
9. To make sure your child attends school regularly, *arrives at school on time,* and is *picked up on time*
10. To make sure your child eats a substantial breakfast, has a sufficient amount of lunch and snack food and cold water for school
11. To assist the school in its *Health Guidelines*
12. To provide your child a *healthy diet* and *balance of sleep and exercise*
13. To encourage the development of your *child's individual talents and interests*



Attendance Policy for Grade School

Parents have the responsibility for seeing that their child attends school on time everyday. Regular attendance is necessary if students are to receive the maximum benefit from their educational experiences. Getting an education is a full-time job and each student should be at school every day that school is in session.

The valid reasons for being absent are illness, observation of a religious holiday, death in the immediate family, and family emergencies. Long family vacations or trips do not constitute as a "valid reason" for an absence and are listed as unexcused absences. Other unexcused absences include but are not limited to transportation problems, oversleeping, and conducting business that could have been held outside of the school day.

Please text the school cell phone to inform us if your child will be absent to make us aware of any illness and to make accommodations in daily activities that your child's absence necessitates. Absence of five or more days will require a doctor's certification stating diagnosis as well as the doctor's clearance to return to whole indoor and outdoor class program.

Tardiness Policy for Grade School

Children *must arrive on time* for school everyday. Punctual arrival teaches your child the value and discipline of being on time. It also aids in the establishment of an effective, productive routine. The first few minutes of the day in homeroom are extremely important to your child and the teacher. It is at this time that directions are given, changes in the daily schedules are discussed, and most importantly when your child is easing into the day. Missing this time puts your child at a *huge disadvantage*. Tardies are marked in your child's report card. Children are marked tardy when they are five minutes late for their first period class. Eight tardy marks will be equivalent to one absence.

Parents have the responsibility of seeing that your child is also picked up on time everyday. TBS will be charging a fee for late pick-ups for children whether they have a Yaya with them or not.

Homework for Grade School

Homework, if used effectively, can benefit students and teachers in many ways. Homework can reinforce new skills, teach responsibility, and involve parents in the learning process. In addition, it gives parents some special time with their child. Homework is expected of the students in Grade School. Homework for Grade School students will be assigned daily but should take no more than an hour to finish depending on the grade level. Please help establish a quiet, organized workspace for your child at home, away from noise and other distractions.

Homework and Assessment

STUDENT PLANNER

1. Students must bring home and bring back their student planners everyday. This is the best way to find out what is happening in school and also to communicate with your child's teachers. Grade School children have 3-5 different subject teachers so it would be best to write or communicate directly with your child's homeroom teacher and she will be the one to coordinate your requests with the subject teachers involved.
2. All assigned homework, quizzes, and unit test schedules, and other announcements are to be written by students in their student planners. Homeroom /subject teachers will sign your child's student planner indicating that the necessary information is written down.
3. Parents are encouraged to help students use the planner to help organize deadlines and assessments. Please help review with your child his/her classroom behavior and work habits noted in the planner.
4. Parents are to review and sign the student planner everyday. Parents, if you write a note to your child's teacher – please remind your child to show their planner to the teacher first thing in the morning. Parents can also write notes and attach it to the planner or put it inside the plastic zippered sleeve of the planner so that the teacher can see them right away.
5. Students are to be increasingly independent and are solely responsible for taking care of their planners and keeping it neatly tucked in the plastic zippered sleeve.

HOMEWORK

1. Please sign all tests and quizzes sent home and return them the following day in the proper file folder. Parents are to note and take action when their child doesn't pass a quiz or test (passing score 75%).
2. Homework is given for practice and reinforcement and therefore each child should be able to complete it independently. Please do not do your child's homework. Should you find that your child has a hard time understanding his/her homework, please work on it together and write a note and attach it to the student planner for your child's homeroom teacher. Your child's homeroom teacher will coordinate and inform the proper subject teacher.
3. Please do not call or text the school or your child's teacher for homework clarification. Please send in a note the following day with your child for any questions/concerns. Students are encouraged to make sure they understand the homework and have it properly written down before dismissal.
4. All assignments need to be turned in on time and completed appropriately. The only exception to this would be late assignments due to illness or other excused absences. Students will be given a number of days equal to the number of days absent to make up the work. Homework that is not submitted on time may be marked as a ZERO and will significantly pull down final grades.
5. Children are responsible for their folders, notebooks, books, and homework sent home.
6. No written homework is assigned on Fridays. However, there are cases when homework will be assigned on the weekend as a result of class suspensions/special holidays announced.
7. There may be instances when students will not be allowed to attend special classes such as PE or Values classes when homework is not completed.



QUIZZES & TESTS

1. Only two quizzes OR a quiz and a unit test are to be scheduled per day for any grade school level. Typically, no quizzes or unit tests are scheduled on Mondays.
2. For all major subjects: maximum of 2 unit tests and 5 quizzes are given per trimester
For Civics: 2 quizzes and 1 unit test is given per trimester
3. Students who miss scheduled quizzes or tests must take it within two-three days from the scheduled date. Students are responsible for coordinating with their homeroom teacher to find out when they can come early to take missed assessments. There are times when students will not be allowed to attend a special class period when he/she has pending assignments and or assessments that need to be taken that day.

EXAMS

1. The Bridge Grade School is on a trimester calendar. Exams are scheduled three times a year – September, November, and March.
2. Exam scopes are sent home a week before the exams.
3. Seatwork and Quiz & Unit Test folders and books are compiled and sent home the Friday before exam week.

COMPONENTS OF GRADE FOR MAJOR SUBJECTS:

Exams 25% Quizzes 25% Unit Tests 20% Seatwork 15% Homework 10% Projects 5%

Extended Absences and Request for Homework for Grade School

Parents may request missed class work and homework on the child's *second* day of absence. This request must be made to the office by email before 12:00 PM on or after the child's second day of absence. Work may be picked up at the office after 4:00 PM. Students have the same amount of days they were absent to make up all work, quizzes, and tests that they missed. Students are encouraged to come early to school to get extra help when they have missed work.

Forgotten Materials, Books, and Personal Effects

Homeroom teachers help assist the children in making a checklist of what book, folder, notebook, etc. needs to be brought home based on the homework and studying needs of the night. However, it is ultimately the responsibility of each child to check their bag before leaving to make sure they have everything they need. Please help establish a routine with your child before he/she leaves school to ensure that he/she knows what needs to go home each day. This includes books for study and homework and own personal effects such as jugs, containers, lunchboxes, silverware, jackets, shirts, and more.



Parents, yayas, and fetchers are requested to double check the student planner for the homework properly written down and that the student has all of the necessary materials / books before leaving campus. It is highly discouraged to send back the driver or come back after class to pick up forgotten homework. It is better to come early before class to take care of this.

The Bridge Grade School will be closed at 4:30 everyday. Should you find that your child has forgotten something, please feel free to text the Bridge phone immediately and we will do our best to look for your missing item. However, please note that should it be found, *it will be returned to your child the following day*. Should items such as books, notebooks, textbooks, jackets, lunchboxes, etc. be left on campus, children are advised to come early the following day to use their books and finish their homework. Please explain to your child that coming back to school each time they forget their work is not an option. This will encourage them to be more responsible about packing up every day before they leave school.

Special Classes

Every week, the Grade School students have special classes. Should students fail to complete their homework, need to complete unfinished work, or take missing assessments – these may be scheduled during this time.

Physical Education (PE)

PE is held every Friday. Students need to be in proper PE uniform – Bridge PE shirt, Bridge jogging pants, and sneakers to be allowed to go to PE. All students need to have a complete change of clothes for after PE – Bridge collared uniform top, Bridge shorts/skorts, and shoes in order for them to be allowed to take PE class. Students who are not in proper PE uniform or do not have a complete change of uniform will not be allowed to go to PE.

S.P.A.R.K.S (Before and After School Care)

SPARKS or (Supervised Play, Art, Read, Kick-back with friends, Study time) is our supervised before or after school care for the Grade School students. Students in Grade 1 or Grade 2 are dismissed from class at 1:30 and escorted to SPARKS from 1:30-3:15. Grade 3 children are able to join from 2:15-3:15. During this time, the students start with silent reading and then do their homework in small groups with teachers. After homework and studying, they have supervised art, games, and indoor or outdoor play. Schedule for SPARKS is 12:30-1:30 on Wednesdays (shortened period). Please text the Bridge phone for more details. Slots are limited!

Before school SPARKS is available to Grade 4,5,6 children who would like to review before classes start and catch up on some work and reading from 8:30-9:30 AM.

Enrichment Tutorials (1:1)

Students at The Bridge School should not need a tutor to keep up with the lessons and homework. However, we find that many families prefer that their child gets special 1:1 help at school in order for the lessons to be consistently approached and taught and reinforced. Enrichment tutorials fall under the SPARKS program but instead of group learning, one special teacher is assigned to the student.



HEALTH

When Your Child Is Sick

Maintaining a healthy environment requires both parents and staff to make daily assessments about the wellness of the children in their care. Parents are requested to keep sick children at home.

It is essential that you notify us if your child has contracted or has been exposed to any contagious disease. Please call the school if you are keeping your child home because he or she is sick. All children are expected to have updated vaccine and booster records before the start of the school year.

The Bridge School has a registered nurse on campus. Should your child become sick while in our care, a school nurse will call the designated guardian and will expect your child to be picked up within the hour. Families need to plan alternative childcare at home in the event that your child becomes ill during school hours. Children who are exhibiting symptoms of possible contagion or who cannot manage their discomfort in the classroom, will wait in the school office. No child will be left unattended. The school nurse will not administer any medication without consent from the parent and it also must be indicated on the health form.

Your child is too sick for school when your child's illness is preventing him/her from being comfortable in school or when it impairs your child's ability to participate and benefit from the whole program, both inside and outside the classroom. (For example: If you need to send a note in not allowing your child to play outside, then your child is not well enough to be in school and must be kept home.)

Your child is also too sick for school when he/she has the following symptoms:

	Must be symptom free for 24 hours before going back to school	Doctor's certificate needed
<i>Fever – temperature greater than 37.8 degrees Celsius</i>	√	√ *Only if absent for 5 or more days
<i>Cold –runny nose or cough</i>	√	√ *Only if absent for 5 or more days
<i>Vomiting</i>	√	
<i>Diarrhea</i>	√	
<i>Conjunctivitis, impetigo, pinworm, ringworm, or scabies</i>		√
<i>Sore throat, earache, or swollen glands</i>		√
<i>Severe cough, unproductive cough</i>		√
<i>Skin infections or rashes</i>		√
<i>Measles/Chicken pox – remain at home until lesions have dried up and crusted over (approximately seven days)</i>		√
<i>Strep throat</i>		√
<i>Head Lice – The school nurse will conduct random inspection of lice. Children with lice will be inspected before being allowed to return to class. TBS reserves the right to send home children who still have eggs and/or lice during inspection.</i>	<i>At least three (3) shampoo treatments and egg removal & inspection by school nurse</i>	

In order to return to school, children must be FULLY recovered, without the aid of fever reducers or other medications that temporarily mask symptoms.

Medication Policy/ Asthma Inhalers

Please keep your child at home if he or she is taking a medication for the first time. Children may develop allergic reactions to medications especially antibiotics. At home, parents can monitor your child and respond quickly to any adverse reactions that may occur.

We prefer that *medication for your child be given before he/she comes to school*. However, should they need it during school hours, please talk to your child's homeroom teacher to make specific arrangements. Yayas are permitted to administer medicine/ give inhaler only with a note or parent arrangement made with your child's homeroom teacher. *Please DO NOT send medicine or an inhaler in your child's bag without informing his/her teacher*. If your child requires using his/her inhaler at school- please ensure that his/her teacher and school nurse knows how to assist your child in using it and is also aware when your child needs it. The school reserves the right to send the child home if it determines the child is too uncomfortable to participate fully in class.



Hand Washing

Regular, thorough hand washing is the greatest preventive measure for stopping the spread of germs and sickness. We expect and encourage children to wash their hands often to prevent the spreading of communicable disease especially after using the toilet and before preparing or eating food. To create a lifelong habit, please reinforce these procedures at home. Please encourage your child to wash his/her hands upon arrival at school each day. Quicker alternatives are also available such as using the Green Cross alcohol pump located in every room or baby wipes before playing and eating, and after using the bathroom.

Snack/Lunch Procedures and Nutrition

Grade School children have at least one snack break and one lunch break a day. Please send ample food for your child each day. Diet plays an important role in your child's social, emotional, physical, and intellectual well-being. Children should not come to school hungry. Children should be encouraged to eat a healthy meal *before coming to school*. We also ask that parents pack snack or lunch in reusable containers and cloth napkins to reduce the amount of waste generated. Microwaves and refrigerators are available for the children to use with assistance from a teacher. **Should you want your child's food heated, please put a note with instructions so that an adult can assist your child accordingly.** We encourage the children to drink water during the school day. Please send in a labeled water bottle with cold water with your child each day.

All children need to be more independent. Please help your child be more successful at eating independently by sending in food already cut up in small, ready-to-eat pieces and putting it in a container that is easy to eat from. Please send in labeled utensils for your child to use while eating at school. The school will not be providing utensils. Snack/Lunch materials often get mixed up or lost. Check your child's materials prior to leaving school to ensure that his/her materials are complete.

The Bridge School highly encourages children and teachers to acquire healthy eating habits while at school. Therefore, we discourage children from bringing any kind of chips and sweets where sugar or sweetener is listed as the first, second, or third ingredient. Please do not send candy, gum, chips, cookies, and highly sugared desserts and drinks to school. Some suggestions are fresh fruit, bread, muffins, and crackers and cheese, honey, jam, or butter. *We have some children with severe peanut allergies and therefore peanut products are not allowed during snack or in any birthday parties or as giveaways.* For health reasons (contagious disease and dietary restrictions), children must eat only from their own snack or lunches unless there is a scheduled party for the day.

EMERGENCY PROCEDURES

Accidents

We are concerned about children's safety and work hard to provide a safe environment at The Bridge School. Unfortunately, not all accidents can be prevented. If an incident occurs at school that requires minor first aid or that appears to be upsetting to your child, a Director or school nurse will inform you about the incident at pick up time or by a telephone call.

If your child's injury needs medical attention, but is not an emergency, a Director or school nurse will call the parent(s). If a parent cannot be reached, people listed as emergency numbers on file will be contacted.

If the injury requires immediate emergency treatment, a Director or school nurse will call Asian Hospital/EMED/ St. Luke's Hospital for emergency treatment and ambulance transportation to the hospital. The school nurse and/or a Director will accompany your child to the hospital and will remain until the parent or guardian arrives. We will also call the parents and your child's physician immediately.

Emergency Bags

All students, teachers, and staff are to keep a fully stocked emergency bag in school. The Emergency Bags need to be the RED BRIDGE DRAWSTRING BAG with Bridge Emergency Identification Card attached to it. These are available for purchase in the school office. Each bag should contain an **air-tight container** that has the following:

1. First Aid Kit: These are available and already packed in Mercury or you may choose to pack your own. Please don't forget to include antiseptic solutions, bandages, gauze, and alcohol.
2. Bottled Water: Pack 3 bottles of 350 ml or 12 fl oz of water.
3. Canned Food: Pack non-perishables and ready to eat meals like meatloaf and crackers. Canned food should be a pop-top with no need of can opener.
4. Jacket or Blanket: This will help to keep your child warm and dry in bad weather. Bright colors like orange or yellow are advisable so that they can easily be identified and seen from a distance.
5. Whistle: This can help your child call for help and be located easily.
6. Flashlight: This can help your child find his/her way in case of blackouts.
7. Medication: If your child has special medical needs, please keep his/her medicines in a water-proof container and include instructions on when to take them if the child has any need for such assistance.

Community Emergencies

The Bridge School has developed emergency procedures to be followed in the event of emergencies such as a fire or earthquake. These procedures are practiced with the teachers and the children. If you discuss these ideas at home, you can help your child understand the importance of being prepared in case of emergency. Grade School children should also know which adults you authorize to pick them up in case of an emergency. However, we will only be dismissing the students to authorized fetchers on the emergency form. In case the school is inaccessible after an emergency, all grade school students will be dismissed at the BFNW covered court.



SCHEDULE

School Hours and Class Schedules

Our official school hours are from 8:00 AM until 4 PM, Monday through Friday. All teachers and staff are on campus from 8:00 AM until 5:00 PM daily. The school office is open on alternate Saturdays, from 8:30 AM until 12:00 noon.

Regular Class Schedule & Early Dismissal Schedule

An Early Dismissal Schedule will be used on special days of the school year noted in the school calendar. During these days, parents are responsible for making sure that arrangements are made for their child to be picked up early. There are some days where students may be requested to stay after to complete unfinished work or to catch up on work. These arrangements are only to be initiated by the Directors.

GRADE LEVEL	REGULAR CLASS SCHEDULE	EARLY DISMISSAL SCHEDULE	DROP OFF/ PICK UP GATES
Grade 1	8:30 AM – 1:30 PM	8:30 AM – 12:30 PM	GS Cairo
Grade 2	8:30 AM – 1:30 PM	8:30 AM – 12:30 PM	PS Canberra
Grade 3	8:30 AM – 2:15 PM	8:30 AM – 1:30 PM	PS Cairo
Grade 4	9:30 AM – 3:15 PM	9:30 AM – 1:30 PM	PS Cairo
Grade 5	9:30 AM – 3:15 PM	9:30 AM – 1:30 PM	GS Cairo
Grade 6	9:30 AM – 3:15 PM	9:30 AM – 1:30 PM	GS Cairo

Weather

The Bridge School's Grade School will remain open under Signal #1. Parents are advised to use their own discretion about sending their children to school on days with Signal #1. ONLY THE BRIDGE PRESCHOOL WILL BE AUTOMATICALLY closed when Signal #1 is over Metro Manila.

TBS will also automatically suspend classes when the Mayor's Office of Paranaque or NCR declares no school for Preschool and/ or Grade School.

To summarize:

No signal – Mayor's office or NCR declaration	Signal #1	Signal #2 and above
No classes for Preschool and Grade School	No classes for Preschool Regular classes for Grade School	No classes for Preschool and Grade School

A text message will also be sent from The Bridge School's official cell phone. Parents are advised to listen for weather announcements on the radio or TV. This information can also be found on the PAGASA website <http://www.pagasa.dost.gov.ph/>.

The Bridge School reserves *the right to declare suspension of classes* on its own for inclement weather, flooding, brownout, or loss of water – for as long as the health and safety of the children and teachers are at risk.



COMMUNICATING WITH THE BRIDGE SCHOOL

Important Phone Numbers

The Bridge School Phone Numbers	826.5777 ; 829.9514
The Bridge School Cell Phone	0917.537.4435
The Bridge School Email	thebridgeschoolphilippines@gmail.com

Please text the school if you want to leave a message for your child's teacher or child's yaya. You can also send a note in your child's student planner if you have a message for your child's homeroom teacher or subject teacher. After school hours (after 5:00 PM and on the weekends), please text the school's cell phone number so that your request may be attended to on the next business day. For emergencies, please call all numbers of The Bridge School. Please email the school for any other inquiries.

Important School Files

All important announcements and flyers will be available for download on our website: <http://thebridgeschool.ph> Please scroll to the bottom of the homepage and click on "Parent-Teacher Area". Most school-wide documents will have the password "bridge2018". Any level-specific documents will have a special password assigned.

Change of Phone Numbers, Email, or Address

The Bridge School coordinates with parents primarily through text or email. Please inform your child's teachers promptly of any change of email, phone number, or address via email.



DAY-TO-DAY SCHOOL OPERATIONS

Calendar

The Bridge School reserves the right to make changes to the calendar. Any changes to the school calendar will be announced through text and will be posted on our exclusive parent site on our website.

Arrival/Dismissal

Students who arrive 15 minutes earlier than their scheduled class are to wait in the Preschool Campus. Students are NOT permitted to enter their homeroom classrooms. Students must line up outside until they are escorted into the classrooms at the start of homeroom.

Students will be dismissed from their classrooms. Homeroom teachers will be supervising all students who are not picked up promptly at dismissal time. Students will be doing their homework and extra reading until their fetchers arrive up until 15 minutes after dismissal time. Effective this year, students who are not picked up within 15 minutes of dismissal time, will be charged a late pick up fee of P250, whether they have a Yaya with them or not.

Drop Off and Pick Up Guidelines

Please note the assigned gates to your child's section. No matter what gate you have been assigned to, *the flow of traffic must be followed at all times. The children must be dropped off and picked up from the "school side" of the road.*

Please DO NOT stop your car on the other side of the road OR in the middle of the road to let your child out or in. This is a safety issue and will be pursued till it is followed strictly. Please refrain from making a U-turn at any time in front of the school. Parents will be responsible for the actions of their drivers and other relatives who bring and pick up the students from school. It is advised that they be informed of these policies as well.

The BFNW Association has requested that all cars park only on Dacca Street and Canberra Street. *Cellphone parking* is encouraged – your driver can park anywhere not congested and can come back to the school when he has been called or texted that your child is ready for pick up.

Cairo GS Gate: Only for pick up and drop off.
(NO PARKING)
Enter Jakarta, right on Canton.
Turn left on CAIRO Street.

Canberra GS Gate: For drop off, pick up, and parking.
Enter Jakarta, turn right on Dacca, then right on Canberra Street.

*TBS reserves the right to cancel parking on Canberra at the request of BFNW. With regards to its roads, BFNW rules will take precedence at all times.

BRIDGE FETCHER AND PARENT IDS

BRIDGE IDs will be required of everyone coming into the school premises. Guest IDS will be available to authorized visitors to the school, upon submission of a valid ID to the guard on duty.

A Bridge ID is necessary for family members, yayas, drivers, caregivers, or other representatives who are authorized to pick up your child from school. The school will not release your child to any individual without the Bridge ID. Parents should make sure that the person designated to pick up your child is wearing a Bridge ID. If the fetcher does not have an ID and if the school has not received notification of another person fetching your child, we will be calling the family to confirm. It is also highly recommended that a text message and/or note be sent in with your child in the morning. Your child will not be released to unauthorized fetchers. The Bridge School security guards are authorized to do random checks of bags and backpacks carried into the school by guests, yayas, drivers, and other adults. Yayas and Drivers must wear their TBS IDs at all times. Guest IDs may not be issued to them.



The parent or guardian, desiring to apply for the Bridge ID, must fill up an application form available at the School Office. The form should be filled up and submitted to the School Office with all the requirements needed to process the ID. The Bridge ID will be released to the parent or guardian. A minimum fee of 300 pesos will be charged. For existing IDs, a fee of 50 pesos will be charged for revalidation.

Yayas

Yayas for Grade School kids are not permitted to stay on campus. They may arrive up to 10 minutes before dismissal to wait for the student’s dismissal. All Yayas must be appropriately dressed and well-groomed – jeans and plain shirts or proper uniform are encouraged when dropping and picking up students. They should be dressed cleanly and neatly. NO shorts, tank tops, or pajamas.

COMMON CONCERNS

Assessment Procedures

Report cards will be issued in the months of September, January, and April. Parents will be notified mid-trimester if their child is doing poorly in one or more subjects. The Bridge School has adopted the following *Performance Key Rating Scale* for Grades 1-6:

P- Proficient

M- Meets the Standards

D- Developing

I- Insufficient Evidence

Parent-Teacher Conferences (PTCs)

The grade school is on a trimestral grading period schedule. Parent-Teacher Conferences are scheduled to take place at the end of the first trimester in September. Parents may also initiate conferences by making an appointment directly with your child's homeroom teacher.

Retention Procedure

If your child is in danger of failing a subject/ grade level, parents will be informed well in advance so they are aware that your child needs extra help during the school year. It is up to the parent to follow the progress of their child to see and identify if and when their child is failing most assessments so that extra support can be arranged both at home and at school. DepEd standards are set for 75% as an average passing grade for all Grade School students.

Birthday Party Policy

Birthday parties in school need to be scheduled with Admin by filling up the Birthday Party Form two weeks before the date. A text message or email will be sent out to confirm the schedule of the birthday party. Birthday celebrants can bring a small birthday cake to blow and for picture taking in the beginning or end of the class, depending on the schedule. However, the cake and food will be set aside and served during the class' snack time. Simple loot bags are permitted but need to be approved prior to distribution. *Guests, extravagant loot bags, balloons, and other treats for the children will not be allowed.*

Birthday celebrations are limited to ONLY:

- Class birthday cake blowing and picture taking
- Pizza, nuggets, or finger foods to be served in disposable containers with lid (please label per child)
- Tetra pack juices and cupcakes in containers to be distributed during dismissal time (please label per child)

We encourage parents who want to celebrate more lavishly to hold a bigger party outside of school. For birthday parties outside school, please distribute the invitations in school ONLY if you are inviting the whole class. Should you wish to only invite a few children, please do not pass out invites on campus.

Parent Information

The school will not be providing a list of phone numbers or email addresses to other parents. Instead, parents are welcome to text or email a message that can be sent on behalf of the family. Please do not approach yayas or drivers and ask for other parents' contact numbers.



Dress Code: School Uniform

All children must come to school in the official school uniform shirt with the official school patch and the official TBS khaki bottoms. Uniform shirts and khaki bottoms are available in the school office. Please note the uniform colors assigned for each day:

Mondays: Any uniform top

Tuesdays & Thursdays: Red/White uniform top

Wednesdays & Fridays: Blue/Yellow uniform top

Boys: Bridge khaki shorts or pants

PLAIN button-downed or zippered jackets or sweaters are permitted

Bridge ID (new every year)

Socks and rubber shoes (no roller skates, sounds, or lights)

NO pullover sweater or jacket with designs (logo should not be covered)

NO Crocs, sandals, or flip-flop

Girls: Bridge khaki skorts or shorts

PLAIN button-downed or zippered jackets or sweaters are permitted

Bridge ID (new every year)

Socks and rubber shoes (no roller skates, sounds, or lights)

NO pullover sweater or jacket with designs (logo should not be covered)

NO large hairbands with ears or crowns/no large, colorful bows (these often serve as a distraction and get lost)

NO Crocs, sandals, or flip-flops

* Official TBS uniform shirts and bottoms and ID must always be worn. IDs are left in the classroom only during PE. All students should always have an extra Bridge uniform shirt and bottoms in their bag in case they need to change throughout the day.

A reminder will be sent home for children who are in violation of the school uniform policy or who do not come in uniform at all. Reminders will only be sent home during the first two weeks of school. After this period, children who do not come in uniform will be “given” a school uniform to wear for that day and will take home with them the appropriate fees to be charged to their parents’ account.

Bridge uniform tops and bottoms must be bought at the school. Children wearing different shades or incorrect bottoms of the uniform will also be “given” a school uniform, to be charged to their parent’s account.



Library

Borrowing books in The Bridge School library is a privilege extended to all Grade School students. On Tuesdays, students will visit the library and a maximum of two books can be checked out for a period of one week. Books need to be checked out again and cannot be “extended automatically” if forgotten the following Tuesday that it is due. The school reserves the right to charge late fees or replacement fee if the book is not returned on time or is lost before given the privilege to check out books again. Students are only allowed to check out books in the Grade School section of the library.

Lost and Found

Please help us cut down on the amount of lost articles by clearly labeling your child’s materials with his or her name. Please label EVERYTHING – spoons, forks, food containers, jugs, lunch boxes, bags, towels, shirts, shorts, etc. Utensils are often lost or get mixed up with others. If items are lost, please check with your child’s teacher as soon as you notice that something is missing and we will try our best to locate missing items. Please do not send anything valuable with your child. Please be wise in the hairstyle you decide on for your son or daughter. Hair should always be neat and out of his/her face. Reminder to girls: clips, headbands, and hairpins are often lost and never found.

Field Trips

The school holds out-of-school field trips that are educational in nature. This is to widen the perspective of the children and allow for experiential learning. Field Trips are arranged by the school and approved by the Principal. When a student intends to join a field trip, a written consent from his/her parents must be submitted beforehand. No student will be allowed to join any activity of this kind without the parents' written permission. Field trip days are considered regular school days.

Photo Release Information

The Bridge School staff may photograph children with the intent of using the pictures in various publications, on our websites, or for educational purposes. Similarly, The Bridge School may wish to promote our children's accomplishments by sending press releases to appropriate newspapers or publications. Please keep in mind that real names will only be used if parents grant permission first.

School Certifications/Transcripts

The Bridge School will issue official certification letters (visa requirements, good moral certificates, bank account needs, etc.) upon request. The request should be emailed to the school, indicating all the information you need stated in the certification. The office will need 5 days lead-time from the initial receipt of the request to the release of the certificates or transcripts. A processing fee of P350 will be charged. Rush certificates or transcripts can be arranged with a fee of 750 pesos each.

Toys / Treasures from Home

Children must leave toys, candies, jewelry, stickers, watches, money, and/or other treasured objects at home. The school will not be responsible for lost or damaged toys. The loss, misplacement, or damage to items brought from home often cause children to become upset or angry and add unnecessary tension to the school day. Toy guns, swords, and other toys that could hurt other children are strictly NOT ALLOWED. They will be confiscated until dismissal. Please keep all IPADS, IPODS, cell phones, etc. at home. The school is not responsible for their loss, misplacement, or damage too.

Shuttle Service Conduct and Discipline

To ensure the safety of all students, it is extremely important that every student behaves properly and follows the rules for riding the school shuttle. The Bridge School expects students to cooperate at all times and exhibit attitudes of respect and courtesy to other students, school personnel, and school property. The Bridge School provides transportation to all those students who abide by reasonable rules of conduct. Students, who cannot behave in the shuttle service or while waiting for the shuttle, will be given warnings prior to losing the privilege of riding the shuttle.



Appropriate Language/Bullying

Students should speak and converse appropriately at all times. Swearing, profanity, and vulgar, suggestive or threatening expressions, and bullying will result in consequences and possible suspension.

Students will not use any form of aggressive behavior that does physical or psychological harm to someone else. Students will not urge other students to engage in such conduct. Prohibited aggressive behavior includes, but is not limited to, the use of violence, force, noise, coercion, threats, intimidation, fear, bullying, or other comparable conduct.

Corporal Punishment

Corporal punishment will never be used as a means of addressing improper behavior. Corporal punishment is defined as slapping, paddling, or prolonged maintenance of students in physically painful positions, or intentional infliction of bodily harm. Corporal punishment does not include reasonable force when it is needed and exerted in order to maintain safety for students, staff, or other persons, or for the purpose of self- defense or defense of property.

SCHOOL-WIDE SAFETY EXPECTATIONS

* RESPECT YOURSELF * RESPECT OTHERS * RESPECT PROPERTY

When students fail to meet expectations, consequences should be expected. Principal referrals will be issued and depending on the severity and frequency of unacceptable behavior along with the age of the student, consequences may be any one or more of the following, or other consequences as deemed appropriate in specific situations:

1. Verbal correction from homeroom teacher or director
2. Staying after school to make up incomplete work
3. A removal of a privilege such as missing recess or a special class
4. Logical consequences related to unacceptable behavior
5. Communication with parent via note, telephone call, or conference
6. Arranging with parents for a child to lose a home privilege
7. Suspension

CODE OF BEHAVIOR

As TBS students, we take pride in our school. Self-control and self-discipline are important personal responsibilities that must be exhibited by all students so that TBS will remain an exemplary school. Therefore, we adhere to the following guidelines:

1. Show Up on Time: It is my responsibility to be punctual for school and all my classes.
2. Be Prepared to Learn: It is my responsibility to have all the necessary materials with me in my classes and to be mentally prepared to learn.
3. Do All Assigned Tasks: It is my responsibility to do my best and to complete all of my assignments and homework on time.
4. Follow the Dress Code: It is my responsibility to wear the proper uniform neatly, correctly, and respectably for school.
5. Respect myself and others: It is my responsibility to treat others politely and with respect, including the teachers, helpers, and staff on campus. I will be truthful and will treat others fairly, as I would want to be treated.
6. Avoid the Possession and Use of Nuisance Items at School: It is my responsibility to stay on task during my classes. Therefore, I will listen and pay attention and actively participate in all lessons and I will not bring in any item that will distract me or my classmates.