SCHOOL DISTRICT OF PHILADELPHIA

Bridesburg School

2824 Jenks Street
Philadelphia, PA 19137

Telephone: 215-400-7240
Fax: 215-400-7241



BEE your Best at Bridesburg!

Student & Parent Handbook
2026-2027

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August 2026

Bridesburg Students, Parents, and Families:

Welcome to the 2026-2027 school year!

As we prepare to launch another exciting and successful year for our students, please know that the learning experiences students will enjoy this year will help prepare them for a future that is full of promise and success – a big, bright future that starts here at Bridesburg.

Our school leaders, teachers, and staff are here to welcome you, support you, and help every student learn in a safe and inclusive learning environment. Our goal is to provide students with relevant, meaningful, challenging, and engaging learning experiences, so that they have the knowledge and skills to pursue whatever bright future they can imagine, and we encourage every student to *Dream Big*!

We are here to serve this community. We welcome your voices, your input, and your feedback, so that we know we are delivering on our commitment to provide every student with an exceptional public education in their own neighborhood.

Admission & Dismissal Procedures

The school day begins at **7:30 AM** and ends at **2:09 PM.** Students who arrive after 7:45 AM are considered late. Doors will open promptly at 7:30 AM and will close at 7:45 AM.

For the safety of our students, they should not arrive before 7:20 AM, as staff members are not available to monitor the students before that time.

Student Expectations:

- Follow all school rules and procedures at all times.
- Walk directly and quietly to your classroom.
- At dismissal, meet parents and/or siblings in the schoolyard and exit the schoolyard as quickly as possible.

Dismissal

At dismissal time, teachers will escort their students to the schoolyard or courtyard and line up in their designated area. **Please pick up your child promptly at 2:09 PM.**

For safety and security reasons, parents/guardians must wait outside. Please do not take your child until the teacher dismisses the student.

Early Dismissal

Please notify the teacher in writing of any anticipated early dismissals. Only adults 18 years and older who are listed on the Emergency Contact Form are allowed to pick up a child during school hours. Please have your photo ID ready. **No student will be released to an adult without proper identification.**

To provide a safe and orderly dismissal of students, **early dismissals will not be granted after 1:30 PM**.

Inclement Weather

Teachers will escort students to the exit doors at dismissal. In order to provide a safe and orderly dismissal, parents will not be permitted to enter and wait inside the building during dismissal.

Parents must meet their children outside, even during inclement weather.

Emergency School Closing

In the event of an Emergency School Closing, parents will be notified through school messenger and directions received on the Emergency School Closing Form will be followed.

1. **Citywide School Closings for a Full Day (Due to snow or another reason)**

When inclement weather makes it necessary to close all Philadelphia Public Schools, every effort will be made to broadcast the information by radio on KYW 1060 and television by 6:00 AM. Radio and television stations will announce, **"All Philadelphia Public Schools are closed."** You can also visit the School District Website @ www.philasd.org or 215-400-INFO (4636).

2. **School Closings During the Day (Due to snow or another reason)**

Please check the School District's website at www.philasd.org or tune in to KYW 1060 for the latest information. If a developing storm leads to a decision to close all schools during instructional hours, every effort will be made to broadcast the information by radio and television. We will also send out an automated message through the school messenger and directions received on the Emergency School Closing Form will be followed. Please make sure the main office has updated contact information for your child.

Problems in a school related to heating, plumbing, vandalism, fire, etc. may also lead to a decision to close the school during the day.

Visitors Policy

All visitors **MUST** enter through the main entrance and report to the main office. Visitors must present proper identification before obtaining a visitor's pass to go anywhere in the building. Visitors must report back to the main office prior to leaving the building.

Bridesburg School's **Main Entrance** is on Jenks Street.

Trespassing Ordinance

The Trespassing Ordinance, Philadelphia Code of Ordinances, Chapter 10-824, was passed by city council to prevent unauthorized entry on school premises.

The provisions of the ordinance are as follows:

- No one may enter any facility of the School District of Philadelphia without the consent of the person in charge of the facility.
- Failure to obtain consent within ten minutes of entering any facility is considered a violation of the ordinance.
- Employees and pupils of the School District of Philadelphia may not enter any facility to which they are not regularly assigned without the consent of the administrator.

School Property and Environment

School officials desire to maintain a clean, safe, sanitary environment in which children can learn. In lieu of maintaining an environment that meets these standards, students and parents/guardians are expected to follow district policy on school property. If any parent/guardian or student damages school property, the parent/guardian will be subjected to pay for the cost of that property. In the case where the damage is intentional, disciplinary actions will be taken for

the student and parents/guardians, if applicable.

In order to maintain the health and safety of students and staff, **smoking and animals are prohibited on school grounds**. In addition, bicycles, skateboards, motor scooters, and hover boards are not permitted on school grounds. **Individuals are not permitted to smoke on school grounds at any time and will be asked to vacate the premises by a school official or staff member. Animals will not be allowed on school property at any time, except** in the case of a service animal accompanying a student or other individual with a disability, in which proper medical paperwork must be provided. This rule may be temporarily waived by the building principal in the case of an educational opportunity for students, provided that the animal is…

a) Appropriately housed/caged
b) Humanely cared for
c) Properly handled

Students will not be exposed to a dangerous animal or an unhealthy environment. Any student or parent/guardian who has a concern with the following should contact the Principal.

Student Code of Conduct and Act 26

At the beginning of the school year, all students will receive a copy of the SDP Student Code of Conduct. This document is extremely important. It outlines the appropriate behaviors required of all students and the consequences for violations of the code.

Please spend time to review this document with your child, as they are accountable for following its guidelines.

Pennsylvania Law, Act 26 of 1995 prohibits the possession of any weapon on school property. Students may be arrested by Philadelphia Police and expelled for a period of one year from any public school. The related incident also remains on the student's school record.

"Weapon" shall include, but not be limited to, any knife, cutting instrument, cutting tool, firearm, rifle, and any other tool, instrument, or implement capable of inflicting serious bodily injury. Remember that **laser pointers are also prohibited**.

School Uniforms

The SDP Board of Education adopted a resolution that requires all schools to implement a uniform policy. We believe that this policy will assist in creating a positive climate where students can focus on learning. The Bridesburg School uniform is as follows:

- Black or Gray collared polo shirt (Golf Type)
- Black or Tan khaki pants
- Closed-Toe/Closed-Heel Shoes (Crocs if worn must be in "sports mode".
- **No hoodies may be worn in school.**

All students:

- **Gym Uniform:** On days when students are scheduled for Physical Education, they are permitted to wear gym attire and sneakers. The uniform consists of black sweat pants or black shorts and a yellow T-shirt.

If a student does not adhere to the uniform policy, an adult may be contacted to bring an appropriate change of clothes for the student.

Lunch Program

Breakfast and lunch are FREE to all students at Bridesburg School. You may prefer to pack a lunch for your child, but please refrain from sending in any soda or glass bottles. Also, please speak to your child about NOT sharing their food with other students due to food allergies. We do ask that you help your child learn their student ID number, as they will have to enter it in order to receive their food each day.

Lunchroom Rules

1. Follow directions given by lunchroom assistants/school personnel at all times
2. Sit at your class table or desk and engage in appropriate and **quiet conversation**
3. Practice good table manners: No name calling, teasing, or any form of bullying
4. Clean up your area when you are finished eating

Organized Recess

1. Play cooperatively
2. Stay in assigned area
3. Follow directions
4. Take care of all materials and equipment and put them away properly
5. Dismiss promptly when your class is announced

Failure to obey these rules may result in the loss of privileges

Homework

Homework may be given daily. The homework assignments reinforce class lessons and should always be completed. At times, special projects may be assigned over a weekend.

Students Expectations:

1. Students are expected to complete all work independently
2. Students are expected to invest significant effort into their school work
3. Students are expected to take proper care of their Chrome book, materials, and supplies

Parents are encouraged to take interest in their child's education by doing the following:

1. Provide a specified time and quiet place for study at home
2. Encourage your child to do his or her best work
3. Check and assist, when necessary, while encouraging persistence and hard work
4. Sign homework assignments, if requested by teachers

Books/Materials/Equipment

Each child is assigned a Chrome book computer and textbooks in various subjects. Parents may be held responsible for the cost of any damage or loss of Chrome books, textbooks, materials, or other equipment.

Parent-Teacher Communication

Parents should make every effort to be in contact with their child's teacher on an ongoing basis. Parents may call the school and leave a message, requesting a call back from the teacher. For information regarding grades and attendance, please login to your parent portal. You can contact your child's teacher by logging into Class DOJO or emailing them through Google Classroom. Please make sure the school has an emergency contact form for your child. It is the responsibility of the parent/guardian to notify the school in a timely manner of all changes of address or phone numbers.

Emergency Contact Forms

At the beginning of the school year, every student will be given an Emergency Contact Form. These forms are extremely important and a source of getting in contact with parents/guardians in the event of an emergency. Only the adults on the Emergency Contact Forms can pick up a student from school. Information on this card should be updated throughout the school year.

Behavior Expectations

Student Expectations:

1. Attend school daily
2. Arrive on time to school every day
3. Bring a note if late or absent, **within 3 school days of the absence**
4. Come prepared with book bag, Chrome book, textbook, and school supplies
5. Give every teacher your full attention in every class
6. Carry a hall pass when excused from the room by teacher/school personnel
7. Walk quietly and in a safe manner in the building
8. Use good manners every day while at school (no profanity)
9. Keeps our school clean inside and outside
10. Talk and post proudly about our school

All staff members are eager to help students solve their problems in appropriate ways. Discipline is a learning process. If students fail to follow a rule, they must accept the consequences for their behavior, and we expect that rule to be followed in the future. Daily reports may be used with the agreement of the parent, teacher, and the principal/assistant principal. Conflict resolution and peer mediation, under the supervision and direction of the Counselor, Dean of Students, or climate staff are conducted to help children realize that they always have positive choices when attempting to solve problems.

Parent Conferences

During school hours, parents who need to meet with an administrator or school staff member should call to make an appointment.

School Office	**215-400-7240**
Main Building	**Press 0**
Food Services	**Press 4**
Dean of Students	**Press 3**
Counselor	**Press 2**
Nurse	**Press 1**

To minimize interruption to the instructional program and to ensure safety, no visitor may confer with a teacher or student without the approval of the administrator during school hours. The administrator has the authority to exclude any visitor who is considered to be disruptive or will cause disruption to the education program, disturbing of students or staff, or intent on committing an illegal act. Wherever possible, the administrator shall specifically indicate the circumstances under which a parent/guardian may return.

Please see below for the official Parent Conference and Interim Report schedule for the 2026/2027 school year:

Term Dates	(1) 8/24/26 - 11/5/26)	(2) 11/6/26 - 1/25/27	(3) 1/26/27 - 4/6/27	(4) 4/7/27 - 6/9/27
Interim Reports Due	9/29/26	12/10/26	2/25/27	5/6/27
Report Card Conferences	11/16/26	1/29/27	4/16/27	

Attendance & Absences

One of the most important things a parent or guardian can do is to make sure his or her child attends school regularly. While some absences for illness are unavoidable, nothing can replace the educational experience in the classroom. In addition, students are required by law to attend school every day.

Students who have been absent must bring a note from their parent or guardian explaining the absence within three (3) school days of the absence. If the teacher does not receive such a note, the absence is recorded as unexcused. Excessive absences will be reported to SDP school officials and referred for truancy. Students who arrive to school after 9:30 AM will be coded half day absent in the AM. Students who leave before 12:00 PM will be coded half-day early dismissal. **Our goal is for every child to attend school 95% or more school days.**

School Trips

The principal approves all scheduled trips. Students attending a trip must have a permission slip entirely filled out. To assist with supervision, one adult for every ten pupils is required on school trips. Parents/guardians who would like to be considered as a chaperone must have their clearances. Please visit the FACE Office for more information in obtaining clearances. Parents/guardians must follow all policies and procedures established by the school district and teachers on any trip. **Smoking is strictly forbidden during school trips.**

SCHOOL UNIFORMS ARE WORN ON ALL CLASS TRIPS, unless otherwise specified. Students may be removed from class trips for inappropriate behavior and will be assigned to another class for the day.

School Health Services

The school nurse provides services to Bridesburg School on specific days during the school week. If your child has a special medical need or health condition, please notify the school's nurse immediately so that the health record can be updated and current. The school's nurse and the parent will determine if a school health/emergency plan is indicated.

The policy for medication use in school states that all medications, prescriptions and over the counter, must be approved by the certified school nurse before any medication may be administered. **A physician's order is required for all medications.** Forms may be obtained from the school nurse. All medication received in school must have the pharmacy label with the child's name, name of medication, dose, instructions for administration and a current date. Please contact the school nurse at 215-400-7240 (option #1) if you have any questions.

Accommodating Individuals with Disabilities

Individuals with disabilities will be provided an opportunity to participate in all school-sponsored services, programs, or activities as required by law. Individuals with disabilities should notify the school principal if they require special accommodations. This notification should occur as far in advance as possible of the school-sponsored function, program, or meeting so that school officials have adequate time to provide individuals with those accommodations.

Residency Affidavits

Resident Affidavits expire after one year. Parents who used a residency affidavit must provide the school with recently dated proof of address in the legal parent/guardian's name. Your child will not receive a classroom assignment until all paperwork is completed and submitted. At least two unannounced visits by school personnel may be made in the school year to the household to assure that students live within the boundaries of the school.

Parking

Parking on sidewalks, designated school bus area, staff parking lots, or double parking is **NOT permitted**. The Philadelphia Police Department will be notified and cars will be towed and/or ticketed.

Personal Phones/Electronics

If a student is found using any non school issued electronic device during school hours it will be confiscated. The school is not responsible if a student brings an electronic device to school and the device is stolen, lost or damaged.

Consequences for Violating Electronics Policy:
1st Offense: Device is confiscated, and returned to the student
2nd Offense: Device is confiscated, and returned to the parent
3rd Offense: Device is confiscated, returned to the parent, and then must be turned into the office daily.

Transportation

- Students must live 1.5 miles or more from school in order to be eligible to ride the school bus. Please see our office secretary for more information.
- Please remind children of the importance of proper conduct when riding the school bus.
- Bus privileges may be revoked for students who continue to be disruptive

Withdrawal of bus riding privileges does not relieve the child or the parents of responsibility under school attendance laws. Children must continue to attend school. The parents are required to provide their own transportation while bus privileges are withdrawn.

The School District of Philadelphia provides SEPTA passes for students in grades 7 and 8 that live more than 1.5 miles away from the school. They are not permitted to take the yellow school bus. **Lost transpasses may not be replaced.**

In the event of a delay of pick up and/or drop off times of the school bus due to inclement weather, traffic, or an accident a message through school messenger may be sent as soon as we are aware of the situation. The number for transportation is (**215**)-**400-4350.**

Students will be subject to disciplinary action in accordance with the code of conduct when they do any of the following:

1. Engage in disorderly conduct on the bus
2. Engage in conduct on the school bus that is defiant
3. Engage in conduct that is violent
4. Engage in conduct that endangers the safety, morals, or health of themselves and others

Computers & Internet Acceptable Use Policy

1. **Purpose**

1. The School District of Philadelphia is providing its employees and students ("users") with access to computing equipment, systems, and local network functions such as School District email and the Internet.
2. This access has an educational purpose for students and is to facilitate employees' work productivity.

2. **Access Rights and Privileges.**
    1. The School District has the right to place reasonable restrictions on the use of equipment, resources, and materials students and employees access or post through the system. Students and employees are also expected to follow the rules set forth in the District's rules and regulations governing conduct, disciplinary code, and the law in their use of the District's equipment and network. This access has not been established as a public access service or a public forum. All access and rights are privileges granted by the School District of Philadelphia, and users have no reasonable expectation of privacy.

Bullying and Harassment Policies

Policy 248: Harassment and Discrimination of Students
Policy 249: Bullying and Cyberbullying

Administrative Procedures A and Administrative Procedures B

Definitions

Bullying: An intentional electronic, written, verbal, nonverbal, or physical act or series of acts directed at a student or students, which occurs in a school setting, as well as off-campus conduct, including online or social media conduct, that has a continuing effect on the campus, and which is severe, persistent, or pervasive and has the effect of doing any of the following:

Substantially interfering with a student's education;
Creating of a threatening school environment; or
Substantially disrupting the orderly operation of the school.

Bullying can take many forms and can include a variety of behaviors. As defined in this policy, bullying refers to direct or indirect action, which may include but is not limited to:

1. Physical – hitting, kicking, pushing, shoving, getting another person to hurt someone;
2. Verbal – racial slurs, name-calling, teasing, taunting, harassment, gossiping;
3. Nonverbal – threatening, obscene gestures, isolation, exclusion, stalking;
4. Psychological or Relational - involves spreading malicious rumors, and engaging in social isolations or intimidation; and
5. Cyberbullying – any form of bullying that occurs by the use of electronic communication devices or through means of social networking, email, instant messaging, text messaging, tweets,

blogs, photo and video sharing, chat rooms, dash boards, websites or apps including personal profile websites or apps, such as Snapchat, Instagram, and Facebook.

It is the intent of this policy that the term bullying include, but not be limited to, incidents that are reasonably perceived as being motivated either by any actual or perceived characteristic, such as gender, age, race, color, sexual orientation, gender identity expression, national origin, religion, disability, socioeconomic status and/or political beliefs.

Harassment: Verbal, nonverbal, written, graphic, virtual or physical conduct relating to an individual's known or perceived race, color, ethnicity, age, religion, sex, sexual orientation, gender identity or expression, ancestry, national origin, marital status, pregnancy, English language proficiency, veteran status, disability, or other protected classification. Harassment includes unwelcome conduct such as graphic, written, electronic, verbal, or nonverbal acts including offensive jokes, slurs, epithets and name-calling, ridicule or mockery, insults or put-downs, offensive objects or pictures, physical assaults or threats, intimidation, sexual misconduct, or other conduct that may be harmful or humiliating or interfere with a person's school or school-related performance when:

1. Such conduct is sufficiently severe, persistent, or pervasive; and
2. A reasonable person in the complainant's position would find that it creates an intimidating, threatening, or abusive educational environment such that it deprives or adversely interferes with or limits an individual or group of the ability to participate in or benefit from the services, activities, or opportunities offered by a school.

Harassment does not have to include intent to harm, be directed at a specific target, or involve repeated incidents. A single incident of harassment may implicate more than one protected class. For example, a student may be targeted because of their race and sexual orientation.

Procedures

Any person, whether the alleged Complainant or not, may submit a complaint alleging bullying, harassment, or discrimination by any means that results in the Compliance Officer/Title IX Coordinator receiving the person's verbal or written complaint including:

1. Completing the online Bullying, Harassment/Discrimination Reporting form;
2. Calling the Bullying/Harassment hotline at 215-400-SAFE;
3. Submitting a complaint via Safe2Say;
4. Emailing the Compliance Officer/Title IX Coordinator directly at antiharassment@philasd.org; or
5. Reporting the incident to the building principal or designee, or to any other member of the school staff.

School Safety Searches

In order to maintain safety and security in schools, school officials are authorized to conduct reasonable searches of school property and equipment, students, and students' personal effects

when a reasonable suspicion exists that the student has violated or is violating any law, local ordinance, or Philadelphia School District policy.

1. School Property (any property owned or controlled by the school)
   a) Desks, lockers, cubbies, Chrome books, and other school storage spaces
   b) Schoolyard and parking lots
   c) Personal effects left in these places or areas by a student, without notice to or the consent of the student, may be searched

2. Student Property (included but not limited to)
   a) Backpacks/Book bags
   b) Lunch boxes
   c) Notebooks
   d) Outer clothing where this is reasonable suspicion that a particular student possesses something not in accordance with law, local ordinance, or School District of Philadelphia policy.

3. Seizure of Property
   a) If a search produces evidence that the student has violated or is violating either the law, local ordinance, or School District policy, the evidence may be seized and held by school authorities, and disciplinary action may be taken. When appropriate, the evidence may be transferred to law enforcement authorities.

Final Note

Please remember that all of the norms, rules, expectations, and policies presented in this handbook were created for one single purpose: To provide a safe, secure school environment in which every student has the opportunity to learn and develop the knowledge and skills they need to have a bright, successful future.

Just as any parent wants the very best for their children, we at Bridesburg School want the very best for every one of our students.

Thank you for working with us to provide your child with the education they deserve!

What is the bathroom procedure per grade band? How will students access the bathrooms throughout the school day?	What are the bathroom norms?	Deployment Plan
K-8 **Bathroom Procedure:** ● All restroom use by students will require a pass, except for Kindergarten, as the bathrooms are in the classroom. ● Only 1 student may leave the classroom at a time. ● Students will have approximately 5 minutes to go to and from the bathroom	**Student Expectations:** ● Students transitioning to the bathroom will not disrupt others' learning or cause unnecessary chaos/confusion in the hallways. ● Students are utilizing the Correct Level Voice (Level 1). ● Bathroom usage will occur within 5 minutes. ● Bathroom usage is free of any horseplay (pushing or shoving). ● Students sign out in classrooms before going to the bathroom. **Teacher Expectations:** ● Students are not allowed to leave the class without a pass. ● Only one student is out of class at a time. ● Teacher students sign-out procedures. Monitor the time that each student is out of the class. If more than 5 minutes, call the office. ● Encourage students to move with urgency. **Leadership Team Expectations:** ● The Leadership Team and/or designee will conduct restroom spot checks during specific time intervals on each floor ● Pull students who are not exhibiting Respectful, Responsible, Safe, and Ready restroom behaviors and issue redirection. **Accountability:** ● Teachers issue Class Dojo points for students who exemplify desired behaviors. ● Teachers uniformly enforce non-negotiable behaviors.	SCS staff are deployed throughout al *All bathrooms remain unlocked



2026-27 Student & Parent Handbook Acknowledgment Form

Dear Parents and Students:
The purpose of the Parent & Student Handbook is to provide rules, policies, procedures, guidelines and other information that parents and students may need, or for which they are responsible, as participants at Bridesburg School. Please sign and date the affidavit below and return it to school.

By my signature, I affirm that I have carefully reviewed the Student and Parent Handbook and that I understand and agree to abide by the rules, policies, procedures, guidelines and other information provided therein.

_____
_
Student's Printed Name Student's Signature

_____ _____
Date Grade/Homeroom Teacher

_____
_
Parent/Guardian Printed Name(s) Parent/Guardian Signature

_____
Date