

**BridgePrep Academy
of Osceola**

Parent/Student Handbook

2023-2024

Dr. Emmanuel Swift
Principal

Mischa King
Assistant Principal



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Kissimmee, FL 34758

Parent/Student

www.bridgepreposceola.com

MISSION STATEMENT

Bridge Prep Academy believes every child learns best in a safe, nurturing and stimulating environment where high academic expectations, self-esteem, good character, and an appreciation for the arts are promoted. BridgePrep Academy's mission is to provide a challenging academic curriculum that will encompass an enriched Spanish language program, technology and experiences that will enable students to develop in all areas. BridgePrep Academy's goal is to educate well rounded individuals and enable students to reach their maximum potential.

STUDENTS' CODE OF EXCELLENCE

🐾Be honest 🐾Be kind 🐾Be respectful 🐾Be patient 🐾Be proud 🐾
🐾 Be courteous 🐾Be prompt 🐾Be prepared 🐾Be polite 🐾

2023 - 2024
BridgePrep Academy Charter School
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LETTER FROM THE PRINCIPAL

Salutations, BridgePrep Osceola School Families!

Welcome to the 2023-2024 school year! I am excited to be part of Bulldog Nation and look forward to working with your scholar(s).

I am Emmanuel Swift, and I'm excited to introduce myself as the new principal for BridgePrep Osceola. I am honored to have the opportunity to lead alongside a great staff at a school full of rich cultural traditions that strive for excellence in education. I am enthusiastic about joining a great community where we can share our ideas, instill virtues, and empower our students to seek their full potential.

The faculty and staff at BridgePrep Academy are very excited to support you in accomplishing all your academic goals. Always remember that you are in charge of your learning. We have incredible teachers at BridgePrep Academy who will provide you with everything you need to grow socially and academically. I encourage you to rally around the "***Excellence on Display***" theme this year. To show excellence means that one possesses qualities to a high degree. Every one of you already holds qualities of excellence. You will be challenged to show that excellence at BridgePrep Academy. Excellence should be visible every day in the classroom and through your participation in clubs or extracurricular activities. You will quickly see that the sky is the limit through your commitment to excellence and your education.

I look forward to serving and working closely with all stakeholders at BridgePrep Osceola.

On our way to an "A" the BridgePrep Way!

Serving with gladness,

Emmanuel Swift, DDiv, M.Ed.



GENERAL INFORMATION

CHARTER SCHOOLS

BridgePrep Academy Charter School is a non-profit, self-managed entity that enrolls students residing in The School District of Osceola County who qualify to attend a regular public or private school. The local schooldistrict must approve and monitor charter schools; however, they operate independently. Charter schools are funded by state, local and federal monies.

MISSION STATEMENT

BridgePrep Academy believes every child learns best in a safe, nurturing, and stimulating environment. Students learn best where high academic expectations, self-esteem, moral character, and an appreciation for the arts are promoted. BridgePrep Academy's mission is to provide a challenging academic curriculum that will encompass an enriched Spanish language program, technology and experiences that will enable students to develop in all areas. BridgePrep Academy's goal is to educate well-rounded individuals and enable students to reach their maximum potential.

VISION STATEMENT

BridgePrep Academy believes that each child is a unique individual who needs a secure, nurturing, and stimulating environment in which to grow. Each student should mature emotionally, intellectually, physically, and socially. BridgePrep believes in a student-centered educational philosophy that emphasizes hands-on learning and students actively taking part in learning. Students will discover through hands-on, engaging activities that will incorporate unique approaches to accommodate each child's learning style and as a result, raise academic achievements.

NON-DISCRIMINATION STATEMENT

BridgePrep Academy Charter School prohibits discrimination in employment, educational programs, and activities based on race, national origin, color, creed, religion, sex, age, disability, sexual orientation, gender identity, or associational preference.

CURRICULUM

BridgePrep Academy integrates The School District of Osceola County Competency-Based Core Curriculum with the New Florida Standards. BridgePrep will implement the Florida Standards, adhering to the School District of Osceola County implementation timeline. Our curriculum includes great rigor in coursework and increased student performance expectation. Our curriculum is designed to meet the needs of each student through differentiated teaching.

BridgePrep teaches a bilingual curriculum in which we will teach students how to read, write and speak Spanish. **All students are required to take Spanish as part of their daily curriculum.**

TEXTBOOKS

Students will be issued books at the beginning of each school year. Students must immediately inform teachers about any lost or damaged books so that they can be replaced. Parents will be responsible for the cost of the replacement book. The same rule applies for lost class library books.

DAILY PROCEDURES

SCHOOL HOURS

Grade Level	Day of the Week	Times
K to 8 th grade	Monday, Tuesday, Thursday, Friday	8:00 a.m. – 3:00 p.m.
K to 8 th grade	Wednesday	8:00 a.m. – 2:00 p.m.*

*Non-early release days will be indicated on the school calendar.

ARRIVAL

The entrance to the school is via San Lorenzo St. and the exit is located on Koa St. All students arriving by car should be dropped off through the car loop. No students should be dropped off at other locations due to safety concerns.

School starts promptly at 7:30 a.m. Breakfast is from 7:30 a.m to 7:55 a.m. We will permit children into the building at 7:30 a.m. **Please do not leave your child outside the building unattended before 7:30 a.m. (K-8).**

If your child is absent or tardy to school, your child will need a note explaining the absence or tardiness. If a child does not have a note, we will record the absence as unexcused. You have three days to send in a note excusing your child's absence or tardiness, after five days the unexcused classification will remain.

DISMISSAL

1. Teachers and students must not leave the classroom before the "dismissal time" above.
2. Students are to be escorted by the teacher to the designated dismissal area to be picked up.
3. When students are dismissed, we expect a student to take with him/her all materials needed for homework, and their lunchbox and/or water bottle.

4. Students may not go back into their classrooms after being dismissed from school.
5. Students will not be released from class 1 hour prior to the end of their scheduled school day.
6. Students will not be released to anyone under the age of 18 years old, or anyone who is not on the emergency contact card and approved by the parent or legal guardian.
7. A walker is defined as a student who is actually walking home on their own. Parents who park on the side of the road to pick up their student(s) should not consider their student(s) as a walker and should understand that the school will not be able to hand deliver students to parents on the sidewalk.
8. Students in grades K-2 will not be considered a walker and must be picked up by an adult through the car line unless arrangements have been made with administration.
9. Parents of students not picked up by 3:30 pm or 2:30 on early release days will incur a \$5 fee plus \$1 per additional minute.

PARKING AND TRAFFIC REGULATIONS RULES

- Speed limit on school grounds is five (5) miles per hour.
- Please obey the traffic signs on the property as well as the staff members directing traffic.
- There is no parking permitted in the drop-off and pick-up lanes.
- Pedestrians have the right of way, please stop at the crosswalk.
- While you are in the drop-off and pick-up lane, please abide by the following rules:
 1. Parents should not exit their vehicles.
 2. Parents must use the right lane for students who need assistance getting out of the vehicle or are in grades K-2 without a sibling for safety purposes.
 3. **Do not place your child's belongings in the trunk of your car because this will require that the child retrieves their belongings from the trunk and place him/her between running cars.**

ATTENDANCE

Attendance and punctuality are mandatory.

It is an educational fact that attendance and grades are connected. There are probably no factors more important to successful school progress than regular and punctual school attendance. Students who are tardy or absent excessively from the instructional program will fall behind in academic achievement. Excessive school absenteeism precedes grade failure, and loss of interest, and may cause students to withdraw from school. We expect our students to demonstrate excellent attendance. Please try to have your child attend school on time consistently.

If your child arrives at school after 7:30 a.m., your child must go directly to the Main Office and pick up a tardy pass. Teachers will not permit students into class without a tardy pass

Unexcused Absences:

- 5 unexcused absences in a 1-month period will result in a warning letter home with the dates of missed school
- 10 unexcused absences in a 3-month period tied will result in a meeting with school administration and parents/guardians
- Parents/guardians must provide documentation to the school of a student absence within 48-hours to be counted as an excused absence. All other absences will be counted as unexcused.

Excused Absences:

Absences shall be excused for the following reasons only:

- Illness or injury of the student with documentation
- Illness, injury, or death in the immediate family of the student
- Educational opportunities which are age appropriate for the student as deemed by the principal or his/her designee
- Religious Holidays

If you are aware in advance that your student will be out whether it is for one (1) day or an extended period of time you can submit that information for approval by the administration using the following links:

Excused Absence Form: <https://www.bridgepreposceola.com/apps/forms2/?f=21521>

Pre-Approved Absence Form: <https://www.bridgepreposceola.com/apps/forms2/?f=21522>

TARDINESS

A student is considered tardy if they are not present at the moment the school bell rings for the class assigned. NOTE: If a student is not present when attendance is taken but is present later in

the school day, that student will be considered in attendance but tardy, and the absence should change.

Please note that any student who is tardy three times in the same week will require a parent meeting. Continuous tardiness to school may result in the following consequences: lunch detention, ISS (In-School-Suspension), OSS (Out-School-Suspension), etc.

****A student who has twenty (20) or more cumulative tardies may not take part in interscholastic competitions, performances or end-of-year class field trips for the remainder of the school year****

EARLY SIGN-OUTS

No student will be released within the last hour of the school day unless authorized by the Principal or Principal's Designee (i.e., emergency, sickness).

No student shall be permitted to leave school prior to dismissal at the request of, or in the company of anyone other than a school employee, a police officer with judicial authority, a court official, or the parents of the student unless the permission of the parent is provided. No parent may have access to the student or may grant permission to allow the student to leave school prior to dismissal if there is a legally binding instrument or court order governing such matters as divorce, separation, or custody which provides to the contrary. The parent who is the primary residential custodian or the parent who enrolled the student shall determine in writing, if we may release the student to individuals unless otherwise stated in a court order.

Emergency Contact Card must include those individuals who a parent/legal guardian permits the child to leave school grounds with on any day.

COMMUNICATION

PARENT TO SCHOOL

A prime factor in our operation is the importance we place upon communication between home and school. The lines of communication must be kept open at all times, so we may be properly tuned into your child's needs.

Please notify us immediately if:

1. Your child has developed a communicable disease.
2. You will be out of town.
3. Your telephone number and/or email address (home and/or work) have changed.

4. You wish to change or add to the emergency contact numbers we are to use.
5. Your child has tested positive for Covid-19 or has symptoms of Covid-19.

PARENT-TO-TEACHER COMMUNICATION

Conferences with individual teachers must be arranged by contacting the teacher via email. Teachers may also be available during their breaks; however, you must make an appointment for these times. Parent conferences are not to be held while other families can hear information for other students as all student information is private and we respect each of their abilities.

Please do not engage in parent/teacher conferences during arrival or dismissal times as the primary goal for all school staff is to maintain the safety of all students at all times.

Always attempt to resolve issues/conflicts with the teacher(s) before communicating with the administration. We can resolve most issues when you have open and honest communication with your child's teacher.

SCHOOL TO PARENT COMMUNICATION

1. Pertinent information regarding the school, activities, and assignments can be found at <https://www.bridgepreposceola.com/> or on Class Dojo.
2. To view student grades: <https://osceola.focusschoolsoftware.com/>
3. Emails and notifications will be sent home periodically informing you of upcoming activities or deadlines as well as posted on Class Dojo.
4. Remind is a text message feature used by BridgePrep Academy of Osceola to quickly and conveniently relay pertinent information to you. As long as we have a working phone number on file, you will receive these messages.

EMERGENCY MANAGEMENT & PROTOCOLS

EMERGENCY PROTOCOLS

When, and if, an incident or any kind of threat or crisis occurs, the following procedure must be implemented for the safety and security of all students:

1. A staff member will alert the office.

2. The administrative team will make necessary calls, inform security, and make an announcement.

Red Lockdown - Danger in the building **Yellow Lockdown** - Danger in the community

ACCIDENTS/ILLNESSES

Parents will be notified immediately in case of illness or an accident. If a parent cannot be located, the person(s) named on the emergency contact cards will be contacted. **It is the parent's responsibility to make sure that these numbers are current and accurate.** Please notify the office immediately of any accident or injury which occurred during arrival or departure from school.

Children who are ill should remain at home to minimize the risk of passing the illness on to others. Please notify us of any contagious illness your child has so we may alert other parents. Also, please notify the school of any chronic condition your child may have.

FIRE DRILLS

We practice monthly fire drills to familiarize the students with emergency procedures in case of an actual fire. We practice these drills during different times on various days throughout the school year.

INTRUDERS

We pay extreme attention to making sure our school gates are locked at all times, and our staff keeps a watchful eye out for strangers around our property.

FAMILY CRISIS

If there is a family crisis, please call the office immediately. We will do all we can to help with the situation, including keeping your child until you can pick up.

WEATHER EMERGENCY

In case of a hurricane, please follow the instructions for School District of Osceola County for closing and re-opening of BridgePrep Academy of Osceola.

NATIONAL EMERGENCY

If there is a national emergency, or if there is a threat to our building or children, our staff will respond with our emergency plan. Your child will stay in his/her classroom with his/her teacher. The teacher will attempt to keep the classroom climate as stable as possible. We have an

intercom system in every room. Please check the school's telephone message and website for updates. We will keep you posted on what procedure to follow. You will be contacted as soon as possible, as your child is our primary concern.

We fully understand these circumstances require sensitivity and will do what is needed first to secure our student's safety. Once all has been completed, we will provide communication to our school community.

EMERGENCY CONTACT INFORMATION

We need to have the name and phone number of someone who can be responsible for your child if we cannot reach you. This person should be able to come to school and pick up your child.

Please be sure that the person you list has this understanding. **If your information changes, please notify the office immediately. This can only be done by the parent/legal guardian that registered the student(s).**



FORTIFYFL

SUSPICIOUS ACTIVITY REPORTING APP

QUICKLY AND EASILY SUBMIT A TIP

By accessing FortifyFL, students can provide a description of the threat, share pics and videos and optionally submit their contact information.

Anonymous or Non-Anonymous

You decide whether you want to include your name and contact information.

Convenient

Submitting a tip is quick and easy using our mobile app or website.

Include Photos and Video

You can also include photos or video with your tip report.

QUICKLY SEND TO AUTHORITIES

FortifyFL automatically routes your tip report to the appropriate law enforcement agencies and school officials.



Your School Officials

The tip report goes to your local school officials when submitted.

Local Law Enforcement

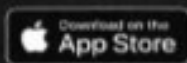
Your local police department or sheriff office receive copies of your tips automatically.

State-Level Officials

State-level officials also have access to your tips to make sure proper steps are taken.

FortifyFL is a suspicious activity reporting tool that allows you to instantly relay information to appropriate law enforcement agencies and school officials. FortifyFL was created and funded by the 2018 Florida Legislature as part of the Marjory Stoneman Douglas High School Public Safety Act.

#FORTIFYFL
GETFORTIFYFL.COM



FLORIDA DEPARTMENT OF
EDUCATION

INTERNET ETHICAL USE AT SCHOOL

INTERNET ACCESS

1. Student users may not use the BridgePrep Academy of Osceola's Computer Lab or Internet for any illegal activities. Students will not write messages that contain profanity, obscene comments, sexually explicit material, and/or expressions of bigotry, racism, or hatred.
2. Student users are not to publish anything offensive using the BridgePrep Academy's Computer Lab or the Internet.
3. If a student gains access to any service via the Internet, which has a cost involved, the student and his/her parents will be responsible for those costs.
4. Students should not reveal personal information, such as name, address, or phone number.

DISCIPLINARY PROCEDURES FOR INAPPROPRIATE USE OF THE INTERNET

1. The minimum action that will occur with a violation is an administrator/student conference and parental notification.
2. Banned from access to the computer lab or BridgePrep Academy of Osceola Internet for an appropriate time, depending on the severity of the offense, and on how many previous offenses have been committed.
 - a. Banned from using all computer equipment, or the Internet.
 - b. In-school or out-of-school suspension.

****It is the parent(s) responsibility to monitor their child/children's use of technology when students are not in school. Social media and internet-based games give communication abilities that we suggest parents monitor frequently. Particular issues may arise through these forms of entertainment that do not involve our school. ****

UNIFORM POLICY & PERSONAL GROOMING

PERSONAL GROOMING

Make-Up

1. Students are not permitted to wear make-up to school.
2. Fingernail length must be school appropriate.

Hair

1. A student is not permitted to come to school with colored or dyed hair.
2. Students must have neat and clean hair.

The school reserves the right to restrict the wearing of any hairstyle that the school feels is inappropriate to the school setting and is a distraction to the learning environment.

Jewelry

1. All students are allowed to wear a watch, a small bracelet, and a neck chain.
2. No plastic or rubber wrist bands are permitted.
3. Students are allowed to wear small post-style earrings, no dangling earrings, extra piercing, or extra earrings are allowed.
4. We do not permit tattoos.
5. Chains that hang from the pockets and belt loops are not acceptable.
6. If a student wears excessive jewelry, we will ask the student to remove the jewelry. We will keep the jewelry in the office until a parent or designee of the parent comes to the office to collect the jewelry.

The school will not be responsible for lost or stolen jewelry. The school reserves the right to restrict the wearing of any jewelry the school feels is inappropriate to the school or the student.

UNIFORM POLICY

All students must wear the school uniform.

1. All uniform polos must be of the proper colors with our school's logo on the left-hand side of the shirt.
2. All uniform shirts must be tucked in and not worn in a "baggy" fashion. Pants have to be worn at the waist.
3. Students in elementary school must wear navy blue bottoms while students in middle school must wear khaki bottoms.
4. All pants that have belt loops must be worn with a belt. A belt that is long and hangs from the waist is not acceptable.
5. Skirts, polo dresses, skorts, and shorts must be of a modest length. A modest length means that the garment should be at least in line with the middle finger of the student's hand when hands hang freely at their sides.
6. Winter jackets must be a school-approved sweater/jacket or a plain navy blue or black sweater/jacket, fleece, or hoodie with no graphics.
7. Sneakers/Shoes should match school colors (navy blue, white and/or black) Shoes may have laces or Velcro; socks are mandatory.

If a student is not in the required school uniform, the student will be sent to the office.

In the office, the parents/guardians will be called and asked to bring the required uniform to school. Students will not be permitted to class without the uniform. A student will receive a uniform violation form.

Uniform Referral

After three (3) uniform violations, a referral will be issued.

Uniform Purchase

Visit Ibiley Uniform Store to purchase your BridgePrep Academy uniforms. All polos must be purchased through Ibiley Uniforms. Uniform packages are available; you can purchase it in person at the Ibiley Uniforms store uniforms in Tampa or online at www.ibileyuniforms.com.

ACADEMICS

GRADES

Instructional staff use evaluative devices and techniques as needed to report individual achievement concerning school goals, accepted norms, and student potential. Student grades, unsatisfactory work notices, parent reports on the state assessment, and/or standardized testing, parent conferences, and adult/student conferences should serve as the primary means of communicating student progress and achievement of the standards for promotion.

A student's academic grade reflects the teacher's most objective assessment of the student's academic achievement. Students may receive a conduct and an effort grade consistent with their overall behavior and effort.

Specific guidelines for grading student performance and for reporting student progress are provided below and detailed in the *Student Progression Plan*. A copy of the Student Progression Plan is available at the school's website under "Students":

<https://www.bridgepreposceola.com/>

Student grades can be viewed on FOCUS if you would like to monitor their progress from home.

Gradebook Categories:

- Assessments – 30%
- Quizzes – 20%
- Classwork – 20%
- Home Learning – 10%
- Projects – 20%

GRADING PERIODS

Grading Period	Ending Date
First Grading Period	October 21, 2023
Second Grading Period	December 11, 2023
Third Grading Period	March 15, 2024
Fourth Grading Period	May 29, 2024

Academic grades are to reflect the student’s academic progress. The grade must provide for both students and parents a clear indication of each student’s academic performance, as compared with norms that would be appropriate for the grade or subject.

The academic grades of “A,” “B,” “C,” “D,” or “F,” are not related to the student’s effort and conduct grades. Grades in all subjects are to be based on the student’s mastery of the instructional objectives and competencies for the subject. The determination of the specific grade a student receives must be based on a teacher’s careful consideration of all aspects of each student’s performance during a grading period.

K Grades	Numerical Value	Verbal Interpretation	Grade Point Value
O	90 – 100%	Outstanding progress	4
S	80 – 89%	Average Progress	2
N	70 – 79%	Lowest acceptable progress	1
U	0 – 69%	Failure	0

1 st – 8 th Grades	Numerical Value	Verbal Interpretation	Grade Point Value
A	90 – 100%	Outstanding progress	4
B	80 – 89%	Above average progress	3
C	70 – 79%	Average Progress	2
D	60 – 69%	Lowest acceptable progress	1
F	0 – 59%	Failure	0

Grade and Grade Point Equivalency

- A=3.50 or above
- B=2.50 – 3.49
- C=1.50 –2.49
- D=1.00 –1.49

Parents, please understand, that it will be mandatory for every 3rd-grade student that receives a Level 1 or 2 on the FSA, to attend an FSA Academy at the school and participate in reading interventions throughout the school day.

Please note that if a student is present but does not submit work on time, the maximum score they can receive for late work is a 75%

Students have up to three days to submit late work, and after three days, the maximum score that they can receive is a 50%

HOME LEARNING

Home learning assignments are a very important part of learning since they reinforce concepts that have been learned. This keeps the academic flow and a means of involving parents aligned with our curriculum goals.

Parents' responsibility for completing home learning assignments:

1. Provide your child with a quiet place which is conducive to studying and to learning.
2. Show an interest in your child's home learning assignments by providing assistance and reviewing completed work.
3. Do not complete the home learning assignments for your child. If your child is having difficulty, try to help them with their assignment and notify the teacher.
4. Read with or to your children daily.

Student responsibilities for completing home learning assignments:

1. Students are responsible for recording and completing all home learning assignments independently. Parents may provide assistance, but students must complete the work on their own.
2. Home learning assignments should be done in a quiet place with good lighting and minimal disturbances.
3. If there is a problem in understanding how to complete home learning assignments, students are to do the very best job possible. If a student does not understand the assignment(s), they are encouraged to bring it in the next day and ask the teacher for assistance. In this case, the homework should be completed that evening along with the regular home learning assignments.
4. If a student is having difficulty in managing their time for homework, ask the teacher for assistance with homework time management.

CODE OF EXCELLENCE

We believe that a safe and orderly school is of primary importance. When children behave in a respectful, responsible, and safe manner, they learn more and develop into responsible children whose “character counts”. The BridgePrep Academy Code of Excellence is a school-wide plan, which outlines student expectations.

Proper behavior is recognized, and consequences are given for breaking our code. Each parent must take an active role in supporting this plan. We want our children to learn and to be responsible citizens. It is in the children’s best interest that parents and staff work together to ensure a happy, safe, and productive learning experience. The Positive Behavioral Support (PBS) program we implement allows for students who have earned Bulldog Bucks to receive a reward for displaying positive behaviors during school days.

Students’ Code of Excellence

- Be honest
- Be kind
- Be respectful
- Be patient
- Be proud
- Be courteous
- Be prompt
- Be prepared
- Be polite

STUDENT CONDUCT

BridgePrep Academy students are expected to show respect for themselves, for other students, and for their teachers. Students are expected to behave in ways that are acceptable to classmates and conducive to learning.

Misbehavior on the part of students can be generally corrected when home and school work together. Teachers and students must foster a mutual respect for one another. Teachers will never use corporal punishment or offensive language toward a student. According to the Code of Student Conduct, methods of positive reinforcement/rewards and/or loss of privileges are utilized.

The Code of Student Conduct delineates the behavior expected from students.

1. Students who commit violations of the Code of Student Conduct may be subject to suspension.

2. Based on the severity of the violation, students may additionally be recommended for administrative placement to an opportunity school, or expulsion.
3. For detailed information on the Code of Student Conduct please review it at https://www.osceolaschools.net/departments/student_services/student_conduct/code_of_student_conduct/

PROPER LANGUAGE

BridgePrep Academy strives for a higher standard of behavior. We do not permit cursing (the use of profanity) or name-calling in school. We will not permit students who speak inappropriately to another student or staff member to return to class until a parent/administrator conference is held.

FIGHTING

1. We use words to get our point or opinions across to other people.
2. BridgePrep Academy has a zero-tolerance for aggression; if a student is involved in a physical altercation, the student will be sent to the office and the parents will be called. At this time, disciplinary measures will be discussed up to an including suspension.

HARASSMENT/BULLYING

Bullying is unwanted, aggressive behavior among school-aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose. This definition includes cyberbullying. BridgePrep Academy has a zero-tolerance for bullying in any form. A student who bullies another student or staff member will not be permitted to return to class until a parent/administrator conference is held, at this time disciplinary measures will be discussed.

1. This policy ensures that all individuals will enjoy a safe environment free from unreasonable interference, intimidation, hostility, or offensive behavior on the part of school personnel, students, parents or visitors to the school.
2. BridgePrep Academy acknowledges that harassment, sexual or otherwise, is against the law and will not be tolerated.
3. The term "harassment" includes, but is not limited to, slurs, jokes, and other verbal, graphic or physical conduct relating to an individual's race, color, sex (including same-sex), religion, national origin, citizenship, age or disability.
4. Bullying is considered to be harassment. Bullying includes, but is not limited to; unwanted name calling, teasing or physically touching a person.

5. Harassment and bullying can be verbal, physical or through the use of technology.

SANCTIONS

The Administration will apply any of the following sanctions to deal with unreasonable conduct.

1. Counseling with the offender(s).
2. Probation, with a warning of suspension or recommendation for expulsion for continuing or recurring offenses.

Acts of disorderly conduct may include, but are not limited to the following:

- Classroom tardiness
- Dishonesty
- Acting in a manner that interferes with the education process
- Abusive language between or among students
- Failure to complete assignments or carry out instructions

CLASSROOM CONSEQUENCES

- 1stconsequence: Verbal Warning
- 2ndconsequence: Teacher Contacts Parent /Minor Infraction Form Completed
- 3rdconsequence: Teacher Contacts Parent /Minor Infraction Form Completed/Lunch Detention Given

ADMINISTRATIVE CONSEQUENCES

- 4thconsequence: Administrative Detention (1 hour, after school)/Administrative Conference. Failure to show up for the 1-hour after-school detention will result in an automatic half day of In-School Suspension (ISS)
- 5th consequence: Half day of In-School Suspension (ISS).
- 6th consequence: Full Day of In-School Suspension (ISS).
- 7th consequence: Full day of Out-of-School Suspension (OSS).
- 8th consequence: The situation becomes classified as defiance and we will refer to the School District of Osceola County's matrix.

SEVERE CONSEQUENCES

- Extremely disruptive behavior(s) (fighting, profanity, disrespect, sexually explicit behavior, destruction of property) results in immediate removal from class.
- Disruptive behavior will result in issuing a referral and an administrative review for

- possible immediate suspension from school (OSS).
- Parent will be called to pick up the student from school.

HEALTH GUIDELINES

If your child is injured or becomes ill at school, you will be notified immediately. PLEASE KEEP US CURRENT REGARDING YOUR PHONE NUMBERS BOTH AT HOME AND WORK. This information is vital should an emergency arise.

ILLNESS

1. If you suspect that your child is not well, please keep him/her at home, regardless of his/her desire to come to school. We ask that you do this out of consideration for his/her classmates. Keep in mind that temperature checks will be done for ALL students before they may enter the building due to Covid-19; therefore, if your child has a temperature at home, or doesn't feel well, please do not send them to school. If they arrive at school and have a temperature, they will be sent home.
2. If your child has had a fever, his/her temperature should be normal for twenty-four (24) hours before returning to school.
3. If your child has a cold, is coughing, and has a runny nose, please consider that he/she may be contagious to others. Please keep him/her home or make arrangements for his/her care until he/she recovers.
4. If your child has a rash, please keep him/her home and contact your doctor to find out the cause.
5. Our school staff only administers prescription medication prescribed by a doctor to children upon completion of a medication request form.

MEDICATION POLICY

In an emergency situation a Medication Authorization Form can be emailed to the physician and signed, scanned and returned by email to the school. A copy should be made of the form. An original must be obtained from the physician and include parent/guardian signatures within 24 hours in order to continue administering the medication.

ADMINISTERING MEDICATIONS

The student's parent must make every attempt to have medications administered at home during non-school hours. When this is not possible, a completed Medication Authorization Form must be provided for **each** medication to be administered during school hours.

School personnel may administer no medication unless the parent presents the school with a completed Medication Authorization Form, signed by the physician and parent.

The Medication Authorization Form must be **renewed each school year** and placed in the student's cumulative folder.

Any changes in the type, dosage, or frequency of medication administered will require a new Medication Authorization Form to be completed.

The Medication Authorization Form must be current. We will file the Medication Authorization Form in the student's Cumulative Health Record (*HRS-H Form 3041*).

Only the parent/guardian should deliver medications and pick up unused medications.

***Guidelines for administering medication will be followed very strictly.**

There are several illnesses that are common occurrences in school-age children. Children will not be admitted to school and will be sent home if they exhibit any symptoms of illness. Please help us control and minimize the spread of infections to others by providing care for your child when he/she is sick and keeping them at home while doing so.

MISCELLANEOUS TOPICS (IN ALPHABETICAL ORDER)

BIRTHDAYS

While we understand that birthdays are a reason to celebrate it is difficult to manage birthday celebrations with our school population and parents are strongly encouraged to celebrate birthdays at home and not at school. Please note that cakes and/or cupcakes are not allowed.

NO PEANUTS OR ITEMS CONTAINING NUTS ARE ACCEPTED OR ALLOWED FOR ANY ACTIVITY AT SCHOOL.

BOOKBAGS (Clear or Mesh Only)

We recommend that each student have a clear or mesh bookbag to transport his/her books and materials between school and home. It is **mandatory** for students in middle school to have

a clear or mesh bookbag. We encourage parent(s) to check their child's book bag often to ensure necessary school materials, assignments, and communication notes are seen and returned to school. School supplies may need to be replenished as needed.

CELLPHONES

Cellphones **are not** permitted for student use unless the teacher(s) has requested a particular assignment. Students who need a cell phone to communicate with their parent/legal guardian must have the phone turned OFF and in the book bag throughout the instructional school day. Students should not have a cellphone in their pockets or in their hands at any time during the school day. Any cellphone that is not placed in your bookbag and is seen out or in your pockets during the school day will be confiscated.

1st Offense-Phone taken and returned the same day to the student

2nd Offense-The parent must come to the school to pick up the cellphone.

In emergency situations, students will be permitted to use the school's phone in order to contact their parent/legal guardian. **Any cellular phones, electronic books, or games that are brought to the school are not the school's responsibility should they become lost or stolen.**

DELIVERY/DROP-OFF:

No deliveries will be accepted including, but not limited to lunch and homework. The only exception will be for medical reasons.

FAMILY RIGHTS AND PRIVACY RIGHTS

Parents may inspect and review their child's educational records. All student records will remain confidential unless there is written consent from a parent to release them. If there is a judicial order to relinquish records due to a court subpoena, parents will be notified. Parents must give the school office 24-hour advance notice to facilitate the child's record for the parent to review.

LOST AND FOUND

A lost and found area will be designated in the main office. To minimize the quantity of lost and found articles, we ask that you please write your child's name on everything he/she brings to school.

LUNCH

1. It is recommended that all students eat a healthy and nutritious lunch.
2. A student may bring their lunch to school.

3. School lunches this 2022-2023 school year is \$2.40.
4. If and when parents are required to pay for breakfast and lunch parents are to use our Point of Service System:
<https://www.myschoolbucks.com> and prepay their child's lunch.
5. Students who bring lunch bags/boxes must bring them upon arriving to school. NO NUT ITEMS ARE PERMITTED FOR ANY STUDENT.

LUNCH BAGS/BOXES

Students who bring lunch bags or boxes from home must bring it at the beginning of the school day. For the safety and security of all of our students, family members are not allowed to bring outside foods to the cafeteria.

MEDIA COVERAGE

During the course of the year, it is possible that your child will have his/her picture taken or videotaped. These pictures may be taken at class parties, birthdays, field trips, the school program, or other special events. These pictures may be used for promotion, in the local paper, on the website, or in the yearbook. Please sign the picture/media release form so we can use your child's picture for these publications or events. If you do not desire to have your child's picture used for these publications, please write that on the picture/media release form.

PAVE HOURS (Parents Active in Volunteering in Education)

PARENT ACTIVITIES

The goal of our school is to make every child's potential a reality through a strong collaboration of parents/teachers/community partners. The goal of our school is to bring into closer relation the home and the school; so, that parents and teachers may cooperate intelligently in the education of children and youth. We urge all parents to actively participate in all school activities, together we make a difference, and together our children will grow stronger and self-reliant. Join PALS (Parents as Liaisons/Bulldogs in Action) to be up to date on school events and activities.

Volunteer Requirements, Options, and Guidelines

1. At BridgePrep Academy, each family should **complete 20 volunteer hours prior to the last day of the school year.** Students enrolled at Bridgeprep Academy Charter School remain active with the School District of Osceola County and retain entitlement to all applicable policies.
2. Due to mandates from the School District of Osceola County, all parents wishing to volunteer must participate in the *School Volunteer Registration Program* and must be cleared through the School District of Osceola County before permission to volunteer is granted. **This mandate includes clearance for volunteers in school events such as book fairs, fundraising activities, etc.**

3. **Parents must also be cleared to chaperone on any fieldtrip(s).**
4. It is the responsibility of the parent to communicate with the volunteer coordinator to complete the hours required by BridgePrep Academy.

Earning PAVE Hours

1. It is the parent's responsibility to ensure that their volunteer hours are being logged in the Volunteer Binder in the Main Office and that they have acquired an authorized signature for their hours.
2. Parents may complete hours by any of the following:
 - Assist the teacher
 - Be a guest speaker
 - Chaperone field trips
 - Virtual opportunities
 - Participate in PALS (Parents as Liaisons/Bulldogs in Action), EESAC meetings
 - Organize special events
 - Tell/read stories
 - Make educational games
 - Helping in the car line or cafeteria

Any parent/guardian who would like to volunteer in the classroom must inform the classroom teacher **prior** to volunteering. Approval from the administration must be confirmed before parents will be allowed to enter any classroom(s).

PERSONAL BELONGINGS

Please do not allow your child to bring to school any personal belongings; this includes toys, electronic equipment or the latest fads. However, on their specific Show-and-Tell day, as designated by your child's teacher, your child may bring to school one item. Please understand that the school cannot be responsible for lost or stolen items. Also, please put your child's name on these items.

Please label all your child's belongings (lunch boxes, books, sweaters, etc.) with his/her name in permanent ink or marker to lessen the chances of items being lost.

Please do not send your child to school with expensive jewelry. The school will not be responsible for lost or stolen jewelry.

PROHIBITED ITEMS IN SCHOOL

Students are not permitted to have any of the following objects in their possession:

- Smartwatches,
- MP3 players or any entertainment equipment,

- Electronic games,
- Sharpie markers,
- Chewing gum

If a student is found to have any of these items listed above, the item will be taken from the student. The item will be given to an administrator and a parent or guardian must come to the office to pick up the item.

The School Board enforces the Florida Department of Education Zero Tolerance Policy on school violence, crime, and the use of weapons. As an approach to reducing school violence, the intent of the policy is to provide a safe school climate that is drug-free and protects student health, safety, and civil rights. This policy requires the school district to impose the most severe consequences provided for in the Code of Student Conduct in dealing with students who engage in violent criminal acts and or are found in possession of the following:

- Knives or sharp objects
- Guns
- Mood-altering drugs

SECURITY

Our school operates on a security-minded approach. There will be a security monitor on our premises from 7:00 a.m. to 3:30 p.m. All visitors entering our building must check in the school office for approval to be in the building. Children traveling throughout the building must travel in twos. Any person who doesn't have any business to conduct in the school will not be allowed to remain on the premises.

***Please do not leave your other children unattended in your cars, when picking up or dropping off a BridgePrep Academy student. Also, please do not leave your purse, wallet, or other valuables in your car when you come to pick up or drop off your child. The school cannot be responsible for lost, stolen, or damaged items.**

TELEPHONE CALLS

Students will not be permitted to make personal phone calls from the school office or personal cell phones.

TRANSPORTATION

Transportation to and from school should be provided or arranged by the parent or guardian. BridgePrep Academy strongly believes in the daily communication opportunities created with your children while commuting to school.

VISITOR PASSES

Any person needing to visit the school throughout the day, must report to the office and pick up a visitor's pass. Do not be offended, if you are asked to show identification. The safety of our students is our primary concern.

GLOSSARY

Administrative Detention: a corrective strategy wherein a student must spend time in the school office (time to be determined by the administrator).

Consequences: a result of one's actions.

Discipline: a set of rules that develops self-control and orderliness in students by providing logical consequences for both appropriate and inappropriate behavior; the goal being a safe and orderly environment for all students.

Disrespect: to be rude or discourteous to another person.

Expulsion: a corrective strategy that means your child can no longer attend your current school.

Referral: Students may be issued referrals for tardies, absences, uniforms, and/or severe disruptive behavior. A written warning was given to students who have violated the code of conduct or school rule.

Respect: to be courteous to those around you, to show consideration

School Suspension: a corrective response to serious behavior to avoid where the student may not attend school from one to ten days.

Teacher Detention: a corrective strategy wherein a student must spend time in school detained by the teacher (time to be determined by the teacher).

IMPORTANT NOTIFICATION:

Violations of parent contracts shall not result in the student's involuntary transfer, withdrawal, dismissal or forfeiture of current or future enrollment.

The School shall not condition a student's enrollment on the parent signing any contracts that include any of the above-referenced conditions.

***Please note that the Student Code of Conduct is derived from the School District of Osceola County, Florida.**

**BRIDGEPREP ACADEMY CHARTER SCHOOL
PARENT/STUDENT AGREEMENT OF COMPLIANCE**

PLEASE SIGN AND RETURN THIS FORM TO YOUR CHILD’S HOMEROOM TEACHER

I have read online the BridgePrep Academy Parent/Student Handbook, including Uniform Policy and the Student Code of Conduct, and agree to cooperate with all of the policies contained therein.

As a parent, I understand the importance of the Student Code of Conduct, which can be accessed on the school website and is available in the school’s main office.

I agree to abide by all of the contents in the BridgePrep Academy Student/Parent Handbook and the Student Code of Conduct.

Name of Student: _____ Name of Parent: _____

Signature of Student: _____ Signature of Parent: _____

Date: _____ Date: _____

Teacher: _____ Grade Level: _____

*** You must fill out a compliance form for every child registered at BridgePrep Academy Charter School and submit it to each child’s homeroom teacher.**

NOTE: Violations of parent contracts shall not result in the student’s involuntary transfer, withdrawal, dismissal, or forfeiture of current or future enrollment. The School shall not condition a student’s enrollment on the parent signing any contracts that include any of the above-referenced conditions.