

**BridgePrep Academy
of Village Green**

Parent/Student Handbook

2016 🐾 2017

Patricia M. Garcia
Principal

Jacqueline G. Suarez
Assistant Principal

Maydelin M. Beceiro
Assistant Principal



Main Campus
13300 SW 120th Street
Miami, Florida 33186
(305) 253-8775

Satellite Campus
4707 SW 127th Avenue
Miami, Florida 33175
(305) 290-4246

Parent/Student Handbook

<http://bavillagegreen.bridgeprepacademy.com>

MISSION STATEMENT

BridgePrep 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 🐾

2016 - 2017
BridgePrep Academy Charter School
Governing Board

Mr. Luis Necuze (Chairperson)

Mrs. Jessica Jewitt (Secretary)

Mrs. Yeneir Rodriuez-Padron (Treasurer)

Mr. Lou LoFranco

Conflict Resolution

Mr. Larry Rivero
786-476-2038



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LETTER FROM THE PRINCIPAL

Dear Parents,

As the Principal of BridgePrep Academy of Village Green Charter School, I welcome all of you to our learning community. As a former school teacher, I know and appreciate the value of a good education. A good education begins when a child's school experience is a positive one. Children have to feel good about themselves and their surroundings in order to enjoy learning. The enjoyment of learning is priority at BridgePrep Academy Charter School. I believe that one must teach a child holistically, allowing all areas of development to grow and mature at the same rate. I believe in village teaching, that it takes the home, the school, and the community working together to raise a child. I believe that if your child likes school, has success in school, and is involved in his learning activities, he/she will have a rewarding, positive, and successful school year; and therefore become a lifelong learner.

My office hours are flexible. If you ever need to see me, please stop by the main office in Building Four and request an appointment. Please remember that the focal point at BridgePrep Academy is your child. If a difficult situation arises, please know that I will always do my best to resolve the situation with your child's best interest at heart.

Welcome to BridgePrep! Let's see to it that our children's future begins with small, but steady steps.

Sincerely,
Patricia M. Garcia
Principal

CHARTER SCHOOLS

BridgePrep Academy Charter School is a non-profit self-managed entity that enrolls students residing in Miami-Dade County who qualify to attend a regular public or private school. Charter schools must be approved and monitored by the local school district; however; they are operated independently. In a charter school, the students are district students, meaning that our students are Miami-Dade County Public School students. Charter schools are funded by state, local and federal monies.

MISSION STATEMENT

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VISION STATEMENT

BridgePrep Academy believes that each child is a unique individual who needs a secure, nurturing and stimulating environment in which to grow and mature emotionally, intellectually, physically and socially. BridgePrep believes in a student-centered educational philosophy that emphasizes hands on learning and students actively participating in learning. Students will be able to discover through hands on, engaging activities that will incorporate different 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 on the basis of race, national origin, color, creed, religion, sex, age, disability, sexual orientation, gender identity, or associational preference.

CURRICULUM

BridgePrep Academy integrates Miami-Dade County Competency Based Core Curriculum with the New Florida Standards. BridgePrep will be implementing the Florida Standards, adhering to the MDCPS implementation timeline. Our curriculum includes greater 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 students will be taught how to read, write and speak Spanish. **All students are required to take Spanish as part of their daily curriculum.**

DAILY PROCEDURES

ARRIVAL

Main Campus: Elementary School starts promptly at 8:30 a.m. and Middle School starts promptly at 8:45 a.m. Children purchasing breakfast will be admitted into the building at 7:45 a.m. These children will go directly to the picnic tables. The general student body will be permitted into the building at 8:00 a.m. Students arriving at 8:00 a.m. will report to designated areas where they will be supervised; see map on next page. Elementary School students will wait quietly for their teacher to pick them up at 8:15 a.m. Middle School students will be escorted into the building at 8:25 a.m. and into their classes at 8:30 a.m. Please do not leave your child outside the building unattended before 8:00 a.m. since supervision is not available.

The entrance to the school is via the gate on the west end of the campus that loops through the car pool and out the middle gate. The east gate is strictly for employees.

Satellite Campus: School starts promptly at 8:30 a.m. and teachers will pick up students from their designated area at 8:15 a.m. and classrooms doors open by 8:20 a.m. Children purchasing breakfast will be admitted into the building at 7:45 a.m. These children will go directly to the cafeteria. The general student body will be permitted into the building at 8:00 a.m. and must go directly to the cafeteria. Please do not leave your child outside the building unattended before 8:00a.m. as there is no staff to supervise.

The entrance to the school is via 47th street and the exit is via 127th avenue.

Both Campuses:

- If your child arrives at school after 8:15 a.m., your child must go directly to his/her classroom.
- If your child arrives at school after 8:30 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.

PLEASE REFER TO OUR ATTENDANCE POLICIES FOR REQUIRED DOCUMENTATION

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 he/she will be marked unexcused. You have three days to send in a note excusing your child's absence or tardiness, after the five days the unexcused classification will remain.

SCHOOL HOURS

Grade Level	Day of the Week	Times
Kindergarten and 1 st grade	Monday through Friday	8:30 - 2:30 p.m.
2 nd to 8 th grade	Monday, Tuesday, Thursday, Friday	8:30 - 3:30 p.m.
Kindergarten to 8 th grade	Wednesday	8:30 - 2:30 p.m.
All grades	Last three days of school (This has traditionally been done but may vary based on conditions during the school year.)	1:45 p.m.

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. Teachers will remain with their students for 15 minutes after the child’s scheduled dismissal time. Students that have not been picked up by 2:45 p.m. or 3:45 p.m. will be placed in the on-campus after school care program at **a fee charged to the parent.**
4. When students are dismissed, a student is expected to take with him/her all materials needed for homework including his/her agenda.
5. Students will not be permitted to go back into their classrooms after being dismissed from school. This policy also applies for students enrolled in the ASC program.
6. **Students will not be released from class 30 minutes prior to the end of their scheduled school day.**
7. Students will not be released to anyone under the age of 18 years old, or anyone that is not on the emergency contact card and approved by the parent or legal guardian.

ARRIVAL/DISMISSAL PROCEDURES

When dropping off or picking-up your child; you have two options.

1. You may drive through the pick-up lane, stop momentarily at your child’s designated pick-up area and allow staff to open your car door and help your child into the car. Please do not linger, but drive on, as there will be parents in other cars behind you attempting to drop off or pick up their child. If there is a long line of cars waiting to drop off or pick-up students, please be patient, or park your car in the parking lot.
2. You may park your car and walk to your child’s classroom for arrival or to your child’s

designated pick-up area at dismissal and retrieve your child. When you park your car, please park in the lot at the entrance of the school. **At no time is anyone to park and leave his or her car on the drop-off, pick-up lane. Parking a car in the drive through lane will obstruct the flow of traffic and create a potentially dangerous situation. Please understand that parking in the unauthorized areas is considered a serious offense.**

DESIGNATED PICK-UP AREAS

Children assigned to the ASC

All students going to After-School Care will be picked up by an activity leader.

Other Students

Your child will be escorted by their teacher to the designated dismissal area to be picked up. Your child's class will line up and you may drive by to pick-up your child or you may park your car and walk to pick-up your child.

RAINY DAY DISMISSAL

Satellite: All Students will remain in their classrooms with their teachers. Parents must get out of their cars to pick-up their children. All students going to After-School Care will be picked up by an activity leader and remain in the designated area until the weather subsides.

Main: All classes will be walked to their designated dismissal area and students will be placed into their cars weather permitting. All students going to After-School Care will be picked up by an activity leader and remain in the designated area until the weather subsides.

PARKING AND TRAFFIC REGULATIONS RULES

- Speed limit on school grounds is five (5) miles per hour.
- Please obey the traffic signs on the property.
- **There is no parking permitted in the drop-off and pick-up lane.**
- 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. Do not exit your vehicle.
 2. **Do not allow your child to exit the car on the driver's side of the car because your child will be exiting on to through traffic.**
 3. **Do not place your child's belongings in the trunk of your car because this will require that the child retrieve his belongings from the trunk and place him/her between two running cars.**

PATROLS

Our patrols are students from our fifth grade class. Our patrols are there to assist you and your child in the arrival and dismissal process. The patrols are there to enforce the policies designed by the administration. If you have a concern with a school policy please do not discuss it with the patrols. Please take all concerns to the patrol supervisor.

ATTENDANCE

Attendance and punctuality is mandatory. It is an educational fact that attendance and grades are connected. We expect our students to demonstrate excellent attendance. Please make every effort to have your child attend school on time.

- 1. Students missing five or more consecutive days of school due to illness or injury are required a written statement from a health care provider.**
2. The written statement must include all the days the student has been absent.
3. If a student is continually sick and repeatedly absent from school due to a specific medical condition he/she must be under the supervision of a health provider.
4. Failure to provide required documentation within three school days upon the return to school **will result in unexcused tardies or absences.**
5. Students who have habitually unexcused absences shall be considered truant. Students affected by the Compulsory School Attendance Law may be referred to Children and Family Services for truancy. In such cases a complaint of truancy from (MS-11728) to the court and Community Liaison Officer.
6. Any student arriving after 8:30 a.m. will be issued a late pass and marked tardy. **After ten (10) unexcused tardies, the student will be issued a referral form that will be placed in the student's permanent record.** We understand that emergencies may arise. In such cases, we will need a letter signed a parent/guardian explaining the reason for being tardy.
7. Students who leave prior to 10:30am will be marked as absent.
8. Parents are to contact the office if their child is going to be absent. On the day he/she returns to school, parents must send a handwritten note explaining the reason for their child's absence. A maximum of 10 handwritten notes will be accepted per school year. After 10, a referral will be issued. Students may not exceed more than 10 unexcused absences per school year. For every five unexcused absences, the student will receive a referral.
9. Make-up work and homework must be completed within 24 hours (per missed day) after returning to school. All assignments must be made-up or the student will be issued an incomplete. Incomplete assignments may affect the student's final grade. **It**

is the parent's responsibility to contact the teacher regarding any missed assignments. If a student anticipates being absent for more than two consecutive days, it is the parent's responsibility to contact the school and pick-up any class work/homework from the teacher.

BIRTHDAYS

Parents might want to recognize their child's birthday in school. If you wish to provide a small party for your child's class, please make arrangements with your child's teacher. **We cannot have lunch parties. The celebrations may be limit only to the last 30 minutes of the day.**

BOOK BAGS

It is recommended that each student have a book bag to transport his/her books and materials between school and home. We recommend that Kindergarten and 1st grade students do not bring rolling book bags.

COMMUNICATION

Parent to School Communication

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 that 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) has changed.
4. You wish to change or add to the emergency contact numbers we are to use.

Parent to Teacher Communication

Conferences with individual teachers must be arranged by contacting the teacher. Please make appointments for conferences before or after school hours. Teachers may also be available during their breaks; however you must make an appointment during this time.

PLEASE DO NOT ENGAGE IN PARENT/TEACHER CONFERENCES DURING ARRIVAL OR DISMISSAL TIME. PLEASE KEEP IN MIND THAT THERE ARE OTHER PARENTS IN THE SURROUNDING AREA AND IT IS NOT IN YOUR CHILD'S BEST INTEREST TO ENGAGE IN PRIVATE CONVERSATION ABOUT YOUR CHILD DURING THESE TIMES.

Always attempt to resolve issues/conflicts with the teacher before coming to the administration. Most issues can be resolved when you have open and honest communication

with your child's teacher.

Order of contact to resolve an issue is:

Teacher → Assistant Principal → Principal

School to Parents Communication

1. <http://bavillagegreen.bridgeprepacademy.com>, in which home learning, calendar and all communication is posted.
2. www.dadeschools.net, is the Miami-Dade County Public Schools website in which you can view your child's grades.
3. Push Notifications via our school app will be sent to parents informing you of upcoming activities or deadlines. Visit your Apple or Android App Store and download the app BRIDGEPREP ACADEMY OF VILLAGE GREEN. The app is free.

SCHOOL EMERGENCIES

Emergency Protocol: 2016– 2017

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. Staff member will alert the office.
2. Office staff will make necessary phone calls; 911, alert the administrative team, call security, and make an announcement:
 - Code Red** – Danger in the building
 - Code Yellow** – Danger in the community
 - Code Black** – Tornado or natural disaster
3. All teachers will look outside their doors; pull in any children in from the hallway, or nearby bathrooms. Lock their doors and shut their windows.
4. The administrative team, security, and all special area teachers available will walk the campus in search of any stray children.
5. Security will alert the PE teacher immediately.
6. PE teacher will escort his/her class to the closest classroom.
7. Support Personnel, ESE, and Spanish teachers will report to the office to assist as necessary.
8. Cafeteria staff will secure the lunch area.
9. Custodians will lock and secure all doors to the building.
10. Everyone remains in emergency mode until alerted by the office.
11. An "All Clear" announcement will be made when the emergency has passed.

12. In the event of a tornado threat, the Code Black will be announced, please follow procedure for tornados.
13. In an effort to alleviate chaos or stress, teachers will remain calm and keep teaching in a normal manner. We need to maintain a quiet and safe environment for all of our students.

Accidents/Illnesses

Parents will be notified immediately in case of illness or an accident. In the event that 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 onto others. Please notify us of any contagious illness your child has so we may alert other parents. In addition, 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 a real fire.

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 Miami-Dade County Public Schools for closing and reopening of BridgePrep Academy.

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 as to what procedure to follow. You will be contacted as soon as possible. Your child is our primary concern.

EMERGENCY CONTACT INFORMATION

It is very important for us 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 if necessary. Please be sure that the person you list has this understanding. **If at any time your personal information changes, please notify the office immediately.**

INTERNET ETHICAL USE

Internet Access:

1. Student users may not use the BridgePrep Academy'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 hate.
2. Student users are not to publish anything offensive using the BridgePrep Academy's Computer Labor 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 Procedure:

1. The minimum action that will occur in the case of a violation is an Administrator/student conference and parental notification.
2. Banned from access to the computer lab or BridgePrep Internet for an appropriate time period, 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.

FAMILY RIGHTS AND PRIVACY RIGHTS

Parents have the right to 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. In the event that there is a judicial order to relinquish records due to a court subpoena, parents will be notified. Parents must give the school office 24 hours advance notice in order to facilitate the child's record for the parent to review.

GROOMING

Make-up

1. Girls are not allowed to wear make-up. If a girl is wearing make-up, the student will be sent to the office to wash-off make-up (eye-liner is considered make-up).

Hair

1. A student is not permitted to come to school with colored or dyed hair.
2. Boys must have neat and clean hair. Spikes may not be longer than one inch.

The school reserves the right to restrict the wearing of any hair style that the school feels is inappropriate to the school setting.

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. Girls are allowed to wear small post style earrings, no dangling earrings, extra piercing or extra earrings are allowed.
 - a. Boys are not allowed to wear earrings.
4. Tattoos are not permitted.
5. Chains that hang from the pockets and belt loops are not acceptable.
6. If a student wears excessive jewelry the student will be ask to remove the jewelry. The jewelry will be kept in the office until a parent or designee or 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 to the student.

UNIFORMS

All students must wear school uniforms.

1. All uniforms must be of the proper colors with our school's logo on the right hand side of the shirt.
2. All boys' shirts must be tucked in and not worn in a "baggy" fashion. Pants have to be worn at the waist.
3. 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.
4. Skirts or jumpers must be of a modest length. A modest length means that, if a girl kneels, her skirt or jumper must be no more than two inches above the floor.
5. Winter jackets must be a navy blue jacket or fleece, with **no graphics**.
6. Sneakers/Shoes must 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

G	80 – 89%	Above average progress	3
S	70 – 79%	Average Progress	2
M	60 – 69%	Lowest acceptable progress	1
U	0 – 59%	Failure	0

1st – 8th 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 through 8th grade student that receives a Level 1 or 2 on the FSA, FCAT, and/or EOC to attend FSA, FCAT, EOC Academy at the school and participate in reading interventions throughout the school day.

Effort Grades

Effort grades are utilized to convey both to students and their parent(s)/guardian(s) the teacher’s evaluation of a student’s effort as related to the instructional program. These grades are independent of academic and conduct grades.

In assigning an effort grade, the teacher must consider the student’s potential, study habits, and attitude. Kindergarten students do not receive effort grades.

There are three numerical grades used to reflect effort in grades 1st through 8th:

Effort	Verbal Interpretation	Indicators
1	The student consistently works to	<ul style="list-style-type: none"> • Completed all tasks.

	the best of his/her ability.	<ul style="list-style-type: none"> • Tried a task again in order to improve the results. • Consistently attends to assigned tasks until and generally exerts maximum effort on all tasks.
2	The student's effort is satisfactory.	<ul style="list-style-type: none"> • All work is approached with appropriate degree of seriousness. • The student usually finishes assignments on time and usually stays on task. • The student usually works at a level commensurate with his/her ability.
3	The student shows insufficient effort.	Little attention is paid to completing assignments.

Conduct Grades

The school will follow Miami-Dade County Public School's *Code of Student Conduct* <http://ehandbooks.dadeschools.net/policies/90/index.htm>. The following rules, regulations and due process procedures are designed to protect all members of the educational community in the exercise of their rights and responsibilities.

1 st – 5 th Grades	Numerical Value	Verbal Interpretation
A	90 – 100%	Good
B	80 – 89%	Above Average
C	70 – 79%	Average
D	60 – 69%	Needs Improvement
F	0 – 59%	Failed

The following rules, regulations and due process procedures are designed to protect all members of the educational community in the exercise of their rights and responsibilities.

These rules apply to any student:

1. Who is on the school property.
2. Who is in attendance at school or any school-sponsored activity.
3. Whose conduct at any time or in any place has a direct and immediate effect on maintaining order and discipline in the school.

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 clearly 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.

Student Code of Excellence

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

STUDENT CONDUCT

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 www.dadeschools.net/handbook/Code/index.htm.

Proper Language

BridgePrep Academy strives for a higher standard of behavior. We do not permit cursing or name calling in school. Students who speak inappropriately to another student or staff member will not be permitted 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; in the event that a student is involved in a physical altercation, the student will be send to the office and the parents will be called. At this time, disciplinary measures will be discussed.

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 cyber bullying. BridgePrep Academy has a zero tolerance for bullying. 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 electronically.

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

Possible Sanctions:

- Verbal and Written Reprimand/ Referral/ Student Case Management Form (SCAM)
- Contact with parent
- Loss of privileges

- Detention/s
- In-school/Outdoor suspension

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.

Referral: Students may be issued referrals for tardies, absences, uniforms and/or severe disruptive behavior. Written warning 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 is not permitted to attend school from one to ten days.

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

Classroom Consequences:

- 1stconsequence: Verbal Warning
- 2ndconsequence: Detention/ Loss of privilege
- 3rdconsequence: Parent contacted/ Referral note sent home

Administrative Consequences:

- 4thconsequence: parent is called, and Administrative Detention is given.
- 5thconsequence: In School Suspension (ISS)/ Referral sent home.

Severe Clause: 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. Parent will be called to pick up student from school.

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.

GRADING PERIODS

	Ending Date
First Grading Period	October 27, 2016
Second Grading Period	January 20, 2017
Third Grading Period	March 23, 2017
Fourth Grading Period	June 8, 2017

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.
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.

Guidelines for administering medication will be followed very strictly.

There are several illnesses that are common occurrences in school-age children.

IF WE RESPECT AND ARE CONSIDERATE OF EACH OTHER, WE WILL NOT SEND OUR CHILDREN TO SCHOOL SICK.

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. We have no facilities for isolating children at our school.

HOME LEARNING

Home Learning Assignments are a very important part of learning since they reinforce concepts that have been learned. BridgePrep Academy’s policy is to assign homework EVERY night. This keeps the academic flow and a means of involving parents aligned with our curriculum goals.

Parent 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.

Grade Level	Frequency of Assignments	Total Daily Average (All Subjects)
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K – 1 st grade	Daily (5 days per week)	45 minutes
2 nd – 3 rd grade	Daily (5 days per week)	60 minutes
4 th – 8 th grade	Daily (5 days per week)	75 minutes
All Grades	Daily (5 days per week)	Reading for 30 minutes in addition to above time.

GO GREEN

BridgePrep Academy will make an effort to Go Green this academic year. We have a student recycling program in the school and we will attempt to send home less hard copies of letters and flyers. In order to promote our Go Green School, we will be utilizing more mass emails, our school app, our school website and Facebook. Therefore check your emails and text messages daily to receive the latest updates and news from BridgePrep Academy.

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 required that all students eat a healthy and nutritious lunch.
2. A student may bring their lunch to school or purchase lunch from our vendor. School lunches are \$2.75 per lunch. Parents are to use our Point of Service system and prepay their child’s lunch. If your child qualifies for free or reduced lunch arrangements will be made accordingly.

CAFETERIA RULES

1. Students are to enter the cafeteria quietly.
2. Once seated, students need permission to leave their seats.
3. Food trading is not permissible.
4. Students are responsible for all items on their trays. Food is not to be thrown. It must either be eaten or discarded properly along with trash items.
5. Students are responsible for leaving their area, including the floor, free of trash.
6. Students should engage in quiet conversation only. There is to be no yelling or shouting.

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.

MEDICATION

Only trained school personnel may assist in the administration and/or dispensing of prescribed medication to students in compliance with the following approved by the Miami-Dade County Department of Health:

1. When there exists a long-term or chronic illness or disability that requires maintenance type medication.
2. Where failure to take prescribed medication could jeopardize the student's health.
3. When the medication schedule cannot be adjusted to provide for administration at home.

ADMINISTERING MEDICATION

Procedures for administering medication

1. The parent must present to the office a completed Authorization for Medication Form.
2. The administrator or designee will dispense the medication.
3. The student must come into the office to take the medication
4. If a student is caught taking or possessing medication, said student will have to report to the office and wait for his/her parent to be contacted.
5. The student must give the medication to the office personnel.

PAVE HOURS (Parents Active in Volunteering in Education) VOLUNTEERS

Volunteer Requirements, Options, and Guidelines

1. At BridgePrep Academy, each family is required **to complete 20 volunteer hours prior to the last day of the school year.**
2. Due to mandates from Miami-Dade County Public Schools, all parents wishing to volunteer must participate in the *School Volunteer Registration Program* and must be cleared through Miami-Dade County Public Schools 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 field trips.
4. It is the responsibility of the parent to communicate with their child's teacher to complete the hours required by BridgePrep Academy.

5. Parents will receive a PAVE Book to record their family volunteer hours. It is the parent's responsibility to track, record, and acquire an authorized signature for their hours.
6. Parents may complete hours by any of the following:
 - Assist the teacher
 - Be a guest speaker
 - Chaperone field trips
 - Tutor students
 - Organize special events
 - Tell/read stories
 - Make educational games
 - Donate to the teacher's wish list (no cash or checks will be permitted, gift cards accepted)
7. 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 classrooms.

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.

PHYSICAL EDUCATION

1. Physical Education is a daily 30 minute class.
2. All students are required to participate in P.E, unless otherwise directed by a physician.

PROHIBITED ITEMS IN SCHOOL

1. Students are not permitted to have any of the following objects in their possession.
2. If a student is found to have any of the items listed below, the item will be taken from

the student. The item will be given to an administrator and a parent must come to the office to pick-up the item.

- Cell phones,
 - MP3 players or any entertainment equipment,
 - Electronic games,
 - Sharpies,
 - Chewing gum
3. The following items will result in immediate recommendations for expulsion from school:
- Knives or sharp objects
 - Guns
 - Mood altering drugs

PARENT ACTIVITIES

The goal of our school is make every child's potential a reality through a strong collaboration of parent/teacher/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.

SECURITY

Our school operates on a security minded approach. There will be a security monitor on our premises from 7:30 a.m. to 6:00 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.

CELL PHONES

Students who bring cellular phones to school MUST keep them turned off during school hours. **Any cellular phones, electronic books or games are brought to the school are not the school's responsibility should they become lost or stolen.**

TEXT BOOKS

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 library books.

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.

If a parent must drop off a forgotten lunch box or homework assignment, please drop it off at the office and allow the office staff to deliver said item to your child. We are attempting to keep the learning environment as undisturbed as possible.

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

I have read on-line the BridgePrep Academy Parent/Student Handbook, including uniform policy and the M-DCPS Student Code of Conduct and agree to cooperate with all of the policies contained therein.

As a parent I understand the importance of the M-DCPS Code of Student Conduct, which can be accessed at: <http://ehandbooks.dadeschools.net/policies/90/index.htm> 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 M-DCPS Code of Student Conduct.

Name of Student: _____

Teacher: _____

Grade: _____

Signature of Parent/Guardian Date

Signature of Parent/Guardian Date

*** You must fill out a compliance form for every child registered at BridgePrep Academy of Village Green.**