

**BridgePrep Academy  
of Village Green Elementary K5**

Parent/Student Handbook

2023 🐾 2024

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## Parent/Student Handbook

[www.BridgePrepVillageGreen.com](http://www.BridgePrepVillageGreen.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🐾

**2023 - 2024**  
**BridgePrep Academy Charter School**  
**Governing Board**

Tom Sutterfield, Chair

Lou LoFranco, Vice Chair

Leah Burton, Secretary

Enid Weisman, Treasurer

Connie Arnold, Member

**Conflict Resolution**

Ms. Patricia M. Garcia  
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Dear BridgePrep Academy of Village Green Families,

Welcome to the 2023-2024 school year! I welcome all of our BridgePrep families to our learning community. Together we will meet new levels of learning, working daily to motivate our students and ensure that they reach their highest potential in a safe and joyful learning environment.

Our teachers and support staff continue to focus on high expectations for all students. Our commitment is to provide an academically challenging and enriching program in a loving and nurturing environment that supports the social and emotional development of all of our children. At our school, we have implemented motivational initiatives such as Student of the Month and Positive Behavior Support Programs where students are provided opportunities to demonstrate the values taught through our Student Code of Excellence.

With the support of our Community Partners and strong parental involvement, our students have been recognized for various esteemed awards including The Fairchild Challenge, The Youth Fair, Miami-Dade County Public Schools Math Bowl and BridgePrep Academy's Spelling Bee. We have also been recognized at the Miami Dade County Public Schools Chess Competition and Robotics Fair.

We are looking forward to another exciting year with an amazing faculty and staff, as well as our supportive parents and community partners.

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**

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.

## **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 Miami-Dade County implementation timeline. Our curriculum includes greater rigor in coursework and increased student performance expectations. 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

Elementary school starts promptly at 8:30 a.m. Children eating breakfast will be admitted into the building at 7:50 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 will be directed to the gymnasium. Please do not drop your child off prior to 8:00 a.m. unless he/she is having breakfast or has been enrolled in the Before School Care Program.

The main entrance to the school is via the gate on the east end of the campus that loops through the car pool and out the same gate.

- If your child arrives **at school at or after** 8:30 a.m., your child **must** pick up a tardy pass in the Main Office.

### PLEASE REFER TO OUR ATTENDANCE POLICIES FOR REQUIRED DOCUMENTATION

**If your child is absent to school, your child will need a note explaining the absence in order for it to be excused. If your child does not provide a note within three days from the return date, he/she will be marked unexcused. If your child was absent for three consecutive days or more, a medical note will be required for the absences to be marked excused. Please keep in mind that make-up work will only be provided for excused absences.**

### SCHOOL HOURS

Grade Level	Day of the Week	Times
Kindergarten and 1 <sup>st</sup> grade	Monday, Tuesday, Thursday, Friday	8:30 a.m. - 2:30 p.m.
2 <sup>nd</sup> to 5 <sup>th</sup> grade	Monday, Tuesday, Thursday, Friday	8:30 a.m. - 3:00 p.m.
Kindergarten to 5 <sup>th</sup> grade	Wednesday	8:30 a.m. - 2:00 p.m.

## DISMISSAL

1. Teachers and students must not leave the classroom before the scheduled dismissal time.
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 who have not been picked up by: Kinder & 1<sup>st</sup> 2:45 p.m. and 2<sup>nd</sup> – 5<sup>th</sup> grade 3:15 p.m. except Wednesdays Kinder-5<sup>th</sup> grade 2:15 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 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 or less prior to the end of their scheduled school day. Please plan for medical appointments accordingly.**
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

You have two options when dropping off or picking-up your child.

1. You must drive through the carpool lane, stop momentarily at your child's designated drop-off or pick-up area and allow staff to assist your child in or out of 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.
2. **At no time is anyone to use their cellular device to take pictures/videos of students or park and leave a car in the drop-off/pick-up lane. Parking a car in the carpool lane will obstruct the flow of traffic and create a potentially dangerous situation. Please understand that parking in the unauthorized areas (including numbered staff parking) is considered a serious offense. When parking in a visitor space, it is strongly encouraged that purses, electronic devices, etc. be taken out of the vehicle when it will be unattended. The school or its employees are not held responsible for any stolen items left inside a vehicle. The school is furthermore not responsible for any damage caused to your vehicle while on school property.**

3. Handicap spaces are to be reserved and utilized for handicapped drivers that currently have an active decal indicating so. Unauthorized vehicles are not to park in those identified parking spaces.

## **DESIGNATED PICK-UP AREAS**

### **Children assigned to the After School Care Program**

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

## **RAINY DAY DISMISSAL**

On rainy days, there will be regular dismissal unless there is lightning, at which time dismissal will be delayed. **It is strongly encouraged that your child has a poncho in his/her bookbag.**

## **PARKING AND TRAFFIC REGULATIONS RULES**

- Speed limit on school grounds is five (5) miles per hour.
- Please obey the traffic signs on the property. **When exiting carpool, Right Turn Only.**
- **There is no parking permitted in the drop-off and pick-up lane.**
- Pedestrians have the right of way, but must stop at and use the crosswalk.
- While you are in the drop off and pick up lane, please abide by the following rules:
  1. **Refrain from using your cell phone.**
  2. **Do not exit your vehicle.**
  3. **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.**
  4. **Do not allow your child to exit the vehicle before reaching the drop off area.**
  5. **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 who 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 Main Office.

## ATTENDANCE

**Attendance and punctuality is mandatory.** It is an educational fact that attendance and grades are connected. There are no factors more important to successful school progress than regular and punctual school attendance. Students who are excessively tardy or absent from the instructional program will fall behind in academic achievement. Excessive school absenteeism often results in grade failure, loss of interest, and in students withdrawing from school. We expect our students to demonstrate excellent attendance. Please make every effort to have your child attend school on time consistently.

**School Attendance:** Students are to be counted in attendance only if they are physically present for at least **two** hours of the day or engaged in a school-approved educational activity which constitutes a part of the instructional program for the student.

1. **Students missing three or more consecutive days of school due to illness or injury are required to submit a written statement from a health care provider.**
2. The written statement must include all the days the student has been absent.
3. Failure to provide required documentation within **three** school days upon the return to school **will result in unexcused absences.**
4. Students who have excessive unexcused absences shall be considered truant. **After ten (10) unexcused absences, the student will be issued a referral form that will be placed in the student's permanent record.** Students affected by the Compulsory School Attendance Law may be referred to Children and Family Services for truancy.
5. 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 by a parent/guardian explaining the reason for being tardy.
6. 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 days per school year will be excused with parent written notes. After 10 days, a referral will be issued, even if a parent written note is provided. Students may not exceed more than 10 unexcused absences per school year. For every ten unexcused absences, the student will receive a referral.
7. Make-up work and homework will only be issued for excused absences. All make-up assignments must be completed within one school day (per missed day) after returning to school. All assignments must be made-up or the student will be issued a zero. **It is**

**the parent's responsibility to contact the teacher regarding any missed assignments.**

### **Excused Absences**

- A. Personal illness of the student (medical evidence is be required for absences exceeding **three** consecutive days). The written statement must include all days the student has been absent from school. If a student is continually sick and repeatedly absent from school due to a specific medical condition, the student must be under the supervision of a health care provider in order to receive excused absences from school.
- B. Medical Appointment: If a student is absent from school due to a medical appointment a written statement from a health care provider indicating the date and time of the appointment must be submitted to the Main Office.
- C. Death in immediate family.
- D. An approved school activity (absences recorded but not reported).
- E. Observance of a religious holiday or service when it is mandated for all members of a faith that such a holiday or service is observed. The religious holiday must be listed on the district's approved list of religious holidays.
- F. Court ordered appearances (submit documentation).

### **Tardiness**

A student is considered tardy if they are not present promptly at 8:30am in their assigned homeroom. NOTE: If a student is not present when attendance is taken, but is present later in the school day, that student must be considered in attendance, but tardy, and the absence should be changed.

### **Early Sign-outs**

**No student shall be released within the final thirty (30) minutes of the school day.**

No student shall be permitted to leave school prior to dismissal at the request of, or in the company of anyone other than 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.

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

### **BIRTHDAYS**

Parents might want to recognize their child's birthday at school. If you wish to do so, all school birthdays are celebrated once a month on the selected date indicated on monthly calendar during the last half hour of the school day. **Only store-bought items** with ingredients listed will be accepted. **NO PEANUTS OR ITEMS CONTAINING NUTS ARE ACCEPTED OR ALLOWED FOR ANY SCHOOL ACTIVITY.**

## BOOK BAGS

It is recommended that each student have a book bag to transport his/her books and materials between school and home. No book bags with wheels will be permitted. We encourage parent(s) to check their child's book bag **daily** to ensure necessary school materials, assignments, and communication notes are seen and returned to school. School supplies should be replenished as needed. All book bags are subject to being searched by school personnel if reasonable suspicion is present.

## LUNCH BAGS/BOXES

Students who bring lunch bags or boxes from home must bring it upon beginning of the school day. Should your child forget his/her lunchbox drop it off in the Main Office. **Please remember NO peanut items, No fast food/restaurant items and No food delivery services will be accepted.**

## 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 the main office immediately if:**

1. Your child has developed a communicable disease.
2. Your child will be absent.
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 teachers must be arranged by contacting the teacher.** The teachers will let you know the date and time of availability. Parent conferences are not to be held while other families are able to hear information for other students as all student information is private and we respect each of their individual abilities. **Moreover, 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 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 Parent Communication

1. <https://BridgePrepVillageGreen.com>
2. [www.dadeschools.net](http://www.dadeschools.net), is the Miami-Dade County Public Schools website in which you

can view your child's grades.

3. Messages via Class Dojo, School Email, and Social Media will be sent to parents informing you of upcoming activities or deadlines.

## **SCHOOL EMERGENCIES**

### **Emergency Protocol: 2023–2024**

If an incident, any kind of threat, or crisis occurs, procedures have been implemented for the safety and security of all 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.

**Drills** – We practice monthly drills to familiarize the students with emergency procedures in case of a real emergency. These drills are practiced at different times on various days throughout the school year.

**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.

**Lockdowns**-In a lockdown situation, families will be notified by the school. Please note that in a lockdown situation the local authorities become in charge of the school building.

**Code Yellow** – Danger in the community

**Code Red** – Danger in the school

**Code Black** – Tornado or natural disaster

*We fully understand the sensitivity to such circumstances, and ensure that student safety and security is our top priority. Once we have ensured student safety, communication will be provided to our school community.*

## **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 understands this responsibility. **If at any time your personal information changes, please visit the office immediately. This can only be done by the parent/legal guardian the student(s).**

## **ETHICAL INTERNET USE AT SCHOOL**

### **Internet Access During School Hours:**

1. Student users may not use the BridgePrep Academy electronic devices 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 BridgePrep Academy issued electronic devices or any personal electronic device.
3. Students should not reveal personal information, such as name, address, or phone number via any online forum.
4. Students will refrain from using non-school sanctioned apps, programs, or websites while on school property.

### **Disciplinary Procedure:**

1. The minimum action that will occur in the case of a violation is an Administrator/student conference and parental notification.
2. Temporary or permanent ban from access to the school issued electronic devices and school Internet, depending on the severity of the offense, and on how many previous offenses have been committed.
3. In-school or out-of-school suspension.

**It is the parent(s)' responsibility to monitor their 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. Please know that internet related incidents on social media are the parents' responsibility to monitor and address. However, if it is a life threatening issue, please contact the teacher and administration.**



## **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.

## **DRESS CODE**

Students are expected to come to school with proper attention having been given to personal cleanliness, grooming, and neatness of dress. Students whose personal attire or grooming distracts the attention of other students or teachers from their schoolwork shall be required to make the necessary alterations to such attire or grooming before entering the classroom or be sent home by the principal or designee to be properly prepared for school. Students who fail to meet the minimum acceptable standards of cleanliness and neatness as determined by the principal or designee, and as specified in this rule shall be subject to appropriate disciplinary measures including suspension.

## **GROOMING**

### **Make-up**

1. Students are not allowed to wear make-up. If a student is wearing make-up, the student will be sent to the restroom to wash-off make-up.
2. Nail length must be kept trimmed short and neat at all times .

### **Hair**

1. Students are not permitted to come to school with colored/dyed hair.
2. Students must have neat and clean hair.

**The school reserves the right to restrict the wearing of any hair style 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. **Girls are allowed to wear small post style earrings, no dangling earrings, extra piercing or extra earrings are allowed. Boys are not allowed to wear earrings.**
3. Student tattoos are not permitted.
4. Chains that hang from the pockets and belt loops are not acceptable.
5. If a student wears excessive jewelry, the student will be asked to remove the jewelry. The jewelry will be kept in the office until a parent or designee of 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 polos must be of the proper colors with our school's logo embroidered on the left hand side of the shirt.
2. Pants or shorts must be worn at the waist. Skirts or polo dresses must be of a modest length. A modest length means that, if a student kneels, the skirt or polo dress must be no more than two inches above the floor.
3. Winter jackets/sweaters must be a school approved sweater/jacket or a plain navy blue sweater/jacket or fleece, with no graphics and in appropriate size. While wearing hooded sweaters, hoods cannot be on while on school property.
4. Sneakers/Shoes should be school colors (navy-blue, white and/or black) Shoes may have laces or Velcro; socks are mandatory.

**The acceptable tops and colors allowed are as follows:**

- Light blue or white polo
- Rugby shirt
- School spirit t-shirt (sold at school)  
\*Only to be worn on specified calendar days and school field trips\*
- School sweatshirt (sold at school)
- School Sweatpants (sold at school **to be worn only on cold days or assigned spirit days**).

### Bottoms:

- Navy blue or khaki pants  
\*No leggings, joggers or denim\*
- Navy blue or khaki bermuda shorts  
\*No denim or cargo shorts\*
- Navy blue or khaki skort (girls)
- Navy blue polo dress (girls)

**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 3 uniform violations, a referral will be issued.

### **Uniform Purchase**

Visit Ibiley Uniform Store or website [www.ibileyuniforms.com](http://www.ibileyuniforms.com) to purchase your BridgePrep Academy uniforms. Sample sizes are available at the main office. All polos must be purchased through Ibiley Uniforms.

## GRADES

Instructional staff uses evaluative devices and techniques as needed to report individual achievement in relation to school goals, acceptance norms, and student potential. Student grades, unsatisfactory work notices, parent reports on 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 have the right to receive a conduct and an effort grade consistent with their overall behavior and effort.

### Academic Grades

Academic grades are to reflect the student's academic progress. The grade must provide students and parents with 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 degree of 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. To obtain access to your student's grades via MDCPS Parent Portal, please visit our main office to obtain parent pin.

<b>K Grades</b>	<b>Numerical Value</b>	<b>Verbal Interpretation</b>
<b>E</b>	90 – 100%	Outstanding progress
<b>G</b>	80 – 89%	Above average progress
<b>S</b>	70 – 79%	Average Progress
<b>M</b>	60 – 69%	Lowest acceptable progress
<b>U</b>	0 – 59%	Failure

<b>1<sup>st</sup> – 5<sup>th</sup> Grades</b>	<b>Numerical Value</b>	<b>Verbal Interpretation</b>
<b>A</b>	90 – 100%	Outstanding progress
<b>B</b>	80 – 89%	Above average progress
<b>C</b>	70 – 79%	Average Progress
<b>D</b>	60 – 69%	Lowest acceptable progress
<b>F</b>	0 – 59%	Failure

## 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

F=0-0.99

## 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 1<sup>st</sup> through 5<sup>th</sup>:

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

## Conduct Grades

1 <sup>st</sup> – 5 <sup>th</sup> Grades	Numerical Value	Verbal Interpretation
A	90 – 100%	Above Average
B	80 – 89%	Good
C	70 – 79%	Average
D	60 – 69%	Needs Improvement
F	50 – 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. The Positive Behavioral Intervention and Support (PBIS) program we implement allows for students who have earned Bulldog Bucks to receive rewards for displaying positive behaviors during school days.

### **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 detention, referral, and/or suspension.
2. Based on the severity of the violation, students may additionally be recommended for expulsion.

### **Proper Language**

BridgePrep Academy strives for the highest standards 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 **zero tolerance** for aggression. In the event that a student is involved in a physical altercation, the student will be sent to the office with a referral and the parents will be called. At this time, disciplinary measures will be discussed.

### **HARASSMENT/BULLYING**

Bullying is unwanted, pervasive, 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, but not limited to, 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 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. Detention with a warning of referral
3. Referral
4. Suspension
5. Recommendation for expulsion

**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 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**

**Detention:** a corrective strategy wherein a student is required to be at the school for a specified amount of time outside of school hours to reflect on his/her inappropriate actions.

**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 is no longer able to attend your current school.

**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. Students on outdoor suspension will not receive any make-up assignments and will receive a "Z" code (zero equivalent) for any graded assignments missed that day.

**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, parents, 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 26, 2023
Second Grading Period	January 18, 2024
Third Grading Period	April 9, 2024
Fourth Grading Period	June 6, 2024

## 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 without the need for fever reducing medication.
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, irritated eye(s), and/or suspicion of lice 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.
6. Students may not carry and/or administer their own medication at any time (including over the counter medication).

## **Medication Policy**

Every attempt must be made by the student's parent and physician 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.

No medication may be administered by school personnel 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. The Medication Authorization Form will be filed in the student's Cumulative Health Record (*HRS-H Form 3041*).

In an emergency situation a Medication Authorization Form can be faxed to the physician and returned by fax to the school. A copy should be made of the form, as fax copies fade. 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**

State rule FL Statute, 1006.062 Administrative Rule, 64F-6.004 states that school personnel may assist students in the administration and/or dispensing of prescribed medication in compliance with the following procedures:

Medications will be administered by the school nurse or designee when there exists an illness or disability that requires maintenance-type medication and when failure to take prescribed medication could jeopardize the student's health and when the medication administration schedule cannot be accommodated before or after school.

If the parent/guardian has completed the Medication Authorization Form correctly and has met the requirements of the District, it is the obligation of the school to see that the student is medicated at the appropriate time indicated on the Medication Authorization Form.

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.

## 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 at the teacher's discretion. 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 home learning should be completed that evening along with the regular Home Learning Assignments.

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

## **GO GREEN**

BridgePrep Academy will continue to strive to “Go Green.” We will attempt to send home less hard copies of letters and flyers. We will be utilizing more mass emails, telephone messaging and text messages, our school website, Facebook, and school/classroom communication tools. 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 Cafeteria. Lost and Found will be cleared out every Friday. To minimize the quantity of lost and found articles, we ask that you please write your child’s full 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.
3. Students who bring lunch bags/boxes must bring them upon arriving to school.

**NO NUT ITEMS, FAST FOOD/RESTAURANT DELIVERIES WILL BE PERMITTED FOR ANY STUDENT.**

## **CAFETERIA RULES**

1. Students are to enter the cafeteria quietly.
2. Once seated at their assigned table, 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 pictures for these publications or events. If you do not desire to have your child’s pictures used for these publications, please indicate that on the picture/Media Release Form.

## **Volunteer Information**

### **Volunteer Requirements, Options, and Guidelines**

1. At BridgePrep Academy, each family is encouraged **to complete 20 volunteer hours prior to the last day of the school year.** Students enrolled at Bridgeprep Academy Charter School remain active with Miami-Dade County Public Schools and retain entitlement to all applicable policies.
2. Due to mandates from Miami-Dade County Public Schools, all parents wishing to volunteer must be cleared through the Main Office before permission to volunteer is granted.
3. **Parents must also be cleared to chaperone on any fieldtrip(s).**

### **PERSONAL BELONGINGS**

Please do not allow your child to bring any personal belongings to school. This includes toys, electronic equipment, etc. The school will not be responsible for lost or stolen 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 and communicated to the teacher(s) and/or Main Office via medical documentation.
3. Please ensure your child has comfortable sneakers daily to avoid injuries and a water bottle to avoid dehydration.

### **PROHIBITED ITEMS IN SCHOOL**

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.

- Personal iPads
- Tablets
- Electronic game systems
- Candy or chewing gum.

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 and the Florida Threat Management Model 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

## **CELL PHONES**

Students who carry a cell phone and/or smart watch must have the phone turned OFF and in the designated classroom storage area throughout the instructional school day. During After School Care, all cell phone and/or smart watches must remain off and inside book bags. The school reserves the right to confiscate any device if a student is caught using the personal device during school hours and/or on school premises (including dismissal, enrichments and after school care).

**Any cellular phones, electronic devices and/or games brought to the school are not the school's responsibility should they become lost or stolen.**

## **SECURITY**

Our school operates on a security minded approach. There will be a security monitor on our premises from 7:00 a.m. to 6:30 p.m. All visitors entering our building must check in the school office for approval to be in the building. Any person who does not have any business to conduct in the school will not be allowed to remain on the premises.

**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.**

## **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.

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.

**The contact information for the person designated to handle inquiries regarding the non-discrimination policies is:**

**Jeffrey Rothschild, Chief of Operations  
SMART Management  
(786) 476-2038  
Jrothschild@bridgeprepacademy.com**

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

**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 Student Code of Conduct and agree to cooperate with all of the policies contained therein.

Please note: all students enrolled in BridgePrep Academy of Village Green are students of Miami-Dade County Public Schools, subject to applicable policies and entitled to same rights.

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: \_\_\_\_\_

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 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.