

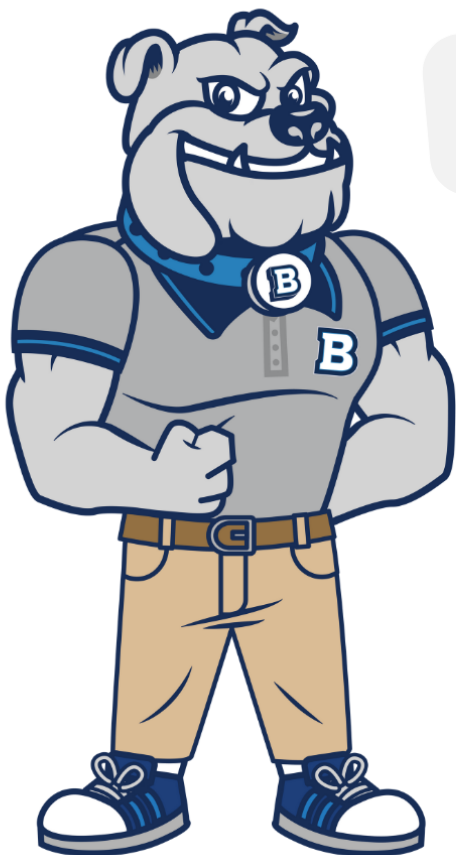


BridgePrep  
Academy

# Book of Tools

## STUDENT & PARENT

2024-2025 Handbook



5710 La Costa Dr.  
Orlando, FL 32807

# Parent/Student Handbook

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

2024 – 2025



**BridgePrep Academy Charter School  
Governing Board**

**Tom Sutterfield (Chair)**

**Lou LoFranco (Vice Chair)**

**Enid Weisman (Treasurer)**

**Leah Burton (Secretary)**

**Connie Arnold (Member)**

**Charles Davies (Member)**

**Board Meeting**

Scheduled meetings can be found on the school website

[www.bridgepreporange.com](http://www.bridgepreporange.com)

**Conflict Resolution**

Ms. Stephanie Rivera

321-775-2119



## Table of Contents

|  |    |
|--|----|
| Letter from Principal .....              | 6  |
| Charter Schools .....                    | 7  |
| Mission Statement .....                  | 7  |
| Vision Statement.....                    | 7  |
| Non-Discrimination Statement .....       | 7  |
| Curriculum.....                          | 7  |
| Arrival.....                             | 8  |
| School Hours .....                       | 8  |
| Dismissal.....                           | 8  |
| Arrival/Dismissal Procedures.....        | 9  |
| Designated Pick-up Area.....             | 9  |
| Rainy Day Dismissal.....                 | 9  |
| Parking and Traffic Rules.....           | 10 |
| Patrols.....                             | 10 |
| Attendance.....                          | 10 |
| Birthdays.....                           | 12 |
| Book bags.....                           | 12 |
| Lunch Bags/Boxes.....                    | 13 |
| Parent to School.....                    | 13 |
| Parent to Teacher.....                   | 13 |
| School to Parent.....                    | 13 |
| Emergency Protocol.....                  | 14 |
| Accidents/Illnesses.....                 | 14 |
| Emergency Drills .....                   | 15 |
| Intruders.....                           | 15 |
| Weather Emergencies.....                 | 15 |
| National Emergency.....                  | 15 |
| Emergency Contact Information.....       | 15 |
| Internet Access During School Hours..... | 15 |
| Disciplinary Procedure.....              | 16 |
| Family Rights and Privacy Rights.....    | 16 |
| Grooming & Personal Care.....            | 16 |
| Uniforms.....                            | 17 |
| Grades.....                              | 18 |
| Academic.....                            | 18 |
| Plagiarism.....                          | 19 |
| Effort.....                              | 20 |
| Conduct.....                             | 20 |
| Grading Periods.....                     | 22 |
| Physical Education.....                  | 22 |
| Home Learning.....                       | 22 |
| Parents' Responsibilities.....           | 22 |
| Students' Responsibilities.....          | 22 |

|   |    |
|---|----|
| Code of Excellence .....                    | 23 |
| Student Code of Excellence .....            | 23 |
| Student Conduct .....                       | 23 |
| Proper Language .....                       | 24 |
| Fighting.....                               | 24 |
| Harassment/Bullying .....                   | 24 |
| Sanctions .....                             | 25 |
| Acts of Disorderly Conduct .....            | 25 |
| Glossary.....                               | 25 |
| Classroom Consequences .....                | 26 |
| Administrative Consequences .....           | 26 |
| Severe Clause .....                         | 26 |
| Health Guidelines.....                      | 26 |
| Health Examination.....                     | 26 |
| Immunization.....                           | 26 |
| Illness.....                                | 27 |
| Medication Policy.....                      | 27 |
| Administering Medication.....               | 28 |
| Go Green .....                              | 28 |
| Lost and Found.....                         | 28 |
| Lunch .....                                 | 28 |
| Cafeteria Rules .....                       | 29 |
| Media Coverage .....                        | 29 |
| PAVE Hours .....                            | 29 |
| Volunteer Information.....                  | 29 |
| Personal Belongings .....                   | 30 |
| Prohibited Items in School .....            | 30 |
| FortifyFL.....                              | 31 |
| Cell Phones & Ear Pods .....                | 31 |
| Safety & Security.....                      | 31 |
| Lockdown & Partial Lockdown Events .....    | 32 |
| Textbooks.....                              | 32 |
| Transportation.....                         | 32 |
| Visitor Passes.....                         | 32 |
| Parent/Student Agreement of Compliance..... | 33 |



Welcome to the 2024-2025 school year!

Welcome back to our returning families and the new Bulldogs joining us this school year! We are excited and eager to begin the year strong by partnering with you to support student achievement at BridgePrep Academy.

The first day of school is on August 12, 2024, at 8:00 am. Instruction will begin on the first day of school and will include establishing important routines and expectations. These expectations will support learning and ensure that student achievement is TOP Priority at BPA. Let's have 100% attendance on day 1. We are setting goals for our students to achieve at their highest potential which will take teamwork and strategy. Our students are capable and ready to shine, let's gear up to assist them in every way that we can.

You are a vital part of the team, and we are excited to work alongside you. Our teachers and staff are dedicated to helping our scholars reach their full potential in a safe and nurturing learning environment. With us all working together, there is nothing that we can't accomplish.

Warm regards,

*Dr. Kerri Yuhas*

## **CHARTER SCHOOLS**

BridgePrep Academy of Orange is a non-profit, self-managed entity that enrolls students residing in Orange 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 Orange County students. BridgePrep Academy of Orange is funded by state, local, and federal monies.

## **MISSION STATEMENT**

BridgePrep Academy of Orange 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 of Orange 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 of Orange goal is to educate well rounded individuals and enable students to reach their maximum potential.

## **VISION STATEMENT**

BridgePrep Academy of Orange 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 of Orange 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 of Orange utilizes core curricula that is aligned to the new Florida Standards. Core instructional materials meet the requirements set by the Florida Department of Education. Supplemental instructional materials are utilized to differentiate instruction and ensure that each student's needs are met. 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 coursework**

## ARRIVAL

School starts promptly at 8:00 a.m. Scholars will be admitted into the building at 7:30 a.m. Scholars will go directly to the cafeteria. At 7:30 a.m. KG – 8<sup>th</sup> grade scholars will be dismissed from the cafeteria and will pick up by their teacher and walked to class. Do not drop your child off before 7:30 a.m. as supervision is unavailable.

Please note that:

- Punctuality is key. If your child arrives at school after 8:00 a.m., parents must park in the designated spaces and escort their child to the office to be signed in and your child will be issued 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.**

**If your child is absent from school, the parent must bring a note explaining why. Without a note, the absence will be marked as unexcused. This letter can be emailed to Ms. Jhoana Quintero at [jquintero@bridgepreporange.com](mailto:jquintero@bridgepreporange.com) or dropped off at the main office. You have three days to send a note excusing your child's absence. The unexcused status will remain if a note is not submitted within three days.**

## SCHOOL HOURS

| Grade Level  | Day of the Week  | Times   |
|--|--|---|
| Kindergarten<br>Grades 1 <sup>st</sup> - 5 <sup>th</sup><br>Grades 6-8 | Mon, Tues, Thurs, Friday<br>(Early Release /Wed. 2:00pm)<br>K-5 (Early Release /Wed. 2:00pm)<br>6-8(Early Release/Wed. 2:00pm) | 8:00 a.m. – 3:00 p.m.<br>8:00 a.m. - 3:00 p.m.<br>8:00 a.m. - 3:00 p.m. |

## DISMISSAL

1. Teachers and students must not leave the classroom before the “dismissal time” above.
2. Students will remain in classrooms until the parent arrives on campus; upon the parent’s arrival, the student will be called and dismissed to the designated dismissal area to be picked up.
3. Teachers will remain with their students for 30 minutes after the child’s scheduled dismissal time. Students that have not been picked up by 3:30p.m., except Wednesdays 2:30p.m. will be escorted to the office until 3:55pm; After 3:55pm students will be placed in the 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.
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 (After School Care) program.
6. **Parents will be allowed to pick up from the front office until 2:00pm on Mon, Tues, Thurs, Fri or 1:00pm on Wednesdays. Students WILL NOT be released to the front office after 2:00pm on Mon, Tues, Thurs, Fri or 1:00pm on Wednesdays.**
7. Students will only be dismissed as registered walkers, private bus transportation, or through car line.
8. 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 lengthy line of cars waiting to drop off or pick up students, please be patient.
2. **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 unauthorized areas is considered a serious offense. It is strongly encouraged that purses, electronic devices, etc. be taken out of the vehicle when it is unattended. The school or its employees are not held responsible for any stolen items left inside a vehicle.**
3. Handicap spaces are to be reserved and utilized for handicapped drivers that currently have a 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 activity leader.

### **Other Students**

Your child will remain in the classroom with the homeroom teacher until he/she is called to the dismissal area.

## **RAINY DAY DISMISSAL**

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

## PARKING AND TRAFFIC REGULATIONS RULES

- The speed limit on the school grounds is five (5) miles per hour.
- Entrances is at one location: La Costa Dr.
- Please obey the traffic signs on the property.
- **We have ONE exit; it is located at the North side**
- **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 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 are from our 5<sup>th</sup> grade class 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 are mandatory.** It is an educational fact that attendance and grades are connected. There are probably no factors more important to successful school progress than regular and punctual school attendance. Students who are excessively tardy or absent from the instructional program will fall behind in academic achievement. Excessive school absenteeism precedes grade failure, loss of interest, and may result 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 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.

**Class Attendance:** Students are to be counted in attendance if they are physically present in class for at least half of the class period, have been excused by the teacher on a class-related assignment, or have been requested by a member of the school support staff for an approved school activity.

1. **Students missing five 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. 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 **(5,10,15)** shall be considered truant. Students affected by the Compulsory School Attendance Law may be referred to Children and Family Services for truancy.
6. Any K-8<sup>th</sup> student arriving after 8:05 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.
7. 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.
8. 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.

#### **Excused Absences**

- A. Personal illness of the student (medical evidence may be required by the Principal or designee for absences exceeding **five** 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 Registrar.
- C. Death in immediate family.
- D. An approved school activity (absences recorded but not reported).
- E. Other absences with prior approval of the Principal.
- F. Attendance at a center under Department of Children and Families supervision.
- G. Significant community events with prior permission of the Principal. When more than one school is involved; the Region Superintendent will determine the status of the absence.
- H. 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.

## **Tardiness**

A student is considered tardy if they are not present at the moment the school bell rings for the class assigned. NOTE: If a student is not present when attendance is taken but is present later in the school day, that student must be considered in attendance, but tardy, and the absence should be changed. A student who is tardy should never remain on record as being absent.

***A student who has twenty (20) or more cumulative tardies will not be allowed to participate in interscholastic competitions, events or performances for the remainder of the school year.***

## **Early Sign-outs**

No student shall be released after 2:00 pm (1:00 pm on Wednesday) unless authorized by the Principal or Principal's Designee (i.e., emergency, sickness. Documentation will be required.)

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. The parent who is the primary residential custodian or the parent who enrolled the student shall determine in writing, if the student may be released to individuals unless otherwise stated in a court order.

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

## **BIRTHDAYS**

Parents might want to recognize their child's birthday at school. If you wish to do so, all school birthdays are celebrated at the end of the day. Parents are able to leave cupcakes (store bought) at the front office and the secretaries will deliver to the classroom.

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

## **BOOK BAGS**

It is recommended that each student have a book bag to transport his/her books and materials between school and home. We encourage parent(s) to check their child's book bag often to ensure necessary school materials, assignments, and communication notes are seen and returned to school. School supplies should be replenished as needed. Middle school and High school students will be required to use a clear or mesh book bag.

## LUNCH BAGS/BOXES

Students who bring lunch bags or boxes from home must bring it upon beginning of the school day. Students forgetting their lunch, parents must drop lunch off no later than 9:00am. **For the safety and security of all our students, family members are not allowed to bring outside foods or order food to be delivered to the school/cafeteria.** Should an emergency occur, parent/legal guardian must leave the lunch bag/box with security personnel in the school's main office by 9:00am. **Please remember NO peanut or cherry items.** Students are not allowed to use food delivery services such as UberEats, DoorDash, etc. Parents are not allowed to order food delivery services such as UberEats, DoorDash, etc. for their child.

## 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 always kept open 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 via email or class dojo.** Please make appointments for conferences before or after school hours. Parent conferences are not to be held during schoolwide events and while other families can 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 → Grade Level Manager → Assistant Principal → Principal**

### School to Parents Communication

1. [www.Bridgepreporange.com](http://www.Bridgepreporange.com) and Class Dojo, in which home learning, flyers, monthly calendars and all communication is posted throughout the school year.
2. <https://parents.classlink.com/ocps> Orange County Public Schools website in which you can view your child's grades.
3. Emails and notifications will be sent home periodically informing you of upcoming activities or deadlines.
4. Class DOJO (please ask your homeroom teacher for their class code)

## SCHOOL EMERGENCIES

### Emergency Protocol

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 any available teachers will report to the office to assist as necessary.
8. Cafeteria staff will secure the lunch area.
9. Custodians/Assistant Principal 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 “lockdown” situations, the police department becomes in charge of the buildings. Families will be notified of situations once the authorities have approved for the school to do so.
14. 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. If your scholar is too sick to return to class, the parent/guardian will be required to pick up the child within a reasonable time frame.

**Emergency Drills** – Emergency drills will take place according to district/county policies and procedures. These drills include fire, tornado, code yellow, code red, bomb threat, hostage situation, and active assailant.

**Intruders/Drills** – We pay extreme attention to ensure our school gates are locked at all times, and our staff watches and reports strangers around our property. We practice monthly intruder drills to familiarize the students with emergency procedures in case of a real lockdown. 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 Orange County Public Schools for closing and reopening of BridgePrep Academy of Orange.

**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.

*We, fully understand the sensitivity to such circumstances and do what is needed first to ensure our students' safety. Once all has been completed, 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 has this understanding. **If at any time your personal information changes, please notify the office immediately. This can only be done by the parent/legal guardian that registered the student(s).**

## **ETHICAL INTERNET USE AT SCHOOL**

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

1. Student users may not use the BridgePrep Academy of Orange 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 of Orange Computer Lab or 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, 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.
  - c. Law enforcement notified if necessary

**\*It is the parent(s) responsibility to monitor their child/children's use of technology when students are not in school. Social media and internet-based games give communication abilities that we suggest parents monitor frequently. Particular issues may arise through these forms of entertainment that do not involve our school. 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 24hours advance notice in order to facilitate the child's record for the parent to review.

#### **Appearance and Grooming**

1. Nail length must be sports/school appropriate length (Safety purposes)
2. Students are not allowed to wear make-up.
3. Students are not permitted to come to school with colored or dyed hair.
4. Students must have neat and clean hair.
5. No facial hair is allowed
6. All students are allowed to wear a watch, a small bracelet and a neck chain. **No smart watches are allowed during school hours.**
7. **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.**
8. Tattoos are not permitted.
9. Chains that hang from the pockets and belt loops are not acceptable.
10. 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. The school also 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.**



## **UNIFORMS**

### **All students must wear school uniforms.**

1. All uniforms polo shirts must be of the proper colors with our school's logo on the left-hand side of the shirt.
2. All uniform shirts must be tucked in and not worn in a "baggy" fashion. Pants must 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 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.
5. **Winter jackets must be a school approved sweater/jacket or a plain navy-blue sweater/jacket or fleece, with no graphics. No hoodies are allowed.**
6. No crocks, high heels, sandals, or wedges permitted
7. Sneakers / shoes should match school colors (navy-blue, white and/or black) Shoes may have laces or Velcro; socks are mandatory.

### **TOPS:**

1. All uniforms must be of the proper colors with our school's logo on the left-hand side of the shirt.
2. All boys' shirts must be tucked in and not worn in a "baggy" fashion.
3. All sweaters worn must be the school sweater, which can be purchased at the school or through Ibiley. No non-school sweater or hoodie allowed.
4. The acceptable tops and colors allowed are as follows:

### **Elementary (K-5):**

- Polo- White, light blue, and navy blue
- Long Sleeve Rugby
- School spirit shirt (sold at school)  
\*Only to be worn on Fridays and school field trips\*

### **Middle School (6<sup>th</sup> – 8<sup>th</sup>):**

- Polo – White, light blue, navy blue, and light grey
- School spirit shirt (sold at school)  
\*Only to be worn on Fridays and school field trips\*

### **BOTTOMS:**

1. The acceptable bottoms and colors allowed are as follows:

### **Elementary School:**

#### **\*\*\*Navy blue and Khaki only \*\*\***

- Pants  
\*No leggings, joggers or denim\*
- Bermuda shorts  
\*No denim\*

- Skort – Elementary Girls Only
- Blue dress – Elementary Girls Only

### **Middle School:**

#### **\*\*\*Navy blue and Khakis only \*\*\***

- Pants  
\*No leggings, joggers, skirts or denim\*
- Bermuda shorts  
\*No denim\*

**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 go to class without their uniform. A student will receive a uniform violation form / infraction if not wearing the appropriate uniform.**

### **Uniform Referral**

- After 3 uniform violations, a referral will be issued.

### **Uniform Purchase**

Visit Ibiley Uniform Store to purchase your BridgePrep Academy of Orange uniforms. All polos must be purchased through Ibiley Uniforms. Uniforms packages are available; you can purchase them in person at the Ibiley Uniforms and More stores located throughout Florida or purchase your uniforms online at [www.ibileyuniforms.com](http://www.ibileyuniforms.com) and search for BridgePrep and locate our campus.

### **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 for both students and parents a clear indication of each student's academic performance as compared with norms that would be appropriate for the grade or subject. Grades will consist of schoolwork, quizzes, tests, all assignments, projects, technology programs and presentations.

## Plagiarism

Examples of plagiarism and academic dishonesty include but are not limited to the willful giving or receiving of an unauthorized, unfair, dishonest, or unscrupulous advantage in academic work over other students. Consequences for any plagiarism will be applied as required in the OCPS Student Code of Conduct.

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.

| <b>K-1<br/>Grades</b> | <b>Verbal Interpretation</b>     |
|-----------------------|----------------------------------|
| <b>O</b>              | Outstanding/ Exceeds Expectation |
| <b>S</b>              | Successfully Meeting Standards   |
| <b>U</b>              | Not Demonstrating Consistently   |
| <b>N</b>              | Unsatisfactory/ Needs Attention  |

| <b>2nd– 8<sup>th</sup><br/>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%               | Below average progress       |
| <b>F</b>                              | 0 – 59%                | Not passing                  |

## 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 3<sup>rd</sup> through 5<sup>th</sup> grade student that receives a Level 1 or 2 on state exams, and/or EOC to attend Summer 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 1<sup>st</sup> through 8<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 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

The school will follow OCPs County schools of conduct

[Link](#) OCPs County school 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. On the school property.
2. In attendance at school or any school-sponsored activity.

- Whose conduct at any time or in any place has a direct and immediate effect on maintaining order and discipline in the school.

| <b>2nd– 8<sup>h</sup><br/>Grades</b> | <b>Numerical Value</b> | <b>Verbal Interpretation</b> |
|--------------------------------------|------------------------|------------------------------|
| <b>A</b>                             | 90 – 100%              | Good                         |
| <b>B</b>                             | 80 – 89%               | Above Average                |
| <b>C</b>                             | 70 – 79%               | Average                      |
| <b>D</b>                             | 60 – 69%               | Needs Improvement            |
| <b>F</b>                             | 0 – 59%                | Failed                       |

## **GRADING SCALE**

### **Gradebook Categories:**

Assessments – 30%  
 Quizzes – 20%  
 Classwork – 20%  
 Home Learning – 5%  
 Projects/Lab – 10%  
 Participation- 15%

### **Procedures for 2024-2025**

- Ensure you have a complete understanding of your grade book system and lock/finalize your 1st & 2nd quarter grades for the 2024-2025 school year (there will be a change of categories, and this may recalculate your 1st quarter grades if they are not locked/finalized).
- Adjust your gradebook system to reflect the categories shown above.
- Assessments should be comprehensive, address more than 1 standard, and each standard should be represented with the appropriate number of items for validity and reliability.
- Quizzes should have enough items so that there is a normal distribution of grades, minimum of 8 items no more than 15.
- If a student receives a ZERO or a grade below 50%, they must be provided a second opportunity to RE-DO the task for 85% of the grade received on the RE-DO task (for example, on RE-DO a student receives a 75%, their grade will be 85% of 75% which is 64%). If the RE-Do yields a lower grade, keep the better of the two grades.
- If the class mean is 50% or less on a standard, the teacher will re-teach and re-assess.

7. Homework must be purposeful and aligned to standards taught in class. Feedback on the homework must be provided during Differentiated Instruction and/or Teacher Led Instruction.

8. Assessments should be monitored and checked by administration for standards alignment, rigor as delineated by the cognitive complexity of the standards, and adherence to BPA grading policies and expectations.

9. Two grades per week should be given: Formal (consisting of exam, presentation, project etc.) and Informal (HLA, technology, classwork, supplemental work).

10. Projects should be evaluated by the use of a rubric, aligned to global standard, and include a presentation. If multiple grades are given for a project, each grade must evaluate different components of the project with the use of a rubric for each component (for example: written report, presentation, research, neatness, creativity, individual participation, etc.)

## **GRADING PERIODS**

|                       | <b>Ending Date</b>       |
|-----------------------|--------------------------|
| First Grading Period  | <b>October 11, 2024</b>  |
| Second Grading Period | <b>December 20, 2024</b> |
| Third Grading Period  | <b>March 14, 2025</b>    |
| Fourth Grading Period | <b>May 30, 2025</b>      |

## **PHYSICAL EDUCATION**

1. Physical Education is a daily 60 minute class.
2. All students must participate in P.E. unless otherwise directed by a physician and communicated to the teacher(s).
3. Please ensure your child has comfortable sneakers daily to avoid injuries.

## **HOME LEARNING**

Home Learning Assignments are an important part of learning since they reinforce concepts learned. BridgePrep Academy of Orange policy is to assign homework EVERY night. 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.
4. If a student is having difficulty in managing their time for home learning, ask the teacher for assistance with home learning time management.
5. Make-up work is to be completed within 3 days of absence.

| 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   |
| 6 <sup>th</sup> - 8 <sup>th</sup> grade | Daily (5 days per week)  | 75 minutes   |
| All Grades                              | Daily (5 days per week)  | Reading for 30 minutes <b>in addition</b> to above time. |

### 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 school’s Positive Behavioral Interventions and Supports (PBIS) program we implement allows for students who have earned Bark Bucks to receive a reward for displaying positive behaviors during school days.

#### Students’ Code of Excellence

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

### STUDENT CONDUCT

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 Osceola County Schools code of conduct.[Link](#)

### **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; if 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**

Florida Statute 1006.147, also known as The Jeffrey Johnston Stand Up for All Students Act, requires school districts to adopt an official policy prohibiting bullying and harassment of students and staff on school grounds, at school-sponsored events, and through school computer networks.

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 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 of Orange 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 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 using technology.



## **Sanctions**

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

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

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

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

### **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.

**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.

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

**Classroom Consequences:**

- 1<sup>st</sup>consequence: Verbal Warning/Parent contact
- 2<sup>nd</sup>consequence: Detention/ Loss of privilege/Parent contact
- 3<sup>rd</sup>consequence: Parent contacted/ Referral note sent home

**Administrative Consequences:**

- 4<sup>th</sup>consequence: parent is called, and Administrative Detention is given.
- 5<sup>th</sup>consequence: In School Suspension (ISS)/ Referral completed/parent contact

**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 (OSS). Parents will be called to pick up the student from school.

BridgePrep Academy of Orange 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 schoolwork together. Teachers and students must foster mutual respect. 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.

**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.

**HEALTH EXAMINATION**

No student will be admitted to school without presenting tangible documentation that health requirements have been met. The Florida School Health Services Plan provides that a health examination shall be administered within 12 months prior to initial entry into a Florida school. Parents/legal guardians of all students (PK-12) must present tangible evidence of a health examination complete with Tuberculosis Clinical Screening and follow-up on the appropriate DH Form (3040) prior to initial entrance into an Osceola County Public School. The health examination must have been performed within the past 12 months.

**IMMUNIZATION**

- NO STUDENT WILL BE ADMITTED TO SCHOOL WITHOUT PRESENTING TANGIBLE DOCUMENTATION SHOWING THAT IMMUNIZATION REQUIREMENTS HAVE BEEN MET.

- The Florida School Health Services Plan and Florida Statutes require prior to a child's entry into school that each child entitled to initial entrance into a Florida public school present and have on file a Florida Certification of Immunization, DH Form 680, from a health care provider.

## **ILLNESS**

- 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.
- If your child has had a fever, his/her temperature should be normal for twenty-four (24) hours before returning to school.
- 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.
- If your child has a rash, please keep him/her home and contact your doctor to find out the cause.
- Our school staff only administers prescription medication prescribed by a doctor to children upon completion of a medication request form.

## **Medication Policy**

Every attempt must be made by the student's parents and physician to have medications administered at home during non-school hours. If this is not possible, a completed Medication Authorization Form must be provided to the school 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:

All medications will be administered by the school principal or his/her designee.

Medications may be administered by the school Principal or his/her 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.

## **GO GREEN**

BridgePrep Academy of Orange will strive to "Go Green." In order to promote our Go Green School, we will be utilizing more mass emails, telephone messaging, our school website, and Facebook. Therefore, check your emails and text messages daily to receive the latest updates and news from BridgePrep Academy of Orange.

## **LOST AND FOUND**

A lost and found area will be designated in the cafeteria. 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. It is the student/parent responsibility to check lost and found each month to locate a lost item. At the end of each month, BPA reserves the right to donate all items remaining in lost and found as we cannot store items for an extensive time.

## **BREAKFAST & LUNCH**

1. It is required that all students eat a healthy and nutritious breakfast and lunch.
2. A student may bring their pre-packed meals to school or obtain one from the cafeteria for FREE.
3. Students who bring lunch bags/boxes must bring them upon arriving to school. **NO NUT and cherry ITEMS PERMITTED ON CAMPUS FOR ANY STUDENT.**

4. Students forgetting their lunch, parents must **drop lunch off no later than 9:00am**. For the safety and security of all our students, family members are **not allowed to bring outside foods or order food to be delivered to the school/cafeteria**. Should an emergency occur, parent/legal guardian must leave the lunch bag/box with security personnel in the school's main office by 9:00am.
5. NO Door Dash/Uber Eats etc. allowed on campus

## **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 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 unique events. These pictures may be used for promotion, in the local paper, on the website or in the yearbook. **Please sign the picture/Media Release Form**, so we can use your child's picture for these publications or events. If you do not desire to have your child's picture used for these publications, please write that on the picture/Media Release Form.

## **PAVE HOURS (Parents Active in Volunteering in Education)**

### **PARENT ACTIVITIES**

The goal of our school is making 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, together our children will grow stronger and self-reliant. Join PALS (Parents as Liaisons/Bulldogs in Action) to be up to date on school events and activities.

## **Volunteers 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 of Orange remain active with Orange County Schools and retain entitlement to all applicable policies.
2. Due to mandates from Orange County Public Schools, all parents wishing to volunteer must participate in the **School Volunteer Registration Program** and must be cleared through Orange 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 on any fieldtrip(s).**
4. It is the responsibility of the parent to communicate with their child's teacher to complete the hours required by BridgePrep of Orange

### **Earning PAVE Hours**

1. Parents will receive a PAVE Book to record their family volunteer hours. It is the parent's responsibility to track, record and acquire authorized signature for their hours.
2. Parents may complete hours by any of the following:
  - Assist the teacher
  - Be a guest speaker
  - Chaperone field trips
  - Virtual opportunities
  - Participate in PALS (Parents as Liaisons/Bulldogs in Action)
  - Organizing special events
  - Tell/read stories
  - Make educational games

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 are allowed to enter any classroom(s) and or field trips. **ALL Volunteers MUST be ADDitions school volunteers approved. [APPLY HERE](#)**

### **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 items.

### **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.

- Cell phones (must be off and in backpack)
- Smart watches
- MP3 players or any entertainment equipment
- Electronic games

- Sharpies markers
- 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 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

### **FortifyFL**

This suspicious activity reporting tool allows you to instantly relay information to appropriate law enforcement agencies and school officials. You will be able to provide a description of the threat, share pictures and videos, and have the option to post anonymously. Students are given training during the first week of school on how to access this application when necessary. This application can be downloaded from the App Store or Google Play.

### **Cell Phones and Ear Pods**

Cell phones and Ear Pods **are not permitted** for student to have or use during school hours 7:30am-4:00pm. *In certain situations, the student will be allowed to inform the teacher and he/she will be sent to the main office to use the school phone in order to contact parent/legal guardian.*

*(All 6-8 students will be required to check in their cellphone in the designated cell phone location ( at the beginning of each class period) as directed by the teacher/grade level manager. )*

***\*\*\*Any students that violate the cell phone policies in their classroom and/or throughout school are subject to the removal of their cell phone until end of day. Parent pick-up will be required\*\*\****

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

### **SAFETY & SECURITY**

Our school operates on a security minded approach. There will be a security monitor on our premises from 7:30 a.m. to 3:30p.m. All visitors entering our building must check in at the school office for approval to be in the building. Children traveling throughout the building must travel in twos. Anyone without 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 Orange 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.**

Student and employee safety is a primary concern of BridgePrep Academy Schools. Access to our campuses will be limited, monitored and secured at all times that students are present in the building. A school safety plan was created to provide school personnel with the necessary leadership skills and knowledge needed to respond to critical incidents or other related emergencies that may occur in our school communities. All schools have a site-specific plan to address all types of critical incidents. These plans address the individual needs of the school and provide guidelines for devising methods for communicating with the staff, students, parents/guardians, and the media during a critical incident or an emergency. We ask your cooperation in working with school administration teams to adhere arrival/dismissal procedures as well as visitor check-in to ensure student safety.

During emergencies, some protective measures may include the evacuation of students/staff from the building(s), and if necessary, the relocation of students/staff from the school campus, lockdown procedures, and holding/dismissing students during school and community

**Lockdown and Partial Lockdown Events-** In the event of an emergency, the primary responsibility of all school personnel is to ensure the safety of all students. In the event a school administrator announces a possible threat to students and staff safety exists within the community (partial lockdown), or an imminent threat to students and staff safety exists within the school (full lockdown) students, faculty, and staff will comply with all the procedures outlined in the School Safety Plan and remain on lockdown until a school administrator makes an “All Clear” announcement.

## **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.

## **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. All Visitors will be required 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.

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. Additionally, BridgePrep of Orange reserves the right to modify this handbook as needed throughout the school year.





**PARENT/STUDENT AGREEMENT OF COMPLIANCE 2024-2025**

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

I have read on-line the BridgePrep Academy of Orange 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 Orange are students of Orange 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 of Orange 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 of Orange 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.