

**BridgePrep Academy of Duval**

Parent/Student Handbook

2023 – 2024

Principal

Jose Luis De Leon

Assistant Principal

Toya Coleman

Instructional Coach

Tia Harold

Dean of Operations

Shanise Ford



**BridgePrep Academy of Duval (K-8)**  
**6400 Atlantic Blvd. Jacksonville, FL 32211**

## **Parent/Student Handbook**

[www.bridgeprepduval.com](http://www.bridgeprepduval.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**

Lou LoFranco

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Leah Burton

Connie Arnold

Tom Sutterfield, Chair

**Conflict Resolution/Mediation Representative**

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## LETTER FROM THE PRINCIPAL

Dear BridgePrep Academy of Duval Families,

This is my 23<sup>rd</sup> year as an educator. I've had the pleasure of being a school leader in a number of public school districts and a high performing charter school network in Texas and Florida throughout my career. Most recently, in August of 2022, I helped launch four charter schools in Jacksonville, FL as the Executive Director.

At times, change is inevitable. At BridgePrep Academy of Duval, we have the opportunity of making the necessary changes to ensure we meet high academic expectations while providing a nurturing school culture that all our students deserve. I want to thank all staff, parents, and students who have chosen BridgePrep Academy of Duval for the 2023- 2024 school year. I look forward to taking on the challenges and removing all obstacles, alongside you, to ensure we provide a rigorous and quality educational experience that will result in high academic achievements for all our scholars.

Our staff is determined to deliver on our promise to do our best every day. We are passionate about our scholars' academic success as well as their interpersonal development in order to build confidence and character through self-awareness and self-respect and becoming excellent citizens.

Parents and community members are always welcomed on our campus and encouraged to be involved. With your help, we will better support our staff and students on their journey to success. Your feedback is critical and important to me. Please don't hesitate to reach out by email at [jdeleon@bridgeprepacademy.com](mailto:jdeleon@bridgeprepacademy.com) or by calling our front office at (904) 694-2660 to set up a meeting.

I look forward to serving BridgePrep Academy of Duval and working closely with all stakeholders.

Sincerely,

Jose Luis De Leon



## **CHARTER SCHOOLS**

BridgePrep Academy Charter School is a non-profit self-managed entity that enrolls students residing in Duval 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 Duval County 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 based on race, national origin, color, creed, religion, sex, age, disability, sexual orientation, gender identity, or associational preference.

## **CURRICULUM**

BridgePrep Academy integrates Duval County Competency Based Core Curriculum with the New BEST and Florida Standards. BridgePrep will be implementing the BEST Florida Standards, adhering to the Duval County implementation timeline and pacing. Our curriculum includes greater rigor in coursework and increased student performance expectation. Our curriculum is designed to meet the needs of each student through differentiated teaching with the use of technology programs geared on student's levels and grade level expectations. 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.

BridgePrep Academy of Duval follows the Duval County School District Calendar for school days.



## DAILY PROCEDURES

### ARRIVAL

School starts promptly at 8:00AM and teachers open their doors at 7:30AM for middle school grades (6<sup>th</sup>-8<sup>th</sup>) and for students in K-5<sup>th</sup> grades.

Children purchasing breakfast will be admitted into the building at 7:30AM for all grade levels. **For safety purposes, students are not allowed outside the buildings unattended before these times.**

The entrance and exit to the school is via front office.

- If your child arrives at school before their opening time, your child must go directly to extended day (before and after school care in the North entrance).
- If your child arrives at school after their opening time, your child must go directly to the main office and pick up a tardy pass. Teachers will not permit students into class without a tardy pass from the main office.

### 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. There are three days to send in a note excusing your child's absence or tardiness, after the five days the unexcused classification will remain.**

### SCHOOL HOURS

Grade Level	Day of the Week	Times
Kindergarten-8 <sup>th</sup> grade	Monday through Friday	8:00 AM – 3:15 PM

## DISMISSAL

1. Teachers and students must not leave the classroom before the “dismissal time” above.
2. Students remain with the teacher until the parent has reached the front of the picked-up line.
3. Teachers will remain with their students for 30 minutes after the child’s scheduled dismissal time. Students that have not been picked up 130 minutes after their dismissal time will be placed in the on-campus after school care program at **a fee charged to the parent.**
4. When students are dismissed, a student is expected to take with him/her all materials needed for homework including his/her agenda.
5. Students will not be permitted to go back into their classrooms after being dismissed from school. This policy also applies for students enrolled in the ASC program.
6. **Students will not be released from school at 2:00 PM. Any exception will need to be approved by an administrator. This is a district mandate in place for the safety of all students.**
7. Students will not be released to anyone under the age of 18 years old (valid driver’s license is brought in), or anyone that is not on the emergency contact card and approved by the parent or legal guardian. All parents/guardians or those picking up will need to bring in a valid driver’s license.

## ARRIVAL/DISMISSAL PROCEDURES

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

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

**At no time is anyone to park and leave his or her car on the drop-off, pick-up lane. Parking a car in the drive through lane will obstruct the flow of traffic and create a potentially dangerous situation. Please understand that parking in the unauthorized areas is considered a serious offense. 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.**

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 sign in and out by their parent or guardian at the north entrance of the school building.

### **Other Students**

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

## **RAINY DAY DISMISSAL**

1. All students will remain in their classrooms with their teachers. Parents must use the pickup line with their cars to pick-up their children.
2. Students riding private door to door van/bus services will be called out on intercom by designated school personnel to the waiting van/bus, weather permitting.
3. At 3:45 PM, classes will be walked to their designated dismissal area and all remaining students will be placed in their cars.
4. All students going to After-School Care will be picked up by an activity leader and taken to their designated area as usual.

## **PARKING AND TRAFFIC REGULATIONS RULES**

- Speed limit on school grounds is five (5) miles per hour.
- Please obey the traffic signs on the property.
- **There is no parking permitted in the drop-off and pick-up lane.**
- Pedestrians have the right of way, please stop at the crosswalk.
- While you are in the drop off and pick up lane, please abide by the following rules:
  1. Do not exit your vehicle.
  2. **Do not allow your child to exit the car on the driver's side of the car because your child will be exiting on to through traffic.**
  3. **Do not place your child's belongings in the trunk of your car because this will require that the child retrieve his belongings from the trunk and place him/her between two running cars.**

## PATROLS

Our patrols are students from our 5<sup>th</sup> – 8<sup>th</sup> grade classes. Our patrols are there to assist you and your child in the arrival and dismissal process. The patrols are there to enforce the policies designed by the administration. If you have a concern with a school policy, please do not discuss it with the patrols. Please take all concerns to the patrol supervisor or administration.

## ATTENDANCE

**Attendance and punctuality are mandatory.** It is an educational fact that attendance and grades are connected. There are probably no factors more important to successful school progress than regular and punctual school attendance. Students who are tardy or absent excessively from the instructional program will fall behind in academic achievement. Excessive school absenteeism precedes grade failure, 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 a written statement from a health care provider.**
2. The written statement must include all the days the student has been absent.
3. If a student is continually sick and repeatedly absent from school due to a specific medical condition, he/she must be under the supervision of a health provider.
4. Failure to provide required documentation within three school days upon the return to school **will result in unexcused tardies or absences.**
5. Students who have habitually unexcused absences shall be considered truant. Students affected by the Compulsory School Attendance Law may be referred to Children and Family Services for truancy.
6. Any student arriving after their opening time will be issued a late pass and marked tardy. **After ten (10) unexcused tardies, the student will be issued a referral form that will be placed in the student's permanent record.** We understand that emergencies may arise. In such cases, we will need a letter signed a parent/guardian explaining the reason for being tardy.

7. 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. For excused absences, 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 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 Principal.
- 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 or performances for the remainder of the school year.***

## **Early Sign-outs**

**No student shall be released after 2:00 PM unless authorized by the Principal or principal's designee (i.e., emergency, sickness).**

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

Immunization records must be current for each student. It is the responsibility of the parent or legal guardian to provide the school the updated forms.

## **BIRTHDAYS**

Parents might want to recognize their child's birthday in school. If you wish to provide a small party for your child's class, please plan with your child's teacher. If you would like to bring in cupcakes, please arrange it with your child's teacher as well. Cupcakes and treats should be store-bought (as opposed to homemade) and have nutrition and ingredient labels intact. We cannot have lunch parties or send food items to be given during lunch times.

**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 highly 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.

## LUNCH BAGS/BOXES

Students who bring lunch bags or boxes from home must bring it upon beginning of the school day. For the safety and security of all our students, family members are not allowed to bring outside foods to the cafeteria. Should an emergency occur, parent/legal guardian is to leave the lunch bag/box with security personnel in the main entrance of the school. We are a "Peanut Free" school. No nut containing foods or snacks are permitted by any student on any/every school day.

## 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. Teachers may also be available during their breaks; however, you must make an appointment for these times. Parent conferences are not to be held while other families 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 always maintain the safety of all students. These conferences are to be scheduled by both parties.**

*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 &/or Counselor → Principal**

### School to Parents Communication

1. [www.bridgepreppeduval.com](http://www.bridgepreppeduval.com) , Facebook, or Class Dojo in which home learning, flyers, monthly calendars, and all communication is posted throughout the school year.
2. <https://dcps.duvalschools.org/Page/15745>, is the Duval County Public Schools website in which you can view your child's grades.
3. Emails, text, voice and print notifications will be sent home periodically informing you of upcoming activities or deadlines.

## SCHOOL EMERGENCIES

### Emergency Protocol: 2023-2024

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. The FortifyFL reporting tool may be used.

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 teachers immediately.
6. PE teachers will escort his/her class to the closest classroom.
7. Support Personnel, ESE, and Spanish teachers will report to the office to assist as necessary.
8. Cafeteria staff will secure the lunch area.
9. Custodians will lock and secure all doors to the building.
10. Everyone remains in emergency mode until alerted by the office.
11. An “All Clear” announcement will be made when the emergency has passed.
12. In the event of a tornado threat, the Code Black will be announced, please follow procedure for tornados.
13. In “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. 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 our students.
15. There is no movement in the building until clearance has been announced.

### FortifyFL

Any suspicious activity can be reported anonymously by accessing FortifyFL where students can provide a description of the threat, share pictures and videos and optionally submit their contact information. This application can be downloaded from the App Store or Google Play.



### **Accidents/Illnesses**

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

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

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

**Intruders** – We pay extreme attention to making sure our school gates are always locked, and our staff keeps a watchful eye out for strangers around our property.

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

**Weather Emergency** – In case of a hurricane, please follow the instructions for Duval 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.

*We, fully, understand the sensitiveness to such circumstances and do what is needed first to secure 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).**

## **INTERNET ETHICAL USE AT SCHOOL**

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

1. Student users may not use the BridgePrep Academy's Computer Lab or Internet for any illegal activities. Students will not write messages that contain profanity, obscene comments, sexually explicit material, and/or expressions of bigotry, racism, or hate.
2. Student users are not to publish anything offensive using the BridgePrep Academy's Computer 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 their personal information, such as: name, address, or any 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.

***\*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. \****

## **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. If there is a judicial order to relinquish records due to a court subpoena, parents will be notified. Parents must give the school office 24 hours' notice to facilitate the child's record for the parent to review.

## **GROOMING**

### **Make-up**

1. Students are not allowed to wear make-up.
2. Nail length must be school appropriate length. (Safety purposes)

## Hair

1. A student is not permitted to come to school with colored or dyed hair.
2. Students must have neat and clean hair.
  - a. All hair must be kept out of eyes.

**The school reserves the right to restrict the wearing of any hair style that the school feels is inappropriate to the school setting, safety purposes and is a distraction to the learning environment.**

## Jewelry

1. All students are allowed to wear a watch, a small bracelet, and a neck chain.
2. No plastic or rubber wrist bands are permitted.
3. Girls are allowed to wear small post style earrings, no dangling earrings, no extra piercing, or no extra earrings are allowed.
4. Tattoos are not permitted.
5. Chains that hang from the pockets and belt loops are not acceptable.
6. If a student wears excessive jewelry the student will be 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 on the left-hand side of the shirt.
2. All uniform shirts must be tucked in and not worn in a "baggy" fashion. Pants have to be worn at the waist.
3. 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 or sweaters must be a school approved sweater/jacket or a plain navy-blue sweater/jacket or fleece, with no graphics. **No other colors may be worn.**
6. Sneakers/Shoes should match school colors (navy-blue, white and/or black) Shoes may have laces or Velcro; socks are mandatory.

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

### **Uniform Referral**

- After 3 uniform violations/infractions, a referral will be issued, and a parent conference will be held.

### **Uniform Purchase**

Visit Ibiley Uniform Store to purchase your BridgePrep Academy uniforms. All polos must be purchased through Ibiley Uniforms. Uniforms packages are available; you can purchase it 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 Academy 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.

### **Plagerism**

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 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>KG Grades</b>	<b>Numerical Value</b>	<b>Verbal Interpretation</b>	<b>Grade Point Value</b>
<b>E</b>	90 – 100%	Outstanding progress	<b>4</b>
<b>G</b>	80 – 89%	Above average progress	<b>3</b>
<b>S</b>	70 – 79%	Average Progress	<b>2</b>
<b>M</b>	60 – 69%	Lowest acceptable progress	<b>1</b>
<b>U</b>	0 – 59%	Failure	<b>0</b>

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

### **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 the FAST, FCAT, and/or EOC to attend FAST, FCAT, EOC Academy at the school and participate in reading interventions throughout the school day.

### **Effort Grades**

Effort grades are utilized to convey both to students and their parent(s)/guardian(s) the teacher's evaluation of a student's effort as related to the instructional program. These grades are independent of academic and conduct grades. In assigning an effort grade, the teacher must consider the student's potential, study habits, and attitude. Kindergarten students do not receive effort grades.

There are three numerical grades used to reflect effort in grades 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 Duval County Public School's *Code of Student Conduct* <https://dcps.duvalschools.org/Page/9868>. The following rules, regulations and due process procedures are designed to protect all members of the educational community in the exercise of their rights and responsibilities.

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

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

These rules apply to any student:

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

### CODE OF EXCELLENCE

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

which clearly outlines student expectations.

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

### **Students' Code of Excellence**

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

### **STUDENT CONDUCT**

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

1. Students who commit violations of the Code of Student Conduct may be subject to suspension.
2. Based on the severity of the violation, students may additionally be recommended for administrative placement to an opportunity school, or expulsion.
3. For detailed information on the Code of Student Conduct please review it at <https://dcps.duvalschools.org/Page/9868> .
4. An acknowledgement form will be sent home and returned with signature to ensure parents/guardians are aware and in understanding of the policies that will be followed for disciplinary measures.

### **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 and the parents will be called. At this time, disciplinary measures will be discussed and documented on student's permanent record.

### **HARASSMENT/BULLYING**

<https://www.fldoe.org/core/fileparse.php/7749/urlt/19JeffreyJohnston.pdf>

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 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 in a 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
- 2<sup>nd</sup>consequence: Detention/ Loss of privilege
- 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

**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). 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 schoolwork together. Teachers and students must foster a 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.

## GRADING PERIODS

	Ending Date
First Grading Period	<b>October 11, 2023</b>
Second Grading Period	<b>December 21, 2023</b>
Third Grading Period	<b>March 14, 2024</b>
Fourth Grading Period	<b>May 31, 2024</b>

## HEALTH GUIDELINES

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

## ILLNESS

1. If you suspect that your child is not well, please keep him/her at home, regardless of his/her desire to come to school. We ask that you do this out of consideration for his/her classmates.
2. If your child has had a fever, his/her temperature should be normal for twenty-four (24) hours before returning to school.
3. If your child has a cold, is coughing, and has a runny nose, please consider that he/she may be contagious to others. Please keep him/her home for his/her care until he/she recovers.
4. If your child has a rash, please keep him/her home, and contact your doctor to find out the cause.
5. Our school staff only administers prescription medication prescribed by a doctor to children upon completion of a medication request form.

## Medication Policy

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 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 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.

## HOME LEARNING

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

### 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 aiding 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 aid, 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, in an identified area designated for schoolwork.
3. If there is a problem in understanding how to complete Home Learning Assignments, students are to do the very best job possible. If a student does not understand the assignment(s), they are encouraged to bring it in the next day and ask the teacher for assistance. In this case, the homework should be completed that evening along with the regular Home Learning Assignments.
4. If a student is having difficulty in managing their time for homework, ask the teacher for assistance with homework time management.
5. Make- Up work is to be completed within 2 days from absence.

Grade Level	Frequency of Assignments	Total Daily Average (All Subjects)
K – 1 <sup>st</sup> grade	Daily (5 days per week)	45 minutes
2 <sup>nd</sup> – 3 <sup>rd</sup> grade	Daily (5 days per week)	60 minutes
4 <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.

## **LOST AND FOUND**

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

## **LUNCH**

It is required that all students eat a healthy and nutritious lunch.

1. A student may bring their lunch to school or purchase lunch from our vendor. School lunches are \$3.75 per lunch. Parents are responsible for the payments for the school year. If your child qualifies for free or reduced lunch arrangements will be made accordingly.
2. Students who bring lunch bags/boxes must bring them upon arriving to school. **NO NUT ITEMS PERMITTED FOR ANY STUDENT.**
3. For Free or Reduced pricing, a lunch application is to be completed and submitted to the main office.
4. UBER EATS or any other outside vendor is NOT allowed to bring students food during the school day.

## **CAFETERIA RULES**

1. Students are to enter the lunchroom 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 special events. These pictures may be used for promotion, in the local paper, on the website or in the yearbook. Please sign the picture/media release form so we can use your child's picture for these publications or events. If you do not desire to have your child's picture used for these publications, please write that on the picture/media release form.

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

### **Parent Activities**

The goal of our school is 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.

## **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 Academy Charter School remain active with **DCPS** and retain entitlement to all applicable policies.
2. Due to mandates from Duval County Public Schools, all parents wishing to volunteer must be screened through our school's screening system. **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 Academy.

## **PERSONAL BELONGINGS**

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

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

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

## **PHYSICAL EDUCATION**

1. Physical Education is a daily 30-minute structured class.
2. All students are required to 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.

## **PROHIBITED ITEMS IN SCHOOL**

1. Students are not permitted to have any of the following objects in their possession.
2. If a student is found to have any of the items listed below, the item will be taken from the student. The item will be given to an administrator and a parent must come to the

office to pick-up the item. Law Enforcement will be contacted where appropriate.

- Cell phones,
  - Smart watches,
  - MP3 players or any entertainment equipment,
  - Electronic games,
  - Sharpie markers,
  - Candy or chewing gum
  - Vapes/Electric Cigarettes
- **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.

## **CELL PHONES**

Cell phones **are not** permitted for student use unless the teacher(s) has requested for assignment purposes. Students who need a cell phone to communicate with parent/legal guardian must have the phone turned OFF and in book bag throughout the instructional school days. 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 to contact parent/legal guardian. **Any cellular phones, electronic books or games are brought to the school are not the school's responsibility should they become lost or stolen.**

**1<sup>st</sup> Infraction: Any item(s) sent by the teacher to the front office will be kept until the end of the day and may be returned to the student.**

**2<sup>nd</sup> Infraction: Any confiscated item(s) will require a parent conference before the item(s) are returned to the parent.**

**3<sup>rd</sup> or more Infraction: Any confiscated item(s) will require a parent conference, student will lose the privilege to bring the item(s) to school, and if confiscated again, parent(s) will be required to pick up the items from the front office.**

## SECURITY

Our school operates on a security minded approach. There will be a security monitor on our premises from 8:00 a.m. to 4:00 p.m. All visitors entering our building must check in the school office for approval to be in the building. Children traveling throughout the building must travel in twos. Any person who does not have any business to conduct in the school will not be allowed to remain on the premises.

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

## TELEPHONE CALLS

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

## 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. Do not be offended, if you are asked to show identification. The safety of our students is our primary concern. If a parent must drop off a forgotten lunch box or homework assignment, please drop it off at the office and allow the office staff to deliver said item to your child. We are attempting to keep the learning environment as undisturbed as possible.

*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.*



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

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

I agree to read the BridgePrep Academy of Duval Parent/Student Handbook, including uniform policy and the Student Code of Conduct and to cooperate with all the policies contained therein.

Please note: all students enrolled in BridgePrep Academy of Duval are students of Duval 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 the contents in the BridgePrep Academy Student/Parent Handbook and the Student Code of Conduct.

PRINT Name of Student: \_\_\_\_\_

Teacher: \_\_\_\_\_

Grade: \_\_\_\_\_

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date

**\* You must fill out a compliance form for every child registered at BridgePrep Academy of Duval Charter School and submit it to each child’s homeroom teacher within the first week of school.**

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.