

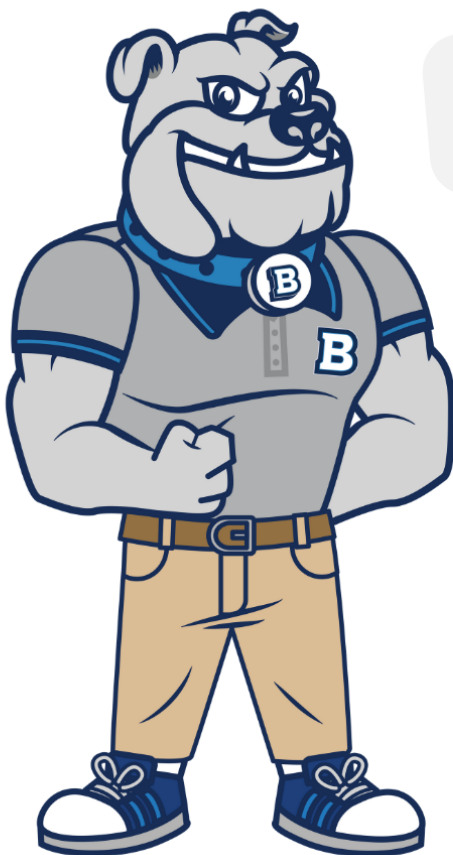


BridgePrep  
Academy

# Book of Tools

## STUDENT & PARENT

2024-2025 Handbook



# Parent/Scholar Handbook

6309 S US Highway 301

Riverview, FL 33578

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

## MISSION STATEMENT

BridgePrep Academy believes every scholar 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 Scholars to develop in all areas. BridgePrep Academy's goal is to educate well rounded individuals and enable Scholars to reach their maximum potential.

## SCHOLARS' 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



Riverview &  
Advanced Studies

**BridgePrep Academy Charter School  
Governing Board**

**Tom Sutterfield (Chair)**

**Lou LoFranco (Vice Chair)**

**Enid Weisman (Treasurer)**

**Leah Burton (Secretary)**

**Connie Arnold (Member)**

**Charles Davis (Member)**

**Board Meeting**

Scheduled meetings can be found on the school website

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

**Board-Appointed Parent Representative**

The representative serves as a resource for parents and guardians, providing support with questions or concerns and helping to resolve school-related issues and disputes.

Majeda Hassan  
(813) 370-1910



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**LETTER FROM THE K-5 PRINCIPAL**

Greetings,

Welcome to the 2024-2025 school year! I am excited to work with you and your scholars this school year. This new school year will be filled with many exciting things. I look forward to collaborating with you to ensure our Scholars’ success. Be sure to keep your eyes open for the calendars, announcements, and postings throughout the school year.

I have dedicated 26 years to the field of education. My journey has been marked by passion, commitment, and a relentless pursuit of excellence. I have had the privilege of working in multiple capacities in the field of education. To name a few, I have been, a Parent Liaison, Preschool Teacher, Elementary teacher, Reading and Instructional Coach, ESE teacher, Adjunct Professor, Assistant Principal, and Principal. I have worked with 3 different school districts in Indiana, Ohio, and Florida.

The three main areas of focus for our school are Scholar engagement, academic achievement, and positive working relationships. I encourage all parents to be involved with the school, complete your PAVE hours, and join the Bulldogs in Action; we need you! Our goal is to provide excellent communication. Some tools we will utilize to communicate with you are Class Dojo, the school website, and our official Facebook page. Our desire is for your scholar(ren) to achieve at their highest level in every area.

Sincerely,

Mrs. Pamela Barr, M.Ed.  
Principal

## Letter from the 6-11 Principal

Dear parents, Scholars, faculty, and staff,

I am excited to welcome all of you, both new and old members of the BridgePrep Bulldog Family, to another academic year, 2024-2025. I am privileged to lead this school and serve as the principal of this dynamic academic institution. This is a year of new beginnings. We will foster excellence in every facet of our school and quality is the standard. At BridgePrep Academy of Advanced Studies, every Scholar can and will be successful with the proper guidance, discipline, mindset, and work ethic. Our team of educators and staff have an unwavering commitment to our Scholars' well-being and this is the driving force behind our school's success. We pride ourselves on building outstanding relationships with Scholars, while pushing them to reach their highest potential both academically and individually.

Our school offers a wide range of opportunities for Scholars to engage on campus. We strive to ensure that every Scholar has the best possible experience while here and thus encourage all Scholars to actively participate in extracurricular activities, clubs, and sports. These experiences not only enrich your time at school but also offer invaluable life lessons in teamwork, leadership, and time management.

Parents, we encourage you to be active participants in your scholar's education. Your involvement in their academics and your support for our policies and procedures makes a significant difference in their academic achievements and overall development. Let's work hand-in-hand to ensure their success.

Together, let's focus on preparing our Scholars for the challenges of the future. We will continue to integrate modern educational practices and equip our Scholars with the skills they need to thrive in an ever-changing world.

In closing, I encourage all of us to continue pushing the boundaries of our potential and explore new avenues of knowledge and personal development. In this year of new beginnings, we will embrace every challenge as an opportunity to learn while creating an environment where excellence thrives.

Thank you for your support and trust in BridgePrep Academy of Advanced Studies. I invite you to grow with us and together let's make the 2024-2025 school year one of cherished memories and academic distinction.

Warm regards,  
Augustine Gaddis  
Principal

## **CHARTER SCHOOLS**

BridgePrep Academy Charter School is a non-profit self-managed entity that enrolls Scholars residing in Hillsborough 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 Scholars are district Scholars, meaning that our Scholars are Hillsborough County Scholars. Charter schools are funded by state, local and federal monies.

## **MISSION STATEMENT**

BridgePrep Academy believes every scholar 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 Scholars to develop in all areas. BridgePrep Academy's goal is to educate well rounded individuals and enable Scholars to reach their maximum potential.

## **VISION STATEMENT**

BridgePrep Academy believes that each scholar 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 Scholar-centered educational philosophy that emphasizes hands on learning and Scholars actively participating in learning. Scholars will be able to discover through hands on, engaging activities that will incorporate different approaches to accommodate each scholar's learning style and as a result, raise academic achievements.

## **NON-DISCRIMINATION STATEMENT**

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

## **CURRICULUM**

BridgePrep Academy 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**

## **BULLDOGS IN ACTION**



Bulldogs in Action is a group of parents who fundraises and puts on activities for the BridgePrep community. The Bulldogs in Action group will meet several times throughout the 2024-2025 school year.

## **DAILY PROCEDURES**

### **ARRIVAL**

#### Kindergarten - 5<sup>th</sup> Grade Scholars

School starts promptly at 8:00am and teachers will open their doors at 7:50 am. Scholars having breakfast will be admitted into the building at 7:15am. The general scholar body will be permitted into the building at 7:45am. Please do not leave your scholar outside the building unattended.

Scholars will enter through the cafeteria doors.

- If your scholar arrives at school after 7:55am, your scholar must go directly to his/her classroom.
- If your scholar arrives at school after 8:00am, your scholar must go directly to the main office and be signed in by a parent to pick up a tardy pass. Teachers will not permit scholars into class without a tardy pass.

#### 6<sup>th</sup> – 11<sup>th</sup> Grade Scholars

School starts promptly at 8:30am and teachers will open their doors at 8:20am. Scholars having breakfast will be admitted into the building at 8:00am. The general scholar body will be permitted into the building at 8:20am. Please do not leave your scholar outside the building unattended.

K-6 Scholars will enter through the elementary cafeteria doors. 7<sup>th</sup>-11<sup>th</sup> graders will enter through the middle/high school cafeteria doors.

- If your scholar arrives at school after 8:25am, your scholar must go directly to his/her classroom.
- If your scholar arrives at school after 8:30am, your scholar must go directly to the main office and be signed in by a parent to pick up a tardy pass. Teachers will not permit Scholars into class without a tardy pass.

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

**If your scholar is absent or tardy to school, your scholar will need a note explaining the absence or tardiness. If a scholar does not have a note, s/he will be marked unexcused. You have three days to send in a note excusing your scholar's absence or tardiness; after five days the unexcused classification will remain.**

## SCHOOL HOURS

Grade Level	Early Release	Normal Release
Kindergarten-2 <sup>nd</sup> Grade	8:00am – 1:00pm	8:00am – 2:00pm
3 <sup>rd</sup> & 4 <sup>th</sup> Grade	8:00am – 1:45pm	8:00am – 2:45pm
5 <sup>th</sup> Grade	8:00am – 2:30pm	8:00am – 3:30pm
6 <sup>th</sup> -11 <sup>th</sup> Grade	8:30am – 3:00pm	8:30am – 4:00pm

## DISMISSAL

1. Teachers and Scholars must not leave the classroom before the “dismissal time” above.
2. Scholars are to be escorted by the teacher to the designated dismissal area to be picked up.
3. Teachers will remain with their scholars for 15 minutes after the scholars’ scheduled dismissal time. Scholars that have not been picked up 15 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 scholars are dismissed, a scholar is expected to take with him/her all materials needed for homework.
5. Scholars will not be permitted to go back into their classrooms after being dismissed from school. This policy also applies for scholars enrolled in the After School program.
6. **Scholars will not be released from class one hour prior to the end of their scheduled school day.**
7. Scholars 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 scholar, you have two options:

1. You may drive through the pick-up lane, stop momentarily at your scholar’s designated pick-up area and allow staff to open your car door and help your scholar 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 scholar. If there is a long line of cars waiting to drop off or pick-up scholars, please be patient.
2. You may walk up to the gate along US Highway 301 and pick up your walking scholar. Walking parents will not be permitted on campus. Our historical walk-up-pick-up dismissal procedures have been eliminated starting the 2023-2024 school year.
3. **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.**

4. 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**

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

All scholars going to After-School Care will be walked from their classroom at the end of the day to their designated After Care classroom and After Care Provider.

### **Other Scholars**

Your scholar will be escorted by their teacher to the designated dismissal area to be picked up. Your scholar's class will line up and you may drive by to pick-up your scholar, or s/he can walk home or go to a participating daycare.

## **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 scholar to exit the car on the driver's side of the car because your scholar will be exiting on to through traffic.**
  3. **Do not place your scholar's belongings in the trunk of your car because this will require that the scholar retrieve his/her belongings from the trunk and place him/her between two running cars.**

## **PATROLS**

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

## **ATTENDANCE**

**Attendance and punctuality are mandatory.** It is an educational fact that attendance and grades are connected. There are no factors more important to successful school progress than regular and punctual school attendance. Scholars 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 scholars withdrawing from school. We expect our scholars to demonstrate excellent attendance. Please make every effort to have your scholar attend school on time consistently.

**School Attendance:** Scholars 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 scholar.

**Class Attendance:** Scholars 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. **Scholars missing five or more consecutive days of school due to illness or injury are required to have a written statement from a health care provider.**
2. The written statement must include all the days the scholar has been absent.
3. If a scholar is continually sick and repeatedly absent from school due to a specific medical condition, s/he 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. Scholars who have habitually unexcused absences shall be considered truant. Scholars affected by the Compulsory School Attendance Law may be referred to Children and Family Services for truancy.
6. Any elementary scholar arriving after 8:05am will be issued a late pass and marked tardy. **After ten (10) unexcused tardies, the scholar will be issued a referral form that will be placed in the scholar'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. Any middle or high school scholar arriving after 8:35am will be issued a late pass and marked tardy. **After ten (10) unexcused tardies, the scholar will be issued a referral form that will be placed in the scholar'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.
8. Parents are to contact the office if their scholar is going to be absent. On the day s/he returns to school, parents must send a handwritten note explaining the reason for their scholar's absence. A maximum of 10 handwritten notes will be accepted per school year. After 10, a referral will be issued. Scholars may not exceed more than 10 unexcused absences per school year. For every five unexcused absences, the scholar will receive a referral.
9. Make-up work and homework must be completed within 24 hours (per missed day) after returning to school. All assignments must be made-up, or the scholar will be issued an incomplete. Incomplete assignments may affect the scholar's final grade. **It is the parent's responsibility to contact the teacher regarding any missed assignments.** If a scholar 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 scholar (medical evidence may be required by the principal or designee for absences exceeding **five** consecutive days). The written statement must include all days the scholar has been absent from school. If a scholar is continually sick and repeatedly absent from school due to a specific medical condition, the scholar must be under the supervision of a health care provider in order to receive excused absences from school.
- B. Medical Appointment: If a scholar 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 scholar is considered tardy if they are not present at the moment the school bell rings for the class assigned. NOTE: If a scholar is not present when attendance is taken but is present later in the school day, that scholar must be considered in attendance, but tardy, and the absence should be changed. A scholar who is tardy should never remain on record as being absent.

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

### **Early Sign-outs**

No scholar shall be released within the final sixty (60) minutes of the school day unless authorized by the principal or principal's designee (i.e., emergency, sickness).

No scholar 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 scholar unless the permission of the parent is provided. No parent may have access to the scholar or may grant permission to allow the scholar 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 scholar shall determine in writing, if the scholar 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 scholar to leave school grounds with on any day at any time.**

## **BIRTHDAYS**

Parents might want to recognize their scholar's birthday in school. If you wish to provide a small party for your scholar's class, please make arrangements with your scholar's teacher. If you would like to bring in cupcakes, please arrange it with your scholar's teacher as well.

**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 scholar have a book bag to transport his/her books and materials between school and home. We encourage parent(s) to check their scholar'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 scholars will be required to use a clear or mesh book bag.**

## **LUNCH BAGS/BOXES**

Scholars who bring lunch bags or boxes from home must bring it with them at the beginning of the school day. For the safety and security of all our scholars, 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 the main office in their scholar's school building.

***Scholars 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 scholar.***

## **COMMUNICATION – Grievance Process**

### **Parent to School Communication**

BridgePrep Academy greatly values and recognizes the importance of ensuring proper communication between home and school. The lines of communication must be kept open at all times so that the school may be aware of each child's needs. The guidelines below are implemented at BridgePrep to ensure parents' concerns or grievances are addressed in a timely and appropriate manner.

#### **Please notify us immediately if:**

1. Your scholar 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 ClassDojo.** Please make appointments for conferences before or after school hours. 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. Teachers may also be available during their breaks. However, parents must make an appointment for these times. **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 scholars at all times.**

*Parents are encouraged to make every 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 scholar's teacher.*

Order of contact to resolve an issue is:

**Teacher → Dean of Operations**

**Methods to Resolve Disputes Between the Parent and the School:** The principal will make every attempt to diffuse parent concerns by patiently listening to parents' concerns and arriving at solutions that is in the best interest of the child. If after providing the parent an opportunity to communicate concerns and offering the parents a solution the parent is still not satisfied, the parent may request an appearance before the Governing Board through the principal. The Board is unlikely to overrule a decision of the principal unless that principal has acted outside of his/her authority or has breached applicable school law. If this occurs, the Board may seek appropriate legal counsel to resolve the issue. The Board expects that all school employees will treat parents, students, and other stakeholders with respect and courtesy. The Board will designate a member of its management team as a conflict resolution liaison to assist parents with any issues that may arise.

#### **School to Parents Communication**

1. [www.bridgeprepriview.com](http://www.bridgeprepriview.com), in which home learning, calendar and all communication is posted.
2. BridgePrep will be utilizing Synergy as the Student Information System and grading platform as provided by HCPS.
3. Emails and notifications will be sent home periodically informing you of upcoming activities or deadlines.
4. ClassDojo will be your main form of contact with the teacher.

#### **SCHOOL EMERGENCIES**

##### **Emergency Protocol: 2024-2025**

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 scholars.

1. Staff members will alert the office.

2. Office staff will make necessary phone calls to 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, pulling in any scholars in from the hallway, or nearby bathrooms. They will lock their doors and cover their windows.
4. The administrative team, security, and all special area teachers available will walk the campus in search of any stray scholars.
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. In an effort to alleviate chaos or stress, teachers will remain calm and keep teaching in a normal manner if it is safe to do so. We need to maintain a quiet and safe environment for all of our scholars.

### **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.

Scholars 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 scholar has so we may alert other parents. In addition, please notify the school of any chronic condition your scholar may have. If your scholar is ill and has a fever, they must be fever free for 24 consecutive hours before they are able to return to school.

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



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

**Weather Emergency** – In case of a hurricane, please follow the instructions for Hillsborough County 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 scholars, our staff will respond with our emergency plan. Your scholar 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; please do not come to the campus until you are told it is safe to do so. We will keep you posted as to what procedure to follow. You will be contacted as soon as possible. Your scholar and his/her safety are our primary concern.

*We fully understand the sensitiveness to such circumstances and do what is needed first to secure our scholars' 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 scholar if we cannot reach you. This person should be able to come to school and pick up your scholar 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 scholar(s).**

## **INTERNET ETHICAL USE AT SCHOOL**

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

1. Scholar users may not use the BridgePrep Academy's Computer Lab or Internet for any illegal activities. Scholars will not write messages that contain profanity, obscene comments, sexually explicit material, and/or expressions of bigotry, racism, or hate.
2. Scholar users are not to publish anything offensive using the BridgePrep Academy's Computer Lab or Internet.
3. If a scholar gains access to any service via the Internet which has a cost involved the scholar, and his/her parents, will be responsible for those costs.
4. Scholars 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/Scholar conference and parental notification.
2. Banned from access to the computer lab or BridgePrep Internet for an appropriate time period, depending on the severity of the offense, and on how many previous offenses have been committed.

- a. Banned from using all computer equipment, or the Internet.
- b. In-school or out-of-school suspension.

***\*It is the parent(s)' responsibility to monitor their scholar's use of technology when scholars 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 scholar's educational records. All scholar records will remain confidential unless there is written consent from a parent to release them. In the event that there is a judicial order to relinquish records due to a court subpoena, parents will be notified. Parents must give the school office 24-hour advance notice in order to facilitate the scholar's record for the parent to review.

## **GROOMING**

### **Make-up**

1. Scholars are not allowed to wear make-up.
2. Nail length must be school appropriate length.

### **Hair**

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

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

### **Jewelry**

1. All scholars are allowed to wear a watch, a small bracelet and a neck chain.
2. Scholars are allowed to wear small post style earrings, no dangling earrings, extra piercing or extra earrings are allowed.
3. Tattoos are not permitted.
4. Chains that hang from the pockets and belt loops are not acceptable.
5. If a scholar wears excessive jewelry the scholar 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 scholar.**

## **UNIFORMS**

**All scholars must wear school uniforms.**

1. All uniform polos must be of the proper colors with our school's logo on the left-hand

- side of the shirt.
2. All uniform shirts must be tucked in and not worn in a “baggy” fashion. Pants have to be worn at the waist.
  3. Skirts or polo dresses must be of a modest length. A modest length means that if a scholar kneels, the skirt or polo dress must be no more than two inches above the knee.
  4. 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.
  5. Scholars in grades 6-11 are required to have a clear or mesh book bag.

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

#### **Uniform Referral**

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

#### **Uniform Purchase**

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

## **GRADES**

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

A scholar’s academic grade reflects the teacher’s most objective assessment of the scholar’s academic achievement. Scholars 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 scholar’s academic progress. The grade must provide for both scholars and parents a clear indication of each scholar’s academic performance as compared with norms that would be appropriate for the grade or subject.

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

<b>K-2<sup>nd</sup> 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>S</b>	70 – 89%	Average progress	<b>3</b>
<b>N</b>	60 – 69%	Needs improvement	<b>2</b>
<b>U</b>	0 – 59%	Failure	<b>0</b>

<b>3<sup>rd</sup>– 10<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=4.00

B=3.00

C=2.00

D=1.00

F=0.00

### **Conduct Grades**

The school will follow Hillsborough County Public School's *Student Code of Conduct*. This can be found at <https://www.hillsboroughschools.org/conduct>.

### **Due Process**

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 scholar:

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 scholars behave in a respectful, responsible, and safe manner, they learn more and develop into responsible scholars whose "character counts." The BridgePrep Academy Code of Excellence is a school-wide plan, which clearly outlines scholar 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 scholars to learn and to be responsible citizens. It is in the scholar'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 scholars who have earned Bulldog Bucks to receive a reward for displaying positive behaviors during school days.

### **Scholars' Code of Excellence**

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

### **SCHOLARS' CODE OF EXCELLENCE & CREED**

I will do my best to pursue academic challenges that help me grow and become a lifelong learner. I will be my best by exhibiting honesty, integrity, self-control, & respect within my community to become an honorable leader.

### **SCHOLAR CONDUCT**

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

1. Scholars who commit violations of the Code of Student Conduct may be subject to suspension.
2. Based on the severity of the violation, scholars may additionally be recommended for administrative placement to an opportunity school, or expulsion.
3. For detailed information on the Code of Student Conduct please review it at <https://www.hillsboroughschools.org/conduct> .

### **Proper Language**

BridgePrep Academy strives for a higher standard of behavior. We do not permit cursing or name calling in school. Scholars who speak inappropriately to another scholar or staff member will not be permitted to return to class until a parent/administrator conference is held.

### **Fighting**

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

### **HARASSMENT/BULLYING**

Bullying is unwanted, aggressive behavior among school aged scholars 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 scholar who bullies another scholar 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, Scholars, parents, or visitors to the school.
2. BridgePrep Academy acknowledges that harassment, sexual or otherwise, is against the law and will not be tolerated.
3. The term "harassment" includes, but is not limited to, slurs, jokes, and other verbal, graphic or physical conduct relating to an individual's race, color, sex (including same-sex), religion, national origin, citizenship, age or disability.
4. Bullying is considered to be harassment. Bullying includes, but is not limited to; unwanted name calling, teasing or physically touching a person.
5. Harassment and bullying can be verbal, physical or through the use of technology.

## **Sanctions**

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

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

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

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

## **Possible Sanctions:**

- Verbal and Written Reprimand/ Referral/ Mentor form/Infraction form
- Contact with parent
- Loss of privileges
- Detentions
- In-school/Outdoor suspension

This year at BridgePrep we will have a “3 strikes and you are out” policy. Continual classroom disruptions and fights are not going to be tolerated. If your scholar has 3 office referrals, they will be asked to leave BridgePrep Academy Riverview.

## **GLOSSARY**

**Administrative Detention:** a corrective strategy wherein a scholar 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 scholars by providing logical consequences for both appropriate and inappropriate behavior; the goal being a safe and orderly environment for all Scholars.

**Disrespect:** to be rude or discourteous to another person.

**Expulsion:** a corrective strategy that means your scholar is no longer able to attend your current school.

**Referral:** Scholars may be issued referrals for tardies, absences, uniforms and/or severe disruptive behavior. Written warning given to scholars 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 where the scholar is not permitted to attend school from one to ten days.

**Teacher Detention:** a corrective strategy wherein a scholar 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: parents are 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 scholar from school.

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

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

## GRADING PERIODS

	Ending Date
First Grading Period	October 11, 2024
Second Grading Period	December 20, 2024
Third Grading Period	March 14, 2025
Fourth Grading Period	May 30, 2025

## Report Cards

Report cards will be released online on the parent portal on the following dates. The parent portal can be found at [reportcards.sdhc.k12.fl.us](https://reportcards.sdhc.k12.fl.us)

<b>1<sup>st</sup> Quarter Report Card will be released</b>	10/30/24
<b>2<sup>nd</sup> Quarter Report Card will be released</b>	1/23/25
<b>3<sup>rd</sup> Quarter Report Card will be released</b>	4/9/25
<b>4<sup>th</sup> Quarter Report Card will be released</b>	6/11/25

## MEDICATION POLICY

Every attempt must be made by the scholar'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 scholar's cumulative folder.



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

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

### **Administering Medications**

State rule FL Statute, 1006.062 Administrative Rule, 64F-6.004 states that school personnel may assist scholars 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 scholar'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 scholar is medicated at the appropriate time indicated on the Medication Authorization Form.

Only the parent/guardian should deliver medications and pick up unused medications. The Medication Authorization Form must be current. The Medication Authorization Form will be filed in the scholar's Cumulative Health Record (*HRS-H Form 3041*).

All medication given at school will be dispensed ONLY when accompanied by written orders from a physician, APRN, or PA and must be U.S. Food and Drug Administration (FDA) approved for the medical diagnosis.

Medication must be in the original prescription container with the

1. Name of Drug
2. Date prescribed
3. Dosage prescribed
4. Time of day to be taken,
5. Any special instructions, scholar and physician, APRN, or PA names must be clearly marked.

A signed statement by the parent/ guardian requesting the administration of the medication must accompany all medication.

Medication must be brought to the school by the parent/guardian and signed in with the designated staff member.

### **Epinephrine Use**

Section 1002.20 (I) Florida statute states: A student that has experienced or is at risk for life-threatening allergic reactions may carry an Epinephrine auto-injector and self-administer while in school, participating in school-sponsored activities, or in transit to or from school or school-sponsored activities if the school has been provided with parental/guardian and physician, APRN, or PA authorization. The parent or guardian of the scholar authorized to carry an epinephrine auto-injector must complete permission forms annually, which eliminates any and all liability with respect to the scholar's use of an epinephrine auto-injector. The healthcare provider must complete a permissions form annually attesting the scholar is able to recognize the signs and symptoms and manage their life-threatening allergies.

### **Inhaler Use**

Asthmatic scholars may carry a metered dose inhaler while in school with the written permission forms from their parent/guardian and physician, APRN, or PA. (Section 1002.20 (H) Florida Statute) (SS. Chapters 464,458,459). The forms MUST BE completed Annually.

### **Use of Assistive Medical Equipment: Crutches, Canes, Walkers, Wheelchairs, Braces, Splints:**

Medical devices such as crutches, canes, walkers, wheelchairs, braces, and splints are prescribed by the licensed healthcare provider to facilitate mobility or provide support or alignment of an injury or deformed body part. Health professionals specifically fit these devices to a scholar. In order to reasonably and safely accommodate the scholar who has been prescribed an assistive device in the educational setting, a medical order is IMPORTANT in describing any activity limitations at school (i.e. no PE for one month), the length of time device is to be used, any monitoring or nursing care needed during the school day (i.e. elevator key, assistance with carrying books OR extra set of books for home, extra time going from one class to the next). Parents/guardians will need to communicate with the school clinic personnel regarding their scholar's medical needs during the school day while using any assistive devices. A scholar may be exempt from the regular physical education program by written exemption from the attending healthcare provider stating the length of the exemption; In ALL cases, the principal should be notified.

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

There are several illnesses that are common occurrences in school-age scholars. Scholars 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 scholar when s/he is sick and keeping them at home while doing so.

Scholars with signs and/or symptoms indicating the possible presence of a communicable or infectious disease shall be isolated from other scholars. This includes, but is not limited to, a:

1. Fever over 100.4
2. Vomiting

3. Diarrhea
4. Uncontrollable cough
5. Rash
6. Pink eye
7. Sore/red throat and/or congestion

The Parent/ Guardian will be contacted to take the scholar home. Scholars with signs/symptoms of a communicable disease MUST be picked up from the clinic within a timely manner of no more than 2 hours, to prevent the spread of possible infection.

The Scholar may return with a written statement from a healthcare provider, and/or if the Scholar is free of signs and symptoms for at least 24 hours to 48 hours without the use of medication to treat any of symptoms. (F.S. 381.0056, F.S.1003.22)

### **Head Lice**

The school has a “NO NIT” policy. If a scholar is identified as having head lice or nits, s/he shall be excluded from school and shall not be permitted to return to school until s/he is free from Lice and Nits. Nits are the white eggs that lice lay that adhere to the strands of hair. Parents are responsible to provide the appropriate treatment to eliminate head lice and nits before the scholar returns to school. A scholar should miss no more than 1 or 2 days of school because of head lice. Excessive absences due to head lice shall be addressed according to the provisions of the compulsory school attendance law. (F.S. 381.0056, F.S. 1003.22)

### **Health Screenings**

School Health Services Program conducts health screening activities at various times during a scholar’s school experience. Screenings are mandated in F.S.381.0056 (5) (a). Health screenings include but are not limited to the following activities: Vision, Hearing, Measurement of height and weight, with Body Mass Indexing calculations, and Scoliosis. Parents/guardians MUST inform the school in writing if they do not wish their scholar to participate in any portion of this program annually.

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

### **Scholar responsibilities for completing home learning assignments:**

1. Scholars are responsible for recording and completing all Home Learning Assignments

independently. Parents may provide assistance, but scholars 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, scholars are to do the very best job possible. If a scholar 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 scholar is having difficulty in managing their time for homework, ask the teacher for assistance with homework time management.

## **LOST AND FOUND**

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

## **MEDIA COVERAGE**

During the course of the year, it is possible that your scholar 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 scholar's picture for these publications or events. If you do not desire to have your scholar'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 scholar'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 scholars and youth. We urge all parents to actively participate in all school activities, together we can make a difference, together our scholars will grow stronger and self-reliant. Join our school's Bulldogs in Action (BIA) and use our school's website and social media to be up to date on school events and activities.

## **VOLUNTEER INFORMATION**

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

1. At BridgePrep Academy, each family is encouraged **to complete 20 volunteer hours prior to the last day of the school year.** Scholars enrolled at BridgePrep Academy Charter School remain active with Hillsborough County and retain entitlement to all applicable policies.
2. Due to mandates from Hillsborough County Public Schools, all parents wishing to volunteer must participate in the School Volunteer Registration Program and must be

cleared through Hillsborough 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 scholar's teacher to complete the hours required by BridgePrep Academy.

### **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 PTC
  - Organize special events
  - Tell/read stories
  - Make educational games
  - Donate items on the teacher's wish lists

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

### **PERSONAL BELONGINGS**

Please do not allow your scholar to bring to school any personal belongings; this includes toys, electronic equipment, or the latest fads. Please understand that the school cannot be responsible for lost or stolen items. Also, please put your scholar's name on these items. Please label all your scholar'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 scholar to school with expensive jewelry. The school will not be responsible for lost or stolen jewelry.

### **PHYSICAL EDUCATION**

1. All scholars are required to participate in P.E, unless otherwise directed by a physician and communicated to the teacher(s).
2. Please ensure your scholar has comfortable sneakers daily to avoid injuries.

### **PROHIBITED ITEMS IN SCHOOL**

1. Scholars are not permitted to have any of the following objects in their possession.
2. If a scholar is found to have any of the items listed below, the item will be taken from the scholar. The item will be given to an administrator and a parent may need to come to the office to pick up the item.
  - Cell phones

- Smart watches
- MP3 players or any entertainment equipment
- Electronic games
- Sharpies markers
- Candy or chewing gum
- Knives or sharp objects
- Guns
- Mood altering drugs

*\*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 Scholar 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 scholars who engage in violent criminal acts and or are found in possession of the above\**

## CELL PHONES

Cell phones **are not** permitted for Scholar use unless the teacher(s) has requested their use for a particular assignment. Scholars who need a cell phone to communicate with parent/legal guardian must have the phone turned on silent and in book bag throughout the instructional school days. In certain situations, the scholar will be allowed to inform the teacher and s/he will be sent to the main office to use the school phone in order to contact parent/legal guardian. **Any cellular phones, electronic books or games that are brought to the school are not the school's responsibility should they become lost or stolen. As stated above if cell phones are out during the school day they will be confiscated, and the parent will be contacted.**

## SAFETY & SECURITY

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

**\*Please do not leave your other scholars unattended in your cars, when picking up or dropping off a BridgePrep Academy scholar. Also, please do not leave your purse, wallet, or other valuables in your car when you come to pick up or drop off your scholar. 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 emergencies. School administration will communicate with parents as needed, always prioritizing student safety first.

**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.

### **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.

### **TELEPHONE CALLS**

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

### **TEXTBOOKS**

Scholars will be issued books at the beginning of each school year. Scholars 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 scholars 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 scholars 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 scholar. We are attempting to keep the learning environment as undisturbed as possible.



## **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 Riverview & Advanced Studies 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 Riverview & Advanced Studies are student of Hillsborough County Public Schools, subject to applicable policies and entitled to same rights.

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

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

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

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

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

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

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



**You must fill out a compliance form for every child registered at BridgePrep Academy of Riverview/Advanced Studies 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.