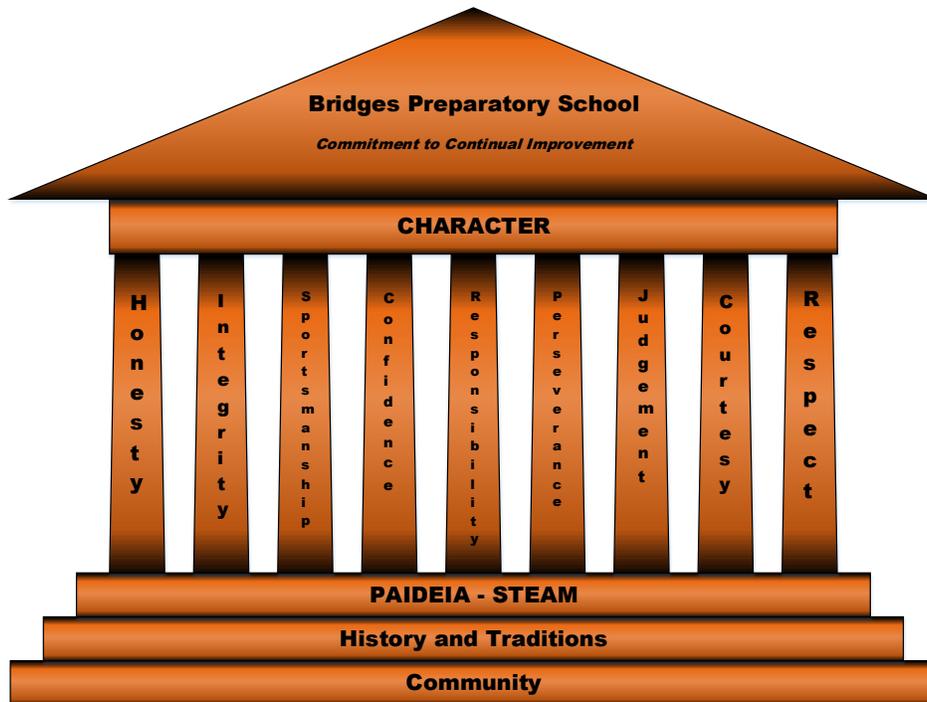


Bridges Preparatory School

2017-2018

Family Handbook





Hello Parents & Students and Welcome to the 2017-18 School Year!

It has been an incredibly fast summer and I find myself thinking there is so much to do to get ready and so little time. Our returning families know what Bridges is all about, and we appreciate their continued support. For families that are new to Bridges, we won't let you down. We have a terrific staff that truly cares about kids. Their sole purpose is to nurture all students to ensure they receive the best education possible. We have high standards for academic achievement, social conduct, and personal behavior. As HOS, I am responsible for the day-to-day operations of the school; we have a policy-governing Board that is responsible for all policies, as well as ensuring financing, facilities, curriculum, and structure for success of all. I am confident with your support Bridges will deliver in all areas.

As you already know, Bridges was named a School of Distinction by the State Charter School District. In addition, Bridges was named the Best of the Best Middle school in Beaufort County. We continually reexamine what we do in or to make sure every student has access to a high quality, whole child education that maximizes academic excellence and strength of character.

Our commitment to the Paideia Principles and STEM education sets us apart from most schools. In addition, we are developing one of the finest international programs in the Low Country. An emphasis on authentic, project based learning helps students apply their knowledge and skills to tackle real world problems and be ready for college or career and prepared to compete in the ever-changing global society.

Beyond the classroom, Bridges' students have enrichment opportunities in quality extra-curricular programs, year-round sports programs, and a variety of curriculum related field trips. Students develop intrinsic understandings about interpersonal skills through its embedded approach to character education.

Supplementing the efforts of the Bridges staff, is a variety of parents and community members who willingly and feely devote their time and resources in support of student success. Whether you are new or a returning member of our school community, I urge you to join and to be actively engaged with the Bridges' PTO. The PTO provides a great deal of support to our kids, and they need more parents to get involved. PTO representatives will be at the Open Houses. They have information on our new school webpage, and they can be reached at PTOvolunteers@bridgesprep.org. Please get involved. It can only help your child!

I hope you are as excited about the 2017-18 school year as I am. There is a lot to look forward to, and I hope each member of the Bridges community embraces the journey.

A handwritten signature in black ink, appearing to read "Dr. Nick Ithomitis".

Dr. Nick Ithomitis, Head of School

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OUR MISSION STATEMENT

The mission of Bridges Preparatory School is to provide students equal access to a high-quality K-12 whole child education that maximizes academic excellence and strength of character in a student-centered learning environment created by a faculty of lifelong learners.

OUR VISION STATEMENT

Our vision is to assist each child in developing his or her unique gift intellectually, physically, socially, and ethically through whole-child instruction in order to prepare students for college or career and ensure their ability to be productive citizens, serving community and readily competing in the ever-changing global society.

NON-DISCRIMINATION POLICY

Bridges Preparatory School is in compliance with Title IX of the Education Amendments of 1972 to the extent that no person shall on the basis of sex, race, or national origin, be excluded from participation in or denied the benefits of, nor be subjected to discrimination under any educational program or activity, nor shall there be discrimination by gender, sexual orientation, race, or national origin in the employment of personnel.

Students, staff, and parents/guardians have the right to feel safe from threats, religious, racial or sexual harassment and bodily harm. It is the policy of BPS to maintain a learning and working environment that is free from religious, racial or sexual harassment and violence. The School prohibits any form of religious, racial or sexual harassment and violence. Slurs, innuendoes, hostile treatment, violence or other verbal or physical conduct against a student or employee will NOT be tolerated.

All students and employees will be treated with respect. The School will act to investigate all complaints, formal or informal, of discrimination based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

The Family Education Rights and Privacy Act of 1974 (FERPA), a federal law, requires Bridges Preparatory School, with certain exceptions explained below, obtain your written consent prior to any disclosure to an outside organization of personally identifiable information from your child's education records. However, unless you have advised BPS not to release such information, BPS may disclose to an outside organization without written consent appropriately designated "directory information."

Examples of outside organizations that may request the disclosure of directory information include, but are not limited to, companies that manufacture class rings or publish yearbooks. BPS may also receive requests for directory information from various media outlets. Students participate in a variety of school-related events and activities that are subject to some form of publicity—from honor rolls to media coverage of special events. Information about and pictures of your child may appear in newspaper articles, on television, in radio broadcasts, on displays, on the school and district websites, or

in school and district promotional pieces, including but not limited to honor roll lists, yearbooks, newsletters, brochures, or fliers.

BPS has designated the following information as being directory information related to a student: the student's name, address, telephone number, photograph, date and place of birth, major field of study, participation in activities and sports, weight and height of members of athletic teams, dates of attendance, awards received, and the most recent school attended.

If you do not want BPS to disclose directory information from your child's education records to any outside organization without your prior written consent, you must complete the BPS Opt-Out for Media & Directory Information form, available at the end of the handbook or in the Bridges office, and return that completed form to the Head of School no later than 15 days after receiving this handbook. An Opt-Out for Media & Directory Information form is required to be completed and returned each year.

Please be advised that if you do not submit a completed Opt-Out for Media & Directory Information form by the specified date, BPS will be free to release or use directory information regarding your child as it deems necessary for educational benefits. Even if you checked the form on the enrollment packet, we will still need the official Opt-Out form.

HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT

The Health Insurance Portability and Accountability Act (HIPAA) requires certain designated components within Bridges Preparatory School to maintain the privacy of protected health information and to provide individuals with notice of the School's legal duties and privacy practices with respect to this health information.

HIPAA and its regulations specifically exclude any education records covered by the Family Educational Rights and Privacy Act (FERPA), treatment records of a student over 18 years of age that are made or maintained by a health care professional and disclosed to no other persons, and employment records held by the school in its role as an employer. Therefore, the school acknowledges that the business activities of only some of its components may be considered subject to the privacy regulations of HIPAA.

CONTACT INFORMATION

BOARD OF DIRECTORS

Chair	Dee Matthews	dmatthews@bridgesprep.org
Vice Chair	Marty Miley	mmiley@bridgespreps.org
Treasurer	James Corbin	jcorbin@bridgesprep.org
Secretary	Peggy Feuerbacher	pfeuerbacher@bridgesprep.org
Directors	Chris Protz	cprotz@bridgesprep.org
	Calvin White	cwhite@bridgesprep.org
	Brooke Pacheco	bpacheco@bridgesprep.org
	Greg Brinker	gbrinker@bridgtesprep.org

Administrative Staff

Head of School	Nick Ithomitis	nithomitis@bridgesprep.org
Chief Operations Officer	Caroline Lovell	clovell@bridgesprep.org

Principal Upper School	Christopher Wilson	cwilson@bridgesprep.org
Dean of Students	Jennifer Bryant	jbryant@bridgesprep.org
Curriculum and Instruction	TBA	
Operations Director	Jessica Mullen	jmullen@bridgesprep.org
Facilities/IT	Irby Rentz	irentz@bridgesprep.org
Admin Asst HOS	Joan Drury	jdrury@bridgesprep.org
Special Ed Coord	Angela Lee	alee@bridgesprep.org
Data/AR Specialist	Wendy Sampson	wsampson@bridgesprep.org
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Front Desk Green St	Amy Painton	apainton@bridgesprep.org

Guidance

Middle/HS	Patrice McRae	pmcrae@bridgesprep.org
Elementary	Jessica Hint	jhint@bridgesprep.org
Nurse	Mary Ann Mikell	mmikell@bridgesprep.org
Nurse	Nan Warren	nwarren@bridgesprep.org

Classroom Teachers

Kindergarten	Jennifer Badgett	jbadgett@bridgesprep.org
Kindergarten	Grace Converse	gconverse@bridgesprep.org
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K. Assistant (Hodges)	Leanne Connally	lconnally@bridgesprep.org
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First Grade	Laura Kent	lkent@bridgesprep.org
First Grade	Alison Reed	areed@bridgesprep.org
First Grade Assistant	Sulatha Shetty	sshetty@bridgesprep.org
Second Grade	Sara DeLoach	sdeloach@bridgesprep.org
Second Grade	Debi Graf	dgraf@bridgesprep.org
Second Grade	Tricia Michaels	tmichaels@bridgesprep.org
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Third Grade	John O'Connell	joconnell@bridgesprep.org
Third Grade	Katheryn Tapia	ktapia@bridgesprep.org

Fourth Grade	Jamie Dyas	jdyas@bridgesprep.org
Fourth Grade	Chris Littleton	clittleton@bridgesprep.org
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Eight-Tenth English	Debbie Cooper	dcooper@bridgesprep.org
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Eight-Tenth Science	Diana Price	dprice@bridgesprep.org
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Eight-Tenth Grade Math	Whitney Slone	wslone@bridgesprep.org

Related Arts

Art	Kate Bussey	kbussey@bridgesprep.org
Music	Deborah Hammer	dhammer@bridgesprep.org
Music/Art	Elizabeth Smith	esmith@bridgesprep.org
Computer Science/IT	Ashton Converse	aconverse@bridgesprep.org
Spanish K-7	Jessica Peele	jpeele@bridgesprep.org
Spanish 8-10	Julio Sandoval Colmenarez	jsandoval@bridgesprep.org
PE K-7	John Townsend	jtownsend@bridgesprep.org
PE 8-10	Cassandra Bolden	cbolden@bridgesprep.org

Specialists

Reading Interventionist	Melanie Coombes	mcoombes@bridgesprep.org
Literacy/Reading	Amanda Sanders	asanders@bridgesprep.org
Speech Pathologist	Wendy Walsh	wwalsh@bridgesprep.org

Special Education

SPED Coordinator	Angela Lee	alee@bridgesprep.org
504/IAT/GT	Angela Lee	alee@bridgesprep.org

Exceptional Teacher	Taylor Hunt	thunt@bridgesprep.org
Exceptional Teacher	Katherine Knisley	kknisley@bridgesprep.org
Exceptional Teacher	Susan Phifer	sphifer@bridgesprep.org
Exceptional Teacher	Carmen Rivera	crivera@bridgesprep.org
Paraprofessional	Jevona Armstrong	jarmstrong@bridgesprep.org
Paraprofessional	Julie Deuel	jdeuell@bridgesprep.org
Paraprofessional	Betty McTeer	bmcteer@bridgesprep.org

RIGHTS & RESPONSIBILITIES

As a parent/guardian, I have the right:

- To be respected as an individual human being
- To be informed of school events
- To be informed on what is being taught in my child's classroom
- To appropriately express opinions/concerns
- To receive fair and consistent treatment
- To have questions answered in a reasonable timeframe

As a parent/guardian, I will:

- Support Bridges Preparatory School to fulfill our mission and vision
- Contribute to Bridges Preparatory School through our family commitment to 10 hours of volunteer service to the school.
- Attend parent/guardian/student/teacher conferences and communicate with Bridges Preparatory School's educators whenever I have a question or an issue regarding my child and his/her progress.
- Ensure that my child respects the rights of all community members, meets his/her responsibilities, and supports a disciplined, peaceful, and respectful school environment.
- Treat Bridges Preparatory School's educators, students, and other parents/guardians with respect.
- Keep track of my child's progress and performance and school activities, reading school newsletters & other written/online communications, and communicating in person or via phone or email with appropriate faculty/staff members.
- Ensure my child is familiar with, and follows all school rules and policies, including the BPS's Uniform Policy and Dress Code.
- Ensure my child is at school on time and abide by pick-up and drop-off procedures.
- Make myself available to BPS and address any concerns the school may have.

- Always help and support my child, doing whatever it takes for him/her to learn, including checking my child's homework, and doing my best to read with my child every night.

I am aware that Bridges Preparatory School may not be the appropriate or ideal learning environment for every student. If my student repeatedly misbehaves or continuously contributes negatively to the BPS community and disrupts the educational process for any student or teacher, I may be asked to consider enrolling my child in another school.

As a BPS student, I have the right:

- To be respected as an individual human being.
- To be taught according to my ability and achievement levels by qualified personnel.
- To be evaluated according to my performance.
- To express my opinions at the right time and in the right place.
- To have a positive learning environment that is safe, reasonably quiet and comfortable, providing me with a reasonable amount of attention, and fair academic policies that support and encourage me to meet high expectations.
- To receive fair and consistent treatment.
- To attend school without having my person or property threatened.
- To expect teachers to follow through with their responsibilities.
- To expect a quality education.
- To have the right to be involved in decision making and advocate any changes in policy.

As a BPS student, I will:

- Support BPS to fulfill our mission and vision.
- Respect the authority of all staff members.
- Respect the feelings, ideas, rights, and beliefs of others.
- Act in a polite and respectful manner toward all staff, students and BPS community members.
- Never tease or bully another student.
- Be familiar with and abide by all school rules and policies.
- Respect the right of all teachers to teach and all students to learn.
- Be on time and prepared for all classes.
- Keep the campus clean and respect school property.
- Be familiar with and follow all school rules and policies, including the BPS Uniform Policy.
- Bring only school-appropriate items to school.

- Not use profanity or disrespectful language.
- Put forth my best effort during the educational process.

As a BPS faculty/staff member (including substitutes), I have the right:

- To be respected as an individual human being.
- To be treated politely and respectfully by students, staff, parents/guardians and other BPS community members in all interactions (in person, phone or email).
- To work without threat to myself or my personal property.
- To teach or work in the building without harassment or disruption.
- To require compliance with classroom and school rules and policies.
- To expect students and parents to follow through with their responsibilities.

As a BPS faculty/staff member, I will:

- Support Bridges Preparatory School to fulfill our mission and vision.
- Respect all members of the BPS community.
- Respect the feelings, ideas, and beliefs of others.
- Present a professional demeanor, both in appearance and actions, at all times.
- Plan and teach the content areas and state standards using those best practice ideas as directed by the school administration and Board of Directors.
- Hold students, parent/guardians and each other accountable to upholding their respective responsibilities.
- Be on time and prepared for classes, meetings and school functions.
- Not use profanity or disrespectful language.
- Provide a caring but rigorous learning environment for all students.
- Think of each student at Bridges as “my student” and work with other teachers for the good of all students.

INFORMATION TO KNOW ABOUT BRIDGES (Topics arranged in alphabetical order)

About Our School

Bridges Preparatory School was founded by a group of parents and community members who wanted a different educational experience for their children. We are a STEM (Science, Technology, Engineering and Math) embedded school which uses the Paideia framework of teaching to challenge all students. Each student has the opportunity to explore, investigate, and learn skills that they will use throughout their lives.

When your children are at our school, every staff member is their extended family and all decisions are made with their best interest at heart. Being in a safe, orderly and friendly environment is one component to belonging to a learning community. At BPS, we believe that when we all work together the children have the best opportunity for assured success.

ACCIDENT, INJURY OR HEALTH EMERGENCY:

Every accident, injury or health emergency in the school building or on school grounds must be reported immediately to the main office. Accidents occurring during school-sponsored activities will be reported as soon as possible. A first aid kit is kept in the health office and on the playground at all times. Except for minor injuries, the Administrative Assistant, Nurse or Head of School will attempt to contact parents/guardians or, if parents/guardians are not available, the responsible person designated by the parents/guardians on the student's emergency card in the office. When immediate medical attention seems advisable, but not urgent, parents/guardians or the designated person will be asked to pick up the student from school. Medical emergencies will be referred immediately to the local emergency personnel, including police, fire and health services. If a student has an emergency plan on file that plan will be followed.

ADMINISTRATION OF MEDICINE POLICY

Medicine should be given at home if at all possible. If the doctor's orders indicate that medicine must be given during school hours, it will be given by the school nurse (or a staff member designated by the nurse).

Prescription Medications

All prescription medications must be in the original prescription bottle and labeled with the student's name, date, name of medicine, dose and time it is to be given. A parent/guardian must bring the medicine to school and sign a form authorizing the nurse to administer the medicine. If a student is found with prescription medicine on their person, except in rare cases of those students who have to self-administer, the medicine will be confiscated and held in the office until a parent or guardian can come pick up the medicine or sign a permission form for the medicine to be dispensed at school. The student may not carry controlled or prescription substances such as prescription pain medicine, Ritalin, Adderall and others to school. Parents must bring these to the nurse and sign permission for them to be given. There are serious legal consequences for students who are carrying these kinds of medicines at school. A doctor's written authorization may be required for the following:

- Prescription medicine that is to be given daily on a long-term basis.
- Emergency medicine such as bee sting kits or epi-pens.
- Self-administration of certain medicines (such as an inhaler for asthma).

Over-the-Counter Medicines:

- The parent/guardian must bring the medicine to the Health Room and sign a form authorizing the nurse (or a staff member designated by the nurse) to give the medicine
- All medicine must be in the original package with the full label intact
- Only the dose listed on the package as appropriate will be given
- A doctor's authorization may be required.

Students found to be in possession of medicine at school, without pre-authorized permission, will be subject to the discipline code.

Parents should complete and return the health update sheet as soon as possible. A new update should be filled out each year. Please call the school nurse if your child's health changes during the school year.

If your child has a serious health condition requiring more frequent monitoring, please make an appointment with the school nurse to discuss before your child begins school.

ALLERGY POLICY

Allergies and Other Dietary Restrictions

Bridges Prep is an ALLERGY AWARE school. The nurse will provide instruction in ways to minimize possible allergic interactions to staff and students. Please contact the school nurse in order to discuss allergies and any other health issues that she and the staff should be aware of.

Parents should help their student be aware and recognize the symptoms of allergic reactions. Every child's allergy is specific to each child. Most Anaphylactic reactions may begin with itching and a metallic taste in the mouth. Symptoms may include hives, wheezing, or difficulty breathing, coughing, vomiting, diarrhea, loss of consciousness or drop of blood pressure. These symptoms may begin minutes after to two hours after exposure. Life threatening reactions may become worse over several hours. When two or more symptoms are present, an EpiPen should be used.

Severe allergies or other health conditions can be life threatening. These guidelines minimize the risks and provide a safe educational environment for students with food allergies and other health conditions. It is impossible to create a 100% peanut-free or allergen-free environment because of possible parent decisions to send nuts or other allergic foods. To create the illusion that the school environment is free of allergens would be misleading and potentially harmful. We would like most importantly that our school is an Allergy Aware school: A place that children with food allergy (or other dietary restrictions) and parents can feel safe. These guidelines have been designed to increase awareness and communication, to prevent possible exposure to known allergens, and to create an emergency procedure for allergic reactions.

The oiliness and consistency of nut products makes it difficult for children that are allergic to these products to avoid its residue. Hand sanitizer does not wash away peanut protein, only soap and water does. Classrooms, gyms, and bathrooms are used by many. Candy, baked goods, and sandwiches with peanuts or tree nuts are extremely difficult to monitor. Strict avoidance of the allergy causing food is the only way to avoid a reaction.

The school may contact you concerning special needs of individual students in your child's classroom. We may ask for your cooperation in providing only appropriate items in those specific situations to have during holiday parties or other special occasions. Please do not send food to share in any classroom unless it has been discussed with the teacher. We also ask that students do not share food items with others at any time during the school day or on the way to and from school. This will reduce risk to students who have dietary restrictions of any kind.

We welcome your non-food ideas to make special events an exciting time. It is extremely difficult to provide you with a list of safe foods as ingredients can change without notice. Please read labels

carefully and watch for manufacturer's allergy warnings when considering a snack. This is a great way to include your children in teaching them about the safety and concern of others. Mental note: Food Allergies are an increasing problem among our children and adults. We are grateful for your understanding and willingness to help provide a safe environment for everyone. For more information visit: www.foodallergy.org/ www.parentsofallergicchildren.org / <http://www.youtube.com/user/faiusa>

Because it is impossible to create an allergen-free school, BPS cannot guarantee a student will not be exposed to allergens. We will make every effort available to insure a safe environment for students with allergies. As such, BPS is not responsible for a student that has been exposed to allergens on or off campus; before, during, or after school hours; or otherwise. Enrollment at BPS waives any and all liability BPS Board of Directors, including all committees and subcommittees; its employees; or its assigns may have to a student, the student's family, or any third party acting on behalf of the student or the student's family or otherwise, as the result of exposure to an allergen.

ATTENDANCE POLICIES AND ABSENCE REPORTING PROCEDURES

Daily attendance and active participation in each class is a critical part of the learning process. Policies and procedures established at Bridges Preparatory School are designed to help students learn responsibility and increase their potential for success. A significant role of today's school is to help students learn to understand and appreciate the importance of punctuality and regular attendance. Evidence shows that regular school attendance has a positive carry-over to the world of work. Attendance is primarily the responsibility of the students and parents/guardians.

For safety, if we do not hear from you by 10:30 a.m. that your child will be absent for the day, we will call you. Please make sure we have any updates to phone numbers at work or home so we can contact you. Also, please remember to send a note with your child the day your child returns with the reason for being absent.

Attendance-Excused Absences

To be excused, all absences require written documentation that has been signed by the parent/guardian or medical professional and submitted within 3 school days of the absence. All written absences are kept on file. Excessive absences will be referred to appropriate agencies as followed by the guidelines of the South Carolina Department of Education.

Excused Absences are defined as absences that occur because of one or more of the following:

- Illness
- Medical/dental related, including appointments (verification needed)
- School sanctioned activities
- Absences related to the legal system
- Family emergencies
- Bereavement/funerals
- Religious observances

- Pre-arranged absences (must be approved by administration)
- Corporate shadowing
- Short-term suspensions resulting in absences

It is the student's responsibility to request all make-up assignments from teachers on the day the student returns to class following an absence. A student who will be absent for more than three days, may contact BPS to obtain missing assignments. Work should be submitted and tests made up no later than one week after the excused absence.

Attendance-Excessive Absences – Attendance is a consideration in the retention and promotion of students. Regular attendance, except in extreme circumstances, is a requirement of Bridges.

Students who are academically at-risk due to absenteeism, excused or unexcused, will go through an attendance review to include:

- Review of notes from home and reasons for excuse
- Review of current grades/academic performance
- Determination of pattern of absences
- Phone call to home to express concern over absences and a meeting scheduled with the Head of School.
- Letter home expressing concern over absences and offering help to parents
- Request for medical doctor note of excessive absences for medical reasons

Students who are absent 5 days in a semester will be put on "Attendance Probation." An Attendance Intervention Action plan will be developed in consultation with the parent or guardian. Should attendance continue to be an issue, the HOS and Guidance Counselors shall report the absences to the appropriate agencies in compliance with State Department of Education guidelines and may require the student to return to the districted school if that school provides bus services or other means of getting the student to school.

Unexcused Absences

An absence from school is unexcused if it does not meet the above-mentioned criteria (family vacations are considered unexcused absences). A student whose absences are unexcused may be expected to make up work. It is the student's responsibility to request all make-up assignments. An unexcused absence is also defined as "truancy." South Carolina State Law requires a minimum class attendance of 170 days during the academic school year for a student to receive credit. Any absence that exceeds 5 days in a semester class and 10 days in a yearlong class must be medically necessary and documented by a physician. Students who are absent 5 or more days in a semester or 10 or days in a year, without medical or administrative discretionary excusal may be required to repeat the grade. Medical excuses must be submitted to the Attendance Office within 3 days after returning to school. Ten (10) consecutive days of absences without notification to the Head of School of a serious medical condition will result in a student being dropped from school on the 11th day. Notification will be made to the parent by email and the next available student will be offered attendance.

Step-by-Step Procedures Following an Absence

- Absences must be cleared within three days of return by submitting a written excuse signed by a parent/guardian/doctor. A student's absence is considered excused only when verified by a parent/guardian/doctor. Reminder: any absences over 5 days in a semester class and 10 days in a yearlong class require a physician's note.
- If absences are not cleared, the student will receive an "unexcused absence." Students must remember that it is their responsibility to have their parents/guardians prepare and send documentation to verify excuses for absences on time.
- Falsely representing a parent/guardian's documentation in any way will result in disciplinary action.
- Re-admittance notes (excuses) must contain the following: student's full name, specific dates of absence, reason for the absence, and signature of the parent/guardian or doctor, along with daytime telephone numbers for home or work.
- Habitual absences will be report to appropriate agencies as mandated by the South Carolina Department of Education.

Early Dismissals

Early dismissals for appointments or illness must be arranged prior to departure. The Administration will accept notes only in advance of an early dismissal, except in rare cases of emergencies. When someone other than the parent/guardian is picking up the student, a written note must contain a parent/guardian contact number as well as the name of the adult who is picking up the student. Any student 15 years of age or younger must be picked up by a parent/guardian or another designated adult. Students are not to leave school grounds without permission. The individual, if someone other than the parent/guardian picks up the child for early dismissal, proper identification must be provided.

In order to ensure students' safety, the school maintains a list of individuals who are authorized to obtain the release of students in attendance at the school. No student may be released into the custody of any individual who is not the custodial parent or guardian of the student, unless the individual's name appears on the authorization list.

A parent/guardian may submit a list of individuals authorized to obtain the release of their child from school at the time of the child's enrollment. A parent/guardian may amend a list submitted pursuant to this regulation at any time, in writing. Certified copies of any court orders of divorce decrees provided by the custodial parent/guardian, which restrict another parent's/guardian's ability to seek the release of the child, shall also be maintained in the Administrative Office.

If anyone seeks the release of a student from school, he/she must report to the Office and present satisfactory identification.

Attendance-Tardiness

Students are expected to arrive at school on time and are also expected to get to individual classes on time throughout the day. Tardiness disrupts the learning process and interferes with the opportunity for students to learn. BPS believes it is important to ensure students are attending class and are arriving on time. The only acceptable excuse for tardiness to school is when there has been an unusual emergency and the school has been notified by the parent/guardian.

Students in grades K-7 who are tardy 7 or more times in a quarter (excused or unexcused), may be kept in at recess or other non-academic activities. Students who are in grades 8-10 who are tardy 7 or more days in a marking period will be required to serve a morning detention from 7:45 am to 8:25 am. Failure to serve a morning detention will result in a 1 day in school suspension.

Attendance-Truancy

The South Carolina Compulsory Attendance Law requires that children between the ages of five (5) and seventeen (17) years attend school regularly. The law mandates that parents assure the presence of their children at school. Section 59-65-20 of the Code of Laws of South Carolina 1976 states: "Any parent or guardian who neglects to enroll his child or ward or refuses to make such child or ward attend school shall, upon conviction, be fined not more than \$50 or be imprisoned not more than 30 days; each day's absence shall constitute a separate offense."

What the law means is that for any unlawful absence that a child accrues, the parent or guardian could be fined \$50 or serve 30 days in jail for each unexcused day! Parents are encouraged to work with school staff members to assure that their children attend school.

ASSESSMENTS

In addition to regular formative assessments and beginning of year assessments to determine at what levels students should learn, Bridges will provide several other types of assessments during the school year for educational purposes.

Some of these are described below. You will be notified before any school assessment is given.

Identification of Gifted and Talented Students

An aptitude test and an achievement test are given to second graders in the fall of the school year. Students must score 93rd percentile or higher on the aptitude test and 94th percentile or higher on the achievement test in either reading or mathematics in order to be identified as gifted.

Measures of Academic Progress (MAP)

BPS uses a formative assessment called MAP (Measures of Academic Progress) in grades K through 8. MAP is a computerized adaptive test developed by NWEA (Northwest Evaluation Association). MAP measures students' academic growth from year to year in the areas of mathematics and reading. When students take a MAP assessment, the difficulty of the test is adjusted to the student's performance. If a student answers correctly, the questions become more difficult. If a student answers incorrectly, the questions become easier.

Students take 48-52 questions, answering approximately half of the items correctly and half incorrectly. The final score is an estimate of the student's instructional level. The advantage of this testing process is that teachers and students receive immediate feedback; teachers can then personalize instruction based on the student's needs. The assessments are aligned with the South Carolina curriculum for each subject, giving specific information about the major goal categories. For example, in "Mathematics," the goal categories are "Algebra," "Data Analysis & Probability," "Geometry," "Measurement," and "Number & Operations." MAP assessment reports provide information for each goal category in each

subject for each student. BPS uses these assessments as a tool for improving student learning because it enables teachers to recognize areas where the student needs help.

Palmetto Assessment of State Standards (PASS) is the statewide assessment administered to South Carolina students in grades 4 through 8. All students in these grades are required to take PASS except those who qualify for South Carolina Alternate Assessment (SC-Alt). PASS includes tests in science and social studies. Aligned to the South Carolina Academic Standards for each content area, PASS test items assess the content knowledge and skills described in the standards and indicators. PASS results are used for federal accountability under No Child Left Behind.

SC Ready

SC Ready was the standardized test use to measure student performance in Grades 3-8 in ELA & Math.

SC Alt is an alternative assessment for students with significant cognitive disabilities who are assessed by alternative achievement standards as they are unable to participate in the general assessment program with accommodations.

Activity Fee:

Bridges Prep institutes an annual Activity/Supply fee of \$35.00 in lieu of overly extensive back-to-school supply lists. Our student supply lists consist of a few required items for each student's personal use for the year. We anticipate the \$35 fee will be a lot more affordable. We are asking parents to use the online payment system to pay the activity fee. Any parent who cannot afford to pay the activity fee should contact the Head of School. If you cannot afford to pay the entire amount, you can make \$10-15 monthly installments. All payments are due no later than Aug 16, 2017.

There is a cap of \$75.00 per family for families with three or more children as follows:

Child 1: \$35.00

Child 2: \$35.00 (\$70.00 total)

Child 3+: \$5.00 (\$75.00 total)

Please use the online payment option to pay the activity fee and to pay for lunches: If you need to make monthly payments for the Activity Fee, please contact Wendy Sampson at wsampson@bridgesprep.org or call 843-982-7737.

BACKPACKS

Backpacks may be used to transport books and supplies to and from school. Students are responsible for articles kept in their possession. Searches of personal possessions within the school may be done when there is a reasonable suspicion of a violation of a law or school rules. Any materials considered to be against school regulations may be seized and will be returned after a parent conference with the Head of School. Students are asked to store backpacks in the assigned storage area during the school day. Backpacks without rollers are recommended because of the health benefits to the student.

BEFORE AND AFTER SCHOOL CARE

Because of our partnership with The Boys and Girls Club, BPS will be able to offer Before School care for free. No membership is required.

Parents needing After School Care must enroll their children in the Boys and Girls Club. For a yearly membership fee, and a weekly fee, The Boys and Girls Club will provide a safe and enriching environment for our students. They offer exceptional care that is supervised by staff qualified in working with children.

For each child needing After School Care, please fill out a membership application for The Boys and Girls Club. This application can be found on the Bridges website at www.bridgespreparatoryschool.org. Please complete the application, print it, and return it to the Boys and Girls Club with the membership fee.

Free Before School Care is only offered at the Main Campus on Boundary Street. Before school care drop off time is 7:00am.

After School Care is only offered at the Main Campus on Boundary Street. After School Care operates from 3:00-6:00 p.m. Monday-Friday.

BEHAVIOR POLICY

BPS will require good manners, respect for self and others, appreciation for property, honesty, punctuality, reliability, and responsibility from all students, staff, parents and community participants. We believe that teachers have a right to teach, and students have a right to learn. We fully expect the focus on ethics and decision-making to lead to an environment where good character is important to all. BPS's intention is to praise rather than to reprimand whenever possible. However, if redirection is necessary due to disruptions to others' learning experiences, offense guidelines will be enforced.

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Behavior contracts may also be issued at the Administration's discretion.

BPS has adopted a description of violations defined as Level 1, 2, 3, or 4 offenses. The violations are not all inclusive and both violation and consequence at the discretion of the Head of School. All Violations will be tracked via an automated discipline and referral system.

Level 1- Offenses are cumulative for nine weeks. Violations will be managed by the teaching staff. Staff will document repeated violations in the schools online tracking system and may move the consequence to Level 2. When sound behavior management fails, staff will refer the student for an intervention conference where the IAT may develop or request a revision of the student's academic program.

Recommended disciplinary options for Level 1 Behaviors include (examples/options, but are not all-inclusive): a warning; corrective instruction; parent/legal guardian contact; student conference; detention; removal of privileges; class management plan; confiscation; seating change; out of school

suspension and or time out. The Head of School or their designee can determine at any time the disciplinary action taken.

Level 2- Offenses are cumulative for nine weeks. Violations are managed by the Head of School or his/her designee. When sound behavior management fails, staff will refer the student for an intervention conference where the Intervention Assistance Team may develop or request a revision of the student's intervention plan. Recommended disciplinary option for Level 2 behaviors may include, (but are not limited to): corrective instruction; parent/legal guardian contact-mandatory; student conference; detention; removal of privileges- extracurricular activities; class management plan; confiscation; refer for in- school suspension; time out; and/or out-school suspension-the temporary isolation of a student under proper supervision. The Head of School can determine at any time the disciplinary action taken.

Level 3- Offenses will be managed by the Head of School or their designee. For safety, actions may demand immediate removal. Level 3 referrals require immediate attention and direct referrals to the Head of School. Due to the potentially serious nature of Level 3 violations, violations are cumulative. Consequences will be at the discretion of the Head of School or their designee and will be based on the nature of the offense and the individual circumstances surrounding the offense.

Recommended disciplinary options for Level 3 behaviors may include, (but are not limited to), In-school suspension; contact parents/guardians; Behavior services referral; Out of school suspension; Restitution; Intervention Assistance Team/Counseling services referral; Confiscation; Contact Law Enforcement and Expulsion.

Level 4- Offenses will be handled by the Head of School or their designee. Due to the potentially dangerous and criminal nature of Level 4 violations, offenses remain cumulative and may involve referrals for appropriate legal action.

Recommended disciplinary options for Level Four behaviors include (but not limited to): Mandatory parent/legal guardian contact/conference; IAT referral, law enforcement contact, removal from school with recommendation for expulsion.

Day to day application of the discipline code will be the responsibility of the Dean of Students. Disciplinary issues will be evaluated on a case-by-case basis and an appeal procedure will be available for consideration by the Head of School and the BPS Board.

Level I -Behaviors that affect a student's educational progress, such as (but not all inclusive)

- Failure to attend assigned classes without a valid excuse/cutting class
- Littering and or Vandalism
- Repeatedly refusing to complete assignments
- Repeatedly refusing to bring learning materials to class
- Repeated non-compliance with the school dress code
- Lying to a teacher or deliberately deceiving a staff member/Defiance,
- Disrespect Unsafe behaviors/inappropriate use of toys, equipment, etc.
- Name calling-hurtful statements, (ethnic or racial slurs) etc.
- Distribution or sale of unauthorized material

- Obscene language/gestures-profanity, unacceptable talk (not directed toward others)

Level II- Offenses which disrupt or affect student's educational process, but are not threats or acts against the person or property of another, such as (but not all inclusive)

- Repeated or chronic Level I offenses
- Possession of obscene literature, pictures or devices
- Forgery/tampering-changing, signing or altering records or documents from school or home
- Cutting school, class or assigned activities-includes leaving school/campus without permission
- Gambling
- Leaving class without permission
- Cheating
- Searching others' belongings
- Lying
- Refusing to follow disciplinary option given
- Defiance or disrespectful behavior
- Physical Aggression

Level III- Offenses that involve threats or acts against the person or property of another and severely disrupts school activities, such as (but not all inclusive)

- Threatening or committing harm upon any person at school or on any school function for any reason
- Knowingly possessing and/ or using tobacco products at school
- Stealing or possessing stolen property valued at more than \$100
- Committing repeated Class I and or Class II Offenses
- Touching anyone in an inappropriate manner
- Creating a disturbance or encouraging other students to join in disturbance resulting in the disruption of normal school operations
- Possessing and/or using any item in a dangerous manner or as a weapon to inflict bodily harm.
- Committing any act in violation of local laws and ordinances
- Possession and /or use of prescription or non-prescription drugs in violation of the school's Medication Policy (All prescription drugs should be administered by school nurse or appointed personnel.)
- Possession and/or use of alcoholic substances.
- False Fire Alarm

Level IV- Offenses that seriously endanger the health and safety of others, such as (but not all inclusive)

Chronic Level 3 behaviors

- Extortion/coercion/blackmail-obtaining money or other things of value from an unwilling person or forcing an individual to act through the use of force or the threat of force.
- Bomb threats
- Possession/use/transfer of dangerous weapons-any weapon, knife, gun, BB gun, pellet gun, mace, box cutters or instrument/article that might be injurious to a person or property.

- Major vandalism or theft exceeding \$100 in damage.
- Assault (verbally or physically)
- Aggravated assault
- Inappropriate sexual behaviors.
- Arson
- Possession and/or use of illegal drugs
- Other criminal offenses.

SAFE HARBOR NOTE

Any student who inadvertently possesses or finds a weapon or substance, which may subject the student to a possible expulsion, may or may not be recommended for these sanctions if the student voluntarily surrenders the property to a school staff person prior to discovery by another person. This should be done as soon as the student realizes that he/she is in possession of or has knowledge about the weapon or substance.

SEARCHES

The BPS Board reserves the right to authorize the Administration and/or his/her designee to search a student's belongings, including if an imminent danger to the student or others is suspected. At the time of the search, only the student and involved personnel will be present so as to maintain the student's privacy. Parents of any involved students will be notified as soon as possible if such actions are required.

IDEA

Students eligible for protections under IDEA and Section 504 are subject to the same disciplinary procedures as their non-disabled peers in accordance with the regulations specified by IDEA and Section 504 of the Rehabilitation Act."

BULLYING PROHIBITION POLICY PURPOSE

A safe and civil environment is needed for students to learn and attain high academic standards and to promote healthy human relationships. Bullying, like other violent or disruptive behavior, is conduct that interferes with students' ability to learn and teachers' ability to educate students in a safe environment. The School cannot monitor the activities of students at all times and eliminate all incidents of bullying between students, particularly when students are not under the direct supervision of school personnel. However, to the extent such conduct affects the educational environment of the School and the rights and welfare of its students and is within the control of the School in its normal operations, it is the School's intent to prevent bullying and to take action to investigate, respond, remediate, and discipline those acts of bullying which have not been successfully prevented.

The purpose of this policy is to assist the School in its goal of preventing and responding to acts of bullying, intimidation, violence, and other similar disruptive behavior.

GENERAL STATEMENT OF POLICY

An act of bullying, by either an individual student or group of students, is expressly prohibited on school property or at school-related functions. This policy applies not only to students who directly engage in an act of bullying but also to students who, by their indirect behavior, condone or support another student's act of bullying. This policy also applies to any student whose conduct at any time or in any place constitutes bullying that interferes with or obstructs the mission or operations of the school or the safety or welfare of the student, other students, or employees. The misuse of technology including, but not limited to, harassing, teasing, intimidating, defaming, threatening, or terrorizing another student, teacher, administrator, volunteer, contractor, or other employee of the School by sending or posting e-mail messages, instant messages, text messages, digital pictures or images, or Web site postings, including blogs, also may constitute an act of bullying regardless of whether such acts are committed on or off school property and/or with or without the use of school resources.

No teacher, administrator, volunteer, contractor who has direct student contact, or other employee of the School shall permit, condone, or tolerate bullying.

Apparent permission or consent by a student being bullied does not lessen the prohibitions contained in this policy.

Retaliation against a victim, good faith reporter, or a witness of bullying is prohibited.

False accusations or reports of bullying against another student are prohibited.

A person who engages in an act of bullying, reprisal, or false reporting of bullying or permits, condones, or tolerates bullying shall be subject to discipline for that act in accordance with the School's policies and procedures. The School may take into account the following factors:

- The developmental and maturity levels of the parties involved;
- The levels of harm, surrounding circumstances, and nature of the behavior;
- Past incidences or past or continuing patterns of behavior;
- The relationship between the parties involved; and
- The context in which the alleged incidents occurred.

Consequences for students who commit prohibited acts of bullying may range from positive behavioral interventions up to and including suspension and/or expulsion. Consequences for employees who permit, condone, or tolerate bullying or engage in an act of reprisal or intentional false reporting of bullying may result in disciplinary action up to and including termination or discharge. Consequences for other individuals engaging in prohibited acts of bullying may include, but not be limited to, exclusion from school property and events and/or termination of services and/or contracts.

The School will act to investigate all complaints of bullying and will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor who has direct student contact, or other employee of the School who is found to have violated this policy.

DEFINITIONS

For purposes of this policy, the definitions included in this section apply.

"Bullying" means any written or verbal expression, physical act or gesture, or pattern thereof, including the misuse of technology described in Section II-A, by a student that is intended to cause distress to one

or more students and which substantially interferes with another student's or students' educational benefits, opportunities, or performance. Bullying includes, but is not limited to, conduct by a student against another student that a reasonable person under the circumstances knows or should know has the effect of:

- harming a student;
- damaging a student's property;
- placing a student in reasonable fear of harm to his or her person or property; or
- creating a hostile educational environment that substantially interferes with a student's or group of students' educational benefits, opportunities, or performance.

"Immediately" means as soon as possible but in no event longer than 24 hours or the next school day.

"On school property or at school-related functions" means all school buildings, school grounds, and school property or property immediately adjacent to school grounds, school bus stops, school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school purposes, the area of entrance or departure from school grounds, premises, or events, and all school-related functions, school-sponsored activities, events, or trips. School property also may mean a student's walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting bullying at these locations and events, the School does not represent that it will provide supervision or assume liability at these locations and events.

REPORTING PROCEDURE

Any person who believes he or she has been the victim of bullying or any person with knowledge or belief of conduct that may constitute bullying shall report the alleged acts immediately to an appropriate school official designated by this policy. A student may report bullying anonymously. However, the School's ability to take action against an alleged perpetrator based solely on an anonymous report may be limited.

The School encourages the reporting party or complainant to use the report form available from the school office, but an oral report shall be considered a complaint as well if a written report is submitted within two days of the oral report.

The School's Head of School or the HOS's designee is the person responsible for receiving reports of bullying. Any person may report bullying directly to the Head of School.

A teacher, school administrator, volunteer, contractor who has direct student contact, or other school employee shall be particularly alert to possible situations, circumstances, or events that might include bullying. Any such person who receives a report of, observes, or has other knowledge or belief of conduct that may constitute bullying shall inform the Head of School immediately. Reports of bullying are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law.

Submission of a good faith complaint or report of bullying will not affect the complainant's or reporter's future employment, grades, or work assignments, or educational or work environment.

The School will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the School's obligation to investigate, take appropriate action, and comply with any legal disclosure obligations.

SCHOOL ACTION

Upon receipt of a complaint or report of bullying, the School shall undertake or authorize an investigation by School officials or a third party designated by the School.

The School may take immediate steps, at its discretion, to protect the complainant, reporter, students, or others pending completion of an investigation of bullying, consistent with applicable law.

Upon completion of the investigation, the School will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited behavior.

The School is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the School. School officials will notify the parent(s) or guardian(s) of students involved in a bullying incident and the remedial action taken, to the extent permitted by law, based on a confirmed report.

REPRISAL

The School will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor who has direct student contact, or other employee of the School who retaliates against any person who makes a good faith report of alleged bullying or against any person who testifies, assists, or participates in an investigation, or against any person who testifies, assists, or participates in a proceeding or hearing relating to such bullying. Retaliation includes, but is not limited to, any form of intimidation, harassment, or intentional disparate treatment.

TRAINING AND EDUCATION

The School annually will provide information and any applicable training to school staff regarding this policy.

The School annually will provide education and information to students regarding bullying, including information regarding this school policy prohibiting bullying, the harmful effects of bullying, and other applicable initiatives to prevent bullying.

The administration of the School is directed to implement programs and other initiatives to prevent bullying, to respond to bullying in a manner that does not stigmatize the victim, and to make resources or referrals to resources available to victims of bullying.

The School may implement violence prevention and character development education programs to prevent and reduce policy violations. Such programs may offer instruction on character education including, but not limited to, character qualities such as attentiveness, truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, and respect for others.

CELEBRATIONS /SPECIAL ACTIVITIES

Birthday

Celebrating the birthdays of our students and staff is very important to us. If parents would like to celebrate their child's birthday in class, they may send a small token to everyone in class, for example, a pencil, etc. or a snack. Please check with your child's teacher for any dietary restrictions a member of the class may have.

If you are planning on having a birthday party for your child, please only hand out invitations at school if all boys or all girls or all students in the class will be invited.

We would like to invite you to have lunch with your child on his/her birthday.

HOLIDAYS

During holidays, we will celebrate, but not in the traditional holiday celebration way. We take a very multi-cultural approach to holiday celebrations. Holidays and traditions are explored in a cultural sense rather than any particular religion. The emphasis is upon the meaning of the celebration. For example, at Christmas, students are involved in a research study of how different cultures celebrate the holiday around the world. Each group will research customs, foods, and particular items about their area and will decide how they will portray that in a cultural celebration of "Holiday Celebrations Around the World".

Similar events will be planned for the other holidays such as Halloween and Easter.

CELL PHONES

Grades K-7:

Cell phone use is **not allowed** during school hours. Cell phones are to be turned off and not visible during the school day. If possible, parents can have their respective cell phone companies shut off student's phone during school hours.

Grades 8-10

Cell phone use is **not allowed** during class time unless with the specifically request by the teacher for instructional purposes. During classes cellphones are to be turned off. If students use, or their phones ring, during class students will receive warnings. On a second offense, the teacher will confiscate the phone for the remainder of the day. On a third offense the teacher will confiscate the phone and turn it over to an administrator. The administrator will keep the phone until a parent picks it up. Subsequent violations will result in further confiscation and detentions may be assigned, including loss of ability to bring cell phone to school.

COMMUNICATION

Communication between school staff and parent/students is crucial for overall school success. We strongly believe that regular communication is essential between families and school to engage students in learning and support their success at every grade level. For this reason, we have multiple forms of communication to support our efforts in keeping in close contact with our students' families. One day

each week, students will bring home their daily notebook filled with all the written work for that week. This may include, but is not limited to, student newspapers, newsletters, permission slips, conference information, special event fliers, and homework. Parents should look for this each Wednesday, read the contents, sign any documents needing to be returned, and send it back. Most communication will be done electronically by email.

BPS Website

Our school website can be found at www.bridgesprep.org. You can also find links to our school calendar, teacher links, and minutes from Board of Directors' meetings, newsletters, etc.

School-wide Newsletter

A school-wide newsletter will be made available by email to all parents to support school-wide communication about operations, school-wide activities, and the teaching and learning that is occurring both in and out of classrooms. The newsletter will be emailed to all parents so please make sure we have your current email address. If you do not have an email, please contact us in the office so we may send your newsletter home.

Alert Call:

Bridges uses an all call system to communicate with families. The system allows phone calls, text messages and emails to be sent when necessary. Multiple phone numbers can be entered into the system so families can have messages sent to multiple phones. Bridges also used the system to relay emergency information.

Parent/Guardian-Teacher Conferences

Conferences are conducted three times per year (see School Calendar).

In-Person/Phone Conferences and/or Emails

Individual administrators or faculty/staff members will contact you directly to discuss specific things about your child's individual successes and challenges, and you should certainly feel free to email us directly or leave a message for a staff member to call you regarding any questions or concerns you have. Please understand that teachers' primary concern during the day is to focus on their classroom instruction, so they may not get back to you immediately. However, we will respond to parent communications as soon as possible. Teachers will not be allowed to conference with a parent while students are in the classroom.

For matters related to: First Contact

- Child's Progress/Child's Teacher
- Classroom activities/procedures
- School facility or staff- Head of School
- Registration/Records - Administrative Assistant
- Billing/Accounts - Operations Manager

CURRICULUM

BPS has a customized curriculum and delivery method that combines the best of many curriculums to deliver a customized learning plan for each child. Our curriculum stresses math, science, engineering concepts, and technology to prepare our students for the demands of a technology-based future. This is done using the Paideia framework for teaching and is delivered through a blended-learning approach.

The curriculum is not exactly identical to anything currently being used by any school in the area as far as BPS knows from its research. The combination of elements is unique and includes differentiation. It will continue to evolve, as necessary, based upon student assessment and learning research, as well as Best Practices and Project Based Learning, which BPS will participate in on an ongoing basis.

In addition to the fundamental disciplines of reading, writing, spelling, grammar, social studies, science, math, and technology, BPS will provide instruction in Spanish and the arts (physical education, art and music). The best of research-based methods are being used to educate the students of BPS.

PAIDEIA

BPS founded a number of its curriculum principles on Paideia. According to the National Paideia Center in the Declaration of Paideia Principles: "All children can learn...therefore they all deserve the same quality of schooling, not just the same quantity...the quality of schooling to which they are entitled is what the wisest parents would wish for their own children, the best education for the best being the best education for all". The three types of teaching that will occur in our school are didactic teaching of subject matter (teacher-directed, explicit teaching), coaching that produces the skills of learning (exercises and supervised practice) and Socratic questioning in seminar discussion (active participation in discussion). www.paideia.org

Students will be involved in real-world projects during Discovery Time each day. These projects will require self-direction and cooperation from the student.

DELIVERIES

If a delivery such as flowers, etc., is sent to the school, the delivery will be kept in the front office until the end of school. An exception to this is if parents are bringing a forgotten lunchbox or some other school item.

DISMISSAL TIME FOR HALF DAYS

According to the Code of Laws of South Carolina, districts may have three shortened school days during the school year for the purpose of administering examinations or for staff development activities. These days must be a minimum of three hours in length. On shortened days, elementary schools will dismiss at 12:00 pm and 12:30 pm depending on grade level.

DRESS-CODE POLICY

Students at BPS should display themselves neat and clean in appearance. BPS believes that the manner by which students dress has the potential to avoid unnecessary distractions in the academic environment and reflect a positive attitude in academic pursuits. BPS has a set of general standards for all students.

K-10 BPS students are required to wear school uniforms.

Shirts:

- Collared shirts of any solid color are acceptable. Shirts should have no logo or pattern unless it is an embroidered logo from BPS. Sweaters and sweatshirts must follow the same guidelines as shirts. Hooded sweatshirts are not allowed.
- Students are strongly encouraged to purchase 1 royal blue polo style shirt with the Bridges logo for events and field trips.
- Any display of cleavage is unacceptable.
- Tops cannot be see-through, backless, side less, or worn off the shoulder.
- Appropriate sleeveless dresses/tops are allowed. No spaghetti straps.
- Shirts, recommended to be tucked in, must be tucked in.
- Pants, Shorts, Skirts, Skorts or Jumpers.
- Colors should be blue, khaki, or black.
- Jeans or dungarees not acceptable except on announced casual days.
- Must be no more than 3 inches above the knee.
- Pajama pants/bottoms are prohibited, with exceptions made for Early Childhood classes for special occasions and must be pre-approved.
- Leggings must be worn only under a skirt or dress.

Shoes:

Most shoes are acceptable as long as they are regular street-wear with no more than 1 ½ inch heels. Flat shoes are recommended because of safety.

- No flip-flops, cleats, or shoes with built-in rollers.
- Shoes must be properly buckled or tied where applicable. All sandals need to have a back strap.
- Closed-toe shoes are required for Physical Education.
- No bedroom slippers are to be worn.

Coats and Hats:

No hats, headgear of any type, hoods, or sunglasses are to be worn inside the building, except on designated special days announced during the school year.

Children should be cautious when wearing coats or hats with drawstrings around the neck area while on the playground. These drawstrings may contribute to entanglement or strangulation when playing on playground equipment.

Hair:

- Hair is to be neat and well groomed.
- Hair must not draw excessive attention, thereby disrupting the focus on learning.
- No rollers, combs, or picks to be worn in a student's hair
- Piercing and jewelry:
 - For girls, body piercing must be limited to the earlobes.
 - Any other piercing jewelry must not be visible.

- No chains are to be worn. Spiked collars, spiked wristbands, or spiked belts are prohibited.

BPS students will not

- Wear clothing that is ripped, torn, bleached spotted, or see-through.
- Have undergarments visible.
- Wear clothing that is not size appropriate (excessively large or baggy or unduly tight/formfitting).
- Wear clothing that promotes gang affiliation, alcoholic beverages, tobacco, the use of controlled substances, depicts violence, has obscene designs or language, or is of a sexual or disruptive nature or is disturbing to the educational environment.
- No tattoos are to be seen.

If the student's dress is such that it constitutes a threat to health or safety or otherwise creates a disruption in the school environment in the considered discretion of the Administration, the Administration or his/her designee may require the student and the student's parents or guardians to take appropriate action to remedy the situation.

DROP OFF AND PICK-UP PROCEDURES

A detailed map of parking spaces and traffic flow at both Bridges locations is included in the appendix of the handbook.

Morning Procedures

Parents may drop off their children at the Main Campus any time between 7:00 am and the start of school. There is NO need to walk the students in. BPS will transport students in Grades K-2 and 8-10 who participate in the Early Morning Program to Greene Street and Celadon.

STUDENTS WILL NOT BE SERVED BREAKFAST SO PLEASE MAKE SURE YOUR CHILD EATS BEFORE ARRIVING AT SCHOOL. BECAUSE OF THE POSSIBILITY OF AN EARLY ARRIVAL TIME, IF YOU WOULD LIKE TO SEND SOMETHING THAT CAN BE EATEN WITHOUT HEATING OR REFRIGERATION, YOUR CHILD MAY SIT ON THE BLEACHERS AND EAT THE FOOD BEFORE PARTICIPATING IN THE EARLY MORNING PROGRAM.

Staggered System: Drop-Off, Class Start and Pick-Up Schedule

Celadon – Grades K-1

K-1 Students Drop Off Schedule

7:30 am	K-1 Parents can drop off students directly at Celadon
7:40 am	K-1 Students dropped off at the main campus bused to Celadon
8:00 am	K-1 Students begin school
3:00 pm	K-1 Students end school

K-1 Students Pick Up Schedule

3:00 pm K-1 Parents can pick students up directly at Celadon

3:00 pm K-1 Students bused to the main campus

Celadon - Grade 2 Students Drop Off Schedule

8:00 am Gr 2 Parents can drop students off directly at Celadon

8:15 am Gr 2 Students dropped off at the main campus bused to Celadon

8:30 am Gr 2 Students begin school

3:30 pm Gr 2 Students end school

Grade 2 Students Pick Up Schedule

**3:30 PM ALL GRADE 2 STUDENTS WILL BE BUSED FROM CELADON TO THE MAIN CAMPUS.
PARENTS WILL NOT BE ALLOWED TO PICK GR 2 STUDENTS UP DIRECTLY AT CELADON.**

Main Campus – Grades 3-7**Grades 3-4 Drop Off Schedule**

7:30 am Grade 3-4 Preferred drop-off time at the main Campus

8:00 am Gr 3-4 Students begin school

3:00 pm Gr 3-4 Students end school

Grades 3-4 Pick Up Schedule

3:00 pm Grade 3-4 Students picked up at Main Campus

Grades 5-7 Drop Off Schedule

8:00 am Grade 3-4 Preferred drop-off time at the main Campus

8:30 am Gr 5-7 Students begin school

3:30 pm Gr 5-7 Students end school

Grades 5-7 Pick Up Schedule

3:30 pm Grade 5-7 Students picked up at Main Campus

Green Street Campus – Grades 8-10

8:00 am Grade 8-10 students at Main Campus Bussed to Green St (BGC Bus)
Parents can drop student off directly at Green St

Students with Parking Stickers can park at Green St (space available)

8:30 am Gr 8-10 Students begin school

3:30 pm Gr 8-10 Students end school

3:30 pm Grade 8-10 students, if needed, bused to main campus (BGC Bus)

Parents can pick up students directly at Green St

Gr 3 Afternoon dismissal begins at 3:30 pm grades 4-9. Parents who are picking students up at 3:30 pm are asked to arrive after 3:15 pm.

Students participating in the After-School program at The Boys and Girls Club, along with students who have siblings in grades k-1 and 8-10 will be transported from the K-1 facility and the 8-10 building to Bridges. The Boys and Girls Club begins at 3:00 pm grades k-1 and at 3:30 pm grades 2-4-9.

Students who are participating in a daycare pickup, will be picked up on the right-hand side of the building on Newcastle Street. The names of these students must be given to the office.

Only those students not participating in The Boys and Girls Club should be released at this time. The duty personnel will call out the name on the car tag, which each parent should have been given at registration, and the student will quickly load. If a parent does NOT have the car tag they were given, he/she must park and come in the front office to check out their child. This is done for security reasons.

PLEASE! PLEASE! PLEASE!

Parents must not line up for pick up until your scheduled pick up time. We cannot block the streets and some areas are not designated parking areas. If you need to park to come in, please park in a parking space. Parking in the parking lot at Charles Lind Brown Center will not be allowed from 2:45-end of dismissal.

Walkers

To ensure student safety, BPS will only allow walkers for students who live or whose caregiver lives in the immediate surrounding neighborhoods. This is subject to Administrative approval and must be requested in writing. All walkers will meet in the lobby of the Boys and Girls Club. Any walkers at Charles Lind Brown Center must meet at the Front Office.

Car-Riders

Each vehicle must display the BPS Car-Rider Tag.

Unless students are enrolled in after school programs provided by BPS or the Boys & Girls Club, all students must be picked up by 3:40. It is encouraged that you become a member of the Boys and Girls Club so if emergencies arise to prevent you from picking up your child within the allotted time-span, your child can be safely monitored by the Boys and Girls Club.

If for some reason, tardiness in pick-up is constant, you may be asked to remove your child from Bridges or find another after-school program.

****Cell phone use is prohibited during drop-off and pick-up for the safety of all students and staff.****

****BPS has a NEW 'Put It In PARK Policy': PLEASE put your Vehicle in Park while loading and unloading your children! This is for the safety of your children and our staff.****

INTERNET AND ELECTRONIC USE POLICY

Bridges Preparatory School (hereafter 'BPS' or the 'school') offers access to our own electronic network. This network includes Internet access, computer services, videoconferencing, computer equipment and related equipment for educational purposes. The purpose of this network is to assist in preparing students for success in life and work in the 21st century by providing them with electronic access to a wide range of information and the ability to communicate with people throughout the world. This document contains the rules and procedures for students' acceptable use of the Bridges Preparatory School electronic network.

Students who are issued one-one school owned devices for use at home, all BPS internet and computer use policies apply regardless if the student is using the device in school, at home or in the community.

The Bridges Preparatory School electronic network has been established for a limited educational purpose. The term "educational purpose" includes classroom activities, career development, and limited high-quality self-discovery activities, including homework.

The Bridges Preparatory School's electronic network has not been established as a public access service or a public forum. Bridges Preparatory School has the right to place reasonable restrictions on material that is accessed or posted throughout the network.

Parent/guardian permission is required for all students under the age of 18. Access is a privilege — not a right.

It is presumed that students will honor this agreement they and their parent/guardian have signed. BPS is not responsible for the actions of students who violate them beyond the clarification of standards outlined in this policy.

The school reserves the right to monitor all activity on this electronic network. Students will indemnify the school for any damage that is caused by students' inappropriate use of the network.

Students are expected to follow the same rules, good manners and common-sense guidelines that are used with other daily school activities as well as the law in the use of the Bridges Preparatory School's electronic network.

Children's Internet Protection Act

It is the policy of Bridges Preparatory School to: (a) prevent users of its computer network, access to or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use or dissemination of personal identification information of minors and (d) comply with the Children's Internet Protection Act [Pub. L. No. 106-554 and 47USC 254(h)].

Cyber Bullying

All forms of cyber bullying by BPS students are prohibited. Anyone who engages in cyber bullying is in violation of this Policy and shall be subject to appropriate discipline. Students who have been cyber bullied shall promptly report such incidents to any staff member.

Complaints of bullying or cyber bullying shall be investigated promptly, and corrective action shall be taken when a complaint is verified. Neither reprisals nor retaliation shall occur as a result of the submission of a complaint.

Cyber bullying includes, but is not limited to, the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another student or staff member by way of any technological tool, such as sending or posting inappropriate or derogatory email messages, instant messages, text messages, digital pictures or images, or website postings (including blogs) which has the effect of:

- Physically, emotionally or mentally harming a student;
- Placing a student in reasonable fear of physical, emotional or mental harm;
- Placing a student in reasonable fear of damage to or loss of personal property; or Rev.11/7/2013
- Creating an intimidating or hostile environment that substantially interferes with a student's educational opportunities.

Students are personally responsible for appropriate behavior in their use of the BPS computer system. Access to network services is a privilege and not a right. Network and computer storage systems may be reviewed by BPS to maintain system integrity and ensure responsible system use.

Students may not:

- Access, send, display, or print offensive messages or pictures
- Use obscene language
- Damage computers, systems, networks, or other technology tools
- Violate copyright laws including loading or copying copyrighted software for personal use
- Use or attempt to acquire another's password
- Trespass in another's folders, disks, work or files
- Load unauthorized software on school computers (games)
- Intentionally waste limited resources

Use the network for illegal purposes, including "hacking" and unauthorized access to systems or information, disclose, use, or disseminate personal information about himself or herself to any other minor.

Violations may result in the loss of access as well as other disciplinary action.

Access to Inappropriate Material

To practical extent, technology protection measures (or Internet filters) will be used to block or filter the access to inappropriate information from Internet or other forms of electronic communications.

Specifically, as required by the Children's Internet Protection Act, blocking will be applied to visual depictions of material deemed to be obscene, or to be child pornography, or to any material deemed to be harmful to minors.

Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purposes.

Inappropriate Network Usage

To practical extent, Steps will be taken to promote the safety and security of users of the Bridges Preparatory School's online computer network when using electronic mail, chat rooms, instant messaging and other forms of electronic communications. Specifically, as required by the Children's Internet Protection Act, prevention of inappropriate network usage includes (a) unauthorized access, including so-called "hacking" and other unlawful activities; and (b) unauthorized disclosure, use and dissemination of personal identification information regarding minors.

Education, Supervision and Monitoring

It shall be the responsibility of all members of the Bridges Preparatory School's staff to educate, supervise and monitor appropriate usage of the online computer network and access to the Internet in accordance with this policy, the Children's Internet Protection Act, the Neighborhood Children's Internet Protection Act and the Protecting Children in the 21st Century Act.

Teachers must report inappropriate websites being accessed on the network to IT for blocking. Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the Head of School or designated representatives.

General Unacceptable Behavior

While utilizing any portion of the Bridges Preparatory School's electronic network, unacceptable behaviors include, but are not limited to, the following:

- Students will not play games, use IM, email, listen to music or any other activities, applications or functions during class time, unless expressly approved by a teacher for the educational goals of that particular course and during that particular class.
- Students will not post information that, if acted upon, could cause damage or danger of disruption.
- Students will not engage in personal attacks, including prejudicial or discriminatory attacks.
- Students will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If a student is told by a person to stop sending messages, they must stop.
- Students will not knowingly or recklessly post false or defamatory information about a person or organization.
- Students will not use criminal speech or speech in the course of committing a crime such as threats to the president, instructions on breaking into computer networks, child pornography, drug dealing, purchase of alcohol, gang activities, threats to an individual, etc.
- Students will not use speech that is inappropriate in an educational setting or violates school rules.
- Students will not abuse network resources such as sending chain letters or "spamming."
- Students will not display, access or send offensive messages or pictures.
- Students will not use the Bridges Preparatory School's electronic network for commercial purposes. Students will not offer, provide, or purchase products or services through this network.

- Students will not use the Bridges Preparatory School's electronic network for political lobbying. Students may use the system to communicate with elected representatives and to express their opinions on political issues.
- Students will not attempt to access non-instructional school systems, such as student information systems or business systems.
- Students will not use school equipment, network, or credentials to threaten employees, or cause a disruption to the educational program.
- Students will not use the equipment, network, or credentials to send or post electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal.
- Students will not tamper, alter or delete any of the software that BPS installs on the student's computer until such time as the license expires or the student received express permission to do so.

E-Mail

- Students will not establish or access web-based e-mail accounts on commercial services through the school network unless such accounts have been approved for use by the individual school.
- Students will not repost a message that was sent to them privately without the permission of the person who sent them the message.
- Students will not post private information about another person.

World Wide Web

Access to information for students on the Web will generally be provided through prescreened sites and in a manner prescribed by BPS administration and staff.

Real-time, Interactive Communication Areas

Students may not use chat or instant messaging unless under the direct supervision of a teacher or in a moderated environment that has been established to support educational activities and has been approved by the BPS Head of School.

Websites

- Students may be identified by their full name with parental approval. Group or individual pictures of students with student identification are permitted with parental approval.
- Material placed on student webpages are expected to meet academic standards of proper spelling, grammar and accuracy of information.
- Material (graphics, text, sound, etc.) that is the ownership of someone other than the student may not be used on websites unless formal permission has been obtained.
- All student webpages should have a link back to the homepage of the classroom, school or school, as appropriate.

Personal Safety While on the Internet

- Students will not share personal contact information about themselves or other people. Personal contact information includes address, telephone, school address, or work address.

- Students will not disclose personal contact information, except to education institutes for educational purposes, companies or other entities for career development purposes, or without specific building administrative approval.
- Students will not agree to meet with someone they have met online.
- Students will promptly disclose to a teacher or another school employee any message received that is inappropriate or makes the student feel uncomfortable.

System Security

Students are responsible for their individual accounts and should take all reasonable precautions to prevent others from being able to use them. Under no conditions should students provide their password to another person.

Students must immediately notify a teacher or the system administrator if they have identified a possible security problem. Students should not go looking for security problems, because this may be construed as an illegal attempt to gain access.

Students will not attempt to gain unauthorized access to any portion of the Bridges Preparatory School's electronic network. This includes attempting to log in through another person's account or access another person's folders, work, or files. These actions are illegal, even if only for the purposes of "browsing".

Students will not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses or by any other means. These actions are illegal.

Users will not attempt to access Web sites blocked by school policy, including the use of proxy services, software, or Web sites.

Users will not use sniffing or remote access technology to monitor the network or other user's activity.

Software and Files

Software is available to students to be used as an educational resource. No student may install, upload or download software without permission from the school technology department. A student's account may be limited or terminated if a student intentionally misuses software on any school-owned equipment. Files stored on the network and on individual computers are treated in the same manner as other school storage areas, such as lockers. Routine maintenance and monitoring of the Bridges Preparatory School's electronic network may lead to discovery that a student has violated this policy or the law. Students should not expect that files stored on school servers are private.

Technology Hardware

Hardware and peripherals are provided as tools for student use for educational purposes. Students are not permitted to relocate hardware (except for portable devices), install peripherals or modify settings to equipment without the consent of the school technology department.

Vandalism

Any malicious attempt to harm or destroy data, the network, other network components connected to the network backbone, hardware or software will result in cancellation of network privileges. Disciplinary measures in compliance with the school's discipline code and policies will be enforced.

Plagiarism and Copyright Infringement

Students will not plagiarize works found on the Internet (Plagiarism is taking the ideas or writings of others and presenting them as if they were the students'). School policies on copyright will govern the use of material accessed and used through the school system. Copyrighted material will not be placed on any system without the author's permission. Permission may be specified in the document, on the system or must be obtained directly from the author.

Student Rights

Students' right to free speech applies to communication on the Internet. The Bridges Preparatory school's electronic network is considered a limited forum, similar to the school newspaper, and therefore the school may restrict a student's speech for valid educational reasons. The school will not restrict a student's speech on the basis of a disagreement with the opinions that are being expressed. An individual search will be conducted if there is reasonable suspicion that a student has violated this policy or the law. The investigation will be reasonable and related to the suspected violation.

Due Process

The school will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted through the school network.

In the event there is an allegation that a student has violated the school acceptable use regulation and policy, the student will be provided with a written notice of the alleged violation. An opportunity will be provided to present an explanation before a neutral administrator (or student will be provided with notice and an opportunity to be heard in the manner set forth in the disciplinary code).

Disciplinary actions will be tailored to meet specific concerns related to the violation and to assist the student in gaining the self-discipline necessary to behave appropriately on an electronic network. Violations of the acceptable use regulation and policy may result in a loss of access as well as other disciplinary or legal action.

If the violation also involves a violation of other provisions of other school rules, it will be handled in a manner described in the school rules. Additional restrictions may be placed on a student's use of his/her network account.

Limitation of Liability

The school makes no guarantee that the functions or the services provided by or through the school network will be error-free or without defect. The school will not be responsible for any damage suffered, including but not limited to, loss of data or interruptions of service. The school is not responsible for the accuracy or quality of the information obtained through or stored on the network. The school will not be responsible for financial obligations arising through the unauthorized use of the network.

Violations of this Acceptable Use Policy

The particular consequences for violations of this policy shall be determined by the Head of School. The Head of School and the board shall determine when school expulsion and/or legal action or actions by the authorities are the appropriate course of action.

Violations of this policy may result in loss of computer use, loss of access as well as other disciplinary or legal action. Students' violation of this policy shall be subject to the consequences as indicated within this policy, as well as other appropriate discipline, which includes but is not limited to;

- Use of school network only under direct supervision
- Suspension of network privileges
- Revocation of network privileges
- Suspension of computer privileges
- Suspension from school
- Expulsion from school and/or
- Legal action and prosecution by the authorities

Wi-Fi & Other Usage During Testing

Testing days, teachers must have all devices laid out on cleared desks 20 min before session begins for staggered logging on to testing sign-up. Testing Coordinator will send detailed times and instructions. The only electronic devices that should be hooked to the BPS WI-FI account are teacher laptops and test devices only.

The only electronic devices that should be hooked to the BPS Wi-Fi password-protected network are teacher laptops and testing devices. If you have a cell phone, an iPad or any other wi-fi ready electronic device, you may connect it to BPS GUEST WI-FI only if necessary or turn your personal electronic device(s) off while you are in the school building. DO NOT STREAM MEDIA (music, videos, etc.) on any devices.

BPS “Bring Your Own Device” (BYOD) Policy

BYOD is part of a continuous effort to incorporate STEM and blended classroom best practices into our school's daily activities, increase technology access, promote engagement, intrinsic motivation to learn and to do self-directed research. In an effort to increase access to those 21st Century skills (collaboration, communication, creativity and critical thinking), BPS will allow personal devices to be brought to school and access our network for students who follow the responsibilities stated in the aforementioned Internet & Electronic Use Policy and the attached guidelines regarding BYOD. The use of personal devices by students is optional, and students who do not participate in BYOD will not be penalized.

An important component of BYOD will be education about appropriate online behaviors. We will review cyber-safety rules with students frequently throughout the course of the school year and will offer reminders and reinforcement about safe online behaviors. In addition to the rules outlined in these guidelines, students will be expected to comply with all class and school rules while using personal devices. The use of your own technology is not a necessity but a privilege and when abused, privileges will be taken away.

Device Types

For the purpose of this program, the word “devices” will include Android or iOS platforms only. This includes laptops, netbooks, smart phones, iPods, iPads, tablets, and e-Readers. Please note that Nintendo DS and/or other gaming devices with internet access are not permissible.

Guidelines

Students/Parents/Guardians participating in BYOD must adhere to Student Code of Conduct, Student Handbook, Electronic Use Policy and Board Policies Teachers have discretion to allow/regulate use of personal devices in classroom and specific projects.

Devices must be in silent mode while at school, unless otherwise allowed by teacher (with teacher permission, headphones may be used)

Devices may not be used to cheat on assignments, quizzes, or tests or for non-instructional purposes including but not limited to making personal phone calls, text messaging, or playing games that are not academic in nature

Students may not take pictures/video at any time nor use devices to record, transmit, or post photographic images/video of a person or persons on campus during school hours or during school activities, unless otherwise allowed by a teacher

Devices may only be used to access computer files on internet sites which are relevant to the classroom curriculum

Students will not have access to devices during lunch, recess, or any time during the day that electronic devices would not be used for academic purposes

STUDENTS AND PARENTS/GUARDIANS ACKNOWLEDGE:

The school’s network filters will be applied to device’s connection to the Internet and attempts to bypass the network filters is prohibited

Students are prohibited from bringing a device on premises that infects the network with a virus, Trojan, or program designed to damage, alter, destroy, or provide access to unauthorized data or information; processing or accessing information on school property related to “hacking”; or altering or bypassing network security policies (such as proxies)

BPS is authorized to collect/examine any device that is suspected of causing technology problems or being the source of an attack or virus infection

Devices are subject to be searched by school administrators and/or staff if device is suspected of a violation of any school policy (if device is locked/password protected student will be required to unlock device at request of school administration)

Staff is expected to use the highest ethical and professional standards when inspecting a confiscated device

Devices must be charged prior to school and run on battery power while at school (charging of devices will not be permitted)

Lost, Stolen, or Damaged Devices

Users are responsible for their own device and it is expected that use will be responsible and appropriate. While school employees will help students identify how to keep personal devices secure, students have the final responsibility for securing personal devices. BPS takes no responsibility for lost, stolen, damaged devices (including but not limited to lost/corrupted data on devices), or device mishandling of any kind. Check with your homeowner's policy regarding coverage of personal electronic devices, as many insurance policies can cover loss/damage.

Usage Charges

BPS is not responsible for any possible device charges to your account that might be incurred during approved school-related use.

Logging In

All 3+ grade students must log onto their Chromebooks (or applicable devices) using their individual Bridges Google accounts (a list is available in Google Drive). They may not use the Chromebooks Guest login. K-2 students may use the Guest sign-in mode. K-1 students need not bring devices to school unless their teacher requests it.

Wi-Fi Connection & Service Providers

Students must connect personal devices to the BPS-Guest Wi-Fi network ONLY. Students may not access the main password-protected BPS Wi-Fi network, nor their personal cellular service providers.

Tech Support

Requesting or declining assistance/troubleshooting from peers/staff is discretionary to the device owner, who is ultimately responsible for any adverse consequences resulting from it. Tech support is available from IT staff on an as-needed, as-available basis. Troubleshooting on BYOD devices is up to students and willing teachers. Device owners are encouraged to "Google" or "YouTube" common troubleshooting problems first, on their own. It is highly recommended to assign a classroom tech support team led by tech savvy students.

BY SIGNING BELOW, YOU CERTIFY THAT YOU HAVE READ THIS AGREEMENT, THAT YOU KNOW AND UNDERSTAND THE MEANING AND INTENT OF THIS POLICY, THAT YOU ARE ENTERING THIS AGREEMENT KNOWINGLY AND VOLUNTARILY, AND THAT YOU AGREE TO COMPLY WITH ALL THE TERMS OF THE BPS ELECTRONIC & INTERNET USAGE POLICY.

_____ Student Name Student Signature Date

_____ Parent/Guardian Name Parent/Guardian Signature
Date

Parents/Guardians: Please return this signed page to your homeroom teacher before students are given access to electronic devices at school.

Homeroom teachers: Keep the original signed page in a secure file. Please make a copy of this signed page and place it in Ms. Drury's mailbox for archiving. Do not grant access to any electronic device to students until you have this signed page.

EMERGENCY INFORMATION

Emergency numbers are kept on file in the Administrative Office and in the Nurse's Office.

Emergency Evacuation

In the event of an emergency or emergency drill, students will evacuate buildings under the direction of their teacher, line-up for roll call, and then be given further instructions. Fire and crisis drills help prevent injuries and deaths in case of an emergency evacuation.

Inclement Weather and Emergency School Closing

If school is closed for inclement weather or any emergency, listen to local radio stations, or check the school website, www.bridgeprep.org. The Head of School, in conjunction with the Chairman of the Board, must authorize school closings. BPS will try to follow Beaufort County School District closings for inclement weather, except in extenuating circumstances.

Fire and Crisis Drills

Fire Drills will be held once a month and a log will be kept and housed in the school office. Crisis drills will be held once a quarter. A log will be maintained of these drills and housed in the school office. Other emergency drills, such as but not limited to earthquake, tornado, etc., will be conducted yearly when the state drill throughout the state is conducted. Notification will be sent to parents before crisis drills are conducted.

EVACUATION

The decision to do a Level III Evacuation is made by the Head of School or his/her designee in conjunction with Local Law Enforcement Agencies.

The school will be evacuated (Level III) if:

- There is a serious/dangerous incident at the school or the community that justifies the evacuation.
- There is an order from Government Authorities to evacuate.

In a Level III Evacuation:

An announcement will be made or someone will come to classrooms or an announcement will be made.

We will leave the campus by bus or foot and authorized staff vehicles to go to an assigned evacuation site. Teachers will be told what bus to have their class board. There may be a need to have staff use their vehicles to transport students.

Teachers will take their staff notebooks, roll book, and student information sheets. They will keep students with them.

- Teachers will remain with their students and must take staff notebook with red/green cards, roll book, and student information sheets.

- Elective teachers (or teachers on planning), guidance personnel, custodians, cafeteria manager, and all other staff who do not have students to supervise, should report to the main office for instructions and duty assignments.
- No staff or students should attempt to contact anyone (parents, spouses, etc.) until directed to do so by the administration.
- Front office personnel, school nurse and Administrators will bring health cards, medications and emergency kits, and contact transportation etc. The Administrative Assistant will make all other necessary phone calls.
- Administrators will monitor movement and front office personnel will keep logs of which classes are on which buses. Parents will not be allowed to pick up students at the school.
- Once at the evacuation center, parents will be allowed to join their child and the child, depending on the circumstances and danger level, will be released to the parent after receiving the parent's signature. The child will NOT be released to anyone other than the parent/guardian on record.
- The Office Receptionist, the Administrative Assistant and the School Nurse will make follow-up calls to the parents with pertinent information.

SEVERE WEATHER INFORMATION

In the case of a severe weather emergency parents/guardians should listen to and/or watch the local news for information about closings. In the event of an early dismissal, parents/guardians are responsible for arranging alternative care for children before the day needed. In the event of severe weather during the school day, students will take cover in assigned areas in the school building and remain there until there is an all-clear signal. In order to keep phone lines free during severe weather, we ask that parents/guardians DO NOT call the school. If it is necessary to call for early dismissal as a result of inclement weather, the Head of School will notify the classroom teachers. The office staff will notify families via email and phone calls with information regarding time of dismissal.

Notification will also be available on local television and radio station. Children will be dismissed at the designated time and pick up procedures will be followed. No children will be dismissed to walk home and no student will be released with anyone unless they are on the individual's check-out list. In the event that evacuation from the school site is required, parents/guardians will be notified as to the site and the time to pick up.

ENROLLMENT POLICY

Bridges Preparatory School will recruit students in a manner that ensures equal access to the school and does not discriminate against students of a particular race, color, national origin, religion, or sex, or against students with disabilities. Furthermore, Bridges Preparatory School's Enrollment policy is designed to:

1. Meet the requirements of all South Carolina and federal statutes
2. Ensure equal access to the school, particularly for students with special needs and at-risk students, as well as all other students.

Eligibility

Students entering kindergarten must be five years of age on or before September 1 of the year they intend to enroll. First graders must be six years old by September 1 of the calendar year in which they intend to enroll. All other students must have successfully completed the previous grade level.

Enrollment Requirements

A copy of the student's state-issued birth certificate must be provided to the school at the time of enrollment. Hospital birth reports are not acceptable. If necessary, duplicate birth certificates can be obtained from local county health departments or the South Carolina Department of Health and Environmental Control, Vital Records and Public Health Statistics Division at 2600 Bull Street, Columbia, South Carolina, 29201 or from a similar agency in the state of the child's birth.

A valid South Carolina Certificate of Immunization must be presented for all students prior to their enrollment. Certificates of immunization can be obtained from the Beaufort County Health Department or from a private physician.

Schools may ask for a student's Social Security number. However, by federal law, schools cannot require that a Social Security number be provided. For a student who is transferring from another school or school district, a transfer/withdrawal form and a copy of the student's last report card should be provided to the school at the time of enrollment. Official transcripts are requested by mail and sent directly to the school. A hand-carried copy will not constitute an official transcript. In cases where a student's parents are divorced and/or legally separated, the court order granting custody must be presented to school personnel and issues addressed prior to enrollment. In addition, a step-parent is NOT to be listed on enrollment forms UNLESS he/she has legal responsibility for the student by an order of the court.

In the case of guardianship (not to be confused with parental custody), a copy of the court order establishing the guardianship must be approved by and filed with the school.

A correct "911" address MUST be provided at the time of enrollment. A post office box may be provided for mailing purposes only. A home address is required as well as a current home telephone number and daytime telephone numbers for emergency purposes. Parents are advised to notify the school immediately if their phone numbers change.

Open Enrollment

Pursuant to state charter law, BPS is required to follow an open enrollment process. Open enrollment will occur for a 4-5 week period during which time enrollment forms for students will be accepted for the following academic year. Following the open enrollment period, if the number of applicants exceeds the number of available openings, a lottery will be held in order to fill any vacancies in the grade level for which the student is applying. All applications that were submitted in a timely fashion during the Open Enrollment period will be included in the lottery. All students not placed at this time will be put on a wait list according to their position in the lottery for the grade level for which they are eligible. Vacancies will be filled in order of the wait list.

Currently Enrolled Students

Students currently enrolled in BPS will be automatically enrolled for the next academic year. Current students do not need to reapply on an annual basis. Students wishing to return the following academic year will be asked to complete an Intent to Return form during the month of February so that the school may prepare for the following year.

Sibling Preference

Siblings of currently enrolled students will have preference during the open enrollment period and will fill openings before any lottery is held. If there are no openings in a grade level and a sibling applies, that sibling will be placed at the top of the wait list.

Staff Preference

Children of staff members will have preference after siblings during the open enrollment period and will fill openings before any lottery is held. If there are no openings in a grade level and a child of a staff member applies, that student will be placed at the top of the staff member wait list.

Wait lists

Wait lists do not carry over from year to year. A student's position on the wait list is only valid for the grade level for which the student is eligible for that school year and will end after the 135th day of that school year. A student who is not placed prior to the 135th day, but who wishes to remain on the wait list, must reapply each open enrollment period.

Vacancies

Vacancies will be filled via the wait list. When a position becomes available, the first student on the wait list will be notified. The family will have 48 hours following notification to fill the vacancy. If the first family fails to respond or denies the open position within 48 hours, the next family on the wait list will be contacted. It is important that the school has all contact information for families that are on the wait list. When a vacancy occurs and a student accepts the opening, he/she will begin school once enrollment papers have been processed.

Registration

A student will not be formally registered to attend Bridges until all necessary registration forms have been completed.

Disenrollment/Withdrawal

A parent/guardian may unroll/withdraw a student from BPS at any time. Request for disenrollment must be made in writing and submitted to the Administrative Assistant. The withdrawal form, which can be obtained from the School's Administrative Assistant must also be completed and submitted. Bridges Preparatory School will not release records to another school unless a withdrawal form is submitted AND a request for records form signed by a parent/guardian is received from the student's new school.

FAMILY INFORMATION

It is essential that BPS maintains current home and emergency information for all students. Families were required to fill out an Emergency Information form when enrolling. It is also the responsibility of the family to update this information as needed. Please keep your information current regarding address changes, as well as changes in home phone number, work number, and emergency contacts. If there is confidential information regarding your child that the office should be aware of, please let us know as soon as possible. It is for the safety of your child that BPS be kept informed of any changes. BPS students will only be released to people listed on the Emergency Information Form, so please ensure that all information is up-to-date and inclusive. In most cases, when parents/guardians are divorced, both parents/guardians continue to have equal rights where their children are concerned. If any parent/guardian has a court order that limits the rights of the other parent/guardian in matters such as custody, records access, or visitation, please provide a copy to BPS. In the absence of a court order, BPS will provide the non-custodial parent/guardian with access to academic records and to other school related information regarding the child. A note stating that the other parent may have no contact will not suffice. Upon request, parent/guardian conferences will be scheduled for the non-custodial parent/guardian. Non-custodial parents/guardians who wish to receive school mailings and announcements are asked to contact BPS's office to provide the appropriate mailing information.

FIELD TRIPS

Bridges Preparatory School recognizes the importance of out-of-classroom experiences for students. As enrichment to the learning experience, teachers may plan field trips which have a specific goal and are clearly related to the curriculum.

Parents/guardians who are officially selected to be chaperones may count their hours on the field trip as volunteer hours.

Participating in field trips is a privilege. Students serve as representatives of BPS; therefore, they may be excluded from participation in any trip for reasons relating to behavior and/or conduct.

Students at BPS will participate in several educational walking field trips, which may consist of the Library and/or park, among other places. It is mandatory that we have a signed permission slip on file for each student before s/he is allowed to go on these trips.

A Field Trip Form will be sent home on the first day of school. Please complete and return. You will be notified before the event when your child will be participating in these field trips.

All field trips and enrichment activities should be a cooperative activity involving teachers, pupils, administrators and parents. Trips/activities should be carefully planned for timely implementation as part of the instructional, co-curricular, or extracurricular programs of the school. All Field trips will be completed by May 1st of each school year.

The HOS or other authorized school leader, with Board approval, has the responsibility of developing a field trip and enrichment activity manual. This handbook furnishes guidelines for field trips and enrichment activities, planning information, parental permission forms, solicitation letters, and approved categorized lists of recommended field trips/activities. The handbook is to be revised and approved annually when necessary.

Annual field trip plans for school day instructional trips should be developed by each teacher early in the school year and submitted to the HOS or other authorized school leader for approval.

Overnight - Out of State - International Trips

The Board of Directors must approve any and all field trips that are overnight, out-of-state or involve international travel.

Documentation

Appropriate parental permission forms must be received and kept on file for students to participate in any field trip.

Unauthorized Fieldtrips

Unless approved by the Administrator(s), trips organized by teachers in conjunction with parents or other non-school organizations to any destinations during holiday periods (for example, Summer, Thanksgiving, Winter Break, Spring Break) will not be recognized by the Governing Board as approved field trips. The Governing Board assumes no liability for such trips. The use of school staff during the regular work day, school facilities, and school supplies for planning such trips is prohibited. The recruitment of students for such trips, or communicating information related to such trips should not occur on school property.

Chaperone Duties and Responsibilities

Chaperones are required to disclose information pertaining to prior arrests or convictions, regardless of the amount of time that has passed, determination of guilt or innocence, or significance of the incident. Failure to disclose may result in restriction from attending the field trip and possible restriction from attending future school sponsored fieldtrips.

All chaperones are required to complete an initial background check (SCBI and FBI) prior to going on the field trip. Background checks must be completed through the county office of the [school system]. Each year, a local screening will be conducted, and every third year, a complete background check will be re-conducted. The cost for obtaining background checks shall be borne by the chaperone.

All students must ride in school provided transportation both to and from the fieldtrip and during transport during a fieldtrip to multiple locations. At no time will students ride in cars unless prior approval by administration is granted in writing.

BPS staff shall maintain a list of all chaperones and the students to which they are assigned. Chaperones are responsible specifically for supervision of these students; however, they also retain responsibility for general supervision and safety of all BPS students.

Adults observing behavior by students or other adults that is contrary to school policy or procedure shall immediately report the incident to a BPS staff member or administration.

BPS staff is responsible for taking roll of students prior to departure from any location, every time the group reconvenes, and periodically throughout the course of trip to ensure all students are present. School staff may not delegate this responsibility to a chaperone or any other person.

- The use of cell phones and texting should be for emergency use only when acting in a supervisory capacity.
- Chaperones should be strategically located on buses and at venues to ensure that students are adequately supervised at all times.
- Chaperones may not bring siblings of their child who is attending the trip.
- Chaperones may not leave the group or venue at any time during the course of a fieldtrip from departure from the school to arrival at the school after the trip. Chaperones and BPS staff are expected to participate in all activities planned as part of a field trip itinerary.
- Chaperones may not drink alcoholic beverages, utilize illegal substances, smoke or chew tobacco, or use profanity at any time during the course of a fieldtrip from departure from the school to arrival at the school after the trip.
- Chaperones should refrain from socializing with other chaperones or BPS staff while supervising students.
- Chaperones should ensure that all students remain seated on the bus and monitor student behavior on the bus. Students are expected to be quiet while in heavy traffic, when exiting/entering the interstate, or when crossing a railroad track.
- Students in grades K-6 should be escorted into and out of public bathrooms. At no time should any student, even a child of a chaperone, be left unattended in a bathroom.
- Students in grades K-6 should never be left unattended by an adult.
- Students should remain with their specific chaperone unless authorized by a BPS staff member.
- Students who become ill during the course of a field trip should be brought to a BPS staff member. Parents of the student should be promptly contacted by the [school] staff member. The School staff member and chaperone will work collaboratively to ensure the child is properly attended.
- All procedures and rules specific to a field trip shall be strictly adhered to by all parents, students, and BPS staff.
- Students will be accompanied by an adult when crossing streets. Children under the age of seven (7) should be escorted by the hand across streets.

Chaperones and BPS Staff should strictly enforce rules or procedures established as part of the BPS Discipline Code or those established by the venue.

Chaperones and BPS staff are expected to provide direct instruction and modeling of appropriate behavior and etiquette in certain venues (e.g., restaurants, museums, etc.)

Consequences

Failure to comply with all procedures and expectations may result in loss of chaperone privileges.

Staff members who do not follow the above procedures and expectations may be formally reprimanded, suspended without pay, or terminated.

FUNDRAISING, SOLICITATION/SALES

Fundraising enables BPS to serve our students and learning community. School-wide participation in fundraising is encouraged but never required. The Fundraising Committee has a variety of fundraising opportunities available on a personal and school-wide basis. No sale of articles, fundraising for, or promotion of outside organizations (not affiliated with BPS) is allowed in the School building, on the grounds or in school publications.

GIFTED AND TALENTED PROGRAMS

In accordance BPS's mission to "challenge and inspire learners by providing a rigorous, content-rich, classical education", we recognize the need to identify, encourage and challenge students who are gifted and talented in one or more ways to aid in developing their ability to reach their fullest potential. Services offered may vary by grade or single subject acceleration to extension projects for various units. If you feel that your child may fit this description, please contact his/her classroom teacher who will bring the issue to the Head of School.

BPS uses state criteria to identify academically gifted/talented students. We will willingly accept referrals from parents, students, and teachers through February of each year.

The purposes of the process are:

- To find students who display the characteristics of the gifted and talented. Students who meet eligibility requirements in at least two of the three dimensions are eligible for gifted and talented services.
- To assess the aptitudes, attributes and behaviors of each student.
- To evaluate each concerned student for the purposes of placement.

Eligibility Criteria

- Dimension A-Reasoning Abilities (Dimension of Academic Aptitude)
- At or above the 93rd national age percentile on verbal/linguistic, quantitative/mathematical, non-verbal, and/or a composite score.
- For aptitude scores alone, at or above the 96th percentile in grades 3-6.
- Dimension B-Achievement Test (Test of Academic Achievement)
- At or above the 94th percentile in reading comprehension and/or math concepts/problem solving or a score of advanced on the math or reading portions of the PASS test.
- Dimension C-Academic Performance (Performance Tests)
- Primary Verbal or nonverbal: 16 or higher for students entering grade three; 18 or higher for students entering grade four.
- Intermediate verbal: 16 or higher for students entering grade five; 18 or higher for students entering grade six.
- Intermediate nonverbal: 22 or higher for students entering grade five; 25 or higher for students entering grade six.

Other S.C. districts

Students who have been identified in another South Carolina public school district as gifted and talented as defined by the state of South Carolina may be placed in the Bridges Gifted and Talented Program upon receipt of their South Carolina Screening/Referral/Assessment Student Profile.

Other States

Students who have been identified as gifted and talented in another state must meet South Carolina criteria before they can be placed in BPS's gifted and talented program.

GRADING SCALES

Kindergarten and Grade One

The progress of students in reading/language arts, mathematics, integrated studies (science, social studies, health, research and technology), work, and behavior habits will be based on the South Carolina College and Career Readiness Standards.

Grade 2-3

Physical education, art, and music will be evaluated based on participation using the grading scale for each grade level as follows:

- S – Satisfactory
- N – Needs Time, Help, Practice

Grades 2 through 10

The state-defined numerical grading scale will be used on the report card.

- A 100-90 Excellent
- B 89-80 Above Average
- C 79- 70 Average
- D 69-60 Below Average
- F 59 & Below Failing
- I* Incomplete
-

HEALTH AND SAFETY

Parents/guardians should ensure that information on file is correct and complete (please include cell phone and pager numbers) to enable the school to reach you in case your child is hurt or ill.

HEAD LICE

Students must be picked up by a parent/guardian if BPS personnel suspect lice in his/her hair. Students MAY NOT return to BPS until treatment has been administered.

ILLNESS

Regular school attendance is expected. However, BPS follows SC-DHEC school exclusion policy; therefore, if a student is ill, he/she should not attend school. Please keep a student home in the morning if any of the following symptoms are present:

- a fever of 100 degrees or higher
- vomiting or diarrhea
- there is evidence of a severe head cold, persistent cough, or sore throat
- there is evidence of a suspicious rash or other contagious condition (i.e. pink eye, flu, head lice)
- *Students must be symptom free for 24 hours before returning to school.

The school must be notified if a student has a contagious condition such as, but not limited to, flu, chicken pox, head lice, or pink eye. Parents/guardians will be called and expected to pick-up their child when the preceding symptoms are present at school.

IMMUNIZATIONS

A record of current immunizations is required by law for all students within 30 days of enrollment at BPS. Failure to present this record will result in the student not being able to attend until the record is presented to the school.

A schedule of required immunizations can be obtained at the SC DHEC website as well as the Health Department or your health care provider. Our school nurse can also provide you with this information.

HALL PASS POLICY

Students who are not present in their designated classes during class time must have in their possession a valid hall pass. Teachers shall maintain a log of students who leave the room during class.

HOMEWORK POLICY

Homework is a fundamental part of our general academic program. It prepares students for high school and college, and for entry into the working world upon graduation. It also helps develop a strong work ethic and personal organizational skills. Homework's immediate educational purpose is:

- To reinforce skills and concepts learned in class
- To develop study skills and habits
- To practice skills and knowledge in ways not readily accomplished in the classroom
- To inform parents of what is being taught in the classroom

Homework assignments, in our opinion, should be minimal so as to provide time for extracurricular activities and family time together. A little homework can be expected Monday through Thursday of each week. No homework will be given on weekends.

In addition to regular homework assignments discussed above, we expect each child to read, or be read to, at least three times a week and preferably every day. The amount of reading homework varies for each grade. Teachers will inform students what is expected for their grade level. As cited in *A Nation at Risk*, "the single most important factor for determining whether children will go to college is being read

to as a child.” Going to college is not necessarily a destination point for all, but becoming a life-long learner probably should be, if one hopes to remain competitive throughout one’s lifetime.

We believe becoming a competent reader is critical to being a good student, and the first step to being able to explore the world. By making sure your child is reading at home, you are directly contributing to his/her education. By reading to your child and participating in this process as a parent, you encourage your child’s growth and strengthen family ties. By reading in front of your children, you model good habits and reinforce your expectations. **It should be noted that:** Beginning in the 2017-2018 school year and mandated by the South Carolina Department of Education, any third-grade student who is not on grade level in reading will be retained.

LUNCHES

We will have a choice of lunches this year. You may choose to send a lunch with your child or you may choose from a menu from Piggly Wiggly. A menu will be on the web for you to print out and send in with the proper amount of money, either check or cash. We do not keep money at school so we are not able to provide change. Please make sure the menu form is completed with name.

If a student forgets lunch, lunches must be brought to the front office for delivery to students. To keep classroom disruptions at a minimum, and maintain the security of the school, parents are not to enter the buildings to deliver forgotten or fast food lunches to students, unless they have previously signed in at the front office/receptionist AND intend to join the student for lunch.

THERE WILL BE NO FREE AND/OR REDUCED LUNCH AT BRIDGES THIS YEAR.

Bridges Preparatory School is committed to providing an environment that enhances the development of lifelong wellness practices and ensures that all students are fit, healthy and ready to learn. We recognize our responsibility in promoting healthy eating habits and fitness in students. We do this through our curriculum and by reminding the students the importance of eating healthy and nutritious meals and snacks during the school day. Therefore, we are recommending that the beverages that students drink on campus reflect our commitment to life-long wellness. We recommend that students drink low fat or non-fat milk, flavored or unflavored water, and/or 100% juice with no added sweeteners for lunch and snack. Due to individual dietary restrictions, students at BPS are not to share food or drink items with others.

BECAUSE OF THE RESEARCH OF THE HEALTH AND ACADEMIC BENEFITS OF KEEPING THE BRAIN AND BODY HYDRATED, STUDENTS WILL BE ALLOWED TO BRING A WATER BOTTLES TO SCHOOL, **FULL OF WATER ONLY**, EACH DAY TO SIP ON THROUGHOUT THE DAY. THE WATER BOTTLE WILL BE SENT HOME EACH DAY FOR CLEANING.

MAKE-UP WORK

A student who misses class work, homework assignments or other assignments with established due dates because of absences, whether excused or unexcused, must be allowed to make up the work. Arrangements for completing the work should be made within five school days of the student’s return to school. Arrangements should include a schedule for completion of the work. The student must initiate contact with the teacher and maintain responsibility for completing all work. Making up missed work when in school sponsored programs and events is required.

In all circumstances, homework and other assignments should be accepted, even when turned in after the designated due date. Credit for late work should be awarded according to the following guidelines:

- If a student was present in class on the due date, the work will be given less credit.
- The student may receive a maximum score of 80% if the assignment is turned in within one (1) school day.
- The student may receive a maximum of 50% credit if the assignment is turned in after one (1) school day.
- If the student was not present in class on the due date because of an excused or code zero absence, full credit shall be given for the work.
- If the assignment is turned in within 5 days of when the student returns to school, full credit should be awarded.
- If the assignment is turned in after five (5) school days of the student's return, the student may receive a maximum of 50% credit on the assignment.
- If the student was not present on the due date because of an unexcused absence, the work will be given less credit.
- If the assignment is turned in within five (5) school days, the student may receive a maximum of 80% credit on the assignment.
- Assignments turned in after five (5) school days may receive a maximum of 50% credit on the assignment.
- Late assignments will not be accepted after the respective quarter ends.
- Deadlines on these items are not flexible and must remain firm.

PARENT PARTICIPATION POLICY

Parent-Teacher Conferences

Parents are encouraged to meet regularly with teachers and support staff. Teachers have greater success with their students when parents are actively involved with them and when parents are supportive of the teachers' efforts. A parent-teacher conference is an opportunity for a child's parent/guardian and teacher to discuss how the child can achieve the best possible education.

BPS has several parent conference times scheduled throughout the year. Parents who wish to talk with the teacher at other times are asked to schedule a conference. Because teachers have duties before and after school, conferences should be arranged in advance.

Parent Concerns

Parents want the best for their children. Bridges Preparatory School wants the same. If parents have concerns, suggestions, or complaints, we encourage them to contact us. Parents should always seek to resolve school-related complaints. The first contact should be made with the teacher. If the issue is not resolved, contact the Head of School.

PLEDGE OF ALLEGIANCE

The BPS board recognizes the need to display an appropriate United States flag and to provide instruction to students in the proper etiquette, display, and respect of the flag. Students will be instructed in the proper etiquette toward, correct display of, and respect for the flag, and in patriotic

exercises. The purpose of this policy is to provide for recitation of the Pledge of Allegiance and instruction at BPS to help further that end. Students at BPS shall recite the Pledge of Allegiance to the flag of the United States of America each day. Anyone who does not wish to participate in reciting the Pledge of Allegiance for any personal reasons may elect not to do so. Students and BPS personnel must respect another person's right to make that choice.

Progress/Mid-Term Reports and Report Cards

BPS students will receive weekly updates. Mid-Term Reports are sent home halfway through each quarter for students in grades 2-10. Student Report Cards are completed at the end of each quarter. They will be sent home with students, or may be picked up during scheduled parent conference times.

Final Report Cards for all grades will be issued on the last day of school. Any outstanding fees due to the school will be required to be paid before the final report card is released.

RECESS

Recess is scheduled each day for additional physical activity. Recess will be held outside, weather permitting (to be determined by the Head of School). Unless excused, students are expected to participate in recess on a daily basis. Upon written request by a parent/guardian, a student will be allowed to stay indoors during recess and will be placed in another class during the scheduled time. If the request extends beyond one day, the parent/guardian must provide written authorization from the student's physician or health care provider.

Extenuating circumstances should be discussed with the Head of School.

Students will be expected to follow these recess and playground procedures:

- All children are expected to play outside unless the weather is extremely hot or cold, it is raining or drizzling steadily, and/or there is a severe storm watch or hail. Students will also be permitted to stay inside if they have a note excusing them from recess.
- If a child has a note excusing him/her from recess, the child will sit quietly and read in a class under the supervision of a partner teacher.
- If it is determined that it is necessary to hold recess indoors, students will go to the assigned rooms and will be allowed to read, do homework, draw or play board games. During indoor recess, students are expected to behave properly and use normal conversational voices.
- Students must follow and respect the supervisor's (Teacher and/or Playground Volunteer) direction at all times.
- Students must remain within the boundaries of the playground at all times.
- Students are expected to use appropriate language.
- Tackle football, rough play, grabbing, fighting, pushing, shoving or any form of martial arts is not permitted.
- Bikes, skateboards, scooters, or rollerblades are not permitted.
- Climbing any object (e.g. fence or walls), other than regulation playground apparatus is not permitted.
- Throwing objects such as snowballs, sand, rocks, stick, or dirt is strictly prohibited.

- Children should not be excluded from playing a game, even when a group of peers deny their participation. The Teacher or Playground Volunteer should intercede and encourage all children to play together.
- Students are expected to use playground equipment safely and for its intended purpose.
- When the Teacher or Playground Volunteer signals the end of recess, all students must line up to enter the building.

SCHOOL NURSE

BPS is fortunate to have two full time Nurses. The school nurse operates the school's health room. The nurse administers minor first aid for illnesses and injuries occurring at school and maintains a record on each child. However, students should be kept at home when they are sick, have a fever, or have undiagnosed rashes. A child should be fever-free for 24 hours before returning to school. Parents, please make sure your children know that if they are not feeling well they should get a pass to see a nurse. The nurses will contact parents to discuss whether or not a child should go home. Students should not call home asking a parent to pick them up before they have seen a nurse.

If you have a kindergartner, 1st grader or 2nd grader, your child's teacher or the front desk personal at Celadon will contact parents when children are not feeling well. They will also contact one of our nurses if necessary.

Other duties of the school nurse are as follows:

- identify health problems that interfere with learning and assist families and schools to resolve them;
- work with students who have chronic illnesses to help them benefit from their education;
- monitor the administration of medications;
- assist with checking permanent records for complete medical records;
- conduct health-related screenings as needed; and
- provide health promotion activities as needed.

Services for Students with Special Health Care Needs

Many health care services can be provided for students to keep them at school where they can learn and participate with other students. Our goal is to provide information to parents and legal guardians about some of the services and programs available for addressing the health care needs of students during the school day to help students succeed in school. It is important that the necessary health care information is shared with the appropriate people to make sure that the students' needs are met throughout the school day.

Individual Health Care Plans or Individual Health Plans (IHPs)

Individual health care plans are also called individual health plans or IHPs. School nurses who are registered nurses write IHPs, when needed by students with chronic health needs, to guide how a student's health care needs will be met while at school. The nurse works with the student, the student's parents or legal guardians, the student's health care provider, and another school staff to write the plan. IHPs are written for students who have special health care needs that must be met by school staff

during the school day. IHPs are also written for students who have been approved by the school district to self-medicate or self-monitor.

SECTION 504 OF THE REHABILITATION ACT OF 1973 (SECTION 504)

To be eligible for services under Section 504, a student must have a condition that substantially limits one or more major life activities. A school decides if a student is eligible. The team should include the student's parent or legal guardian, the student (if able), and others who know the student or know about the student's disability, such as a teacher, a guidance counselor, a school nurse, and another school staff. If the student is eligible, the team develops an individual accommodation plan. The individual accommodation plan explains how the student's needs will be met while at school and may include health services for the student during the school day if needed. To learn more about Section 504, contact the 504 Coordinator.

HARASSMENT AND SEXUAL HARASSMENT

General Statement of Policy

Bridges Preparatory School is committed to safeguarding the rights of all students, employees and third parties within the school system, on school campuses, at school events, and on school buses to learn and work in an environment that is free from all forms of harassment and/or sexual harassment.

It is the policy of Bridges Preparatory School to maintain a learning and working environment that is free from harassment of any type. The Board prohibits any form of sexual harassment or harassment based upon age, religion, disability, color, and/or race/national origin. All persons are required to make a conscientious effort to fully consider and understand the nature and basis of a harassment or asexual harassment complaint. It will be a violation of this policy for any student, teacher, administrator, or other school personnel of Bridges Preparatory School to harass or sexually harass a student, teacher, administrator or other school personnel through conduct or communication of any form as defined by this policy. The school system will act to promptly investigate all complaints and to promptly and appropriately discipline any student or school personnel who is found to have violated this policy, and /or take other appropriate action reasonably calculated to end the harassment or sexual harassment. For the purpose of this policy, school personnel include school board members, employees of Bridges Preparatory School, agents, volunteers, contractors, chaperones, or persons subject to the supervision and control of Bridges Preparatory School.

Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and section 504 of the Rehabilitation act of 1973 require school districts to have officially adopted policy statements of nondiscrimination based on sex, disability, sexual orientation, national origin and race.

Harassment Defined and Prohibited

It is the policy of Bridges Preparatory School Board of Trustees not to discriminate based on sex, race, national origin, color, creed, religion, age, marital status or disability in its educational programs, activities, or employment policies as required by the referenced federal and state statutes. Any student or school personnel shall be punished for infractions of the policy under the following conditions.

The harassing conduct is sufficiently severe, persistent, or pervasive that it affects the ability of the student or school personnel to participate in or benefit from the educational program or activity of the work environment and/or creates an intimidating, threatening or abusive environment.

The harassing conduct has the purpose or effect of substantially or unreasonably interfering with an individual's academic or work performance.

Harassment may include, but is not limited to:

- Graffiti, notes, or cartoons containing discriminatory language;
- Name calling, jokes, or rumors;
- Negative stereotypes and hostile acts that are based upon a person's sex, race, national origin, color, creed, religion, age, sexual orientation, marital status, or disability;
- Written or graphic material containing discriminatory comments or stereotypes that is posted or circulated and which is aimed at degrading individuals or members of protected classes;
- Threatening or intimidating conduct directed at another because of the other's race, national origin, color, creed, religion, age, sexual orientation, marital status, or disability;
- A physical act of aggression or assault, or other acts of aggressive conduct, upon another because of, or in a manner reasonably related to, an individual's race, nation origin, color, creed, religion, age, sexual orientation, marital status, or disability
- Texting, Emailing, Social Networking

Sexual Harassment Defined and Prohibited

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact, or other verbal or physical conduct or communication of a sexual nature when:

Submission to that conduct or communication is made a term or condition, either explicitly or implicitly, or obtaining or retaining employment or of obtaining an education; or

Submission to or rejection of the conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education; or

That conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or education, or creating an intimidating, hostile or offensive employment or education environment. Any sexual harassment as defined when perpetrated on any student or employee will be treated as sexual harassment under this policy.

Sexual harassment may include, but is not limited to:

- Sexual advances;
- Verbal harassment or abuse;
- Subtle pressure for sexual activity;
- Touching of a sexual nature, including inappropriate patting or pinching;
- Intentional brushing against a student or employee's body;
- Demanding sexual favors accompanied by implied or overt threats concerning an individual's employment or educational status;

- Demanding sexual favors, especially when accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or educational status;
- Graffiti of a sexual nature;
- Displaying or distributing sexually explicit drawings, pictures or other written materials, including making and playing sexually explicit audio/video tapes;
- Sexual gestures, including touching oneself sexually or talking about one's sexual activities in front of others;
- Sexual or "dirty" jokes; or
- Spreading rumors about or rating other students as to sexual activity or performance.

Reporting Procedures

Any person who believes he/she has been the victim of harassment or sexual harassment as defined in Section II and III of this policy by a student or school personnel, or any third person with knowledge or belief of conduct which may constitute harassment or sexual harassment should report the alleged act(s) immediately to the appropriate school system official as designed by this policy. The Board encourages the reporting party or complainant to use the report form available from the Head of School. The Head of School is the person responsible for receiving oral or written reports of harassment or sexual harassment at the school level. Upon receipt of a report, the Head of School must notify the Board Chairman or designee immediately.

A written report will be forwarded to the Board Chairman. Failure to forward any harassment or sexual harassment report or complaint as provided herein will result in disciplinary action. If the complaint involves the Head of School, the complaint shall be filed directly with the Board Chairman.

Submission of a complaint or report of harassment or sexual harassment will not affect the reporting individual's future employment, grades, or work assignment. The school will respect the confidentiality of the complainant and the individual(s) against whom the complaint is filed as much as possible, consistent with the school system's legal obligations and the necessity to investigate allegations of harassment and take disciplinary action when the conduct has occurred.

Investigation and Recommendation

By Board authority, the Head of School upon receipt of a report or complaint alleging harassment or sexual harassment, shall immediately authorize an investigation. This investigation shall be conducted by the school system official or by a third-party designee as designated by the SCPCSD Superintendent. The party making the investigation shall provide a written report of the status of the investigation as soon as possible to the Head of School.

In determining whether alleged conduct constitutes harassment or sexual harassment, the surrounding circumstances, the nature of the sexual advances, the alleged relationships between parties involved and the context in which the alleged incidents occurred should be considered.

The investigation will consist of, but not be limited to, personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation shall also consist of any other methods and documents deemed pertinent by the investigator.

In addition, the Head of School shall take immediate steps to protect the complainant, students and employees pending completion of an investigation of alleged harassment or sexual harassment.

Action

Upon receipt of a recommendation that the complaint is valid, the Head of School, along with the Board Chairman and SCPCSD Superintendent, shall take such action as appropriate based on the result of the investigation.

The Head of School shall report the result of the investigation of each complaint filed under these procedures in writing to the complainant. The report shall document any disciplinary action taken as a result of the complaint.

The Head of School shall take other steps as are necessary to prevent reoccurrence of the harassment.

Reprisal

The Head of School shall discipline any individual who retaliates against any person who reports alleged incidents of harassment or sexual harassment or who retaliates against any person who testifies, assists or participates in an investigation, proceeding or hearing relating to a harassment or sexual harassment complaint.

Right to Alternative Complaint Procedures

These procedures do not deny the right of any individual to pursue other avenues of recourse that may be available under state and/or federal law.

False accusations of harassment or sexual harassment (as defined in Sections II and II of this policy) can have a serious detrimental effect on innocent parties. Any person, who knowingly and intentionally makes false accusations for any reason that would be contrary to the spirit and intent of this policy, shall be subject to immediate and appropriate disciplinary action.

Under certain circumstances, sexual harassment may constitute sexual abuse as defined under South Carolina Law. In such situations, the school system shall comply with South Carolina Law regarding the reporting of suspected abuse to appropriate authorities.

Policy Distribution

A copy of the foregoing policy and reporting procedure shall be published in the Board's Policy Manual, shall be included in each student handbook published by the school, and shall be posted in a conspicuous place in each school building. Postings of the policy shall include the name(s) of the person(s) to whom reports should be directed.

Staff development and student education will be provided by the school annually.

SURVEILLANCE CAMERAS

BPS believes that safeguarding the welfare of its students, employees and visitors and deterring acts of violence, harassment, vandalism or theft are of the utmost importance. In order to enhance the safety and security of students, employees and visitors, Bridges has installed surveillance cameras at designated areas at all school locations. The school plans to use the footage from these cameras to

deter individuals from violating school rules and to assist in the identification of individuals who engage in these actions.

BPS respects the privacy of all individuals who enter school property and believes that this policy will balance that privacy concern against safety needs of students, staff and visitors. Images obtained through surveillance monitoring or recording will be retained a minimum of 30 days by the school, unless such images have historical value, or are being used for an investigation of a particular incident or as part of a potential claim against the school. Only individuals with a legitimate educational or law enforcement-related interest will have access to surveillance camera footage. BPS does not consider surveillance camera footage to be directory information under the Family Educational Rights and Privacy Act. BPS considers surveillance video footage to be a part of the educational record of the students who are the main focus of the video. The footage is not part of the educational record of students in the background or those who do not play a central role in the action being reviewed. BPS retains the discretion to deny any person the right to watch a video. Any person who tampers with or destroys a video surveillance camera, equipment or any part of the video surveillance system may be disciplined in accordance with board policy and/or applicable state, federal or local law. Any employee who violates the terms of this policy or otherwise misuses a video camera will be subject to disciplinary action, up to and including discharge. Any student who violates the terms of this policy or otherwise misuses a video camera will be subject to disciplinary action in accordance with the school's behavior code. The only personnel with access to security for school on their telephones will be the HOS, Principals, or Board Chair. Violations of the laws of the United States or the state of South Carolina may also be subject to criminal prosecution.

TEXTBOOK USE AND MATERIALS POLICY

Textbooks are provided free to use by the state. Students are responsible for the care of textbooks assigned to them and will be responsible for the payment for replacement of any textbook issued to the student which has been lost or damaged.

Replacement of Other Materials

If a student loses or damages district-owned or school-owned materials such as library books, classroom books, calculators, etc., the student will be responsible for paying the replacement cost of the item.

TOBACCO-FREE FACILITIES/POSSESSION & USE OF TOBACCO

All persons -- students, faculty/staff members, administrators, visitors or patrons -- are prohibited from using tobacco products in any BPS building or vehicle or on any school grounds. This "tobacco-free" designation applies not only to normal school/office hours but also to any extracurricular, before or after school, or any unscheduled activity or event. Students are not permitted to use, possess or transfer tobacco products or tobacco paraphernalia while on school grounds, in the school buildings, on buses, or during any other time that students are under the direct administrative/jurisdiction of the school whether on or off the school grounds

TRANSFER OF RECORDS

Students who are transferring to another school must be checked out of the current school by the Registrar. The Registrar will complete proper records and make arrangements for the transfer. Please

notify the Registrar one week in advance of the transfer to allow for sufficient time to prepare transfer documents.

VISITING AND VOLUNTEERING

BPS encourages visitors to our school. To keep students and staff safe, BPS requires each visitor, volunteer, and vendor to enter through the school's office, show his/her picture ID, and sign into the school using our school identity system. Prior to entering the hallways, each visitor will receive a badge to wear while in our schools. The badge must be visible at all times. Each visitor is also asked to return to the main office and sign out before leaving. By using these standardized procedures, school personnel know at all times who is on campus and the purpose of the visits, thereby enhancing safety of our schools.

Parents are always welcome but are required to make an appointment to see a teacher or the Head of School during the school day. Parents, volunteers, or other visitors to the school are not to interfere with the supervisory or instructional responsibilities of the teachers.

Friends of students or students from other schools are not allowed to visit the school during the school day unless approved by the Head of School at or before checking in at the main office. Visitors on campus who do not check in at the main office will be considered as trespassing. The administration is empowered to take appropriate action against non-students who invade the building, grounds or other school property. Such action will include, but not limited to, the right to call in the authorities, if necessary.

We encourage each family to volunteer 10 hours in our schools. Volunteers work in cooperation with schools to help meet the needs of the children and the school staff and to represent the community in fulfilling its responsibility to the schools beyond merely tax support. By supplementing and complementing the work of the classroom teacher, volunteers make a difference for many people—the child, the family, the teacher, and the entire community. Volunteers give students a chance to see parents and other interested citizens involved in school activities in a helping relationship.

BPS checks all volunteers through the National Sex Offenders' Registry. We also require an annual background check through the South Carolina Law Enforcement Division (SLED) for all persons who chaperone students on field trips or who work directly with students in the school. The chaperone/volunteer will be required to pay \$8 for his/her check. Checks should be made payable to the school. Volunteers who need background checks should arrange to have them completed early in the year. Background checks must be requested and paid for two weeks before the date of any field trip.

Training of Volunteers

Each volunteer who will have direct contact with students must complete a BPS Volunteer Application and receive initial training. Initial training will address blood borne pathogens, sexual harassment, and volunteer procedures. These trainings will be scheduled monthly.

Individuals who volunteer as test monitors only are required to complete a BPS Volunteer Application but are not required to attend a training session, except training as a testing monitor.

We protect all people's privacy rights, so photographing, recording, or videotaping anyone at school without their explicit consent is not permitted.

PARKING PERMISSION AND RULES

Parents/Guardians:

If you have a student who has a **valid driver's** license and wishes to park in the school's designated area, you must complete this parking permission form. Parking in non-designated area off school property is subject to local parking rules.

NO STUDENT MAY PARK AT SCHOOL UNLESS THIS FORM IS COMPLETED AND APPROVED BY THE HEAD OF SCHOOL/DESIGNEE

Name of Student _____ Year of Graduation _____

Vehicle Make _____ Vehicle Model _____

Vehicle License Plate # _____ Vehicle Color _____

Parking Expectations:

Parking in a school designated area is a privilege. You are welcome to park in a designated area if you follow the rules, drive safely, and do not jeopardize your safety or the safety of others. Rule violations may lead to immediate suspension of your parking privilege. In addition, chronic misbehavior at school may lead to the revocation of your parking privilege. **Do no drive to school until the HOS has approved your application**

Parking Rules:

1. Drive to and from school following all road rules. Excessive speed, texting, or callous disregard for your safety or the safety of others are grounds for immediate loss of your parking privilege.
2. Only park in the designated student parking area. If you park in a non-student area, you may forfeit your parking privilege.
3. You may not go to your car at any time once you are in school. If you need to get something from your car, you must get administrative approval.
4. Once you get to school, do not "loiter" or "hang out" in your car. Report directly to school.
5. Do not leave the designated student parking area until directed to do so by school personnel.
6. The Bridges Parking Sticker must be displayed (dashboard or rearview mirror) at all times when parking on school grounds

Bridges Preparatory School assumes no responsibility for vehicles or the contents of vehicles parked in designated areas. Students are encouraged lock their cars and to report damages to their vehicles or theft of items in their vehicles to their insurance companies and the local police. By signing this form, we verify that we have read, understand, and will comply with the Bridges Preparatory School's Parking Expectations and Rules. **NOTE: Bridges reserves the right to restrict parking based on spaces available, and students may be required to pay a parking fee.**

Print Name of Parent/Guardian _____ Print Name of Student _____

Signature of Parent/Guardian _____ Date _____ Signature of Student _____

Parking Request _____ Approved _____ Not Approved (if not approved reason will be given)

ADMINISTRATOR _____

PARENT / STUDENT SIGNATURE OF UNDERSTANDING AND ACKNOWLEDGEMENT

(Please print this page, sign and return to the front office.)

I acknowledge that I have read, understand, and will comply with the Bridges Preparatory School Handbook policies and procedures and will seek clarification from the school administration should I have any questions or need further explanation. I also acknowledge that I have read and understand the BPS Electronic Use policy and will help my student adhere to it in full.

Parent Name (Print)

Parent Signature

Date

Student Name (Print)

Student Signature

Date

OPT-OUT FOR MEDIA & DIRECTORY INFORMATION

2017-2018

Bridges Preparatory School has designated directory information as the following information related to a student: the student's name, address, telephone number, photograph, date and place of birth, major field of study, participation in activities and sports, weight, and height of members of athletic teams, dates of attendance, awards received, and the most recent school attended.

Directory information can be released by BPS to any person or outside organization without written consent from a parent/guardian, but a parent has the right to prevent the disclosure of directory information.

A parent who chooses to prevent release of directory information must return this form to the student's Head of School within fifteen (15) days of receiving this handbook.

By my signature below, I do not consent to any directory information about my child being released to any outside organization, including but not limited to, military recruiters, media outlets and yearbook companies. By my signature below, I understand that information about and pictures of my child will not appear in newspaper articles, on television, in radio broadcasts, on displays, on the school and district websites, or in school and district promotional pieces, including but not limited to honor roll lists, yearbooks, newsletters, brochures, or fliers.

Student's Full Name: _____

Student's Date of Birth: _____

Parent/Guardian's Full Name: _____

Parent/Guardian's Signature

Date