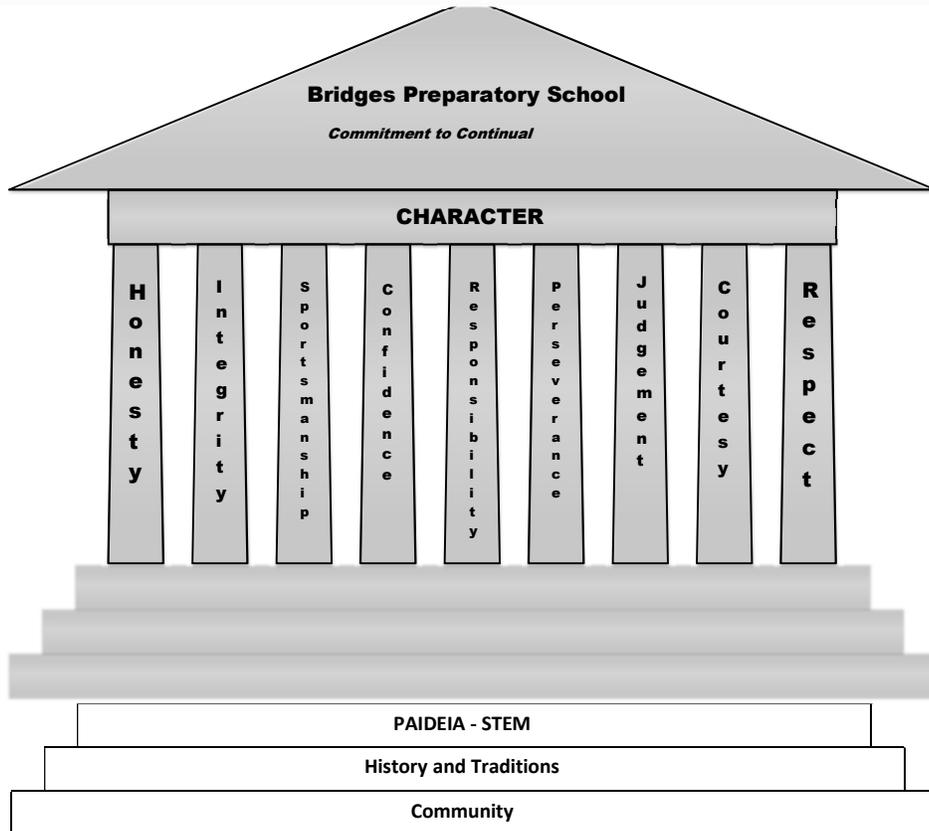


Bridges Preparatory

School 2019-2020

Family Handbook





Dear Bridges Parents and Students:

On behalf of the faculty of Bridges Preparatory School, we would like to welcome you back to the 2019-2020 school year. For our families that are new to Bridges, we welcome you to our Buccaneer family. I hope you all had a wonderful and relaxing summer and are looking forward to an outstanding year. The BPS administrative team has been working hard over the summer to create an educational experience that will be engaging and memorable for each of our students this school year. This summer, many of our staff have participated in trainings and workshops that will bring an exciting approach to whole-child development and servicing our students socially, emotionally, and academically. We have also been busy hiring new staff, enhancing our facilities, as well as watching the progress of our long-awaited new home.

Our mission 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. We have a top-rate staff that truly cares about every child that walks through our doors and want to give each child the best education possible, ensuring our mission is instilled in our daily practices. As Head of School, my goal is to create a culture where all stakeholders feel valued and have the opportunity to engage in a memorable educational experience. I will serve as your liaison for the day-to-day operations of the school, as well as curriculum and instruction. We have a policy-governing Board that is responsible for all policies, as well as ensuring financing, facilities, and structures are aligned to our mission. I am confident that each family will enjoy an outstanding educational experience this school year!

Our Charter is founded on the 12 Principles of Paideia with a focus on S.T.E.M. education to prepare our students for college and career readiness upon graduation. With an emphasis on authentic, project-based learning, students apply their knowledge and skills to tackle real world problems by preparing them to compete in an ever-changing global society. In *the Paideia Proposal*, Mortimer Adler presented an idealistic and egalitarian vision of education. He wrote: *"Here then are the three common callings to which all our children are destined: to earn a living in an intelligent and responsible fashion, to function as intelligent and responsible citizens, and to make both of these things serve the purpose of leading intelligent and responsible lives—to enjoy as fully as possible all the goods that make a human life as good as it can be."*

Further supporting our Mission and Vision, Bridges' students can participate in a variety of year-round sports, clubs, and curriculum supported field trips and activities. Students develop intrinsic understandings about interpersonal skills through its embedded approach to character education.

One of the elements that make our school successful is the support of our parents and stakeholders. One such group is the Bridges Parent Teacher Organization (PTO). The PTO is made up of parents, grandparents, teachers and community members who give tirelessly for the support of our students. 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. Their information can be found on our school webpage, and they can be reached at PTOvolunteers@bridgesprep.org. *"Many hands make light work!"* I look forward to the new school year and all the celebrations it will bring. I look forward to seeing you all soon!

Together We Are.....Bucs!

Mr. Gary S. McCulloch, 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 and career readiness, while ensuring their ability to be productive citizens, serving community and readily competing in the ever-changing global society.

NON-DISCRIMINATION POLICY

Bridges Preparatory School (BPS) 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, innuendos, hostile treatment, violence or other verbal or physical conduct against a student or employee will NOT be tolerated.

All students, employees and volunteers will be treated with respect. BPS 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 (BPS), 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 website

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, 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 the 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 (BPS) to maintain the privacy of protected health information and to provide individuals with notice of BPS'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 BPS in its role as an employer. Therefore, BPS 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	David Gault	dgault@bridgesprep.org
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Exceptional Teacher 7-8	Taylor Hunt	thunt@bridgesprep.org
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Paraprofessional	Jessica Vassil	jvassil@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 its 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 and 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 his/her learning, including checking my child's homework as pertaining to certain grades, 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 at BPS, 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 its 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 its 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, parents/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 (BPS) 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, as well as a Responsive Classroom approach to engage students in social, emotional, and academic development. Each student has the opportunity to explore, investigate, and learn skills that they will use throughout their lives.

When your children are at BPS, they are part of a family, where academic decisions are made with the whole child in mind. Being in a safe, caring, and friendly environment is the goal of every student and faculty member. At BPS, we believe that when we all work together toward a common goal of creating memorable educational experiences, we will foster an environment where all students develop a sense of agency to act upon the world.

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 nurse's office of your building. Accidents occurring during school-sponsored activities will be reported as soon as possible. A first aid kit is kept on each campus in the nurse's office. Except for minor injuries, the office staff, 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 their original prescription bottles 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 his/her 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 a permission form 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 it 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 concerns of which he or she and the staff should be aware.

Parents should help their students be aware of 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 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; therefore it is important to know that our school is an Allergy Aware school: A place that children with food allergies (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 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.

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 for BPS Board of Directors, including all committees and subcommittees; its employees; the student's family, or any third party acting on behalf of the student or the student's family or otherwise, as a result of exposure to an allergen.

ATTENDANCE POLICIES AND ABSENCE REPORTING PROCEDURES

Student achievement begins with regular attendance. Being in class is an essential part of student learning and progress. Learning at BPS involves active engagement, working together, student-centered research, and completing projects. As a result, students who do not attend class regularly put themselves at academic risk. Parents should consider the importance of attendance when planning family and other activities that may take a child from school.

Attendance Requirements for Promotion and/or Credit

The school consists of 180 days. To receive credit, high school students must attend at least 85 days of each 90 – day semester course and at least 170 days of each 180-day course, as well as meet all minimum requirements for each course. Absences in high school are accrued by course.

In order to receive a high school credit after the 10th unlawful absence, seat-time recovery is required for every subsequent absence that is unlawful. (Note – The 10 day absence limit applies to each 180-day course and should be considered 5 days for each 90-day course.)

Any student who missed school must present a written excuse, signed by his/her parent or guardian or a healthcare professional for all absences within three days of the student's return to school. The written excuse to school includes the reason for and the date of the absence. If a student fails to bring a valid written excuse to school, his/her absence will be recorded as unlawful. The criteria below will be used to determine if an absence is lawful or unlawful.

Parents/guardians have the responsibility to ensure that all school-age children in their care are in school and on time every day. Students have the responsibility to be on time and attend all classes. Students are expected to attend school for the scheduled 180 instructional days.

Students who do not meet these attendance requirements will not receive credit. Seat-time make-up for grades 8 - 12 will be made available as scheduled by the administration for a fee.

Lawful absences are defined below:

- *Absences caused by a student's illness and whose attendance in school would endanger his or her health or the health of others. These absences must be verified by a physician statement within three days of the student's return to school (Absences for chronic or extended illness will be approved only when verified by a physician's statement for that particular date.)*
- *Absence due to an illness or death in the student's immediate family verified by a statement from a parent within three days of the student's return to school*
- *Absences due to a recognized religious holiday of the student's faith when approved in advance. Such requests must be made to the administration in writing*
- *Absences due to activities that are approved in advance by the administration. This would include absences for extreme hardships, including parental military deployment*

Unlawful absences are defined below:

- *Absences of a student without the knowledge of his or her parents (including class "cuts")*
- *Absences of a student without acceptable cause with the knowledge of his or her parents*
- *Suspension is not to be counted as an unlawful absence for truancy purposes.*

College Tours

Absences for high school juniors and seniors may be lawful for the purpose of visiting college campuses.

When applying for college visits, students must adhere to the following:

- Requests for approval of absences for college visits must be submitted in writing by a parent at least one week in advance of the scheduled visit.
- Approval will be granted for no more than two visits per school year.

- Each request should specify the duration of the visit and travel time, which may be approved at the discretion of administration.
- Absences approved for college visits will be lawful absences and students will be allowed to make up classroom work.

Chronic Absenteeism

As defined by the Office of Civil Rights (OCR), chronically absent students are those absent 10 or more school days during the school year. According to the OCR, an absent student is one who misses 50 percent of the instructional day for any reason and regardless of whether the absence is excused or unexcused. In other words, students who are absent for any reason – including suspension, illness, and death in the family – AND miss 10 percent or more of the school year will be considered chronically absent.

Documentation of Absences

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. Excuses must be submitted to the Front Desk Manager of your student’s campus. 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 a daytime telephone number for home or work.
- Habitual absences will be reported to the appropriate agencies as mandated by the South Carolina Department of Education.

Tardy Policy

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. Any student who is not present in first period is considered late to school and is subject to the penalties for tardiness as mentioned in this handbook. Students reporting to school after their grade level start time, must report directly to the attendance office in order to be admitted to class. Any student that is more than 45 minutes late to class shall be counted absent for attendance credit purposes. 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.

High School Tardy Policy

The following attendance rules for tardiness to school are effective immediately for high school students:

- 3 times late to school or class = Warning/parent Contact
- 4 times late to school or class = Parent conference
- 5 - 7 times late to school or class = Lunch detention with parent contact
- 8 - 9 times late to school or class = Saturday school and parent contact
- 10 or more times late to school or class = 1 day Suspension/Letter of Probation

- Students with excessive absenteeism and/or tardiness will be recommended for return to their zoned schools.**

Middle School Tardy Policy

The following attendance rules for tardiness to school are effective immediately for middle school students:

- 3 times late to school or class = Warning/parent Contact
- 4 times late to school or class = Parent conference
- 5 - 7 times late to school or class = Lunch detention with parent contact
- 8 - 9 times late to school or class = Saturday school and parent contact
- 10 or more times late to school or class = 1 day Suspension/Letter of Probation
- Students with excessive absenteeism and/or tardiness will be recommended for return to their zoned schools**

Seat time recovery

The objective of seat time recovery (STR) is to allow students who are *currently passing a course or just below passing* and have more than the maximum number of absences the opportunity to recover class hours by attending STR. STR will enable participants to make up the hours required to receive credit for a course.

When a student is required to complete seat time due to absences, Bridges will offer make-up sessions at our Port Royal campus. These sessions will be held on published Saturdays and each class that is made up through seat time will be 90 minutes long. If you must make up seat time, the cost is \$10.00 per class with a cap of \$50.00.

During STR, students will not be permitted to utilize their cell phones or listen to music. This time is designated to make up school work.

Early Dismissals

When students sign out early on an ongoing basis, their academic performance may be negatively impacted. BPS strongly encourages parents/guardians to ensure their student is in school for the full school day every day.

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. ***Early dismissal notes must be taken to the main office before classes begin in the morning.*** A written note must contain the student's full name, the reason for dismissal a signature of the parent/guardian, and a parent/guardian contact number as well as the name of the adult who is picking up the student. ***No early dismissal will be granted by telephone. All requests for early dismissals must be in writing. No early dismissals will be approved 30 minutes before your student's grade level dismissal time.*** 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, must provide proper identification and be listed on the authorization list.

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.

Students are not to leave school grounds without permission from the attendance office. All early dismissals are classified as either lawful or unlawful absences. Time missed because of missing more than 45 minutes in a block period shall be counted absent. The following are classified as lawfully excused dismissals:

- Medical appointments with doctor's statement
- Illness of student, as verified by school personnel (nurse) and contact established with the parent
- Illness in immediate family, as verified by a parent or health care professional
- Death in immediate family
- Dismissal which comply with the SC Attendance Law and confirmed with the administration

Late Pick-Ups

Students are required to leave campus at dismissal. Students who are consistently picked up late (30 minutes after dismissal) will be addressed on a case by case basis. Parents/guardians should enroll their student in their zoned public school where reliable transportation is provided should late pick-up become habitual.

SC Compulsory Attendance Law

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." BPS complies with all compulsory attendance laws as written by the State of SC.

Truancy Policy

Truant: A child, at least 6 but not yet 17 years old, who has accumulated three consecutive unlawful absences or a total of five unlawful absences.

Habitual Truant: A child, at least 12 but not yet 17 years old, who (1) fails to comply with the intervention plan developed by the school, the child, and the parents or guardians, and (2) accumulates two or more additional unlawful absences.

Chronic Truant: A child, at least 12 but not yet 17 years old, who (1) has been through the school intervention process; (2) has reached the level of a habitual truant and has been referred to family court and placed under an order to attend school; and (3) continues to accumulate unlawful absences.

Truancy Intervention Procedures

1. School personnel will communicate any attendance problems or concerns to parents/guardians in a timely manner. When a student accumulates three (3) unlawful absences, the school notifies the parent or guardian by telephone, email and/or mail.
2. When a student accumulates three (3) consecutive or a total of five (5) unlawful absences, the principal or designee will complete a truancy investigation.
3. A conference is required with student and parent/guardian to develop an attendance intervention plan designed to improve student attendance and eliminate unlawful absences.
4. A written attendance intervention plan and contract should be signed by all participants with a copy provided to the parent and student.
5. When a student accumulates seven (7) unlawful absences, the school will update the attendance intervention plan, indicate why the plan was unsuccessful, and make amendments as needed.

6. The student's absences will be monitored. If a student continues to be unlawfully absent, a truancy referral is made to the proper State reporting agencies.

Note: Suspensions are not counted as unlawful for truancy purposes. A deadline will be imposed for the work to be made-up and the responsibility for getting and completing assignments will be on the student.

Please note that 504 accommodations will be taken under consideration when reporting attendance and truancy.

ASSESSMENTS

In addition to regular formative assessments and beginning of year assessments to determine at what levels students should learn, BPS 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 of these school assessments are given. An aptitude test and an achievement test are given to all second graders in the fall of the school year to identify potential Gifted and Talented Students.

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 a student takes 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.

SC PASS and SC Ready

Palmetto Assessment of State Standards (PASS) is the statewide assessment administered to South Carolina students in grades 4 through 8 for science (grades 4, 6, and 8) and social studies (grades 5 and 7). All students in these grades are required to take PASS except those who qualify for South Carolina Alternate Assessment (SC-Alt). 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.

SC Ready is the South Carolina standardized test for ELA & Math assessment for Grades 3-8. 3rd grade students who do not meet the required achievement level in Reading according to the State of South Carolina Read to Succeed legislation may not be promoted to the 4th grade.

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.

EOC/SAT/ACT/AP

Any student taking Algebra I, English 2, Biology, US History must take the End of Course Exam which

counts for 20% of their overall grade in the course. All Juniors will have the opportunity to take the SAT and/or ACT. Students interested in these tests will sign up with their guidance counselor. Students enrolled in an AP course will be required to complete the AP exam for course completion.

Activity and Technology Fee:

Bridges Prep institutes an annual Activity/Technology fee of \$35.00 in lieu of overly extensive back-to-school supply lists, and the usage of 1-1 technology for our students. The student supply lists consists of a few required items for each student's personal use for the year. We are asking parents to use the online payment system to pay the activity/technology fee. Any family who cannot afford to pay the activity/technology fees 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 August 30th. ***Please note that your child will not be able to take their device home without the payment of the activity/technology fee.***

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

Child 1: \$35.00

Child 2: \$25.00 (\$60.00 total)

Child 3+: \$15.00 (\$75.00

total)

Please use the online payment option to pay the activity/technology fee and to pay for school 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 with 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 or a weekly fee, the Boys and Girls Club will provide a safe and caring 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 offered at the Main Campus on Boundary Street for Grades K-8 and the Upper School campus for Grades 9-12. Early drop off time is 7:00 am.

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 the redirection is necessary due to disruptions to others' learning experiences, offense guidelines will be enforced.

When sound behavior management fails staff will refer a student for an intervention conference where the IAT will develop or request a revision of the student's academic program. 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.

Discipline policies included in this handbook are based on information at the time of printing. Listed in the following table are consequences for the violation of selected school rules. Disciplinary actions for violations of other school rules are similar in nature and will also depend on the violation and number of offenses.

See Discipline Policy in the Parent Portal of our website: www.bridgesprep.org

Penalties: *Anyone who violates any provision of these rules is subject to appropriate penalties up to and including reprimand, suspension, expulsion, arrest, and/or prosecution.*

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 HOS 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. Please note that student cars on campus may be searched at any time.

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' abilities to educate students in a safe environment. BPS 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 BPS and the rights and welfare of its students and is within the control of BPS in its normal operations, it is BPS'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 BPS in its goal of preventing and responding to acts of bullying, intimidation, violence, and other similar disruptive behavior.

GENERAL STATEMENT OF BULLYING 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 BPS by sending or posting e-mail messages, instant messages, text messages, digital pictures or images, or website 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 BPS 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 BPS's policies and procedures.

BPS may consider 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 BPS 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, BPS 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.

BPS’s ability to act against an alleged perpetrator based solely on an anonymous report may be limited. BPS 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.

BPS 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 BPS'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, BPS shall undertake or authorize an investigation by school officials or a third party designated by the BPS.

BPS 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, BPS 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.

BPS 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. BPS 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

BPS will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor who has direct student contact, or other employee of BPS 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

BPS annually provides information and any applicable training to school staff regarding this policy.

BPS annually provides 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 BPS 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.

BPS 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 birthday 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.

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

HOLIDAYS

During holidays, BPS will celebrate, but not in the traditional holiday celebration. We take a very multicultural 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 holidays 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-5:

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 6-12

Cell phone use is **not allowed** during instructional periods unless specific permission has been granted by the teacher for instructional purposes. During classes, cellphones are to be turned off and not visible. If students use or their phones ring during class students will receive a warning. 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 a cell phone to school.

COMMUNICATION

Communication between school staff and parents/students is crucial for overall school success. BPS strongly believes that regular communication is essential between families and schools to engage students in learning and support their success at every grade level. For this reason, BPS has multiple

forms of communication to support its efforts in keeping in close contact with its students' families.

One day each week, students will bring home their daily notebook filled with all the written work for that week(K-5). 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 weekly, read the contents, sign any documents needing to be returned, and send it back. Most communication will be done electronically by email, Facebook, and Swiftreach.

BPS Website

BPS's 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:

BPS 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. BPS also uses the system to relay emergency information.

Parent/Guardian-Teacher Conferences

Conferences are conducted throughout the school year. Please see the 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 within 24 hours. Teachers will not be able to conference with a parent while students are in the classroom.

STRUCTURE OF COMMUNICATION:

Our school works hard to service the needs of all of our families. At times, another layer of assistance will be required to accomplish our student needs. We ask that our families use a progression line of communication to address their concerns. If your communication is unsuccessful at any level we ask our families to reach out to the next level of communication. Bridges Preparatory Schools asks our families to adhere to the following structures for communication:

Communicate the concern with the teacher.

Communicate the concern with the grade level principal.

Communicate the concern with the Head of School.

Communicate the concern with a Board member.

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 a STEM focused approach to interdisciplinary units of study. 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). All pedagogic instructions will be supported with whole-child development strategies that promote self-agency and allow our students to grow socially, emotionally, and academically. Students will be afforded learning opportunities that are research-based, as well as next generation ideas of learning.

PAIDEIA

BPS founded several 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 the school day. An exception to this is if parents are bringing a forgotten lunchbox or some other school items. **BPS WILL NOT ACCEPT FOOD DELIVERIES FROM ANY DELIVERY SERVICE UNLESS IT IS DELIVERED BY A PARENT/GUARDIAN!**

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 P.M. and 12:30 P.M. 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. Students in K-12 are required to wear a school uniform.

K-12 BPS students are required to wear school uniforms.

Guidelines:

- Students must wear a collared shirt. Any solid color is acceptable. Shirts should have no logo or pattern unless it is an embroidered logo from BPS. Sweaters, sweatshirts, and hooded

sweatshirts must follow the same guidelines. Hoods are not allowed to be up once in the building.

- Students are strongly encouraged to purchase one royal blue polo style shirt with the BPS logo for school events and field trips.
- Students cannot wear shirts that are see-through, backless, side-less, or worn off the shoulder.
- Pants, shorts, skirts, skorts, and jumpers must be **blue, khaki, or black**.
- Shorts, skirts, skorts, and jumpers must be no more than three inches above the knee.
- Jeans and dungarees not acceptable except on announced casual days.
- Pajamas are prohibited, with exceptions made for Early Childhood classes during special occasions which must be pre-approved.
- Leggings must be worn only under a skirt or dress.
- Students may wear BPS spirit wear (BPS associated activity and athletic shirts) with jeans on Fridays unless otherwise announced.
- Students will not wear clothing that is ripped, torn, bleached spotted, or see-through.
- Jeggings, yoga pants, and other compression-style garments are prohibited to wear at all times.
- Students will not have undergarments visible.
- Students will not wear clothing that is not size appropriate (excessively large or baggy or unduly tight/form fitting).
- Students will not wear clothing that promotes gang affiliation, alcoholic beverages, tobacco, the use of controlled substances, depicts violence, has obscene designs or language, is of a sexual or disruptive nature, and/or is disturbing to the educational environment.
- Hats must be stowed away once a student enters the building. Hats are not to be worn in school buildings.
- Blankets are not permitted on school grounds unless it is a classroom sponsored activity.
- Students will not have tattoos showing.
- **Please note that every Friday on the school calendar will be reserved for Bridges spirit wear.**

P.E. ATTIRE: Students in grades K-8 may elect to wear the optional Bridges PE uniform for the entire day on scheduled PE days only.

- Shirts-royal blue t-shirt plain or with school logo only
- Shorts-Solid grey, black or navy basketball style shorts (no shorter than 3" above the knee without logos, pockets or zippers. Same applies to sweatpants in colder weather.)
- Shoes with socks must be closed heel and toe. Sneakers are preferred.
- 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 clean, neat or 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.

DROP OFF AND PICK-UP PROCEDURES

Morning Procedures

Parents may drop off their K-8 children at the Boundary St. Campus anytime 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 who participate in the Early Morning Program to Celadon. There WILL NOT BE TRANSPORTATION from the Boundary St. Campus to the Port Royal Campus. Parents may drop off their Upper School student at the Port Royal Campus any time between 7:00 am and the start of school.

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-2

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 for B&G Morning Care at main campus are 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 are bused to the main campus for siblings or after-school care

Grade 2 Students Drop-off Schedule

8:00 am Gr 2 Parents can drop students off directly at Celadon
 8:10 am Gr 2 Students dropped off for B&G Morning Care at main campus are 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 Gr 2 Parents can pick students up directly at Celadon
 (K-1 students with Gr 2 siblings must be picked up at this time also)

Boundary St. Campus – Grades 3-8

Grades 3-4 Drop-off Schedule

7:30 am Gr 3-4 Preferred drop-off time at the Boundary St. 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 Parents can pick students up directly at Boundary St. Campus

Grades 5-8 Drop-off Schedule

8:00 am Grade 5-8 Preferred drop-off time at the Boundary St. Campus

8:30 am Gr 5-8 Students begin school

3:30 pm Gr 5-8 Students end school **Grades 5-8 Pick-up Schedule**

3:30 pm Grade 5-8 Parents can pick students up directly at Boundary St. Campus

Port Royal Campus – Grades 9-12 (NOTE: UPPER SCHOOL START/END TIMES HAVE CHANGED!**)**

Grades 8-11 Drop-off Schedule

7:45 am Preferred drop-off time at Port Royal Campus

Parents can drop students off directly at Port Royal Campus

Students with Parking Stickers can park at Port Royal Campus (if space available)

8:00 am Gr 9-12 Students begin school

3:00 pm Gr 9-12 Students end school

Grades 9-12 Pick-up Schedule

3:00 pm Grade 9-12 Parents can pick students up directly at Port Royal Campus

3:00 pm Grade 9-12 students bused to Boundary St. Campus for Athletics or Boys & Girls

Club after-school care ONLY.

K-2 students participating in the Boys and Girls Club after-school program along with students who have siblings at the main campus will be transported from the K-2 facility to the Boundary St. Campus.

Upper School students participating in athletics and after-school care ONLY will be transported to the Boundary St. Campus. The Boys and Girls Club program begins at 3:00 pm.

Students who are participating in another daycare pickup, will be picked up on Newcastle Street under the supervision of BPS Staff at the Boundary St. Campus. The names of these students must be given to the office.

During afternoon pick-up, 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 into the front office to check out his/her child. This is done for security reasons.

PLEASE!! PLEASE!! PLEASE!!

Parents must not line up for pick-up until your scheduled pick-up time. DO NOT block the streets. Some areas are not designated parking areas. If you need to park to come in, park in a parking space.

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.

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 4:00pm. 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.

****BPS has a '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.** Students must enter and exit on the passenger side of the vehicle for safety purposes.**

INTERNET AND ELECTRONIC USE POLICY

Bridges Preparatory School makes a variety of communication and information technologies available to authorized users. When properly used, these technologies promote the school's instructional and business purposes. Illegal, unethical, or inappropriate use can have significant negative consequences for the school, its students, and its employees. This policy is intended to minimize the likelihood of such harm by setting standards which protect the school, its users, its data, and its systems.

Scope

This policy governs the use of all electronic systems owned, provided, or subscribed to by BPS, including computers and computer-like devices, mobile devices, voice and data communication systems, networks, software, and services. It applies to all users (students and adults) of these systems, on or off school property, at all times.

BPS employees, contractors, and vendors will sign this policy prior to account access. Students are bound by an opt-out mechanism: parents not wishing for their child to be allowed access to computer networks, Internet, or other communication services must so indicate in writing to the HOS.

Under certain circumstances, the use of personally-owned computing and communication devices may be allowed on BPS property. These non-school-owned devices access BPS services, networks, data, and services, and as such are bound by this policy. Such devices are the sole responsibility of the owners.

Guest user access can be arranged for lecturers, program presenters, or other event-based needs by arrangement with the Technology Manager. The Technology Manager can provide credentials for such users who are bound by this policy. Guest access is limited in terms of Internet and file access.

Network and Internet General Usage

BPS employs a variety of technology protection measures to secure and protect data and systems, including filtering Internet content. These protection measures are imperfect and cannot guarantee complete protection.

Access to Technology resources is made available to authorized users in support of the school's instructional and business processes only. Any use of these resources which interferes with these processes is prohibited.

Users of BPS's technology systems assume all responsibility for use of the network access accounts issued to them, and for District technology assets issued to them or entrusted to their use and care.

BPS prohibits the use of its resources to view, access, download, store, or transmit any material which is in violation of any school policy or rule, or violates any local, state, or federal law or regulation.

Prohibited material includes but is not limited to:

- Obscenity or pornography
- Threats against persons or property

- Material which could reasonably be construed as harassing, bullying, or discriminatory
- Material used to further any commercial business, political party, or other organization not specifically endorsed or supported by BPS
- Material protected by copyright or trade secret; plagiarism
- Material which is potentially disruptive of the BPS's instructional and business processes, including viruses, malware, spam, and tools or software intended to bypass, interrupt, or disable school security, filtering, or data-protection measures

Prohibited activities include but are not limited to:

- Attempts to access data or services to which the user has no school-defined need or permission
- Attempts to bypass, interrupt, or disable school security, filtering, or data-protection measures; hacking
- Use of a network access account other than that issued to you, or allowing (by any means) use of your account by anyone else; impersonation, misrepresentation of identity
- Operating or using a non-school network on BPS property, such as rogue Wi-Fi, MiFi, mobile hot-spots, or other network technology
- Attaching any personally-owned device to the BPS's wired network
- Student use of a staff-owned personal device
- Transmission or transportation of confidential or privileged data (such as student information or records, personally-identifying information, BPS financial data, or personnel data) without

authorization, or via a means which make the data subject to loss

- Use of BPS resources for personal monetary gain; conducting personal financial activities
- Use of BPS resources to send unsolicited messages unrelated to school business, chain messages, spam, or bulk messages
- Installing software not approved or allowed by IT Manager, particularly any which interfere with the intended operation of the system
- Alteration of or damage to BPS resources

Personally-owned Devices

BPS has a specific wireless network configured for the use of personally-owned laptops or mobile computing devices. When on BPS property, users of personally-owned devices may access only this wireless network and no other network.

Personally-owned devices are permitted on BPS property, but may only be used at the direction of a teacher or school administrator. All use during the school or work day must be clearly related to instructional purposes. Administrators, Teachers, or IT personnel may prohibit the use of personally-owned devices at any time.

Owners of these devices are solely responsible for the configuration, content, upkeep, and safety of their devices. BPS will not assist with configuration, will not troubleshoot issues, and assumes no responsibility for function or safety.

Student Use of Electronic Communication Tools

Electronic communication tools, including, but not limited to, student email accounts, learning management

platforms, or school-approved social networking sites, may be provided by BPS. Students must abide by the guidelines established in this document while using all electronic communication tools. Students are only permitted to access email accounts provided by the school. Accessing personal email accounts is not allowed.

Student Internet access will be under the direction and guidance of a school staff member. In addition, all students in grades K-12 will receive instruction on Internet safety and cyberbullying each school year.

Confidentiality and Privacy

Information considered to be confidential or personal should not be transmitted via BPS systems except via means designed or approved for that purpose by IT. BPS assumes no responsibility for lost or stolen personal information sent or received via or stored on school systems.

Any data stored on or communication transmitted via its systems should not be considered private. BPS maintains the right to examine this information at any time.

Violations and Consequences

Users who observe or become aware of violations of this policy are required to report them to a teacher, administrator, supervisor, or Technology Services immediately. Failure to do so is itself a violation of this policy.

Upon discovery of violations or threats to the proper function of BPS systems, Technology Services will act to protect data and systems. User account access may be suspended to isolate threats.

Account suspension will be communicated to the HOS (in the case of student involvement), to the Chief Operations Officer (in the case of employee involvement), or to the sponsoring department (in the case of a vendor or contractor).

Violation of this policy by BPS employees may result in disciplinary action up to and including dismissal. Disciplinary action is the responsibility of HR Director and the Head of School. Typically, a first violation may be met with a suspension of access privileges and a formal reprimand. Second or subsequent violations may be dealt with more severely.

Violation of this policy by students is within the scope of the Student Code of Conduct. BPS's disciplinary process will be followed.

Violation of this policy by contractors, vendors, or other authorized users who are not BPS employees may result in revocation of access privileges or other consequence as defined by BPS

Exceptions:

Rapid advances in the state of technology and the BPS’s interest in testing or evaluating new technologies may warrant temporary suspension of certain provisions of this policy. Technology Services will supervise and manage these exceptions during evaluation periods.

Technology Services personnel are exempt from certain provisions of this policy for diagnostic and troubleshooting purposes, provided these exceptions are within the scope of their professional responsibilities.

Limitation of Liability:

Bridges Preparatory School will not be responsible for damage or harm to persons, files, data, or hardware, including personally-owned devices.

BPS employs security and filtering mechanisms and attempts to ensure their proper functioning, but can make no guarantee regarding their effectiveness.

I have read and understand the Bridges Preparatory School Acceptable Use Policy for Technology.

Parent/Guardian Name (Print)	Signature	Date
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Student Name (Print)	Signature	Date
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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 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: announcement will be made or someone will come to classrooms

Students 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 classes 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 campuses.
- 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 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 vacancy 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 waitlist according to their position in the lottery for the grade level for which they are eligible.

Vacancies will be filled in order of the waitlist

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 waitlist .

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 waitlist .

Waitlist

Waitlists do not carry over from year to year. A student's position on the waitlist 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 waitlist must reapply each open enrollment period.

Vacancies

Vacancies will be filled via the waitlist . When a position becomes available, the first student on the waitlist 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 waitlist will be contacted. It is important that the school has all the contact information for families that are on the waitlist . 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 and former school records have been reviewed.

Disenrollment/Withdrawal

A parent/guardian may unenroll/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 BPS's Administrative Assistant must also be completed and submitted. Once the withdrawal form is submitted the student officially relinquishes his/her seat and the form cannot be retracted. 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, students, 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 field trips

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 BPS Board of directors as approved field trips. The BPS BOD 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 field trips.

All chaperones are required to complete an initial background check (SLED) prior to going on the field trip. Background checks must be completed through the school office. 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 field trip and during transport during a field trip 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 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 the field 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 field trip 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 field trip 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 BPS staff member. The BPS 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. BPS 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 any BPS building, on grounds or in BPS 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.

BPS uses state criteria to identify academically gifted/talented students. The purposes of the process are:

- To find students who display the characteristics of the gifted and talented. Students who meet the 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 BPS 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 POLICY

Bridges Preparatory School Grading Practices 2019-2020

Bridges Preparatory School's goal is to ensure that grading and reporting practices that are based on clearly defined criteria that represent the attainment of content knowledge and skills that are consistent across grade levels and courses. We want student grades to be accurate, meaningful, consistent and supportive of learning.

Assignment of student grades is the purview of the teacher. Grades cannot be changed without following the established procedures which include explicit consent of the teacher. Teachers develop research-based grading and assessment practices to guide the recording and reporting of student progress under the supervision of the principal. Bridges Preparatory School follows the South Carolina guidelines for grading/assessment. As such, no school leader or teacher will engage in grading practices that violate state policy.

Students respond more positively to the opportunity for success than to the threat of failure. Therefore, through learner objectives and its instructional program, Bridges Preparatory School seeks to make the evaluation of student performance both transparent and positive.

Kindergarten students are assessed according to South Carolina College & Career Ready standards.

MP = Meets with Proficiency DP = Developing Proficiency NS = Needs Support / = Not applicable at this time

Grades K-12 Grading Scale:

Grades K-2	Grades 3-12		
E=Excellent	A	90-100	Excellent
G=Good	B	80-89	Above Average
S=Satisfactory	C	70-79	Average
N= Needs Improvement	D	60-69	Passing, Needs Improvement
U=Unsatisfactory	F	0-59	Unsatisfactory

Formative assessments are used to monitor student learning and to provide a benchmark of student progress toward learning targets and goals. It provides ongoing feedback to both the student and the teacher, which can in turn be used to improve instruction and learner outcomes. Formative assessments help identify areas of strength as well as areas of refinement for students which allow for timely intervention. Not every formative assessment is graded. Summative assessments aim to

evaluate student learning and mastery at the end of a unit of study. They are often high stakes and thus count more significantly in the calculation of a student's grade.

<p>Formative Assessments (Activities that allow teachers to monitor the development of student learning) Some examples are:</p> <ul style="list-style-type: none"> · Class work · Observational Checklists · Structured Center Activities · Word Study 	<p>Weight: Grades K-8- 40% Grades 9-12 -35% Related Arts- 40%</p>
<p>Summative Assessments Some examples are:</p> <ul style="list-style-type: none"> · Unit/chapter tests · Quizzes · Projects with rubrics · Performance tasks with rubrics 	<p>Grade K-8 - 60% Grade 9-12-40% Grades 7-12-20% EOC</p> <p>Related Arts-60%</p>
<p>Participation/Homework (Use rubric or checklist)</p>	<p>Percentage – 5% (7TH-12TH Grade only - Homework should be used to reinforce and prepare for instruction the following day)</p>
<p>Reading</p>	<p>Fountas & Pinnell text level is used for K – 5th Grade. Reading progress is recorded as ON, BELOW, or ABOVE GRADE LEVEL. Reading Levels based on the Fountas & Pinnell assessment are recorded on report cards and are updated at least three times a year.</p>

Other Protocols/Expectations

- All students receiving a grade below 70 on a summative assignment will be given an opportunity for reteach/retake. The ‘retake’ grade will replace the original grade.
- Parents will be notified if a student’s overall grade drops below a 70. Parent communication is documented.
- Grades will be entered into PowerSchool Gradebook on a regular basis. Grades may have comments attached including: Missing, Redo Possible, Updated from Redo, Late

Make-up Work (7-12): For excused (Lawful) absences, students will be granted the opportunity to make-up any missed assignments and /or work due to the absence(s). This will include quizzes, test, writing assignments etc. The period for making up the work will be a minimum of one (1) class day for each class day missed to a maximum of one week. For example, if a student misses two days of school (Monday and Tuesday) and returns on Wednesday, Thursday and Friday will be granted as make-up days for missing Monday and Tuesday (one day for each day missed). In this example, all missed assignments or work (test, quiz etc.) would not be due until Monday. Students who have unexcused absences may be given the opportunity to make up work at the discretion of the principal and teacher during make-up sessions, however, the unexcused absence remains in the student’s record.

Progress reports are sent home to parents/guardians of all students at the midpoint of each quarter. Report cards are sent home at the end of each quarter. The purpose of these reports is to communicate student progress in all classes. Distribution dates are indicated on the district calendar. Teachers are expected to contact parents when a student’s grade drops below a C/70.

Online Access to Grades/Attendance: Students and parents/guardians can access student grades via the PowerSchool Portal at any time 24 hours a day, 7 days a week. Visit our webpage, then Parents, then Parent Portal for more information.

Homework: Homework is viewed as an extension of classroom activity. Homework will be in harmony with the child's needs and abilities and will not be given for disciplinary reasons. Teachers should recognize that home and outside activities have educational value and therefore should not overburden students with homework. Assignments must be carefully planned, appropriate to the student's grade level and be well understood by the student before he/she leaves school. Allowances should be made for individual differences in interests and abilities. Although all homework assignments need not be formally graded, teachers are expected to evaluate the student's homework performance to assess the student's needs and/or level of mastery.

Honor Roll:

Elementary Schools Providing Numeric Grades.

1. A student will be named to the Principal's Honor Roll if he/she has no grade less than A in all subjects/classes for that grading period, except in the related arts.
2. A student will be named to the Honor Roll if he/she has no grade less than B in all subjects/classes for that grading period, except in the related arts.
4. The elementary school will recognize scholarship independently of citizenship as part of the honor roll process.

Bridges Preparatory School's Effort Rubric

Since effort is a significant factor in a child's academic success, each student receives an effort grade based on the following criteria

	(E) excellent	(G) good	(S) satisfactory	(N) needs improvement
The Student	Always...	Usually...	Sometimes...	Rarely...
Attitude	<p>...demonstrates a caring, cooperative, and respectful attitude towards others</p> <p>...demonstrates safe behavior by following rules & directions of the teacher</p> <p>...participates constructively in class activities</p>	<p>...demonstrates a caring, cooperative, and respectful attitude towards others</p> <p>...demonstrates safe behavior by following rules & directions of the teacher</p> <p>...participates constructively in class activities</p>	<p>...demonstrates a caring, cooperative, and respectful attitude towards others</p> <p>...demonstrates safe behavior by following rules & directions of the teacher</p> <p>...participates constructively in class activities</p>	<p>...demonstrates a caring, cooperative, and respectful attitude towards others</p> <p>...demonstrates safe behavior by following rules & directions of the teacher</p> <p>...participates constructively in class activities</p>
Attention	<p>...focuses on task and produces quality work</p>	<p>...focuses on task and produces quality work</p> <p>...completes assignments on time</p>	<p>...focuses on task and produces quality work</p> <p>...completes assignments on time</p>	<p>...focuses on task and produces quality work</p> <p>...completes assignments on time</p>

	...completes assignments on time ...initiates contact for extra help when needed	...initiates contact for extra help when needed	...initiates contact for extra help when needed	...initiates contact for extra help when needed
Accountability	...is prepared for class and makes up work in a timely manner ...can be relied upon to meet expectations with care.	...is prepared for class and makes up work in a timely manner ...can be relied upon to meet expectations with care.	...is prepared for class and makes up work in a timely manner ...can be relied upon to meet expectations with care.	...is prepared for class and makes up work in a timely manner ...can be relied upon to meet expectations with care.

U= Unsatisfactory: The student is consistently being reprimanded for inappropriate behavior. He/she does not cooperate with group activities. He/she does not participate in class discussions. He/she always disrupts class discussions, or activities. He/she does not complete assignments.

Bridges Preparatory School has developed a grading policy that follows the recommendations of the South Carolina guidelines for grading/assessment. Grading Recommendations found in the PowerSchool Teacher Gradebook Document.

Effective Grading Principles

Grading principles supported by research can help teachers and administrators develop classroom and building level grading practices and procedures to support student learning (Tomlinson and Moon, 2014). The following Grading Principles are intended to be used by teachers and administrators in achieving our District goal of ensuring that grading and reporting practices are based on clearly defined criteria that represent the attainment of content knowledge and skills and that are consistent across grade levels and courses (DRP 3.12; AdvED 3.10). Research-based grading and assessment practices should guide teacher practices in the recording and reporting of student progress under the supervision of the principal (BCSD IS-43). Grades should be **accurate, meaningful, consistent and supportive of learning**, (O'Connor, 2013).

Accurate: Clear grading practices and procedures help provide for an accurate evaluation of student learning.

Principles for improving *Accuracy*:

- Administer multiple graded assignments within each weighted category (e.g. one per week)
- Only include scores that relate to achievement of the standards
- Provide students with multiple opportunities to demonstrate that they have acquired the knowledge or skill expected with proficiency on a standard

Meaningful: Clear feedback and evaluation is an essential part of the learning process. Research indicates that meaningful feedback is one of the most powerful factors in closing the gap between current student understanding and desired performance (Hattie, 2009).

Principles for making grades more *Meaningful*:

- Organize gradebooks using standards based categories
- Consistently provide feedback to students and parents in a timely manner
- Provide multiple opportunities within the grading period (redos and retakes) for students to demonstrate proficiency
- Engage students in tracking their own progress on identified standards

Consistent: Grading practices (components, procedures, mathematical weights, etc.) that are commonly applied across a course or grade level subject provide for common student experiences and consistent expectations.

Principles for improving *Consistency*:

- Align school grading practices with a common set of district grading principles
- Establish common grade or course level grading practices uniformly implemented by all teachers
- Clearly define and communicate expectations in relation to performance standards
- Work in collaborative teams (PLC's) to calibrate scoring instruments and evaluate assessments and student work

Supportive of Learning: Above all, we need to understand that our goal is student learning, and learning is a process. To be supportive of learning, grades must be informative and provide students with opportunities to improve performance.

Principles that are *Supportive of Learning*:

- Regularly provide academic feedback in relation to the achievement of the standards, and opportunities for students to apply academic feedback to demonstrate their new understanding/performance
- Prioritize new evidence of learning over older evidence
- Reduce or eliminate punitive grading practices
- Refrain from evaluating students in comparison to one another
- Use a variety of assessment methods to collect evidence of student achievement
- Use assessment to improve student learning – assessment is not just a labeling event, it should be used to inform instruction and improve student understanding

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 healthcare 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.

Homebound

Students who are not able to attend school due to a physical or emotional disability may be assigned teachers who will instruct them at home or in the hospital with the idea that the students will be prepared to return to school without having fallen behind. The homebound program is a continuation of the regular school curriculum provided to students while they are recovering at home. Application for this service is available through the Guidance Department and must be approved by the Homebound Coordinator.. A physician must certify that the student is unable to attend school but may profit from instruction given in the home or in the hospital.

Lockers

Students will be assigned a hall locker. Lockers are subject to search by school authorities, since they are the property of the school. All assigned hall lockers should be kept clean and locked. Locks hanging unlocked will be locked during the school day. Students are advised not to share lockers with other students. Students who lose a combination lock will be assessed \$10 for a replacement.

LUNCHES

During the school year, you may choose to send a lunch with your child or you may choose to purchase lunch from our outside vendors. A menu will be provided on the school's website for you to choose from. Lunches must be purchased online a week in advance.

If a student forgets lunch, lunches must be brought to the front office by a parent/guardian 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.

BPS WILL NOT ACCEPT DELIVERIES FROM ANY DELIVERY SERVICE UNLESS IT IS DELIVERED BY A PARENT/GUARDIAN.

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 nonfat 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 BOTTLE 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** (5) school days.
- 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 of when the student returns to school, the student may receive a maximum of 80% credit on the assignment.

- Assignments turned in **after** five (5) school days of when the student returns to school 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.

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 K-12. 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 Grades K-8 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 daily. 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. 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, sticks, 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 team 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 other 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, national 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 educational 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 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, BPS has installed surveillance cameras at designated areas at all school locations.

BPS 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. The individuals who have a legitimate educational or law enforcement related interest will vary from situation to situation.

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 the 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/VAPE

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 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 via our Office Manager. 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 the 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 BPS. 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.

BPS protects 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, a parent/guardian must complete a parking permission form available on the school's website. Once completed, show proof of purchase to the front desk at the high school to obtain a parking decal.

Parking in non-designated area off school property is subject to local parking rules. **NO STUDENT MAY PARK AT SCHOOL UNLESS A FORM IS COMPLETED** and the parking decal is properly placed.

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 privileges.

Student Parking Regulations

Driving a vehicle to school is a privilege. At the beginning of each year all students driving to school must purchase a *parking permit* at the cost of \$25.

Violation of any of the following parking regulations will result in a parking ticket and fine(s).

Repeated failure to abide by the BPS parking regulations will result in revocation of the driving privilege. The information in this section of the student handbook constitutes the only warning given for violation of the following regulations.

- All vehicles parked anywhere on the school campus must display a parking sticker. Parking stickers are to be placed on the outside of the drivers' side of the rear window. All vehicles parked on campus are checked routinely throughout the day.
- BPS students must park their vehicles within marked spaces in the parking lot. Failure to park properly will result in a parking ticket and possible loss of campus parking privileges. Student parking in any other area is forbidden.
- Students must park their vehicles in the student parking area immediately upon arrival at school. Under NO circumstances should a student remain in the parking lot in a car after the vehicle has been parked. Windows should be closed, doors locked, all needed books and other items taken from the vehicle upon arrival on campus. Students and passengers are expected to drive and behave responsibly upon arrival and departure from the campus in any vehicle.
- Students are not allowed to enter the parking lot during the school day without permission from the office. This policy is issued to provide security and protection for students as well as security and protection of their vehicles and property from theft and vandalism.
- **STUDENTS ARE NOT ALLOWED TO LEAVE CAMPUS IN A VEHICLE DURING THE SCHOOL DAY UNLESS THEY HAVE AN EARLY DISMISSAL THROUGH THE ATTENDANCE OFFICE.**
- **STUDENTS ARE NOT ALLOWED TO LEAVE CAMPUS TO PURCHASE LUNCH AND RETURN TO CAMPUS.**
- Illegal drugs, unauthorized medications, alcohol, and weapons (including but not limited guns and knives), whether in sight, discovered, or confiscated as the result of a search by school or law enforcement officials, will result in immediate recommendation for expulsion of the student. All items in automobiles driven onto the campus are the responsibility of the student.
- No vehicle should be operated in a reckless manner while on the campus. Security cameras are used to record parking lots on campus.

Bridges Preparatory School assumes no responsibility for vehicles or the contents of vehicles parked in designated areas. Students are encouraged to lock their cars and to report damage to their vehicles or theft of items in their vehicles to their insurance companies and the local police.

NOTE: Bridges reserves the right to restrict parking based on spaces available, and students will be required to pay a parking fee.

OPT-OUT FOR MEDIA & DIRECTORY INFORMATION

2019-2020

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: _____

Name Parent/Guardian's Signature: _____

Date: _____