



Family Handbook

2019-2020

Head of School

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Principal

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Handbook Acceptance Page

I. Declaration of Values

A. OUR PHILOSOPHY

It is the belief of Bridge Preparatory Academy that each student is a unique individual, created in God's image and endowed with a one of a kind body, mind, and spirit. Each student has distinct aptitudes and abilities--spiritually, academically, artistically, physically, and socially.

B. VISION

An academically rigorous, learner centric, Christian school for students who learn differently.

C. MISSION STATEMENT

Get to know students and teach them the way they learn best.

D. DOCTRINAL STATEMENT

About the Scriptures: We believe in the verbal, plenary inspiration of the Scriptures (both Old and New Testaments) and that "... all Scripture is given by inspiration of God" (II Timothy 3:16, 17). We believe that the original autographs are without error because of the work of the Holy Spirit as He moved each man to record the words of God (II Peter 1:19-21).

About God: We believe in one God with three eternal distinctions: God the Father, God the Son, and God the Holy Spirit. They are of the same essence (John 4:24), but separate in personalities (Matthew 3:16, 17; 28:19, 20; II Corinthians 13:14).

About Jesus Christ: We believe that Jesus Christ is God (John 10:30; 20:31) and that He is eternal (John 1:1, 2). We believe that when Jesus Christ came to take on the form of man (Philippians 2:6-8) that He was conceived by the Holy Spirit and born of a virgin (Isaiah 7:14; Matthew 1:20-23). We believe that He lived a sinless life (II Corinthians 5:21) and that He provided the necessary atonement, vicariously, for our sins by the "sacrifice of Himself" (Isaiah 53:4-6; Hebrews 9:26; I Corinthians 15:3). And most important, we believe that after He died and was buried that "He rose again the third day according to the Scriptures" (I Corinthians 15:4).

About Creation: We believe in and accept by faith (Hebrews 11:3) the Genesis account of creation (Genesis 1:1, 2). We believe that God created all things including man (Colossians 1:16). Our belief in creation discounts all hypotheses of evolution.

About Salvation: We believe that salvation is of the Lord (Philippians 1:6) on the merit of the shed blood of Jesus Christ (Romans 3:24, 26). Salvation is a free gift (Ephesians 2:8, 9; Romans 6:23) which excludes any possible merit on the basis of works (Ephesians 2:8, 9; II Timothy 1:9; Titus 3:5). We believe that the two essential elements of salvation are repentance toward God (Acts 2:38) and faith toward the Lord Jesus Christ (Acts 20:21; Romans 10:9, 10). We also believe that once a person has been saved that there is no chance of his ever going to hell and that he is eternally secure in Christ (John 3:16,36; I John 5:11-13).

E. CORE VALUES

- Reverence
- Respect
- Relationships
- Responsibility

F. GUIDING PRINCIPLES

- Learners are individuals with unique profiles of strengths, affinities, and challenges.
- High expectations of character and academic performance are the standard for every student.
- Students' self-insight leads to self-confidence and self-advocacy.
- Struggling learners benefit from partnerships among faculty, staff, and parents.
- A biblically-integrated curriculum is essential for developing Christian character and leadership skills.
- The importance of learning, academic mastery, and authentic assessment of knowledge is promoted over testing; assessments are utilized for evaluating progress and modifying personalized learning plans.
- A sense of belonging is a prerequisite to learning.
- Technology is used to reinforce teaching, not replace it.

G. CODE OF ETHICS AND CONDUCT

Bridge Preparatory Academy Code of Ethics and Conduct requires all directors, officers, and employees to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As employees and representatives of Bridge Preparatory Academy, we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations.

H. NON-DENOMINATIONAL POLICY

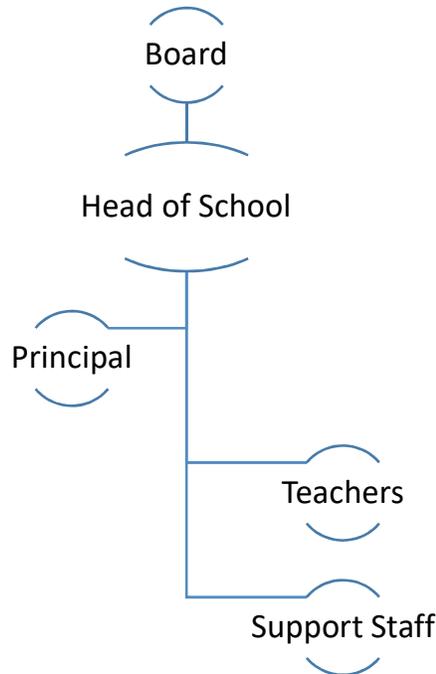
Bridge Preparatory Academy's Doctrinal Statement is fundamental to the basic tenets of Christianity and contains the essential doctrines to which we unreservedly adhere. It is our desire to maintain a non-denominational position and in fairness to each family within the Bridge Prep community, we will respect and encourage Christian growth within their families and local churches. At the same time, we desire to remain united in the salvation and love of Christ, avoiding differences and disputes that may come from denominational distinctions.

I. NON-DISCRIMINATORY POLICY

Bridge Preparatory Academy admits students of any gender, race, color, and ethnic/national origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of gender, race, color, national origin, and ethnic origin in the administration of its educational policies, admission policies or other school-administered programs.

II. School Structure

A. ORGANIZATIONAL STRUCTURE OF SCHOOL



B. CURRENT BOARD MEMBERS

- Jeff Lockett, Chairman
- Jade Laye, Member
- Robert Rodriguez, Member

Bridge Preparatory Academy is an integrated affiliate of Heritage Baptist Church, a 501(C)3 organization.

III. Admissions Procedures

A. ADMISSIONS PROCESS

1. Attend a Parent Information Meeting
2. Review All Materials and Pray
3. Complete Application
4. Submit Supplemental Materials
5. Schedule Placement Testing
6. Family Interview
7. Acceptance/Denial Letter
8. Enroll by submitting completed enrollment packet with registration fee
9. Attend the Parent Orientation Meeting

IV. Academic Policies

Bridge Prep instructors base their model of teaching on the All Kinds of Minds neurodevelopmental model of learning as well as the growth mindset philosophy. Student academic goals are built in consultation with families and take into account a student's profile of strengths and weaknesses. The All Kinds of Minds framework for understanding learning takes into account both the capabilities of the brain as well as the developmental expectations for a child's age-group. The neurodevelopmental framework focuses on eight major areas of brain function and their associated sub-categories. Growth mindset is the belief that a person's intelligence can be developed with persistence, effort, and a focus on learning (Dr. Carol Dweck, 2006).

A. GRADING PROCEDURES

A grade is a numerical indicator of mastery of the curriculum and overall performance within a designated time. Written communication of the students' achievements will be reported to parents on a 9 week basis. The students' actual numerical grade will be recorded in the grade book and/or electronically and on his/her report card.

B. GRADING SCALES

Courses at Bridge Preparatory Academy are graded on a scale of 0-100. The course grade itself represents a percentage of content mastery, which then used to determine the grade value of individual courses. The course grade value is then multiplied by the number of credits earned for the course to determine the course grade points. The sum of all course grade points is divided by the sum of all credits attempted to obtain the semester or cumulative GPA.

C. UP/DOWN RULE

Students may enroll in a class two grade level above or one below their current grade level. Consideration is given to academic, as well as, social impact on a student.

Grading Scale

Number	Letter	Grade Points
97-100	A+	4
93-96	A	4
90-92	A-	4
87-89	B+	3.67
83-86	B	3.33
80-82	B-	3
77-79	C+	2.67
73-76	C	2.33

70-72	C-	2
67-69	D+	1.67
63-66	D	1.33
60-62	D-	1
59 & Below	F	0

D. LATE WORK POLICY

All unexcused late work will receive a grade reduction according to the following scale.

1 Day Late – 25 %

2 Days Late – 50 %

3 Days Late – 100%

E. EXTRA CREDIT

Extra credit work is given at the teacher’s discretion. Students are not allowed extra credit work if there are missing regular assignments. Extra credit work may not raise a student’s overall class grade by more than 10 points.

F. ACCOMMODATIONS

Administration and staff will determine appropriate accommodations for each student, based on what is best determined for each student. Accommodations are implemented for the purpose of teaching each individual in a manner and at a pace that will maximize potential for success. Accommodations will be clearly communicated to parents, and the Bridge Preparatory Academy staff is responsible for implementing, monitoring and adjusting these as needed.

V. Financial Policies

A. TUITION

Can be paid in full, by semester, or monthly installments from June to March of the following year.

B. FEES

1. APPLICATION FEE

A one-time, non-refundable fee is due with the submission of student application.

2. TESTING FEE

A non-refundable fee is assessed per student for each sitting to cover testing.

3. LATE FEE

\$50 after 5th of each month; students may be precluded from participation in school activities.

4. TUITION MONTHLY PLAN FEE

One-time \$50 charge for the monthly installation plan.

See Family Financial Agreement for details.

VI. General Policies and Procedures

A. SCHOOL HOURS AND DAILY SCHEDULE

School begins at 7:45 a.m. with Morning Meeting for all students, and ends at 3:30 p.m.

B. PICK-UP AND DROP-OFF PROCEDURES

Students may be dropped off no earlier than 7:35 a.m. and picked up no later than 3:30 p.m. All students must be picked up promptly at the end of their scheduled class. Please call the school if you will be late picking up your student. A grace period of 5 minutes is given. Thereafter, there is a late pick up fee of \$15 for any portion of the next 15 minutes for late pick up per student. Fees of \$1.00 per minute per student will be incurred after the first 15 minutes. Currently, there is no after school care at Bridge Prep.

C. ATTENDANCE

In alignment with Bridge Preparatory Academy's standard of excellence, students must exhibit consistent attendance and punctuality. Students are expected to attend each scheduled class period when the class meets. Parents should ensure that students arrive to class on time each day to prevent the student from feeling "lost" in class and avoid unnecessary disruption to the class. Students may not "skip" a class to avoid a test or quiz, to avoid turning in homework, etc. Doing so will result in disciplinary action, and any missed tests, quizzes, assignments, homework, presentations, etc. will be recorded as a zero.

I. TARDINESS

A student is tardy when he or she is not at Morning Meeting on time or not in the classroom when the class is scheduled to begin. Teachers, at their discretion, may refuse to allow the student to make-up any work, quizzes, or tests missed because of tardiness. Three unexcused tardies during a grading period will be counted as one absence. When five (5) tardies in a class are accumulated, a conference with the parent(s) and Head of School and/or Principal will take place.

Please try to avoid pulling students from class early. It is discourteous to the teacher and disruptive to the learning environment for a student to leave a class before the class has been dismissed.

Therefore, unless prior arrangements have been made or the instructor has granted special permission, leaving a class early will be cause for a parent conference with the Head of School.

2. ABSENCES

If a student will be absent from class, the parents must contact the teacher(s) and the office prior to a student's absence. An email to the office is necessary. Arrangements for making up work should be made with the teacher prior to the student's absence. If a student has more than five unexcused class absences in a grading period, he/she will not receive credit for that class.

D. MAKE UP WORK

Students who miss work due to an absence may be able to make up work if prior arrangements were made with the teacher. If no arrangements were made, the teacher has discretion to accept or decline make up work.

E. STUDENT HEALTH

1. The front office staff will serve as the primary avenue for general first aid assistance during the school day. All first aid supplies are maintained in the front office. The front office will also maintain all medical records for the students as well as general first aid information. At least two people with First Aid/CPR Certification will be on campus at all times during the school day.
2. The parent or guardian will be notified if the student is ill and unable to remain in school. It will be the parent's responsibility to get medical attention unless an emergency is so great that the student must be taken immediately from school to a doctor. In case of such an emergency, the parent will be notified as soon as possible, and school personnel will remain with the student until the parent arrives at school or the treatment site. Non-emergency first aid will be administered to cuts, scratches, and minor accidents. For the protection of all, students will not be able to remain in school and parents will be notified if the student complains of:
 - fever of 100 or more
 - suspected contagious disease
 - vomiting
 - diarrhea, and/or
 - feeling too ill to remain in school
3. Students should be kept at home if they show ANY indication of the above mentioned symptoms of illness. Students who are ill will be sent home. First aid supplies are kept on hand for minor injuries only.
4. Please notify the school office if your student has any contagious infection or illness so exposure notices may be sent to the parents/guardians of other students. Students with contagious illnesses or infection (i.e. pink eye) must get permission from the doctor before returning to school. If a student is hospitalized for any reason, there must be a doctor's release before returning to school. **These rules are for the protection of all Bridge Preparatory Academy students.**
5. Procedure for taking medicine during school hours:

Any student who must take medicine during school hours must comply with the following procedures:

- A. Parents must provide a written request for medication to be administered at school. The request must contain the following information:
- the name of the student
 - the name of the medication
 - the amount of medication to be given (dosage)
 - when the medication is to be given (time of day)
 - the reason the medication is to be given
 - the date
 - the signature of the parent or guardian
- B. School personnel is only able to provide medication at consistent times and dosages each day.
- C. All medicine must be furnished by the parent.
- D. All medicine must be locked in the office cabinet.
- E. All prescription medication must be in the original pharmacy container and labeled by the pharmacist. The label must include:
- the student's name
 - the physician's name
 - the name of the medication
 - the amount of medication to be given and the frequency of administration
 - the date the prescription was filled
- F. All non-prescription medications must be in the original container.
- G. There should be no more than one (1) medication per properly labeled container.
- H. If injectable medication is provided for any acute reaction, such as is given for asthma, insect bites or stings, hemophilia, etc., a physician's written authorization as well as the parent's written request is required.
- I. Regular allergy injections will not be given at school.
6. Contagious or Infectious Disease

It is the school's policy that no student shall be enrolled or remains in school who is known to have a contagious or infectious disease. Observe the following rules carefully. Please do not send students to school unless the following conditions have been met:

- CHICKEN POX - have doctor's permit to re-enter school or wait until all vesicles have scabbed over.
- DIPHTHERIA - have doctor's permit to re-enter school
- HEPATITIS - have doctor's permit to re-enter school; parents of classroom contacts will be notified on recommendation of attending physician
- IMPETIGO - have doctor's permit to re-enter school or wait until all sores are healed

- MEASLES - have doctor's permit to re-enter school or wait until rash is gone; must be reported since measles may be mistaken for other illnesses
- MONONUCLEOSIS – when fever free for 24 hours. Doctor note needed for PE and/or sports participation.
- MUMPS - have doctor's permit to re-enter school or wait until all swelling is gone; must be reported since mumps may be mistaken for other illnesses
- PEDICULOSIS - exclude until the student has been treated and/or doctor's permit to return to school.
- PINK EYE (bacterial) - have doctor's permit to re-enter school or until eyes are clear
- RINGWORM OF SKIN - may attend school with prescribed treatment; the area must be covered
- RINGWORM OF SCALP – may attend school with doctor's permit following prescribed treatment
- STREPTOCOCCAL INFECTIONS (STREP THROAT & SCARLET FEVER) – may return after 24 hours of antibiotics and has been fever free for 24 hours without the aid of any fever-reducing medications.
- TUBERCULOSIS - have doctor's permit to re-enter school
- WHOOPING COUGH - have doctor's permit to re-enter school or exclude until free of cough, usually three to five weeks
- FIFTH'S DISEASE - readmit with doctor's permit to re-enter school or when the determination of Fifth's disease is made. May return when the student has been fever free (below 100) without the use of fever reducing medication (i.e. Tylenol, Advil) for 24 hours.
- GASTROENTERITIS - readmit when vomiting and diarrhea subsides
- INFLUENZA - readmit when student has been fever-free for 24 hours without the aid of any fever-reducing medications.
- MENINGITIS - have doctor's permit to re-enter school

7. Procedures for Checking Out a Sick Student

Students who become ill during the school day must report to the office. Staff will notify the parents if the student needs to go home. The parent or guardian may pick up the student in the office after signing him/her out in the school office.

F. DRESS CODE

Uniforms help to minimize distractions in the classroom environment. Each student will be expected to arrive on campus in uniform. If a student arrives on campus in violation of the dress code he/she will be required to call home to arrange for proper uniform to be brought to campus. The student will not be able to attend classes until the dress code infraction is corrected.

I. PURPOSE

The intent of Bridge Preparatory Academy dress code is to:

- Establish a standard of modest appearance suitable for students' effective witness for Christ
- Foster students' sense of respect for their appearance as an aspect of their work.
- Further develop students' sense of school pride and community

The "intent of the dress code" as described above will be the guiding principle behind any manner of dress not specifically approved or disallowed in this Student Handbook, at the discretion of Bridge Prep staff members.

As members of the Body of Christ and the Bridge Prep community, students' manner of dress must reflect well on Christ, the school, and themselves.

While wearing any clothing bearing the Bridge Prep crest or name, students' behavior should be consistent with the standard of behavior outlined in this Student Handbook.

2. INFRACTIONS

If a student arrives on campus in violation of the dress code he/she will be required to call home to arrange for proper uniform to be brought to campus. They will not be able to attend classes until the dress code infraction is corrected. Repeated choices not to dress in keeping with the standards of dress will result in disciplinary actions.

3. APPEARANCE STANDARDS

- Articles of clothing bearing the Bridge Prep crest or athletic logo must be neat and clean at all times; torn, ripped, fringed, acid-wash, and/or otherwise unusual features serving to bring undue attention to the student is prohibited.
- Extremely baggy and/or tight clothing is not permitted.
- Hats or other head coverings cannot be worn during the academic day while on campus or during BPA-facilitated off-campus field trips, except when permitted for themed dress days.
- Hair must be kept groomed, clean, and may not include unnatural coloring or bizarre styles, (e.g., hair spiking, Mohawks, streaking, etc.).
- Facial hair is not allowed. (no beards, goatees, or mustaches)
- Tongue rings, nose piercings, or excessive piercings are not permitted. For safety purposes, dangling earrings and hoop earrings are not allowed.
- While strongly discouraged, girls may wear nail polish and modest make-up as long as it does not draw attention or distract from the intent of the uniform.
- No visible tattoos (permanent or temporary) are permitted.
- Undergarments should not be visible at any time.

4. UNIFORM SPECIFICATIONS

All uniform items must be ordered from Lands' End via Bridge Prep's online portal.

I. Tops

All shirts, jackets, sweaters, and jumpers must be ordered from Lands' End and bear the Bridge Prep crest.

- *Shirts*

Upon arrival on campus, all uniform shirts must be tucked in, and remain so at all times. A student must wear the appropriate-sized shirt to ensure that his/her polo does not become untucked when he/she is seated or raises hand(s) above head.

Long-sleeved shirts underneath short-sleeved polos or dress shirts are not permitted.

If undershirts are visible, they must be short-sleeved and solid white with no graphics.

- *Jumpers*

Jumpers are permitted for 1st-4th grade girls. A Bridge Prep polo shirt must be worn underneath.

- *Outerwear*

If wearing outerwear upon entering the building (sweater, sweatshirt, crewneck) it must bear the BPA crest; BPA outerwear can be ordered from Land's End. Students may wear winter outerwear (heavy coats, rain coats, etc.), however these must be removed upon entering the building.

Excessively large or tight jackets are not permitted.

II. Bottoms

All pants, shorts, skirts, and skorts must be ordered from Land's End.

Shorts, skirts, and skorts must not rise more than 2 inches above the knee when seated.

- *Pants*

All pants must be worn at the waist, not lower.

All pants must have belt loops. (Exceptions may be made for documented sensory issues at the discretion of the Administration)

Cargo pants are not permitted.

Students' pants must be the appropriate length—students are not permitted to roll the bottom of the pant leg.

- *Shorts*

All shorts must have belt loops. (Exceptions may be made for documented sensory issues at the discretion of the Administration) Students are not permitted to roll the bottom of the shorts. Cargo shorts are not permitted.

- *Skirts and Skorts*

Students are not permitted to roll skirt waistbands. Girls need to wear bike shorts or solid colored shorts under their skirts.

III. Shoes and Socks

- *Shoes*

Shoes should be in good condition without looking old, worn, or scuffed, and should be closed toe/closed heel.

Military boots, cowboy boots, Uggs, sandals, house shoes, crocs, frogs, high heels, skeletoes/vibrams, or shoes with a sole exceeding 1-inch in height are not permitted.

Shoes must not compromise the overall look of the uniform or draw undue attention to the wearer (up to the discretion of staff) (e.g. neon colors, glitter, light-up shoes, Wheelys, etc.). Boat shoes should be blue, black, or brown.

- *Socks*

For the sake of cleanliness, students are encouraged to wear socks at all times. Students are required to wear socks with athletic shoes, at PE, and on dress days. Students are not required to wear socks with boat shoes or ballet flats.

IV. Dress Days

On specifically designated days (parents will be notified beforehand), all students are required to wear their dress uniform on and/or off campus (on designated BPA-facilitated field trips, competitions, and other events).

All dress uniform items are to be ordered from Land's End; all shirts will bear the BPA crest. Dress uniform items are only to be worn on specifically-designated dress days.

- *Girls' Required Dress Uniform*

Official Bridge Prep dress shirt, with buttons fastened up to the second-highest button.

Navy box pleat skirt

Uniform tall navy socks (may not be pushed or rolled down).

Shoes must be black, brown, or navy; students may not wear tennis shoes/athletic shoes, ballet flats, sandals, or boots with their dress uniform.

- *Boys' Required Dress Uniform*

Official Bridge Prep dress shirt, with buttons fastened to the highest button.

Navy uniform pants

Navy and Crimson Bridge Prep tie; students in 1st-4th grade may wear pre-tied ties if preferable (also available on Lands' End).

Undershirts under button-ups must not contain any graphics visible through the shirt.

Shoes must be black, brown, or navy; students may not wear tennis shoes/athletic shoes with their dress uniform.

V. Accessories

- *Belts*

All students are required to wear belts while wearing bottoms with belt loops. Belts must be leather, and may be either black or brown; web or weaved belts are not permitted.

- *Jewelry and Other Accessories*

Boys may not wear earrings or other pierced jewelry.

Girls may wear up to 2 earrings per ear. No other pierced jewelry is permitted. Any item of jewelry deemed by Bridge Prep's administration to be unusually distracting, due to color, pattern, or size is unacceptable for school wear.

Scarves, shawls, and similar outerwear are not permitted.

Backpacks and/or other bags for carrying books and supplies should not have inappropriate logos, tags, or handwritten markings.

VI. Spirit Wear

Official Bridge Prep spirit shirts may be worn on Fridays and on field trips (unless otherwise notified) and on other specifically designated occasions; spirit shirts or polos may be paired with denim blue jeans or uniform bottoms.

- *Jeans*

Denim jeans must be blue and contain no "cargo" pockets.

Ripped, acid wash, distressed, excessively tight, baggy, or otherwise unusual jeans are not permitted.

Denim blue jean skirts and shorts must not fall more than 2 inches over the knee. Care must be given to ensure that skirts do not rise above the knee more than 2 inches when seated.

VII. PE

All PE shorts must be ordered from Land's End. It is not permitted to roll up the waistband of PE shorts.

- *Uniform*

Students must wear Bridge Prep Athletics t-shirt to every PE class. Students must wear socks and athletic shoes to PE. Students who are not in proper uniform will not be allowed to participate in PE. Three failures to dress out during a grading period will result in a grade reduction of one letter grade.

VIII. Non-Uniform Dress

When representing BPA in our community, our goal is to present the more modest and conservative dress standards of our school.

All students attending school-sponsored functions (including athletic events) are to use the following guidelines for non-uniform attire:

- Skirts and shorts should be modest and generally follow school dress policy.
- No clothing should be immodestly tight.
- The neckline of shirts and dresses must be no lower than approximately 3 inches below the collarbone; the back of shirts and dresses should cover the back entirely.
- Modest tank tops and other blouses/shirts are acceptable.
- Undergarments should not be visible at any time.

G. EMERGENCY PROCEDURES

I. EMERGENCY INSTRUCTIONS

In the event of an emergency that affects the entire school, the following procedures will be followed:

Students should remain calm and follow instructions given to them by Bridge Prep personnel at all times.

Students should refrain from texting, tweeting, posting, emailing, etc. during the crisis.

If necessary, and soon as is safely possible, students will be relocated to a safe and secure location.

Parents are requested not to directly contact the school office or teachers. Bridge Prep employees' primary job in a crisis is to take care of your child(ren), and this will be hindered if they attempt to answer phone calls and emails from concerned parents.

Bridge Prep will keep parents informed with accurate information through email, text messages sent from staff, and appropriate social media as quickly and as often as is possible.

Deference will be given to accuracy over expedience, but we recognize the angst parents feel and will communicate to you with as much haste as prudence will allow.

A time and location for parents to pick up their students will be communicated as soon as it is known. Parents should arrive in a timely fashion, and be prepared to show a photo ID in order for your child to be released to you.

2. EMERGENCY CLOSING OF SCHOOL

In the event that school is closed for inclement weather or other emergency situation, Bridge Preparatory Academy will communicate with parents in one or more of the following ways:

A text message to every student's emergency contact number

If possible, an email will be sent to parents

Closing information and updates will be posted on Bridge Preparatory Academy's Facebook page.

H. PROHIBITED ITEMS

Any items which would detract from the spiritual and academic mission of the school or which have the potential for significant disruption or distraction are forbidden at school or at any school-sponsored activity. Such items include, but are not limited to: fireworks, matches, lighters, inappropriate reading materials, laser pointers, toys, and items illegal to possess or consume.

Mobile technology devices (cell phones, iPads, etc.) are permitted on campus, but students must take care that using a mobile technology device does not disrupt any classes. Therefore, cell phones and iPads must be completely turned off (not on vibrate) during school hours and put away, unless the teacher permits its use for educational purposes. Repeated violation will result in the device being taken up and loss of privilege of bringing it to school.

I. PARENT/GUEST VISITATION

Parents and friends are welcome to visit the school. Parents must contact their student's teacher or administrator to arrange a satisfactory time for a visit. All guests are required to sign in at the office, present their driver's license, and wear a visitor's identification badge while on campus. In the case of divorced parents, visitation is naturally extended to both parents and stepparents of a child unless legal documentation is provided to the school by the custodial parent indicating otherwise.

All visitors must register at the office.

The administrator may refuse visitation to any student who is deemed inappropriate in dress or behavior.

J. VOLUNTEER OPPORTUNITIES

Family involvement is imperative to the success of Bridge Prep, student success, and to foster community. There are several opportunities for family to serve at the Bridge.

In-Class Support: May include, but not limited to making copies, prep work for class activities, office support, and miscellaneous projects throughout the campus.

Special Occasions and Celebrations: Plan and execute holiday parties and other celebrations.

Building the Bridge Gala: Help coordinate and attend our annual gala.

K. COMMUNICATION

- *Newsletter*

A weekly newsletter will be emailed to parents with valuable information regarding important dates, upcoming events and useful information for the Bridge Community. Family newsletters have links to events and registrations, messages from the administrator, and are a valuable communication tool.

- *Weekly Previews*

Families will receive a weekly preview of what to expect the following week in each class. Weekly previews are sent via email.

- *Email*

Teachers and staff will also use email as a method of communication. Email addresses should be updated frequently. Parents and high school students are expected to check email daily.

- *Website*

The Bridge Prep website contains information regarding all aspects of our school, including information on our model of education and our mission statement. You can find newsletters, student calendars, registration information, course and tuition information, and contact information. Visit www.bridgeprepacademy.org to find out more.

- *Social Media*

Bridge Prep has a Facebook page specifically for Bridge Prep families - Bridge Prep Warriors. It is a closed group, where pictures, events, comments, are shared among our Bridge Prep family.

- *Privacy Policy*

Personal information is information about you that is personally identifiable like your name, address, email address, or phone number, and that is not otherwise publicly available, and is not released to the public or site partners without explicit consent of our users.

L. CONFERENCES

Parents are urged to have conferences with their child's teacher when scheduled or whenever the need arises. Parents who desire such a conference may make an appointment by sending a note or email to the teacher. If a conference is needed with several teachers, call or email the office. Conferences may be scheduled during an arranged time during the day, or in some circumstances, after school. Please do not attempt to confer with the teacher in the morning before class or at any other time when the teacher's attention is needed for the supervision of the class. Students are not to attend Parent/Teacher Conferences unless requested by the teacher, administrator, and/or parents.

Conferences concerning student progress or performance should be held first with the student's teacher. If a problem arises, a conference may be held with the parents, teacher(s), and school administrator.

VII. Student Management Plan

A. BIBLICAL GUIDELINES FOR STUDENT MANAGEMENT

- *Respect Authority*

Let every soul be subject unto the higher powers. For there is no power but of God: the powers that be are ordained of God. Rom. 13:1

- *Reflect Jesus*

Finally, brethren, whatsoever things are true, whatsoever things are honest, whatsoever things are just, whatsoever things are pure, whatsoever things are lovely, whatsoever things are of good report: if there be any virtue, and if there be any praise, think on these things. Phil. 4:8

B. RIGHTS AND RESPONSIBILITIES OF STUDENTS

All students at Bridge Prep have the right to be treated with fundamental fairness, dignity, compassion, and Christian love. Each student, in turn, is expected to respect the rights and privileges of other students, teachers, and Bridge Prep staff. Each student then is obligated to exercise his own rights responsibly and in compliance with rules established for the orderly conduct of the school's mission. The school's rules of conduct and discipline exist to achieve and maintain order in the school. Any student who, by his

conduct, deprives another of his rights, or who violates campus or Bridge Prep rules, shall be subject to disciplinary measures designed to correct the misconduct and to promote adherence by all students to the responsibilities of Christian school citizenship.

Specific student responsibilities for achieving a positive and productive learning environment at school or school-related activities include:

- Attending all classes daily and on time
- Being prepared for each class with appropriate materials and assignments
- Being properly attired
- Exhibiting respect toward others and toward school property
- Paying required tuition fees and fines
- Refraining from violations of the Student Code of Conduct
- Obeying all school rules, including safety rules
- Pursuing changes in school rules and regulations in a responsible and orderly manner through appropriate channels
- Cooperating with staff in the investigation of disciplinary cases and volunteering information related to serious offenses
- Taking home all school-related communications

C. RIGHTS AND RESPONSIBILITIES OF PARENTS

- Every parent of a Bridge Prep student has the right to:
 - ✓ a safe and nurturing atmosphere for their child(ren)
 - ✓ fair and equal treatment of their child(ren)
 - ✓ appropriate and timely communication from the administration and teachers
 - ✓ participate in all appropriate school functions
 - ✓ conferences with the appropriate school personnel in matters relating to their child(ren)
- Every parent of a Bridge Prep student has the responsibility to:
 - ✓ actively support the philosophy, doctrinal statement, vision, and goals of Bridge Prep
 - ✓ actively support the administration and staff with the implementation of the Bridge Prep Student Management Plan and adherence to student behavior and character standards
 - ✓ abide by and accept all policies, procedures, and regulation of Bridge Prep as outlined in the Student Handbook (updated annually, at a minimum, and available on school's website)
 - ✓ furnish Bridge Prep with appropriate and current legal documentation defining limited access to a student and/or student records, if applicable
 - ✓ help meet the financial needs of Bridge Prep through charitable giving as the Lord provides and leads, understanding that tuition does not cover all of the expenses of the school and the school's budget is projected solely on the basis of tuition, fees, and gifts

- ✓ make every effort to provide for the physical and medical needs of their child
- ✓ ensure their child attends school regularly and promptly report and account for absences and tardies
- ✓ teach their child to pay attention and obey the rules
- ✓ encourage and lead their child to develop proper study habits at home
- ✓ participate in parent/teacher conferences to discuss their child's school progress and welfare
- ✓ sign and return academic and disciplinary communications from the school
- ✓ remain informed of school policies and academic requirements of school programs
- ✓ participate in school-related organizations
- ✓ ensure their child is appropriately dressed at school and for school-related functions
- ✓ discuss behavior reports, progress reports, report cards and school assignments with their child
- ✓ bring to the attention of school personnel any learning challenge or condition that may relate to their child's education
- ✓ maintain up-to-date home, work, and emergency telephone numbers and other pertinent information at the school
- ✓ follow the prescribed "chain of command" – teacher, administrator, school board - in pursuing issues or seeking to resolve disputes

D. RIGHTS AND RESPONSIBILITIES OF TEACHERS

- Teachers have the right to:
 - ✓ teach in a classroom free from disruption and undue interruption
 - ✓ the prayerful support of administrators and parents
 - ✓ respect from students, parents, administration, and other staff members
- Teachers have the responsibility to:
 - ✓ actively support the philosophy, doctrinal statement, vision, and goals of Bridge Prep
 - ✓ use discipline management techniques recognized in the Student Management Plan
 - ✓ encourage good student discipline through consistent attendance and punctuality, and by actively engaging students in learning everyday
 - ✓ perform their duties in a manner evidenced by appropriate planning and preparation of resource materials and assignments
 - ✓ comply with campus and Bridge Prep school policies, rules, regulations and directives
 - ✓ maintain an orderly classroom atmosphere conducive to learning
 - ✓ teach to the standards of performance required by Bridge Prep
 - ✓ establish rapport and effective communication with students

- ✓ teach students to strive toward self-discipline
- ✓ encourage diligent work habits that will lead to the accomplishment of personal goals
- ✓ serve as appropriate role models in accordance with the standards of their profession and the Christian faith

E. RIGHTS AND RESPONSIBILITIES OF ADMINISTRATORS

- Administrators have the right to:
 - ✓ make decisions that are in the best overall interest of the school
 - ✓ be shown the cooperation and respect commensurate with the duties and responsibilities of their offices
- Administrators have the responsibility to:
 - ✓ actively support the philosophy, doctrinal statement, vision, and goals of Bridge Prep
 - ✓ oversee implementation of the Bridge Prep Student Management Plan
 - ✓ oversee the Biblical stewardship of school property and assets
 - ✓ assume instructional leadership in the attainment of effective student conduct
 - ✓ ensure effective and timely school communication with parents
 - ✓ encourage parent communication with the school, including participation in required parent/teacher conferences
 - ✓ promote effective training and discipline, including self-discipline, of all students
 - ✓ respond to student management problems referred to them by teachers
 - ✓ serve as appropriate role models in accordance with the standards of their profession and the Christian faith

F. STUDENT CODE OF CONDUCT

The purpose of the Bridge Prep Code of Conduct is to promote a standard of excellence regarding student character. A Christ-like attitude within the learning environment, and the development of positive Christian relationships among students is essential to the academic and social success of the Bridge Prep community. It is also vital that our students grow in the school's four core values - Reverence, Respect, Relationships, and Responsibility. Therefore, specific guidelines regarding behavior are in place. While on-campus concerns are primary, Bridge Prep does reserve the right to address any off-campus conduct deemed to affect on campus relationships, the learning environment, or overall public witness/character of the school with the community.

1. Students must show respect to adults at all times. A title (Mr., Mrs., etc.) should, therefore, be used when addressing an adult. On the occasion of disagreeing with an adult, the student exercise the process of "Wise Appeal" to enter into dialogue with the adult about the disagreement.
2. Students should treat each other with respect, kindness, purity and compassion just as God commands us in Matthew 7:12, "Therefore all things whatsoever ye would that men should do to you, do you even so to them..." and in 2 Timothy 2:22, "Flee also

youthful lusts, but follow righteousness, faith, peace, with them that call on the Lord out of a pure heart.”

3. Bridge Prep’s standard of excellence applies to Christian character and, therefore, operates on an honor system with its students. This means that students are expected to be truthful, honest, and upright in their words and actions as a matter of personal conscience and beliefs. Violations of the honor system (lying/dishonesty, impure speech or behavior) in matters pertaining to any facet of school life – academics, activities, and personal relationships – can result in consequences that lead toward expulsion.
4. The school facility and grounds should be kept clean, orderly, and in a manner which reflects an attitude of gratefulness.
5. Horseplay, running, yelling, or rough play during or between classes is not allowed.
6. Students should conduct themselves at all times in a manner worthy of the gospel of Jesus Christ (Phil. 1:27), taking special care to guard the relationship between Bridge Prep and its Partners like Friendship Community Bible Church.
7. Bridge Prep reserves the right to discipline students for off-campus activities. A Bridge Prep student represents the school at all times and is subject to discipline at the discretion of the school for any behavior that impugns the character of the school or that in the sole discretion of Bridge Prep otherwise warrants discipline by the school.
8. The use of profanity is not permitted at school or in public forums, including social media.
9. Public displays of affection between sexes such as hand-holding, kissing, etc. are not permitted.
10. Tobacco products, illicit drugs, alcohol, or weapons are not allowed on campus or at any school-sponsored event. Infractions of this nature may lead to expulsion.

G. DISCIPLINE POLICY

The purpose of discipline is to encourage students to develop biblical self-discipline in their lives (Proverbs 25:28) and to aid young people in the development of Christian character. We want to help each student understand his responsibilities and to accept the consequences for his actions. Discipline of the student is the joint responsibility of parents, teachers, and administration. We believe that parents and school personnel must cooperate fully with one another. Anything that tears down respect and confidence for either will harm the student.

The Bible gives several admonitions and principles regarding orderliness. Thus, at Bridge Preparatory Academy, firm and consistent discipline is maintained and tempered with love. Teachers maintain standards of behavior in the classroom through kindness, love, and a genuine concern for their students. Desired behaviors are celebrated and reinforced through a positive behavior reward system. Likewise, misbehavior is dealt with firmly and consistently.

The teacher handles most discipline problems in the classroom. If the teacher has to correct the student for multiple infractions, she may contact the student’s parents to inform them of the recurring problem and to seek parental correction of the difficulty. If parental involvement with the situation proves to be an ineffective remedy, the problem

may be referred to the administration (principal), who will counsel and perhaps impose some further form of discipline (Psalm 94:12; Heb. 12:10-11)

I. ELEMENTARY DISCIPLINE POLICY

Each elementary child is expected to follow the directions and instructions of his teacher. To encourage proper behavior teachers employ a variety of positive rewards (verbal praise, notes and phone calls home for good behavior, class rewards, and Bridge Bucks). Likewise, teachers may also use a variety of methods to deter students from improper behavior. These methods will vary depending on the classroom, but their ultimate goal is to encourage students toward right and proper Christian behavior. These disciplinarian actions may include, but are not limited to, restricted recess, loss of rewards, verbal reprimand, notes or phone calls to parents, or discussion with the principal.

2. SECONDARY DISCIPLINE POLICY

With increased independence for secondary students, some actions requiring disciplinary actions are character development issues while others are issues of the heart. Character development issues (Level 1) tend to be accidental and indicate the student's need for self-discipline. On the other hand, more severe disciplinary issues (Level 2) are those actions that are deliberate and reveal a heart issue. The resulting discipline policy shows Bridge Prep's efforts to encourage students toward self-discipline while providing consequences for deliberate behaviors of insubordination.

Level 1

Thirty-minute detentions are given to students who receive two of the following infractions for a class. These infractions may have occurred during a single class period or over a series of class periods within a floating three weeks (15 days of school). These infractions are the following (if warranted, a teacher may add to these infractions):

- Tardy (unexcused)
- Unprepared for class
- Dress violation
- Disturbing class
- No parent signature
- Horse playing

Level 2

One hour detentions are given to students who choose to disregard authorities placed in their lives. These infractions are the following (if warranted, a teacher may add to these infractions):

- Disobedience
- Disrespect
- Deceitfulness
- Destruction of property (restitution may also be required)
- Inappropriate physical contact

Chewing gum in school and eating food in class without the teacher's permission are considered disobedience. Depending on the circumstances of the infraction, additional consequences may be given. Repeated offenses in these areas (Level 2) will result in more severe consequences, such as suspensions (ISS or OSS).

Level 3

A student who receives five hours of detention within one semester will be suspended upon his next detention time received. Level 3 offenses may result in multiple hours of detention, suspensions, probations, or a combination of consequences. These offenses include, but are not limited to, the following: stealing, cheating, forgery, fighting, vandalism, leaving campus without permission, truancy, threats, and harassment.

Level 4

Some violations of the student code of conduct or other school policies are grave enough to merit immediate, serious discipline. The school reserves the right to discipline a student, up to and including suspension or expulsion, for a more serious offense such as sexual misconduct, violation, bullying, cyberbullying, use of illegal substance (including alcohol and tobacco in any amount) or promotion of any such conduct by word or deed.

3. DETENTION

Serving time in detention is the primary penalty for routine rule infractions among students in the secondary school and for those in the upper elementary school (4th - 5th grade) on a somewhat limited basis. Detention will take place after school from 3:30 -4:30 on specified days.

Detention attendance is mandatory after the receipt of the detention form. It will take precedence over athletic practices, games, and work. Once in detention, the student will be seated quietly, will not talk to other students, and will follow explicitly the directions of teacher in charge.

It is important that the student report to detention on time. A student reporting late (up to five minutes) receives a penalty amounting to twice the amount of time (number of minutes) he was late, and will serve it after the conclusion of the normal detention time. For example: a student who is four minutes late serves an additional eight minutes. A student who is over five minutes late, however, will serve out the remaining time on the original detention and is issued an additional penalty detention to be served at the next detention.

An additional penalty detention may be given if the student:

- Fails to report to detention when it has been assigned
- Fails to report to detention with the detention form
- Fails to report with the required parental signature on the form

As a result, this student will serve two consecutive detentions (one for the original hour plus the penalty hour)

Note: Parents of students serving detention will be billed \$25.00 to compensate staff supervising detention.

4. SUSPENSION FROM SCHOOL

Suspension from school is a very serious matter. Parents will be contacted before the suspension is to be served. When a student is suspended, he must complete all missed work, tests, and quizzes according to the absence policy. Suspensions may result in a revoking of privileges and positions of responsibility and trust.

5. DISCIPLINARY PROBATION

Sometimes it is necessary to put a student on disciplinary probation as the last resort before dismissal from school. The school's Administrative Committee will review probation situations periodically. Students who have long-term behavioral probations will be asked to withdraw from the school.

6. READMISSION AFTER DISCIPLINARY ACTION

To be considered for re-enrollment after being dismissed from the school (or enrollment after dismissal from any other school), the student and his parent(s) or guardian must meet with the school administrator to determine if the discipline has accomplished the desired development in spiritual maturity. Normally, the school's Administrative Committee will only consider a student for re-enrollment after one semester has elapsed.

7. ADDITIONAL REASONS FOR DISMISSAL

- Parent(s) will not cooperate with the administration of the school
- A student's negative influence makes it inadvisable for the student to remain at Bridge Preparatory Academy
- Continual failure to achieve academically or continual lack of effort
- Threats to teacher or staff
- Destruction of school property
- Forcible entry into any building after school hours
- Obscene gestures and language directed at faculty or staff

The Board of Directors and/or Head of School reserves the right to change policies at any time. Policies are the means by which we maintain standards and integrity. Our prayer is that they will provide a framework for seeing the Bridge Prep vision come to fruition.



Handbook Acceptance Page

Please sign this page and return to the school's administrative office.

Date: _____

I do hereby agree that I have read, understand, and will abide by the policies and procedures of the Bridge Preparatory Academy's Family Handbook. I also take full responsibility for communicating this information to my student(s).

Parent signature: _____

Parent signature: _____