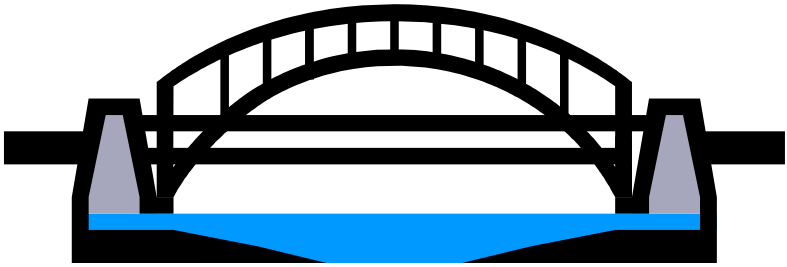


BRIDGES

Student/Parent
Handbook



REGIONAL OFFICE OF EDUCATION #11

SAFE SCHOOLS ALTERNATIVE
EDUCATION PROGRAM

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CURRENT PRACTICES

Current practices and procedures are reflected in this handbook. Though students are expected to follow all school rules, Bridges administrator and staff respects the uniqueness of our students. Consequences for non-compliance will be applied with fairness; that is doing the right thing for the individual according specific differences and needs. Bridges administrator and staff may make additional rules as deemed necessary.

Academic instruction is designed to align with the state standards and requirements of the home school. In addition to the core content areas, students are **required to participate in learn and serve, art, physical education, and character education** which will include writing assignments.

Student records will be maintained by the home school district. Parents have the right to inspect and copy records.

School day is scheduled from 8:15 to 2:30. Students providing their own transportation are expected in the building from 8:15 to 2:30. Bus riders are subject to bus schedules of home districts.

School lunches and breakfasts are ordered and eaten at the Bridges/Beacons site. Students may bring their lunches from home. Free/reduced eligibility is determined by the home district. Costs of meals vary depending on the local contract.

Medication Policy: All medication, prescribed or over-the-counter **must** be registered with the Bridges/Beacons staff. Any prescribed medication must have a signed physician's form. Over-the-counter medicine must have a signed note from the parent/guardian.

Emergency School Closings: When local districts close/dismiss early because of inclement weather, Bridges/Beacons students will be excused or dismissed according to the home districts transportation schedules.

Field Trips: Field trips may be taken as part of the educational program. Students must have a signed permission slip from a parent or guardian. Charges may be levied for transportation and/or food costs.

Nondiscrimination. Bridges/Beacons shall treat all persons fairly. There will be continuous examination of all parts of the curriculum by the administrator and staff to ensure that:

- Respect is being shown for all individuals regardless of economic status, intellectual ability, race, creed, color, religion, sex or age
- Respect for cultural differences
- Respect for the right of others to seek and maintain their own identities
- Respect for economic, political, and social rights of others.

School violence Tipline 1-800-477-0024

The Bridges/Beacons Character Education course is designed to examine the following pillars:

TRUSTWORTHINESS

- Keep promises & commitments, refrain from spreading rumors, tell the truth at all times.

RESPECT

- Maintain a positive attitude, refrain from use of profanity & inappropriate/hurtful comments, refrain from the use of violence.

RESPONSIBILITY

- Always do our personal best, demonstrate self control & appropriate behavior, and complete all assigned work on time.

FAIRNESS

- Refrain from judging others unfairly, support and encourage your classmates, and live by the rules.

CARING

- Show compassion & kindness, treat others the way we would like to be treated.

CITIZENSHIP

- Follow all rules, respect the authority of all staff members, show school pride by taking care of our school property, and appropriate dress.

Writing Assignments

Writing is an essential skill for success. Writing assignments will be required for Bridges/Beacons students as a condition of successful completion of the program. Students will earn academic credit by completing required **writing assignments that are aligned with the character education program and includes the six Bridges Principles**. Teachers will guide and assist students in completing the writing assignments in accordance with Bridges/Beacons style and formatting specifications.

BEHAVIORAL INTERVENTION PLAN

UNDERSTANDING

Bridges/Beacons students are expected to behave in ways that promote their own educational achievement, contribute to the positive educational climate of the classroom, and do not disturb or disrupt the learning of other students. Students who fail to positively engage in their own educational advancement or who persist in disrupting the learning of other students will be subject to disciplinary action. Behavior that threatens, frightens, or promotes the inappropriate conduct of other students will not be tolerated.

CUE

Immediate verbal intervention informs the student about the nature and extent of the inappropriate behavior and the **expected** positive behavior required. Student's response to the cue determines either positive or negative consequence.

CLA (Continuation Learning Area)

Students who respond to cues in a negative manner may be assigned CLA for a period deemed acceptable by school staff. This is done so that a safe, orderly learning environment is maintained. Students may be asked to continue working on assignments or to take "time out" to gain control of their anger.

SUSPENSION

Students at Bridges/Beacons have chosen the alternative educational opportunity: therefore it is **expected** that they make decisions that will keep them in good standing with the program. Students may be suspended due to failure to adhere to terms and conditions of CLA or displaying behaviors that pose a danger to themselves, others or school property, or that create a severe disruption of normal school functioning. In most cases, the student may return from a suspension ONLY after a conference including student, parent/guardian, and Bridges/Beacons staff.

ADMINISTRATIVE MEETING (Parent/Student/Teacher Conf)

Students may be dismissed from the program if they continue to display gross inappropriate behaviors after all steps of the Behavioral Intervention Plan have been exhausted. In such cases, the home school personnel, parents, student, and other relevant parties will be informed of the intent to remove the students from the program.

CLA Terms and conditions (Continuation Learning area)

In order to safeguard the rights of students, while at the same time creating a safe, orderly learning environment, Bridges/Beacons has adopted the following CLA terms and conditions.

CLA detentions serve multiple purposes. CLA detentions are a component of the behavioral intervention plan.

Disciplinary detentions serve two purposes, one being to provide consequences for excessive misbehavior in an attempt to decrease that behavior, and the other being to allow the student to regain lost academic time due to misbehavior.

The following procedures are devised to provide the most positive learning experience while at the same time providing choices and teaching student self-control and responsibility.

1. The decision to give a CLA detention will be made by Bridges/Beacons staff.
2. Disciplinary CLA detentions should be served the same day they are assigned.

3. Students will receive verbal notification of detention, and an incident report will be filed.

4. The student will report immediately to CLA or the result will be additional detention time or suspension.

5. Students will complete the class work given them or will remain in detention until the work is completed.

6. Sleeping is unacceptable conduct when servicing CLA detentions

Examples of behaviors that may warrant CLA detention.

1. Inappropriate language
2. Minor physical aggression
3. Threatening/verbal aggression
4. Possession of drug paraphernalia
5. Suspicion of being under the influence
6. Disrespectful conduct toward staff
7. Destruction/misuse of school property
8. Extreme non-compliance of rules

POLICY: OUT-OF-SCHOOL SUSPENSIONS

In order to safeguard the rights of students, at the same time creating a safe, orderly learning environment, Bridges has adopted the following Out-of-School Suspension policy. Out-of-School Suspensions are a component of the behavioral intervention plan. Students may be suspended due to exhibiting behaviors that pose a danger to themselves, others or school property and behaviors that create a severe disruption of school functioning. Specifically, students may be suspended for:

1. Physical aggression toward staff or peers
2. Possession of drugs/alcohol
3. Setting a fire at school
4. Possession of a lethal weapon

5. Non-compliance with CLA (detention) assignment

The following due process procedures will be utilized prior to a suspension from school.

1. The student will be given oral notice of the charge(s) against him/her.
2. He/she will be given an explanation of the reasons/evidence the school possesses against him/her.
3. He/she will be given an opportunity to present he/her side of the story.

The length of a suspension will be determined by the Bridges administrator.

Termination of Bridges alternative education services may be recommended when a student's behavior significantly deteriorates.

PERSONAL POSSESSIONS AND SCHOOL SAFETY

Safety of BRIDGES/BEACONS students and staff is our top priority. Any violation of public law regarding drugs, alcohol or violence will be reported to the proper authorities. Severe consequences for violations will be enforced by BRIDGES staff in addition to any ordered by public law.

Anything that students bring to the Bridges learning center which interferes with the functions of school is prohibited and may subject the students to terms of the Behavioral Intervention Plan.

Trading or selling personal possessions is not allowed at Bridges/Beacons.

The following items will not be allowed at Bridges:

- ⊗ Any object (including look-a-likes) that can be used as a weapon
- ⊗ Personal electronic items
- ⊗ Tobacco products, lighters, matches
- ⊗ Amounts in excess of \$10 are considered excessive. Bridges will not be held accountable for lost or stolen cash.

All students will be subject to daily searches by metal detectors. Students must also show all personal effects

in their possession (i.e. coat, purse, book bag) for inspection.

If metal detector is activated, student will remove metal items and be rescanned. If item cannot be removed, the operator shall visually check the person's explanation of the activation (for example jewelry, belt buckle) or may lightly touch, but not grab, the article causing the activation.

Any student found to possess a dangerous weapon shall be arrested. Discovered contraband may be confiscated and disciplinary action taken.

Students who refuse metal detector search will not be permitted to enter classroom.

The best interest of our students always comes first!!!

PERSONAL APPEARANCE

Students dress should reflect pride in themselves and their school. Inappropriate dress will be disciplined according to the Behavioral Intervention Plan.

Staff members have the final determination regarding the appropriateness of student dress.

ATTENDANCE

Students who miss more than 10% of the school semester for any reason may lose placement in the BRIDGES/BEACONS program.

Students are expected to be in school, on time, for every scheduled school day and to remain for the entirety of the scheduled day.

Parents are expected to follow the following guidelines when a student **must** be absent.

PLEASE FOLLOW THESE GUIDELINES FOR STUDENT ABSENCES
<ol style="list-style-type: none">1. A parent should call Bridges before 8:30 a.m.2. Absences other than illnesses must be arranged and approved in advance by the Bridges/Beacons teacher.3. Students must take responsibility to make arrangements with teacher for make-up work.4. A doctor's excuse or court excuse may be requested for extended or repeated absences.

Policy: Rights of Homeless Students

Bridges/Beacons shall provide an educational environment that treats all students with dignity and respect. Every student shall have equal access to the same free and appropriate educational opportunities as students who are not homeless. This commitment to the educational rights of homeless children, youth and youth not living with a parent or guardian, applies to all services, programs and activities provided or made available.

Student Computer POLICY

It is the policy of Bridges to mandate and expect that students will use the Internet in a responsible manner. Accordingly, Bridges has established a policy and procedures for the use of the Internet along with rules governing the behavior of students who access the Internet. ***Students who do not comply with the standards of behavior outlined in the student conduct and discipline plan or with the Internet rules below may lose their privilege to use the Internet and/or be subject to other disciplinary action.***

1. Students need to check with their teacher before bringing in portable storage devices for their work at school. Students will save their work as instructed by teacher.
2. Students may not bring or use files from home unless instructed to do so by their teacher.
3. Students should ask permission before using the printer.
4. Students may play games assigned by a classroom teacher that have an educational component. Students may not play games that are not authorized by the supervising teacher.
5. Bridges/Beacons computers are for use only for instructional purposes. Students are forbidden to send, receive, or read e-mail or social media on Bridges computers. Students are not to log in to chat rooms or any other web site not directly related to an assignment issued by a classroom teacher.

DRUGS/ALCOHOL/TOBACCO POLICY: Substance Abuse

Bridges/Beacons is a tobacco, alcohol, and drug free program. Drugs are defined as any mind altering substance. Students found in possession of tobacco or alcohol (or look-alikes) will be subject to disciplinary action, and the contraband will be confiscated. Students found in possession of drugs (or look-alikes)

will be subject to disciplinary action and the contraband will be turned over to the police. Students found guilty of selling or dispensing drugs may be subject to dismissal from the program.

Substance abuse means the consumption or use of any substance for purposes other than for the treatment of sickness or injury as prescribed or administered by a person duly authorized by law to treat sick and injured human beings. When Bridges personnel have reasonable suspicion that a student is under the influence of alcohol or drugs, parents will be called to remove the student from the program. The Bridges administrator may request that a student have a drug test, at parent expense, and that the results be turned over to the school before the student will be readmitted. Depending on the results of the test, Bridges may require that a student successfully participate in and complete a substance abuse program as a condition of remaining in the program: proof of participation and completion will be required through the use of a "release of information" form.

Harassment/Bullying Policy

Bullying - in any form - will not be tolerated at Bridges or Beacons. It disrupts the learning environment and adversely affects the quality of a student's education. It harms the victim, the students exposed to it, and in many cases, the actual bully.

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, or verbal/physical conduct of sexual nature. Sexual harassment is a violation of federal law.

Bullying is defined as when a person is exposed, repeatedly and over time, to negative actions on the part of one or more persons. Bullying may be a violation of the law.

Cyber bullying is defined as the use of information and communication technologies (such as e-mail, cell phone, instant messaging, and

personal Web sites) to support deliberate, hostile behavior intended to frighten or harm others.

Bridges/Beacons has adopted the following policy to address bullying actions of our students which occur at school or off campus.

1. Any student who uses a school-provided or personal communication device (a) with the intent to intimidate, harass, or coerce another person, or (b) to use vulgar, obscene, profane, lewd, or lascivious language to communicate such harassment, or (c) to threaten an illegal or immoral act, shall be subject to school disciplinary procedures.
2. In any instance in which cyber bullying, bullying, or harassment creates a climate of fear and/or causes a substantial disruption of the work of the school or impinges on the right of other students, the person committing the act shall be subject to school disciplinary proceedings.
3. Students and staff are required to report to site principal any incidents of cyber bullying, bullying, or harassment about which they are aware. Reports must be put into writing but may be made anonymously. The principal will investigate all reports, using any electronic communications records currently kept by Bridges/Beacons.
4. If harassment/bullying is significant or persistent:
 - The administrator meets with the offender asking for written or verbal response
 - The administrator and/or teacher will notify parents of both sender & receiver

- The administrator will review all information and determine consequences

Possible consequences of harassment/bullying incidents are: verbal warning, written warning, CLA, out of school suspension, or dropped from the program. The sender's past record concerning harassment/bullying may be used in decisions regarding consequences.

Retaliation: If the student accused of harassment/bullying physically retaliates, there will be additional and more severe consequences.

Time Limits: Harassment/bullying complaints should be made immediately. A time limit of two weeks is ample time to report an incident.

BRIDGES/BEACONS STUDENT AGREEMENT

As a BRIDGES/BEACONS student, I agree to the following guidelines:

- I will attend every class meeting. If I must be absent, I will have my parents contact the teacher before the beginning of class time.
- I will dress to school standards.
- I will demonstrate a positive attitude by behaving according to the school principles: trustworthiness, respect, responsibility, fairness, caring, and citizenship.
- I will strive for academic progress and complete work as assigned.
- I will participate fully in all activities including learn and serve projects, art, physical education, and character education.
- I agree to complete required writing assignments.

I understand that if I violate any of these guidelines, I will be disciplined according to the Behavior Intervention Plan. I further understand that my parents, my home district, and any other special agencies that I deal with can be notified of any inappropriate behavior on my part.

I agree to the use of a metal detector to search my person and personal belongings.

Signed _____

Date _____

PARENT/GUARDIAN AGREEMENT

**As the parent of a student in
Bridges/Beacons, I agree to the following
requirements:**

- I will participate in scheduled student/parent/teacher sessions. I may also be requested to participate in other activities deemed necessary for the benefit of my son/daughter.
- If it is necessary for my son/daughter to be absent, I will call the school before 8:30A.M.the day of the absence. I will also provide a written excuse upon the return of my son/daughter to school.
- I will keep Bridges informed of changes in home, work, or emergency telephone numbers
- I agree to provide the on-going support of my son/daughter as needed to comply with the rules and requirements of the program:
ATTENDANCE, BEHAVIOR, ACADEMICS, APPROPRIATE DRESS

Parent/guardian signature

Date _____