



# **BRIDGE PROGRAM**

## **STUDENT and PARENT**

### **HANDBOOK**

**2024 - 2025**

**1225 Northbrook Parkway  
Suwanee, GA 30024**

**Office 678-542-2330  
Fax 678-542-2340**



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## **Mission of Gwinnett County Public Schools**

The mission of Gwinnett County Public Schools is to pursue excellence in academic knowledge, skills, and behavior for each student, resulting in measured improvement against local, national, and world-class standards.

## **Gwinnett County Public Schools Vision**

Gwinnett County Public Schools will become a system of world-class schools where students acquire the knowledge and skills to be successful in college and careers.

## **Buice Center Vision Statement**

The Buice Center will provide an engaging, rigorous, academic environment. We will ADAPT teaching, BRIDGE gaps, and STRIVE to prepare each student with the knowledge needed to be independent, successful individuals.

## **Buice Center Mission Statement**

The Buice Center is dedicated to ensuring all students in the ADAPT, BRIDGE, and STRIVE programs receive individualized support and services for a quality academic, behavioral, and vocational education necessary to become independent, productive members in the community.

The officers, employees and officials identified in this **procedure/process/practice/manual/handbook** are charged with using their personal judgment and deliberation in executing the functions and tasks set forth herein and nothing in the **procedure/process/practice/manual/handbook** should be construed or interpreted to create any ministerial duties on behalf of any officer, employee or official

# 2024 - 2025 School Year Calendar

## Gwinnett County Public Schools 2024-25 SCHOOL YEAR CALENDAR

<p>4 Independence Day (Systemwide Holiday)</p> <p>23 Administrative Staff Meeting</p> <p>25-26 Required Pre-planning/ Staff Development [#1-2]</p> <p>29-31 Required Pre-planning/ Staff Development [#3-5]</p>	<p><b>JULY 2024</b></p> <table border="1"> <thead> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td></tr> <tr><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td></tr> <tr><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td></tr> <tr><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td></tr> <tr><td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td></tr> </tbody> </table>	S	M	T	W	Th	F	S		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31				<p><b>JANUARY 2025</b></p> <table border="1"> <thead> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td></tr> <tr><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td></tr> <tr><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td></tr> <tr><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td></tr> <tr><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td></td></tr> </tbody> </table>	S	M	T	W	Th	F	S				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		<p>1-2 Winter Break (School Holidays)</p> <p>3 Teacher Planning/Staff Development [#8] (Student Holiday)</p> <p>6 Begin 2nd Semester [Day 92]</p> <p>20 MLK Jr. Day (Systemwide Holiday)</p>							
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22	23	24	25	26	27	28																																																																																								
29	30																																																																																													

Orange box: First and Last Days of School

Light blue box: Teacher Planning/Staff Development/Student Holiday

Light green box: Student/Teacher Holiday

Light red box: Digital Learning Day

### BRIDGE Middle School and High School Bell Schedule

	High School	Middle School	Low Incident
Arrival 6:40-7:10	Pledge and Announcements		
1st Academic 7:10 to 8:05			
2nd Academic 8:10 to 9:05			
3rd Academic 9:10 to 10:05			
4th Academic & Lunch 10:10 to 11:40	lunch 11:10 to 11:40	Lunch 10:30 to 11:00	Lunch 10:30 to 11:00 10:45 to 11:15 11:00 to 11:30
5th Academic 11:45 to 12:40			
6th Academic 12:45 to 1:40			

The contents of this handbook are intended to provide the guiding policies and procedures for the safe and successful operation of the Buice Center. The procedures and processes within this handbook are not all inclusive and may be edited as necessary during the course of the year.

The BRIDGE follows the policies and procedures of the GCPS Student Conduct Behavior Code; this handbook will be used in conjunction with GCPS policies and procedures.

## **Rights and Responsibilities**

### **Rights of Students**

Students shall have the right to:

- Pursue a successful education in a safe environment without disruption.
- Receive fair and equitable treatment without discrimination in every aspect of the educational system.
- Be treated respectfully and as an individual.
- Be informed of their rights, responsibilities and discipline policies.

### **Responsibilities of Students**

All students share with the administration and faculty a responsibility to develop a safe learning environment within the school. Students shall have the responsibility to:

- Attend school regularly, arrive on time, and bring materials.
- Respect the personal, civil and property rights of others.
- Put forth a conscientious effort in classroom work and homework.
- Groom and dress appropriately.
- Have knowledge of and conform to school rules and regulations.
- Not use indecent, obscene, or foul language.
- Report incidents or activities that may threaten or disrupt the school environment.

### **Rights of Parents/Guardians**

Parents shall have the right to:

- Receive regular official reports on their child's academic progress.
- Receive an explanation for the basis of any grade given by the teacher.
- Request a conference with the teacher and/or principal.
- Receive a prompt report of their child's attendance to class or school.

- Bring, or have the District provide, an interpreter during disciplinary conferences or hearings, when a parent or student has limited English proficiency and the parent or student requests an interpreter or the school observes that a parent or student's limited English proficiency would deny them an opportunity to meaningfully participate in the conference or hearing.
- Appeal disciplinary actions of suspensions of 10 days or more.

### **Responsibilities of Parents/Guardians**

Parents/guardians shall have the responsibility to:

- Ensure that their children between the ages of 6 and 16 enroll in schools regularly, on time, and for the whole school day in accordance with the laws of the State of Georgia.
- Enroll their child in a private school if he is expelled from GCPS.
- Present to school officials any concern in a calm and reasonable manner.
- Work with the school on academic, disciplinary, or other related matters pertaining to their child.
- Plan the time and place for homework assignments and provide necessary supervision.
- Talk with their child about school activities and expected behavior.
- Know the rules set forth in this Code and review them with their child.
- Ensure that their child receives the periodic student health examinations that are required by law.

### **Student Records**

Under the Family and Educational Rights to Privacy Act of 1974, parents have several rights. These include:

- a. "The right to inspect and review educational records of their child, the right to challenge the content of those records, the right to control the release of the educational records."
- b. "Copies of a student's educational record may be transferred to officials of other schools or school systems in which the student seeks to enroll. Unless parents express, at the time of enrollment in the Gwinnett County Public Schools, a need for additional notice of the transfer to the enrolling school or school system will occur without further notice."
- c. "School officials must require the parent or guardian to provide proof of residency in the district and attendance zone at the time a student is initially enrolled in a school."



Gwinnett County Public Schools policy “JR” states, “It shall be the policy of the Board to protect the confidentiality of personally identifiable information in student records against all persons except those with a need to know in normal operation of the schools or school system, except when specifically authorized release is granted in writing by the parent or eligible student or pursuant to subpoena or judicial order and as otherwise specified by federal or state laws.

The parent or legal guardian or eligible student shall have right of access and right of hearing to challenge the content of records believed to be inaccurate, misleading or otherwise in violation of privacy or other rights of the student within 45 days of request or before transfer of records.

All information in the student record shall be as objective as possible or be based on unbiased non-discriminatory professional observation or judgment.

The records shall be expunged periodically to eliminate records or data no longer valid or pertinent to the student.”

The student or parent is encouraged to contact the local school for more information about the above list of rights.

### **Change of Address or Phone Number**

If you have a change of address and/or telephone number, you must first update the GCPS Parent Portal followed by informing the school’s front office personnel. All information must be current to receive school mailings and in order for the school to reach parents in case of an emergency. If you do not have a Parent Portal account, please go to <https://www.gcpsk12.org/Page/26042> to enroll.

If a student moves within the school district during the school year, a new transportation form needs to be completed. Transportation changes may require up to 10 days before a new route can be established. To avoid a break in service it is essential to supply your new address to the school as soon as possible.

### **Closings Due to Weather Conditions**

If bad weather causes school to be canceled or dismissed early, public announcements will be made on GCPS TV, on the school system’s website ([www.gcpsk12.org](http://www.gcpsk12.org)), on Twitter and Facebook, and via metro-Atlanta radio and television stations. School closings are determined by the Superintendent, not by the local school. The basic premise is that school is open or will remain open unless it is specifically announced otherwise. Full-day cancellations usually are announced by 6 a.m.

In the case of bad weather, teachers will have lessons on My eClass for students to continue with their learning through this integrated learning management system.

My eCLASS is Gwinnett's digital Content, Learning, Assessment and Support System that is providing the district an integrated learning management system to enhance student engagement and the learning process. It is a multi-year initiative that is providing students and teachers with the digital tools they need to expand the walls of the classroom, foster collaboration, and nurture creativity.

### **Visitors**

School security requires that all persons who are not students or faculty members of the Buice Center have the permission of the administration to be on the campus or in the school building. All school visitors are required to enter through the main entrance and sign-in at the front desk to register their visit and receive a visitor's badge. Please be prepared to provide identification and a clearly stated purpose for the visit.

Visitors for social/non-school business-related purposes (friends, former students, etc.) are not permitted during school hours.

### **Student Checkout**

Parents are urged to make dental, medical, and other appointments for students *before* or *after* school hours. If it becomes necessary for a student to check out during the day, parents must sign student(s) out in the front office. Office personnel will then call student(s) from class. Students must have a parent or guardian permission before early check out will be permitted. Students will not be allowed to check out or leave the school campus with a friend or relative without confirmed parental permission. Picture identification is required to check out a student.

### **Attendance**

The BRIDGE encourages and promotes good attendance. School attendance is important because it underscores the significance of learning and the importance of obtaining an education in our society. Regular attendance in school helps develop good habits that will carry over in life such as responsibility and good work ethics. Good attendance correlates very strongly with good grades in school. School attendance is the responsibility of both parents and students.

### **School Absences Procedure**

State law requires attendance at school from age 6 to 16. It also authorizes strict penalties for non-attendance. Chronic absenteeism can seriously jeopardize a student's

success in school. Please note that after 10 consecutive absences a student will be withdrawn if the school has not been contacted by the parent/guardian. Students 16 and over enrolled for the school year, who do not attend school for ten (10) consecutive days, and the school is not notified of the absence by a parent and/or guardian, are considered withdrawn.

Excused absences are defined by state law and include only the following areas:

- Personal illness: individuals whose attendance in school would endanger the health or the health of others,
- Death or serious illness of an immediate family member,
- Recognized religious holidays,
- Student under orders from a government agency,
- Service as a Page in the Georgia General Assembly,
- Conditions rendering school attendance impossible or hazardous to students' safety or health,
- Registering to vote or are voting, for a period not to exceed one day.
- Military leave of a parent and/or guardian

On the day the student returns to school, (s)he must bring a note signed by a parent/guardian explaining why the student was absent from school. The note should include the student's first and last name, grade level, the date of absence, reason, parent signature, and phone number for verification. The completed note must be turned in to the student's first teacher of the day. The absence will be classified according to the policy as either excused or unexcused based on the guidelines above.

### **Use of School Phones**

The school phones are for business purposes. Phones are available to students only for emergency purposes. Emergencies do not include forgotten homework, projects or lunch money. Urgent telephone messages from a parent or guardian will be delivered to the student by the office personnel.

### **Clinic Information**

For the safety and well-being of students, it is imperative that a clinic form be completed for every student. It must include current address and phone number, medical conditions, emergency numbers, and a valid parent signature. If changes occur during the year, parents should notify the clinic. Emergency contacts must be made in writing by the parent prior to checking out a student.

### **Clinic Policies and Procedures**

The BRIDGE is vitally interested in the health and welfare of all of our students. The school clinic worker will not furnish a student with any medicine, including aspirin, unless it was provided to the school by the parent in accordance with our school clinic procedures.

If a student becomes ill during the school day (s)he should report to the clinic. The clinic worker will determine the appropriate steps that should be taken to ensure the health and safety of the student. In the event there should arise a question of illness, the office will contact the parents. Parents are expected to arrange transportation for the child. In the case of an accident, every effort will be made to render emergency treatment and contact the parent immediately. Because parents will be called in any emergency, we must have updated telephone numbers and appropriate emergency numbers on file.

State law forbids students from carrying any form of medication on them, including prescription medicine and all over-the-counter medicine such as Tylenol, Advil or cold/allergy medication. If it is necessary for a student to take medication at school, the medicine must be kept in the clinic and the parent must fill out the medication administration form. Students with asthma may carry their inhaler with them provided they have a letter from their doctor stating that the student has been properly trained to self-administer the medication. Please note that no medication may be brought in or sent on the bus with the student. Parents must bring it into the school personally.

**Bus drivers will not accept/transport medication from parents or students. Medication must be delivered to the school nurse.**

### **Health Care Plans**

If a student has a medical condition such as serious allergies, asthma, seizures or diabetes, a health care plan is to be completed by the parent and returned to the clinic at the beginning of each school year.

### **Bus Transportation**

Every student in Gwinnett County has the privilege of riding a bus to school. All students are expected to follow Gwinnett County Public School Bus Rules posted on all buses.

Each student is assigned to a bus serving the students' residence area. Bus drivers are instructed to NOT pick-up or deliver students who are not assigned to their route. Students are not allowed to ride a different bus or get off at a different stop.

Students shall be prohibited from using any electronic devices during the operation of a school bus, including, but not limited to, cell phones; pagers; radios; tape, CD, or MP3 players; or any other electronic device in a manner that might interfere with the school bus communications equipment or the school bus driver's operation of the school bus. The bus driver may allow the wearing of headphones with an audio system on a case-by-case basis as long as it is in accordance with local school rules.

### **Car-Rider Procedures**

The safety of our students is our utmost priority. Be sure to take all precautions when dropping off or picking up your child in the car-rider line. Please review the following car-rider procedures:

Car-rider drop-off is from 6:50am until 7:10am. After 7:10am, the student is considered tardy, and you will need to pull around to the parking lot, enter the school, sign your student in at the front desk and get a tardy slip from an office staff member.

Dismissal begins at 1:40pm and runs until 2:00pm.

- For safety reasons, please do not talk on your cell phone while in the car-rider line and in the school zone.

Thank you, in advance, for making our car-rider line safe for everyone!

### **School Nutrition Program Information**

As a partner in education, the school system's School Nutrition Program contributes to a successful academic experience and encourages a lifetime of healthy eating by providing each student with the affordable opportunity to consume meals that are nutritious, appealing, and served by caring professionals in a pleasant environment.

Meal fees are \$1.75 for breakfast and \$2.75 for lunch. Free and reduced-price meals also are available. Qualifications and/or application procedures for free and reduced meals are available at the local school or on the school system's website ([Meal Price Information - Gwinnett County Public Schools](#)). You may pay for meals at school, or you may place money in your child's account using a check or by credit card at [www.mypaymentsplus.com](http://www.mypaymentsplus.com).

### **Lunch**

Teachers will escort their students to the lunchroom and sit with them during lunch to actively supervise student behavior. Each and every student is expected to observe all cafeteria rules and to clean-up his/her area prior to being dismissed from the cafeteria. Administrative Team members provide additional supervision daily by program level

assignment. Students are not allowed to carry food or beverages outside of the cafeteria, unless pre-approved authorization has been given.

**Commercial breakfast or lunch, such as McDonald's, Burger King, Chick-fil-A, and other fast-food restaurants, are not allowed at any time.**

**Students may not bring any open or unsealed liquids to school. Any open containers will be confiscated and the contents emptied.**

SNP managers will provide charge letters for any students who accrue charges on their account that exceed the program's limits.

Please see the additional document for new procedures on students charging meals.

### **Student Dress Code**

In order to promote a positive image, professionalism, pride and minimize any distractions in the learning environment, Buice Center has created the following guidelines in regards to dress code. Appropriate school attire is important. No student shall dress in such a way as to distract from the learning process of other students. The faculty at Buice Center recognize that in order for the dress code to be effective, parents and students must attend to a student's clothing before he or she leaves for school in the morning. We request and appreciate the cooperation of students and parents in this matter.

- The faculty and staff will be vigilant of students who are not in compliance with dress code. Dress code issues that cannot be corrected immediately may result in students going to ISS.
- Dress code violation 1-3 – A warning will be issued and a phone call will be made to inform parent/guardian.
- Violations beyond 3 – An administrative referral will be written and submitted to administration. Consequences will be determined by an administrator.

1. **Headgear** - Headgear is prohibited between 6:40 am and 1:40 pm. This includes, but is not limited to, caps, hats, hoods, bandanas, wave caps, sweatbands, headsets, combs, rakes, picks, bonnets and do-rags. Exceptions for religious, medical, and cultural purposes will be granted by the administration. This rule does apply to ladies knit caps, scarves, etc. Violation of this policy will result in the item being collected by staff to be made available for pickup in the School Front Office after 1:30 pm.

2. **Shirts/Blouses/Tops** - Blouses and shirts must cover the tops of the shoulders.

- No halter-tops, strapless tops, spaghetti strap tops, or bare shoulder tops of any kind are allowed. Straps must cover at least 2" on top of the shoulder.
- Blouses that expose any portion of the waist, hips, or midriff are not allowed (If you raise your arms to shoulder level and then put them down and your blouse/shirt now exposes any portion of your waist, hips, or midriff, the blouse/shirt is not acceptable for school).
- Other blouses/shirts not appropriate for school include, but are not limited to, low-cut, see through, or backless tops.
- Males are not allowed to wear sleeveless shirts unless they are fitted or fall less than two inches below the under arm.

3. **Shorts/Skirts/Pants** - All shorts and skirts must be worn no shorter than 3" above the knee. This length requirement must be met at all times including when the student is sitting or walking.

- Slits, holes, or tears in skirts, pants, or any outer wear. Shorts and skirts must be worn no shorter than 3" above the knee
- Leggings, jeggings, yoga pants, tights, or any other tight-fitting pants are not allowed unless an over garment is worn that is no shorter than 3" above the knee. Long shirts are not acceptable over garments. If an outfit is not appropriate without leggings et al worn, the outfit does not meet dress code.
- The waistline of shorts/skirts/pants must be worn on or above the hips with no underwear showing (no sagging).
- Belts may not be excessive in length and should not be hanging from either side of the body.

4. **Shoes** - Health regulations and safety factors require that shoes be worn at all times. Slippers are not allowed.

5. **Undergarments** - may not be visible while standing or sitting but are required.

6. **No pajamas, sleepwear or blankets** of any kind should be worn at school.

7. Overalls must be fastened appropriately. A shirt of proper length and style must be worn under the overalls, and underwear should not be visible while the student is standing or sitting.

8. No student clothing shall display words or symbols that advocate or depict weapons/violence, drugs, alcohol, sex, gang affiliation, or other illegal activity expressly or implied. No clothing or accessories should be disruptive.

9. Jewelry or accessories that may be used as weapons are not to be worn to school. This includes, but is not limited to, spiked rings, spiked bracelets, two or three finger rings that are connected, and bulky chains worn around the neck or waist. Sharp objects such as spikes are not allowed on clothing or book bags.

10. A student shall not hold oneself out as a member of a criminal street gang identified by the Gwinnett County Gang Task Force by one's mode of dress. Students are not allowed to display clothing or symbols that have been identified as being gang-related. This includes but is not limited to the following: students rolling up one pant leg,

bandannas, armbands on one arm, towels or shirts over one shoulder, belts hanging down one side of the body. This rule is subject to updates as additional gang related behaviors are identified. Please check with the discipline office for a current complete list of prohibited items.

11. Any student dress not specifically stated which the administration deems distracting to the learning environment will not be permitted.

## **Search**

Each student will engage in daily searches.

These searches consist of:

- emptying contents of your pockets and placing them on the desk/table
- turning pockets inside out
- facing staff, run your fingers around your waistband
- lifting pant legs demonstrating there is nothing in the socks
- removing shoes and thumping them on the floor

Staff will do a cursory search of personal items and scan the student with a hand held metal detector.

Refusal to cooperate with staff will result in an immediate report to ISS and an administrative referral.

***\*The staff of The BRIDGE reserves the right to conduct a more thorough search of a student and his/her possessions involving the use of a hand-held metal detector if there is legitimate suspicion that a student may have intent to breach the safety and security of the program or to cause physical harm to him/herself or others.***

## **Student Use of Electronics**

All personally owned electronic device(s) to include Smart Watches brought to school by students that are not the property of Gwinnett County Public Schools (GCPS), are not permitted for use during the school day. In order to maintain a safe learning environment that encourages students to focus on learning and instruction, **all electronic device(s) will be taken into possession by staff at search where it will be labeled, stored in safe keeping and returned during dismissal.**



Phone calls and texting are strictly prohibited during school hours. Parents who need to contact a student during the school day in the event of an emergency should call the school office.

The administration does not encourage students to bring electronic devices to school. Electronics that are not collected during student searches are not the responsibility of school personnel, therefore searches and investigations will not be conducted for lost or stolen items. The school will not be responsible for the loss, theft or destruction of any student device not stored during student search.

### **Use of Computers by Students**

Gwinnett County Public Schools (GCPS) recognizes that the use of technology is prevalent in society. Students and staff have access to the Internet, cell phones, games, and a variety of personal technology devices. Students and staff utilize social media websites and applications as well as a variety of other digital resources that allow them to interact, share, create and innovate. Staff members utilize these same resources as a means to effectively engage students, motivate student learning, and collaborate with colleagues.

When using GCPS technology or network access, students are expected to follow the Student Conduct Behavior Code, including respecting others' privacy. Online student accounts to be used for legitimate educational purposes will be subject to monitoring and review, including review of text and attachments that are related to that student or students. At NO TIME should a student consider GCPS e-mail, networked applications, or account or technology access private or confidential in any way.

While the school district does maintain Internet filters, there may be times when a student may accidentally or purposefully discover inappropriate materials online. Gwinnett County Public Schools DOES NOT CONDONE the use of such materials. Inappropriate use of GCPS technology or network access is a violation of the Student Conduct Behavior Code.

Access is a privilege, not a right, and all students are expected to treat this learning tool with respect. GCPS technology, network access, and electronic resources must not be used to:

- Harm other people.
- Interfere with other people's work.
- Steal property.
- Gain unauthorized access to other people's files or programs.

- Gain unauthorized access to online resources, including using someone else's password.
- Make changes to the hardware or software configuration of any machine, including installing or deleting any software.
- Improperly use the network, including introducing software viruses and/or bypassing local school or office security policies.
- Steal or damage data and/or computers and network equipment.
- Access, upload, download, and/or distribute pornographic, hate-oriented, profane, obscene, or sexually explicit material.

***\*Students who are found to be non-compliant with building and/or district's acceptable use policies may be subject to disciplinary actions.***

### **Curriculum and Instruction**

The BRIDGE follows the curriculum prescribed by Gwinnett County Public Schools and the Georgia Department of Education. The curriculum is designed to actively engage students in the learning process while the students acquire required courses for their grade level. Courses are offered to prepare students for a variety of choices after high school, such as college, technical school, and job entry. Some students are also taught daily living skills. Courses are offered in the areas of general academics, some electives, prevocational, and life skills.

GCPS will require middle school students to use iReady as a diagnostic tool and intervention. Middle school students must spend a minimum of 45 minutes per week in both Reading and Math. High school students will use MAP Assessment as a diagnostic tool and intervention. Students will take pre, mid and post tests.

### **Academic Knowledge and Skills (AKS) Curriculum**

The mission of Gwinnett County Public Schools is to pursue excellence in academic knowledge, skills, and behavior for each student, resulting in measured improvement against local, national, and world-class standards. Instructional goals and objectives will be accomplished through the implementation of the Academic Knowledge and Skills (AKS) curriculum. The AKS represents the Board of Education's accepted content standards for excellence in academic knowledge and skills for all students. The AKS includes all of the state's curriculum objectives, including the state-adopted Common Core Georgia Performance Standards (CCGPS) in the areas of mathematics (K–11), language arts (K–12), and literacy standards in science, social studies, and technical education for middle and high school students. State and local assessments measure student learning of the curriculum. The AKS for each grade level and subject area are available on the school system's website <https://www.gcpsk12.org>.

Blended courses (also known as hybrid or mixed-mode courses) are classes where a portion of the traditional face-to-face instruction is replaced by web-based online learning. The addition of technology to academic programs is accompanied by innovative technology, curricular reinvention, participant training, and ongoing assessments which are necessary for meaningful and sustainable transformation. The Bridge incorporates the Blended learning environment into all courses.

### **Positive Behavioral Interventions and Supports (PBIS)**

Many educators are finding that the most effective way to address disruptive behavior is to address issues before they happen. Educators throughout the Gwinnett County Public Schools System have found that the solution is a proactive, consistent approach to school-wide discipline provided by the PBIS model. Using the PBIS framework, schools have seen reductions in disciplinary actions and increases in academic achievement. When PBIS is implemented, educators have more time to teach and students have more time to learn.

“PBIS” is short for Positive Behavioral Intervention and Supports. This language comes directly from the 1997 reauthorization of the Individuals with Disabilities Education Act (IDEA). PBIS is based on principles of applied behavior analysis and the prevention approach and values of positive behavior support.

PBIS is a prevention-oriented framework or approach for school personnel to (a) organize evidence-based practices, (b) improve their implementation of those practices, and (c) maximize academic and social behavior outcomes for students.

In contrast to the traditional approach in which inappropriate behavior is addressed in a punitive manner after it has occurred, PBIS shifts the focus to appropriate behaviors. Educators actively teach students what constitutes appropriate behavior in all aspects of school, from the bus to the classroom to the cafeteria, and reinforce these behaviors school-wide by acknowledging appropriate behavior. PBIS provides a continuum of interventions and supports based on the needs of the student.

The BRIDGE Program has an active, involved PBIS team. Throughout the year students will be provided with various forms of acknowledgement for positive behavior choices and will be invited to participate in PBIS functions. When implemented correctly PBIS does increase the positive behaviors of students while decreasing their inappropriate behaviors. PBIS supports the success of ALL students.

The BRIDGE’s Behavioral Management Program offers numerous levels of support for student success. The expectation of the administrative team is that the teachers have

the right to teach and the students have the right to learn. Behavior management begins in the classroom. An essential part of the management system is the establishment of classroom rules. Rules are general standards of conduct and should apply to student behavior in all classroom situations, regardless of the activity. Each teacher will develop with their students a set of rules for the classroom that will reflect the expectations of the PBIS program. Collaborative rule-making promotes mutual respect, co-operation, self-discipline and personal responsibility while also providing the structure and security students need.

The second essential component to a successful classroom management program is the establishment of Classroom Consequences. Consequences can be either positive or negative; they teach students that any action, whether it is following a rule or breaking a rule, will have a consequence. With this definition, following a rule has a positive consequence (praise, self-respect, tangible rewards) while breaking a rule has a negative consequence (warning, revoking privileges, administrative referral).

While consequences are often framed as something used only after a rule has failed, they are more accurately viewed as part of the structure that makes rules work. A student needs to know, up front, what would happen if (s)he were to break a rule. (S)he can then choose to follow the rule or break the rule and incur the positive or negative consequence. Helping students realize this cause and effect relationship, and that they have the power to choose the resulting “effect,” is one of the many ways teachers can empower their students and help them develop self-discipline. Self-discipline involves the capacities to regulate oneself, to anticipate consequences, and to give up an immediate gratification to receive a long term goal and is one of the most important behavioral skills we can teach our students.

The following is the Hierarchy of Consequences that will be used in every BRIDGE classroom:

1. Warning: Non-verbal  
Eye contact  
Proximity  
Gesture/signal
2. Warning: Verbal  
Reference PBIS Matrix
3. Warning: Verbal  
Redirection
4. Assignment to the Chill Zone
5. Teacher/Student Conference

## **Use of Physical Restraint**

If a student's behavior becomes an imminent danger to him/herself or others, the staff may apply a physical restraint. The definition of physical restraint is, "the direct physical contact from an adult that prevents or significantly reduces a student's movement".

Physical restraint of a student is used only in cases when the student's behavior poses an immediate danger to himself/herself or others and the student is not responsive to less intensive behavioral interventions including verbal directives or other de-escalation techniques. The use of restraint is an intervention of last resort.

Prior to participating in a physical restraint of a student, BRIDGE staff members are trained in a specified crisis prevention/intervention curriculum. This curriculum emphasizes the use of prevention and de-escalation techniques prior to physical restraint. The BRIDGE staff will communicate with students' parents both by phone and in writing within one school day regarding any incidents of restraint.

## **GCPS Parent Portal**

The go-to source for Gwinnett parents.

In today's information age, a wide variety of information is available at your fingertips. The GCPS Parent Portal serves as a valuable resource for information about your child and his or her academic career, all on a secure connection. Imagine being able to access key school information, safely and securely, anytime from anywhere... all you need is a computer with Internet access and a user ID and password. To start a new Parent Portal account, contact your local school for information about obtaining a user ID and password. What information can you access about your student through the Parent Portal? Access an overview of your child's grades, attendance, and program information on the Student Profile page. Get current grades for all the classes in your child's schedule, all on one page. Find achievement (as scores, percentages, and letter grade) on projects, tests, homework, and quizzes for each course, including missing work. Review your child's results for all standardized tests administered by GCPS, along with links for more information about the tests. You also can check your student's lunch account, find out about books checked out to your student, and email your child's teacher.

Gwinnett County Public Schools' Student Portal is **MYeCLASS**. The Student Portal is an online environment that gives students access to their online course pages; a selection of digital textbooks that correspond to the individual student's class schedule; additional resources, such as links to websites that support what students are learning; the online

research library; a media catalog; databases of general reference materials; eBooks; and their grades.

Students log into MYeCLASS using their GCPs student number and the password they create at the beginning of the school year.

MYeCLASS is available around the clock, from any device with an Internet connection. Find a link from the GCPs home page at <https://www.gcpsk12.org/>.

### **Digital Learning Days (DLD)**

Digital Learning Days (DLD) have been scheduled throughout the school year on the following days:

following days:

**][ September 20, 2024 ][ November 5, 2024 ][ February 7, 2025 ][ March 14, 2025 ][**

### **What will digital learning look like?**

Teachers will provide recorded (asynchronous) lessons and independent work. This means that students will be required to participate in digital instruction on a specific schedule with their teachers (synchronous learning), and also complete activities and assignments (asynchronous learning) on their own time to meet assignment deadlines.

- Schools will provide specific information to support students and parents around digital learning processes and protocols. **Check your school web pages and/or newsletters for more information.**
- Additional student and parent support resources will be available on the **district web page** and in the **student portal**.
- The **updated GCPs Parent Portal** makes it easier for parents to see assignments, including missing ones. It also allows parents to access student information, including gradebook data, discipline, report cards, transcripts, calendars, and more.

### **Will teachers be taking attendance?**

Yes.

## Discipline

The following are discipline procedures and practices utilized at the BRIDGE for your reference as a student/parent.

- Step Discipline plan
- Classroom managed behavior documentation
- Bullying protocol
- Name calling protocol
- RTM protocol
- Search procedure
- Behavior Management Guide

### Step Discipline Plan

#### **Classroom Managed Incident:**

Behavior that is managed by the teacher through redirection and steps (classroom disruption, minor profanity, cheating, etc.). ***\*documented in MTSS***

#### **Administrative Managed Incident:**

Behavior that is managed by Administrative staff (fights, weapons, major defiance/disrespect, physical aggression toward staff/peer, property damage, etc.) to be managed or minor behavior that is persistent and has not improved with varying interventions. ***\*documented on discipline referral***

### Problem Behaviors

<b>Classroom Managed Incident</b> Documented on Classroom Managed Behavior form and/or classroom data	<b>Administrative Managed Incident</b> Documented on a discipline referral form
Minor Defiance/Disrespect/Non compliance	Major or Sustained Defiance/Disrespect/Non compliance
Dress code violation	Inappropriate language directed to an individual
Inappropriate Language	Fighting
Physical contact	Physical aggression
Property misuse	Property Damage
Out of Area	AWOL from school
Lying/giving false information	Theft

<b>Classroom Managed Incident</b> Documented on Classroom Managed Behavior form and/or classroom data	<b>Administrative Managed Incident</b> Documented on a discipline referral form
Horse playing, joking, rough housing	Bullying
Technology violation (inappropriate website)	Gang affiliation
Name Calling	Tobacco/Alcohol/drugs
Derogatory notes/pictures	Possession of weapons
Teasing	Sexually explicit materials and actions
Refusal to work	Racial/ethnic Discrimination
Invading personal space	Major/chronic refusal to follow school rules
Minor disruption	Credible threats
	Cheating
	Major Disruption

### **Classroom Managed Incidents**

May result in separation from class or program - Silent Lunch, ISS or OSS

#### **Step 1: Redirect**

- Intervention

#### **Step 2: Warning**

- Reteach the rule and expectation
- Contact parent to discuss violation of rule and expectation

#### **Step 3: Isolated/Silent Lunch & Conference**

- Reteach the rule and expectation
- Student assigned silent/isolated lunch
- Conference with parent

#### **Step 4: Administrative Conference**

- Contact parent
- Administrative Conference with parent and student
- Reteach the rule and expectation

#### **Step 5: Administrative Referral**

- Referral
- Consequence assigned



## **Bullying**

Bullying is the use of force, threat, or coercion to intimidate, abuse, or aggressively dominate others. The behavior is often repeated and habitual. **(Bullying is any repeated, intentional act by a more powerful person that can cause others embarrassment, pain or discomfort. Bullying can take on a number of forms, including physical, verbal/emotional and cyberbullying).**

- ❖ Bullying will result in the immediate removal of the alleged bully (person making negative statements).
- ❖ The victim of the alleged bullying will meet with a designated staff member to prepare a written statement of the incident(s).
- ❖ An investigation into the matter will commence.
- ❖ Any student that has been found displaying behavior that matches the definition of bullying will be relocated to an alternate location to complete his/her assignments.
- ❖ The student that is alleged to have displayed bully behavior will continue to receive instruction in an alternate location during the investigation period.
- ❖ Following the completion of his/her assignments the student will:
  - ❖ 1<sup>st</sup> offense receive a verbal warning & parent call
  - ❖ 2<sup>nd</sup> offense parent conference
    - student and parent will be presented with a **bullying contract**
    - student will be required to complete the **BRIDGE bullying course**
    - disciplinary **referral**
  - ❖ 3<sup>rd</sup> offense student disciplinary action
    - disciplinary referral/disciplinary panel
    - or ISS/OSS
  - ❖ 4<sup>th</sup> offense student disciplinary action
    - OSS
    - Paneling

## Name Calling

Name calling is abusive or insulting language referring to a person or group, verbal abuse.

- ❖ Name calling will result in the **immediate removal of a student**.
- ❖ Any student that has been found name calling will be relocated to an alternate location to complete his/her assignments.
- ❖ Following the completion of his/her assignments the student will:
  - ❖ 1<sup>st</sup> offense receive a verbal warning
  - ❖ 2<sup>nd</sup> offense parent contact
  - ❖ Additional infractions may result in disciplinary action

## Response Management Protocol (RMP)

Behavior	Definition
<b>Property Destruction</b>	<ul style="list-style-type: none"><li>● Hitting surfaces (e.g., desk, wall, cabinet) with hand, fist, foot, or objects</li><li>● Throwing objects (e.g., pen)</li><li>● Swiping surfaces (e.g., desk or table with materials)</li><li>● Ripping paper or breaking items</li><li>● Pulling paper and/or items from wall or board</li></ul>
<b>Aggression</b>	<ul style="list-style-type: none"><li>● Hitting, punching, or kicking others</li><li>● Throwing items at others</li><li>● Biting, scratching, hair pulling, pushing, grabbing at others</li></ul>
<b>Out of Classroom</b>	<ul style="list-style-type: none"><li>● Student leaving classroom (or other designated area inside the building) without permission (even if the student comes back into the room)</li></ul>
<b>Off Campus</b>	<ul style="list-style-type: none"><li>● Student leaving predetermined area surrounding the school building</li><li>● Must call SRO</li></ul>

- If a student exhibits any of the above behaviors (or attempts to) the student will be directed to go to the Behavior Recovery Room.
- Once in the Behavior Recovery Room, the student will be asked to sit on the floor for 5 minutes before going to another location.
- If the student does not follow directions, an adult will continue to give the directive until it is followed.

**REMEMBER IF YOU NEED A BREAK OR NEED TO TALK TO SOMEONE**  
**JUST ASK!!**

**Notes**



## Handbook Signature Pages

\_\_\_\_\_ I have received a copy of the BRIDGE Program's Parent/Student Handbook and have read through the contents with my student.

### Permission for Internet/Digital Resources Access

\_\_\_\_\_ I **GRANT** permission for my son/daughter to access the internet/technology resources for educational purposes at The BRIDGE and I understand that my son/daughter must follow rules for internet/technology use. I understand that violation of any rules may result in forfeiture of permission to use the Internet and the school network and/or appropriate disciplinary action.

\_\_\_\_\_ I **DO NOT GRANT** permission for my son/daughter to access the internet/technology resources for educational purposes at The BRIDGE and I understand that my son/daughter must follow rules for internet/technology use. I understand that violation of any rules may result in forfeiture of permission to use the Internet and the school network and/or appropriate disciplinary action.

### Electronic Devices

\_\_\_\_\_ I understand that The BRIDGE administration does not encourage students to bring electronic devices to school therefore searches and investigations will not be conducted for lost or stolen items. The school will not be responsible for the loss, theft or destruction of any student device. Electronic devices brought into the BRIDGE are collected, labeled, stored and dispersed during dismissal.

\_\_\_\_\_ I understand that if my child does not comply with the program's rule for electronic usage (s)he may lose the privilege to bring these devices to school.

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

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

***Please return this signed form to your child's homeroom teacher***

