

BRIDGE VIEW & CHALLENGER DAY SCHOOLS

PARENT/STUDENT HANDBOOK

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ACADEMIC INFORMATION & EXPECTATIONS

- Daily Schedule: Students arrive to school between 7:50 am and 8:15 am. During the regular school year, departure is at 3:00 pm daily. During the summer term, departure is at 1:45 pm. Monday - Thursday. School is closed on Friday.
- Materials: Bridge View/Challenger will supply all curriculum materials necessary to complete daily academic assignments. Students are expected to be respectful of materials and may be expected to reimburse Bridge View/Challenger if materials are damaged, destroyed, or lost. Students are expected to supply their own personal school materials (paper, folders, pens/pencils, etc.)
- Daily Assignments: If students receive a 59% (F) or below on a daily assignment, they will have the opportunity to redo the assignment. Students will be given 1 additional class period in school to redo the assignment. When students complete the redo assignment, then the highest grade will be recorded. If students refuse or fail to complete the redo assignment, the original grade will be recorded
- Homework: Students may be given homework when determined appropriate by the teacher, therapist, or at parent request. Homework will be assigned on a schedule appropriate to the students' needs. Homework will be assigned regularly for students preparing to transition or who are transitioning to their home schools. Parents may request homework assignments at any time during placement. Homework that is not turned in on time or is incomplete will impact students' course grades.
- Quizzes & Tests: Students may be given quizzes and/or tests when determined appropriate by the teacher and therapist. In addition to other forms of assessment, at least one quiz or test will be given in at least one subject area per marking period. The number of quizzes and/or tests given will be increased at the teacher's discretion. The content, length, and format of quizzes and tests will be determined on an individual basis. Study time may be provided during the school day.
- Grades: Student work is evaluated by the following system:

Grading Scale

Letter Grade	Percentage Points
A+	100-97
A	96.9-93
A-	92.9-90
B+	89.9-87
B	86.9-83
B-	82.9-80
C+	79.9-77
C	76.9-73
C-	72.9-70
D+	69.9-67
D	66.9-63
D-	62.9-60
F	Below 60

- STAR Assessments: All students will participate in the standardized reading and math STAR assessments throughout the school year.
- Progress Notices & Incompletes: A Progress Notice will be sent home if a student is likely to receive an incomplete at the end of the marking period. An Incomplete may be given in the following situations:
 - A student has satisfactory attendance but consistently fails to complete daily assignments.
 - A student has satisfactory attendance but consistently turns in work that averages a 59% or below.
 - A student fails to make-up assignments due to absences.
 - A student who is hospitalized or accrues extended absences due to documented illness (these students will be addressed on an individual basis).

A student who receives an Incomplete in one or more subject areas will be allowed 10 days to make up missing assignments. Make-up work will be provided to the student and parent. Students will need to complete all make-up work at home as assigned homework (in addition to any regularly scheduled homework). If students have available time during the school day, they may have an opportunity to work on make-up work. Ten percentage points will be deducted from each make-up assignment. An incomplete NOT made up by the deadline will be posted on the student's report card/transcript as a F.

- Credit is awarded to secondary students. Students must maintain an attendance rate of 60% or higher (excluding written medical excuses) in order to receive credit. Student graduation requirements (including courses and credits) are determined by the student's home district. Credit is awarded for successful completion of course requirements on the following basis: .50 per quarter (1.00 per semester) for academic courses and physical education. Credit for Art and Computer Education will be posted on the student's final Bridge View/Challenger transcript.
- Report Cards are issued at the end of each quarterly grading period. Report cards will be sent (by email or USPS) home at the end of each quarter, including the summer quarter.
- Parent Teacher Conferences are available on an individual and as needed basis. Parents should contact their child's teacher to arrange an appointment.
- Transcripts are sent to each student's home district at the end of first semester (January), second semester (June), and summer (August). Graduating 8th and 12th grade students will receive their diplomas from their home school district.
- Physical Education is required for all students. Students are encouraged to actively participate unless medically excused. In such a case, students may earn physical education credit through classroom - based program participation. Students are also encouraged to supply appropriate gym attire (clothes and shoes), although only gym shoes are required.
- Learning Disability Resource is an individualized program available to students with identified specific learning disabilities.
- Speech & Language Therapy is available to students with documented articulation, fluency and/or receptive/expressive pragmatic language deficits. Speech & Language therapy will be provided in accordance with the student's IEP.

HIGH SCHOOL COURSE OFFERINGS CURRICULUM		
English <ul style="list-style-type: none"> ▪ Reading ▪ English ▪ Public Speaking ▪ Creative Writing ▪ Literature Classics ▪ English Literature ▪ English Research ▪ Life Skills English ▪ Mythology 	Mathematics <ul style="list-style-type: none"> ▪ Life Skills Math ▪ Consumer Education ▪ General Math ▪ Pre Algebra ▪ Algebra I ▪ Algebra II ▪ Geometry ▪ Pre Calculus/Trigonometry 	Science <ul style="list-style-type: none"> ▪ Biology ▪ Life Science ▪ Earth Science ▪ Environmental Science ▪ Physical Science ▪ Integrated Science ▪ Chemistry ▪ Physics
Social Sciences & History <ul style="list-style-type: none"> ▪ World Geography ▪ World History ▪ U.S. History ▪ Government ▪ Contemporary U.S. Issues ▪ Contemporary World Issues ▪ Sociology ▪ Civics ▪ Psychology ▪ Criminal Justice 	Physical Health & Safety Education <ul style="list-style-type: none"> ▪ Physical Education ▪ Health ▪ Personal Development ▪ Driver's Safety 	Business & Technology <ul style="list-style-type: none"> ▪ Introduction to Business ▪ Economics ▪ Computer Applications
Additional <ul style="list-style-type: none"> ▪ Art ▪ Independent Study ▪ Cooperative Work Study ▪ Career Education ▪ Study Skills 		

Additional courses may be available on an individual basis depending on student credit needs and graduation requirements.

CLINICAL INFORMATION & EXPECTATIONS

- **Interactive Group** is a 45-minute weekly (DBT informed) therapy group. Groups may engage in a variety of activities focusing on communication skills, social skills, goal setting and mindfulness.
- **Process Group** is a 45 minute advanced weekly therapy group. Students who have demonstrated the ability to benefit from a less structured, more intensive therapeutic process will be selected to participate.
- **Yoga Therapy Group** is a 45 minute weekly group engaging students in yoga therapy.
- **Individual & Family Therapy**: Each student is assigned to an individual/family therapist. Individual therapy sessions are a minimum of 45 minutes per week. Family therapy participation is a Bridge View/Challenger expectation and will be scheduled by the assigned therapist.
- **Psychiatric Services**: Bridge View/Challenger employs a psychiatric consultant to assist us in the treatment of our students. Any student on psychotropic medication must have their own prescribing psychiatrist. Bridge View/Challenger's consultant does not provide direct services to our students.
- **Clinical Crisis Line**: The crisis line is available after school hours and on weekends to provide students and their family's immediate clinical intervention and support.

STUDENT HEALTH INFORMATION

- **Illness**: If a student becomes ill at school, the school nurse or authorized staff is available to assist them. If a student is running a fever, vomiting, or is otherwise seriously ill, a parent/guardian will be notified to pick up their child and obtain proper treatment.
- **Student Medications**: Any student taking medication at school (including non-prescription medication) must provide that medication in its original container with proper authorization from parent/guardian and/or doctor to the school nurse. It is imperative that all medication changes are promptly reported to the school nurse. Bridge View/Challenger strongly recommends that all medication be delivered to school by the parent/guardian/responsible adult.

STUDENT ATTENDANCE INFORMATION

- **Student absences**: Parents need to call the school office if their child is to be absent from school. If a student is absent three or more consecutive school days due to illness, a doctor's note may be required to re-enter program. If a student misses 5 consecutive school days without parental excuse, written notification will be provided to the student's resident school district.
 - **Excused absences**: When parents call the school to report a student's absence, they are required to indicate the nature of the absence (excused or unexcused). Excused absences would be for illness, physician's appointment, etc.

Students are expected to make-up any missed assignments. Make up work is at the discretion of the teacher.

- Unexcused absences: If a student is absent from school and the absence is NOT excused by the parent, the student MUST make-up work that is missed. In addition to any classroom consequences, 10 participation points will be deducted from each make-up assignment.
- Vacations: All vacation time is built into the school calendar.
- Late Arrival/Early Dismissal: Bridge View/Challenger expects parents to notify the school if their child needs to arrive to school late/leave school early for an appointment (medical, employment, etc.). Parents must pick up their child unless other arrangements are made with school office. It is the parent's responsibility to notify the transportation company of transportation changes.
- Employment: Bridge View/Challenger provides a cooperative work-study program for high school credit. Those students interested should meet with the principal for eligibility requirements and guidelines. Bridge View/Challenger will also coordinate pre-vocational and post-secondary transition services with the students' home school district and appropriate related agencies. If a student's work hours conflict with school hours, they may be permitted to depart school early with Bridge View/Challenger approval. Early dismissal is contingent upon student meeting academic and behavioral expectations.

STUDENT CONDUCT

Students learn best in an orderly classroom characterized by students' respect for all Bridge View/Challenger staff members. Students are expected to exhibit positive, pro-social behaviors conducive to a safe educational environment. Students must respect the authority of all Bridge View/Challenger staff members by complying with given requests and directions. Students who behave in an insubordinate manner will be held accountable by appropriate classroom/program consequences as determined by Bridge View/Challenger staff members and/or administration.

Bridge View/Challenger utilizes the Alternate Learning Classroom (ALC), time-out or physical intervention in response to disruptive and/or unsafe student behaviors. These interventions are defined as follows:

The Alternate Learning Classroom (ALC) may be used at staff discretion or student request to address a variety of behaviors or issues that may negatively impact an orderly classroom environment conducive to learning. ALC visits are logged.

Time Out is used at staff discretion when students exhibit verbal or non-verbal behaviors that threaten the orderly classroom/school environment and/or the safety and security of self and others. Students may request the use of time out. Parent/Guardian notification and a behavior incident report will be written when a student requires/requests a time out.

Physical Intervention is used in response to students' behavior that threatens the safety and security of self and others. Physical intervention is conducted by professionally trained Bridge View/Challenger staff. Parent/Guardian will be notified when physical intervention is required and a behavior incident report will be written and made available to parents. Students requiring physical intervention may be subject to an out of school suspension.

- Student Searches: All students and their personal effects are subject to search whenever Bridge View/Challenger staff have reasonable suspicion that the search will produce evidence that a student has violated a school rule or the law. If a search produces evidence that a student has violated either the law or a school rule, such evidence will be confiscated by Bridge View/Challenger staff and may be turned over to law enforcement authorities. A behavior incident report will be written and parent/guardian will be notified.
- Sexual Harassment: Illegal under both state and federal laws, sexual harassment by students or staff is prohibited and will not be tolerated. Violation of the policy is grounds for disciplinary action. Sexual harassment may include, but is not necessarily limited to:
 - Unwelcome sexual advances
 - Requests for sexual favors
 - Verbal or physical conduct of a sexual nature
 - Sex-oriented verbal “kidding,” “teasing” or “joking”
 - Subtle pressure for sexual activity
 - Unwelcome touching
 - Suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning a student’s grades or similar personal concerns.

Students who are sexually harassed should firmly inform the harasser that they are offended by the harassment. If it does not stop, they should report the incident to a staff member with whom they feel comfortable. All reports will be promptly investigated. Substantiated charges will result in appropriate corrective action, as determined by the school’s administration.

Students who see someone else being sexually harassed should encourage the victim to take action. All students suffer when sexual harassment is tolerated

- Possession and/or Distribution of Illegal and/or Inappropriate Items: Student possession and/or distribution of the following items are strictly prohibited by Bridge View/Challenger Schools: prescription/non-prescription medications, illicit drugs, alcohol, tobacco, e-cigarettes, matches/lighters, pornographic materials, weapons/explosives and laser light projecting devices. This list is not exhaustive and includes all items deemed by Bridge View/Challenger staff to jeopardize the care, welfare, safety and security of the school community. Students found in possession of inappropriate/illegal items are subject to school based consequences and/or arrest by local law enforcement agencies.

Students are prohibited from selling or exchanging any and all personal items. Any/all behaviors, clothing, symbols, personal belongings, etc., which are considered a threat to staff or students' care, welfare, safety or security are prohibited.

- Under the Influence of Drugs/Alcohol: Any student suspected of being under the influence of drugs/alcohol or emitting the odor of an illegal substance will be immediately placed on 1:1 staff supervision. Parents and/or local law enforcement agencies will be contacted. Students are subject to school based consequences and/or arrest.
- Unauthorized Leaving of School Grounds: When students leave school grounds they must always be accompanied by staff. If students leave unaccompanied by staff, police and

parents will be notified if staff are unable to locate and safely return the student. Students are subject to school based consequences.

STUDENT DRESS CODE

Students are expected to dress in a manner that protects their safety and welfare, does not disrupt the school environment and is in accordance with acceptable school standards.

- Clothing which displays obscenities, gang affiliation or cult symbols, sexual connotations, drugs, alcohol or violence are prohibited.
- Clothing/accessories that pose a threat and/or hazard to the safety of the student, other students and/or school property are prohibited.
- Students must wear shoes at all times to move about the school building/grounds.
- Hats, bandanas, headcoverings (excluding for medical/religious reasons), hoods and all outerwear (jackets, overcoats) are not to be worn in the building.
- All clothing must be opaque and non-binding.
- All students' midriffs must be covered.
- All clothing should be worn in a manner that does not expose any undergarments.
- All clothing should be clean.

- Body Piercing and Tattoos: All body piercings and tattoos must not disrupt the school environment or jeopardize the safety/welfare of the students or others. Students may be directed to remove and/or cover body piercings/tattoos at staff's discretion.

Students who violate the school dress code are subject to classroom/school consequences. Repeated violations may result in a parent/guardian conference.

ADDITIONAL INFORMATION

- Meals: All students are encouraged to bring a lunch on a daily basis. Refrigeration and/or heating of student lunches is available. Insulated lunch bags and/or thermoses work well. Glass containers and metal utensils are not permitted. Students who qualify for their resident school district's reduced/free lunch program will have those services provided at Bridge View/Challenger Schools.

- Personal Belongings: Students are expected to treat personal belongings with care while respecting the property rights of others. The exchange of personal belongings/clothing is not permitted. Any electronic/wireless communication devices are not permitted in school. Unauthorized materials and personal belongings may be confiscated and returned to parents or student at staff discretion. Bridge View/Challenger will not be responsible if items are damaged, lost, or stolen. Should it be necessary for a student to carry money, it is encouraged they give it to staff. Bridge View/Challenger will not be responsible if money is lost or stolen.

- Cell Phones: Cell phones must be turned off at all times. When students report to their classrooms, they must turn in their cell phone to the classroom teacher. All cell phones will be secured by the teacher until the end of the school day, at which time they will be returned to the student. Failure to comply may result in school consequences, confiscation of phone with required parent pick up and/or administrative meeting with parents.

- Personal Electronics: All personal electronics (mp3 players, game devices, etc...) should be turned off and put away during the school day. These devices are not to be utilized during

school hours.

- Internet Use: Students may have access to the internet on classroom computers and in the computer lab, under the supervision of staff. Any inappropriate use of the computer/internet, as determined by staff, will result in school consequences and/or loss of computer privileges. Specifically be aware that:
 - Everything that passes across our network has the possibility of intentionally or unintentionally being recorded and retained forever.
 - Bridge View/Challenger has the right to read, save, and/or share anything that you say or do on the network - even items of personal nature. Be sure to use the school network for school purposes and not for personal use.
 - Never do, write, or say anything electronically within the school walls or on a piece of school technology that you consider private and/or personal.
 - Students are responsible for anything that happens to their account when logged into a computer, even if they are not in front of it. Always remember to log off.
 - Using technology in an obscene manner, to harass others, to plagiarize, to conspire or commit an illegal act, or to break copyright will result in disciplinary action.
 - Students must not attempt to access/bypass any restricted/blocked portions of the school's network/operating system.

Using technology, inside or outside of school, in such a way that leads to an interruption in the educational process will result in disciplinary action, students who access inappropriate/unapproved websites will be restricted from independent computer use for 5 school days with parent notification.

- Off Campus Activities: Bridge View/Challenger provides students with the opportunity to attend off campus activities that have public service, recreational, social and educational benefits. Students may be transported by the school, take public transportation, or walk to nearby activities.
- Student Solicitations: For the security and comfort of all students/staff, no student solicitations of any kind are allowed at school.
- Transportation: Students must utilize transportation provided by their home school district or be transported by their parent/guardian. All students are expected to follow all behavioral and safety rules set forth by their district provided transportation. Students who behave in an inappropriate and/or unsafe manner may be subject to consequences from the police, transportation company, and/or Bridge View/Challenger. Students are not permitted to drive. If a student drives to school the car keys will be confiscated and the parent/guardian will be notified to come to school and remove the vehicle immediately.
- Visitors: are not permitted unless previously authorized by office/administration. All parents and visitors must report to the main office immediately upon entering the school.

Receipt and Acknowledgment

I have received a copy of Bridge View/Challenger Parent & Student Handbook, updated August 1, 2016 and have read the provisions set therein with my child. I understand the provisions of the handbook and have discussed any questions with the schools' administration. I understand that Bridge View/Challenger has the right to change, modify, alter or cancel any provision of the handbook without notice and the handbook supersedes any and all policies, written or oral, that may have been in effect. I have kept a copy of the handbook so that I may refer to it at any time. A copy is also available online at: bvcschools.org

Parent(s)/Guardian(s) signature

Student signature

Parent(s)/Guardian(s) printed name

Student printed name

Date _____