



**BRIDGE
PROGRAM
STUDENT and PARENT
HANDBOOK**

2022 - 2023

**1225 Northbrook Parkway
Suwanee, GA 30024**

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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.

Administration

Principal	Kim Mankin
Assistant Principal	Christy Peevy
Assistant Principal	Malachi Wells

Leadership Team

Department Chair	Leslie Harris
Lead Teacher	Erin Marks
Behavior Specialist	Ashlee McConneaughey

Clinical Team

Social Workers	Morgan Carter
	Tonia Dalton
Program Psychologist:	Dr. Judith Crothers-Famming
Counselor	Leslie Visor

2022 - 2023 School Year Calendar

Gwinnett County Public Schools 2022-23 SCHOOL YEAR CALENDAR – Approved 12/16/21

This calendar is subject to change. See the calendar section of the website (www.gcpsk12.org) for the most current version.

<p>4 Independence Day Observed (Systemwide Holiday)</p> <p>20 Administrative Staff Meeting</p> <p>25-29 Required Pre-planning/ Staff Development [#1-5]</p>	<p>JULY 2022</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></td><td></td><td>1</td><td>2</td></tr> <tr><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr> <tr><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td></tr> <tr><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td></tr> <tr><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td></tr> <tr><td>31</td><td></td><td></td><td></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>JANUARY 2023</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>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td></tr> <tr><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td></tr> <tr><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td></tr> <tr><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td></tr> <tr><td>29</td><td>30</td><td>31</td><td></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>2-3 Winter Break (School Holidays)</p> <p>4 Teacher Planning/Staff Development [#8] (Student Holiday)</p> <p>5 Begin 2nd Semester [Day 90]</p> <p>16 MLK Jr. Day (Systemwide Holiday)</p>							
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<p>1-2 Required Pre-planning/ Staff Development [#6-7]</p> <p>3 First Day of School In-person (grades K, 1, 6, 9 and small group) with digital learning for all others</p> <p>4 In-person instruction begins for all other grades</p>	<p>AUGUST 2022</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>FEBRUARY 2023</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></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					<p>3 Digital Learning Day #3</p> <p>16-20 Student/Teacher Holidays (School Holidays)</p>														
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Phased-In First and Last Day of School *Includes students who spend the majority of the day in a small-group setting: Severe/Moderate & Mild Autism; Severe/Profound, Moderate & Mild Intellectual Disabilities; Emotional/Behavioral Disabilities; ADA/504; GINETS; Visual Impairment; Moderate Visual Impairment; Orthopedic Impairment; Significant Developmentally Delayed; Specific Learning Disabilities (self-contained); Deaf/Hard of Hearing; Early Childhood Program (special needs pre-school)

- Student/Teacher Holiday
- Teacher Planning/Staff Development/Student Holiday
- Digital Learning Day (all students learn at home)

BRIDGE High School and Middle School Bell Schedule

6:40am - 7:15am	Bus Release and Breakfast
7:15am - 7:20am	Pledge and Announcements
7:20am - 8:05am	1st Period
8:10am - 8:55am	2nd Period
9:00am - 9:45am	3rd Period
9:50am - 10:35am	4th Period
10:40am - 12:00pm	<div style="font-size: small; text-align: left;"> <p>Middle School 10:45 - 11:15 Lunch 11:20 - 12:00 Advisement</p> <p>High School 10:45 - 11:30 Advisement 11:35 - 12:00 Lunch</p> </div>
12:05pm - 12:50pm	5th Period
12:55pm - 1:40pm	6th Period

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), 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

Many students have medical conditions 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 student's 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 6:50 am until 7:15 am. After 7:15 am, the student is considered tardy, and you will need to pull around to the parking lot, sign your child in at the front desk and get a tardy slip from an office staff member.

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

- 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 \$1.50 for breakfast and \$2.50 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 (www.gcpsk12.org). You may pay for meals at school, or you may place money in your child's account using a check or credit card by going to 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. Additionally, commercial lunches, such as from 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

It is essential that students respect the learning environment by being appropriately dressed for school. The purpose of the student dress code is not to inhibit any person's taste in attire, but rather to better facilitate the process of education through reasonable guidelines of dress, instilling dignity and pride.

Prohibited dress shall include any attire that depicts, promotes, or advertises gang affiliation, illegal activity, illegal drugs, alcohol or tobacco, sexual references, offensive words or designs, and other clothing which is disruptive to the learning environment. In

addition, pajamas, slippers, blankets and pillows are not permitted; this includes hooded sweatshirts during the day.

Hats and other head coverings are **not** permitted on campus at ANY TIME.

Exempt: if worn for religious dress and grooming practices

Students who violate the program's dress code will be issued consequences based on the following hierarchy:

- 1st Offense - Warning and change clothes
- 2nd Offense - Change clothes and phone call to parent/guardian
- 3rd Offense - Administrative referral

*If a student refuses to comply with a directive to change clothes or turn them inside out, (s)he will remain in ISS until compliance is met.

Personal Property

Students are responsible for their own personal property. Students should avoid bringing valuables or large amounts of money to school. Great care should be taken not to leave purses, watches, rings, wallets, etc. unattended. Thefts should be reported immediately to a teacher or an administrator. If any student is involved in a theft, administrative and/or criminal consequences could result.

Book Bags

Students may **only carry clear or mesh book bags** to and from school. All items brought to school must fit in that one clear or mesh book bag and will be searched prior to going to the classroom.

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

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 and our GNETS Program at The BRIDGE 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

Why Try

WhyTry is a program that was created to provide simple hands-on solutions for dropout prevention, aggression, truancy reduction and increased academic success. The social workers provide group sessions to all of the students 1-2 times a month, teaching social and emotional principals to students in a way they can understand and remember. The students learn through visual analogies, fun activities, music and relatable videos. Teachers are also encouraged to reinforce the WhyTry principals when the opportunity arises.

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. At the time of the development of these procedures, the crisis prevention/intervention curriculum for The BRIDGE is the MindSet Training Curriculum. This curriculum emphasizes the use of prevention and de-escalation techniques prior to physical restraint. If it becomes necessary to physically restrain a student, The BRIDGE staff will use MindSet restraint techniques. These techniques emphasize student and staff safety and respect.

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:

September 16, 2022
November 8, 2022
February 3, 2023
March 17, 2023

What will digital learning look like?

Teachers will provide both live (synchronous) and 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.

- Students will receive quality instruction on all grade-level standards, learning the district's Academic Knowledge and Skills (AKS) curriculum.
- Instruction and support will be provided by teachers and staff from the student's local school.
- For the most part, the digital learning day will follow the same operational hours as the in-person school day.
- Students will access assignments through eCLASS C&I course pages, but teachers also may use digital resources such as Google Classroom, SAFARI Montage, etc.

- Students will attend synchronous (live) online sessions with teachers through Zoom, Google Meet, and/or Teams Meet.
- Schools and/or clusters will have standardized processes for where and how assignments are posted and accessed by students.
- Teachers will provide schedules detailing which lessons will be done in synchronous sessions. Synchronous sessions will be recorded. This will allow students and parents to review the sessions, and will make them available to students who occasionally cannot attend a live session.
- 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 students who are learning digitally have a schedule for when they should be online?

Yes, check with your school to learn more about your child’s specific schedule.

Will teachers be taking attendance?

Yes, schools are determining procedures for how teachers will take attendance each day. That information will be communicated to families as part of the back-to-school information from the school and your child’s teacher.

How will students take tests and be assessed?

Assessments play an important role in the teaching and learning process. Teachers are learning new ways to informally and formally assess student learning digitally. These opportunities help teachers gauge a students’ mastery of the AKS and helps teachers design a response to each student’s learning. Student participation in these assessments and assignments is key in helping teachers help students. Students will be expected to complete these tasks truthfully and while following teacher guidelines for use of resources.

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 on Classroom Managed Behavior form*

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

Classroom Managed Incident Documented on Classroom Managed Behavior form and/or classroom data	Administrative Managed Incident 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
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, Saturday School, ISS or OSS

Step 1: Redirect

- Intervention
- 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

Classroom Managed Behavior Documentation

Name: _____ Semester: _____

Behavior Displayed: _____

Interventions

Date: _____ **Warning & parent contact**

Name parent: _____

Contact number: _____

Date: _____ **Silent lunch & Conference**

(Parent/Student/Teacher)

Name of parent participant(s):

Date: _____ **Administrative Conference**

(Administrator/parent/student)

Name of parent participant(s):

Date: _____ **Administrative referral**

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:
 - ❖ 1st offense receive a verbal warning & parent call
 - ❖ 2nd 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**
 - ❖ 3rd offense student disciplinary action
 - disciplinary referral/disciplinary panel
 - or ISS/OSS
 - ❖ 4th offense student disciplinary action
 - OSS
 - Paneling

Name Calling

Name calling is abusive or insulting language referring to a person or group, a 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:
 - ❖ 1st offense receive a verbal warning
 - ❖ 2nd offense parent contact
 - ❖ Additional infractions may result in disciplinary action

Response Management Protocol (RMP)

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

- 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