



BridgePrep
Academy

Book of Tools

STUDENT & PARENT

2025-2026 Handbook



2025-2026



Parent/Student Handbook










www.BridgePrepNorthMiamiBeach.com

18801 NE 22nd Ave.
Miami, FL 33180
(786) 300-4980

MISSION STATEMENT

BridgePrep Academy believes every child learns best in a safe, nurturing and stimulating environment where high academic expectations, self-esteem, good character, and an appreciation for the arts are promoted. BridgePrep Academy's mission is to provide a challenging academic curriculum that will encompass an enriched Spanish language program, technology and experiences that will enable students to develop in all areas. BridgePrep Academy's goal is to educate well rounded individuals and enable students to reach their maximum potential.

STUDENT CODE OF EXCELLENCE

 Be honest  Be kind  Be respectful  Be patient  Be proud
 Be courteous  Be prompt  Be prepared  Be polite

BridgePrep Academy Charter School Governing Board

Tom Sutterfield (Chair)

Lou LoFranco (Vice Chair)

Enid Weisman (Treasurer)

Leah Burton (Secretary)

Connie Arnold (Member)

Charles Davis (Member)

Board Meeting

Scheduled meetings can be found on the school website

www.bridgeprepnorthmiamibeach.com

Conflict Resolution

Enrique Palma, Principal

BridgePrep Academy North Miami Beach

786-300-4980



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July 4, 2025

Dear BridgePrep Families,

It is with great excitement and deep gratitude that I welcome you to the 2025–2026 school year at BridgePrep Academy of North Miami Beach K-8, a Florida Department of Education high-performing school committed to academic excellence and student growth.

Whether you are returning to our school community or joining us for the first time, I am thrilled to serve as your new Principal. With more than 25 years in education, including roles as teacher, assistant principal, principal, and regional director, I have devoted my career to helping students thrive academically, emotionally, and socially in schools where they feel safe, supported, and inspired.

At BridgePrep, we believe that every child can learn and succeed when provided with the right support, high expectations, and a nurturing environment. Our curriculum is academically rigorous and enriched with Spanish language instruction, hands-on learning, technology, and the arts. These experiences are designed to educate the whole child and prepare students for success in a global society. Just as important, we work every day to promote strong character, leadership, and a sense of belonging in every classroom.

My leadership style is collaborative, data-informed, and focused on continuous improvement. I believe in building strong partnerships with families, empowering educators, and creating a school culture where every student feels known and valued. As we begin this school year, I am committed to building on BridgePrep's legacy of success by working together with students, families, and staff to ensure that every learner reaches their full potential.

To our returning families, welcome back. Your support and involvement are the foundation of our success. To our new families, welcome to the BridgePrep community. I look forward to meeting you, hearing your ideas, and working with you to help every child grow and shine. This is a school where your child will be challenged, celebrated, and supported at every step.

Let's make this year one filled with achievement, joy, and shared purpose. ***Be Bold, Be Brilliant, Be You. Let's go, Bulldogs!***

Warm regards,

Enrique Palma
Principal

CHARTER SCHOOLS

BridgePrep Academy of North Miami Beach is a non-profit, self-managed entity that enrolls students residing in Miami Dade County who qualify to attend a regular public or private school. Charter schools must be approved and monitored by the local school district; however, they are operated independently. In a charter school, the students are district students, meaning that our students are Miami-Dade County Public Schools students. BridgePrep Academy of North Miami Beach is funded by state, local, and federal monies.

MISSION STATEMENT

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VISION STATEMENT

BridgePrep Academy of North Miami Beach believes that each child is a unique individual who needs a secure, nurturing and stimulating environment in which to grow and mature emotionally, intellectually, physically, and socially. BridgePrep embraces a student-centered educational philosophy that prioritizes hands-on, active learning. Through engaging, experiential activities designed to accommodate diverse learning styles, students take ownership of their education, leading to deeper understanding and improved academic achievement.

NON-DISCRIMINATION STATEMENT

BridgePrep Academy of North Miami Beach prohibits discrimination in employment, educational programs, and activities on the basis of race, national origin, color, creed, religion, sex, age, disability, sexual orientation, gender identity, or associational preference.

CURRICULUM

BridgePrep Academy of North Miami Beach utilizes core curricula that is aligned to the new Florida Standards. Core instructional materials meet the requirements set by the Florida Department of Education. Supplemental instructional materials are utilized to differentiate instruction and ensure that each student's needs are met. BridgePrep teaches a bilingual curriculum in which students will be taught how to read, write, and speak Spanish. **All students are required to take Spanish as part of their daily coursework**

DAILY PROCEDURES

ARRIVAL

School starts promptly at 8:15 a.m. for 2nd – 5th grade students and 8:30 a.m. for K, 1st, 6th – 8th grade students.

Students that arrive before 8:00 a.m. will go directly to the cafeteria (located in the Upper Academy/After School Care building on the east part of campus). **Please do not leave your child outside the building unattended at any time.** Please drop off your child in the drop-off lane by the After School Care building drop-off area. Students will go to cafeteria and from there be released to classrooms at 8:00 a.m.

Those of you who need to drop off students before 7:45 a.m., Before School Care will be provided (with a fee) from 7:00 a.m. to 7:45 a.m.

Children may purchase breakfast from 7:45 a.m. until 8:15 a.m. Students will be released to classrooms and supervised after breakfast.

The entrance to the school is via Northeast 22nd Avenue and the exit is located on Northeast 22nd Avenue.

- If your child is in 2nd - 4th grades and arrives at school after 8:15 a.m., your child must go to the main office in the Elementary School building to obtain a Tardy Pass.
- If your child is in 5th grade and arrives at school after 8:15 a.m., your child must go to the main office in the Upper Academy building to obtain a Tardy Pass.
- If your child is in K, 1st, or 6th - 8th grades and arrives at school after 8:30 a.m., your child must go to the main office in the Elementary School building (for K and 1st grade) or the main office in the Upper Academy building (for 6th - 8th grades) to obtain a Tardy Pass.

Students who are tardy must go to their designated reporting area:

Grade	Arrival Time	Report to
Kindergarten and 1 st grade	After 8:30 a.m.	Elementary School main office
2 nd to 5 th grade	After 8:15 a.m.	Elementary School main office
6 th - 8 th grades	After 8:30 a.m.	Upper Academy main office

PLEASE REFER TO OUR ATTENDANCE POLICIES FOR REQUIRED DOCUMENTATION

If your child is absent or tardy to school, your child will need a note explaining the absence or tardiness. If a child does not have a note he/she will be marked unexcused. You have **three days** to send in a note excusing your child's absence or tardiness, after three days the unexcused classification will remain.

SCHOOL HOURS

Grade Level	Day of the Week	Times
Kindergarten and 1 st grade	Monday through Friday	8:30 a.m. – 2:30 p.m.
2 nd to 5 th grade	Monday, Tuesday, Thursday, Friday	8:15 a.m. – 3:15 p.m.
2 nd to 5 th grade	Wednesday	8:15 a.m. – 2:30 p.m.
6 th and 8 th grades	Monday, Tuesday, Thursday, Friday	8:30 a.m. – 3:30 p.m.
6 th and 8 th grades	Wednesday	8:30 a.m. – 2:45 p.m.

DISMISSAL

- Dismissal will be a Silent Dismissal model this year
- Each student will be assigned a unique number
- As Parents drive in to the campus, they will display the dashboard student identifier document on the vehicle's dashboard
- Teachers will use the dismissal application where numbers will be displayed
- Students will remain in classrooms until their number is called by the teacher
- Students must be ready to walk out to the car when their number is called by the teacher
- Special area teachers will assist in designated areas
- Parents will not be allowed into the campus until 5 minutes before dismissal times (student unique numbers will be shared via the dismissal from the front gate)
- No parking is available for parents
- Students with siblings will be encouraged to get picked up at the later dismissal time. Therefore, parents will come once to collect all their children at the latest dismissal time.
- Parents of students in grades Kindergarten / 1st (who dismiss at 2:30) who have an older student who dismisses later, have the option of enrolling the kindergartener / 1st grader in the After School Care Program for One Hour Care *OR* the parent may come twice for both dismissals *HOWEVER*, parents may NOT remain on campus awaiting the older siblings' dismissal time.
- Parents with students being dismissed from both buildings (the elementary building and the Upper School building) will have to drive to both locations to pick up students.

ARRIVAL/DISMISSAL PROCEDURES

When dropping off or picking up your child, you have two options:

1. **Use the designated pick-up/drop-off lane.** Stop briefly at your child's assigned area—either the Elementary or Upper Academy/After School Care building. Staff will assist by opening the car door and helping your child in or out of the vehicle. Please do not linger; move forward promptly, as other parents are waiting behind you.
2. **Park and walk in.** If the pick-up lane is backed up or you prefer to walk, you may park in the parking lot and walk to your child's designated area.

We ask for your patience during busy times and appreciate your cooperation in keeping the process smooth and safe for everyone.

1. **At no time should a vehicle be parked and left unattended in the drop-off/pick-up lane.** Doing so obstructs traffic flow and creates a potentially hazardous situation. Parking in unauthorized areas is considered a serious offense. For security purposes, it is strongly recommended that you remove valuables such as purses and electronic devices from your vehicle when unattended. The school and its staff are not responsible for lost or stolen items left in vehicles.
2. **Handicap parking spaces are reserved exclusively for drivers with a valid disability decal.** Parking in these spaces without proper authorization is prohibited.

DESIGNATED PICK-UP AREAS

Children assigned to the Afterschool Care Program

All students in grades 2nd – 8th enrolled in the After-School Care Program will walk to the Upper Academy/After School Care building with their classes. Kindergarten and 1st grade After-School Care students will be picked-up directly from their classroom by After-School Care designated Staff. Students will be greeted by After School Care counselors and will proceed to assigned classrooms.

Parents will pick up students at the Upper Academy/After School Care Office. Students will be called by the After School Care Director.

Other Students

Your child will be escorted by their teacher to the designated dismissal area to be picked up. Your child's class will line up and you may drive by to pick up your child, or you may park your car and walk to pick up your child.

RAINY DAY DISMISSAL

We will follow the Silent Dismissal model for Rainy Day dismissal.

PARKING AND TRAFFIC REGULATIONS RULES

- Speed limit on school grounds is five (5) miles per hour.
- Please obey the traffic signs on the property.
- **There is no parking permitted in the drop-off and pick-up lane.**
- Pedestrians have the right of way, please stop at the crosswalk.
- While you are in the drop off and pick up lane, please abide by the following rules:
 1. **Do not exit your vehicle.**
 2. **Do not allow your child to exit the car on the driver's side of the car because your child will be exiting on to through traffic.**
 3. **Do not place your child's belongings in the trunk of your car because this will require that the child retrieve his belongings from the trunk and place him/her between two running cars.**

PATROLS

At the current time, we will not have the assistance of Student Patrols for the arrival and dismissal of students.

ATTENDANCE

Regular and timely attendance is mandatory. Research consistently shows a strong connection between attendance and academic performance. Few factors are more critical to school success than being present and on time each day.

Students who are frequently tardy or absent risk falling behind academically. Excessive absenteeism can lead to poor grades, a loss of interest in school, and in some cases, students withdrawing entirely.

We expect all students to demonstrate excellent attendance habits. Please make every effort to ensure your child attends school consistently and arrives on time each day.

School Attendance: Students are to be counted in attendance only if they are actually present for **at least two hours of the day** or engaged in a school-approved educational activity which constitutes a part of the instructional program for the student.

Class Attendance: Students are to be counted in attendance if they are physically present in class for at least half of the class period, have been excused by the teacher on a class-related assignment, or have been requested by a member of the school support staff for an approved school activity.

1. **Students missing three or more consecutive days of school due to illness or injury are required to submit a written statement from a health-care provider.**
2. The written statement must include all the days the student has been absent.
3. If a student is continually sick and repeatedly absent from school due to a specific medical condition, he/she must be under the supervision of a health provider.
4. Failure to provide required documentation within three school days upon the return to school **will result in unexcused tardies or absences.**
5. Students who have habitually unexcused absences shall be considered truant. Students affected by the Compulsory School Attendance Law may be referred to Children and Family Services for truancy.
6. Students who are tardy must report to the office to secure a Tardy pass. Students in 2nd – 5th grades are considered tardy if they arrive after 8:15 a.m.; K, 1st, 6th - 8th grade students are considered tardy if they arrive after 8:30 a.m. **After ten (10) unexcused tardies, the student will be issued a referral form that will be placed in the student's permanent record.** We understand that emergencies may arise. In such cases, we will need a letter signed by a parent/guardian explaining the reason for being tardy.
7. Parents are to contact the office if their child is going to be absent. On the day he/she returns to school, parents must send a handwritten note explaining the reason for their child's absence. A **maximum of 5 handwritten notes** will be accepted per school year. Students may not exceed more than 10 unexcused absences per school year.
8. Student must complete make-up work and give it to teachers within 24 hours (per missed day) after returning to school. All assignments must be made-up, or the student will be issued an incomplete. Incomplete assignments may affect the student's final grade. **It is the parent's responsibility to contact the teacher regarding any missed assignments.** If a student anticipates being absent for more than two consecutive days, it is the parent's responsibility to contact the school and pick up any class work/homework from the teacher.

Excused Absences

- A. Personal illness of the student (medical evidence may be required by the Principal or designee for absences exceeding **three** consecutive days). The written statement must include all days the student has been absent from school. If a student is continually sick and repeatedly absent from school due to a specific medical condition, the student must be under the supervision of a health care provider in order to receive excused absences from school.

- B. Medical Appointment: If a student is absent from school due to a medical appointment a written statement from a health care provider indicating the date and time of the appointment must be submitted to the main office.
- C. Death in immediate family.
- D. An approved school activity.
- E. Other absences with prior approval of the Principal.
- F. Attendance at a center under Department of Children and Families supervision.
- G. Significant community events with prior permission of the Principal.
- H. Observance of a religious holiday or service when it is mandated for all members of a faith that such a holiday or service is observed. The religious holiday must be listed on the district's approved list of religious holidays.

Tardiness

A student is considered tardy if they are not present at the moment the school bell rings for the class assigned. NOTE: If a student is not present when attendance is taken but is present later in the school day, that student must be considered in attendance, but tardy, and the absence should be changed. A student who is tardy should never remain on record as being absent.

A student who has twenty (20) or more cumulative tardies will not be allowed to participate in school activities, interscholastic competitions, or performances for the remainder of the school year.

Early Sign-outs

No student shall be released within the final thirty (30) minutes of the school day.

No student shall be permitted to leave school prior to dismissal at the request of, or in the company of anyone other than a school employee, a police officer with judicial authority, a court official, or the parents of the student unless the permission of the parent is provided. No parent may have access to the student or may grant permission to allow the student to leave school prior to dismissal if there is a legally binding instrument or court order governing such matters as divorce, separation, or custody which provides to the contrary. The parent who is the primary residential custodian or the parent who enrolled the student shall determine in writing if the student may be released to individuals unless otherwise stated in a court order.

Emergency Contact Card must include those individuals who a parent/legal guardian permits the child to leave school grounds with on any day at any time.

BIRTHDAYS

Birthdays will be celebrated during the last half hour of the day with cupcakes only.

BOOK BAGS

It is recommended that each student have a book bag to transport his/her books and materials between school and home. We encourage parent(s) to check their child's book bag often to ensure necessary school materials, assignments, and communication notes are seen and returned to school. School supplies should be replenished as needed. Please be reminded that Rolling Book Bags or Book Bags with wheels are NOT permitted.

LUNCH BAGS/BOXES

Students who bring lunch bags or boxes from home must bring them upon the beginning of the school day. For the safety and security of all our students, family members are **not** allowed to bring outside foods to the cafeteria. Should an emergency occur, parent/legal guardian is to leave the lunch bag/box with security personnel in the main entrance of the school.

COMMUNICATION

Parent to School Communication

A key aspect of our operation is the emphasis we place on strong communication between home and school. Maintaining open lines of communication at all times allows us to stay closely attuned to your child's needs.

Please notify us immediately if:

1. Your child has developed a communicable disease.
2. You will be out of town.
3. Your telephone number and/or email address (home and/or work) has changed.
4. You wish to make changes on the emergency contact cards.

Parent to Teacher Communication

Conferences with individual teachers must be arranged by contacting the teacher via email. Teachers may also be available during their breaks; however, you must make an appointment for these times. Parent conferences are not to be held while other families are able to hear information for other students as all student information is private and we respect each of their individual abilities. **Moreover, please do not engage in parent/teacher conferences during arrival or dismissal times as the primary goal for all school staff is always to maintain the safety of all students.**

Always attempt to resolve issues/conflicts with the teacher(s) before communicating to the administration. Most issues can be resolved when you have open and honest communication with your child's teacher.

Order of contact to resolve an issue is:

Teacher → Assistant Principal → Principal

School to Parents Communication

1. Bridgeprenorthmiamibeach.com in which calendar and all communication is posted.
2. www3.dadeschools.net is the Miami-Dade County Public Schools website in which you can view your child's grades.
3. Emails and notifications will be sent home periodically informing you of upcoming activities or deadlines.

SCHOOL EMERGENCIES

Emergency Protocol: 2025-2026

When, and if, an incident or any kind of threat or crisis occurs, the following procedure must be implemented for the safety and security of all students.

1. Staff member will alert the Main Office.
2. Office staff will make necessary phone calls; 911, alert the administrative team, call security, and make an announcement:
Code Red – Danger in the building
Code Yellow – Danger in the community
Code Black – Tornado or natural disaster
3. All teachers will look outside their doors; pull in any children from the hallway, or nearby bathrooms. Lock their doors and shut their windows.
4. The administrative team, security, and all special area teachers available will walk the campus in search of any stray children.
5. Security will alert the PE teacher immediately.
6. The PE teacher will escort his/her class to the closest classroom.
7. Support Personnel, ESE, and Spanish teachers will report to the office to assist, as necessary.
8. Cafeteria staff will secure the lunch area.
9. Custodians will lock and secure all doors to the building.
10. Everyone remains in emergency mode until alerted by the office.
11. An “All Clear” announcement will be made when the emergency has passed.
12. In the event of a tornado threat, the Code Black will be announced. Procedures for tornadoes will be followed.
13. In “lockdown” situations, Administration will communicate with the police department. Families will be notified of situations once the authorities have approved.
14. In an effort to alleviate chaos or stress, teachers will remain calm and keep teaching in a normal manner. We need to maintain a quiet and safe environment for all our students.

Accidents/Illnesses

Parents will be notified immediately in case of illness or an accident. In the event that a parent cannot be located, the person(s) named on the emergency contact cards will be contacted. **It is the parent’s responsibility to make sure that these contact phone numbers are current and accurate.** Please notify the office immediately of any accident or injury which occurred during arrival or departure from school.

Children who are ill should remain at home to minimize the risk of passing the illness onto others. Please notify us of any contagious illness your child has so we may take proper action. In addition, please notify the school of any chronic condition your child may have.

Emergency Drills – Emergency drills will take place according to district/county policies and procedures. These drills include fire, tornado, code yellow, code red, bomb threat, hostage situation, and active assailant

Intruders – We pay extreme attention to making sure our school gates are locked at all times, and our staff keeps a watchful eye out for strangers around our property.

Family Crisis – If there is a family crisis, please call the office immediately. We will do all we can to help with the situation, including keeping your child until you can pick him/her up.

Weather Emergency – In case of a hurricane, please follow the instructions for Miami Dade County for closing and reopening of schools.

National Emergency – If there is a national emergency, or if there is a threat to our building or children, our staff will respond with our emergency plan. Your child will stay in his/her classroom with his/her teacher. The teacher will attempt to keep the classroom climate as stable as possible. We have an intercom system in every room. We will keep you posted as to what procedure to follow. You will be contacted as soon as possible. Your child is our primary concern.

We understand the sensitivity of these situations and prioritize our students' safety above all else. Once all safety procedures are completed, we will promptly communicate with our school community.

EMERGENCY CONTACT INFORMATION

It is especially important for us to have the name and phone number of someone who can be responsible for your child, if we cannot reach you. This person should be able to come to school and pick up your child if necessary. Please be sure that the person you list has this understanding. **If your personal information changes at any time, please notify the office immediately. This can only be done by the parent/legal guardian that registered the student(s).**

INTERNET ETHICAL USE AT SCHOOL

Internet Access during School Hours:

1. Student users may not use the BridgePrep Academy's Computer Lab or Internet for any illegal activities. Students will not write messages that contain profanity, obscene comments, sexually explicit material, and/or expressions of bigotry, racism, or hate.
2. Student users are not to publish anything offensive using the BridgePrep Academy's Computer Lab or Internet.
3. If a student gains access to any service via the school Internet which has a cost involved, the student and his/her parents will be responsible for those costs.
4. Students should not reveal personal information, such as name, address, or phone number.

Disciplinary Procedure:

1. The minimum action that will occur in the case of a violation is an Administrator/ student conference and parental notification.
2. Banned from access to the computer lab or BridgePrep Internet for an appropriate time period, depending on the severity of the offense, and on how many previous offenses have been committed.
 - a. Banned from using all computer equipment, or the Internet.
 - b. In-school or out-of-school suspension.

****It is the parent(s) responsibility to monitor their child/children's use of technology when students are not in school. Social media and internet-based games give communication abilities that we suggest parents monitor frequently. Particular issues may arise through these forms of entertainment that do not involve our school. ****

FAMILY RIGHTS AND PRIVACY RIGHTS

Parents have the right to inspect and review their child's educational records. All student records will remain confidential unless there is written consent from a parent to release them. In the event that there is a judicial order to relinquish records due to a court subpoena, parents will be notified. Parents must give the school office 24 hours in advance notice in order to facilitate the child's record for the parent to review.

GROOMING

Make-up

1. Students are not allowed to wear make-up.
2. Fingernails must be kept at a length that is safe, clean, and appropriate for a school setting. Extremely long nails that pose a safety risk or interfere with participation in school activities are not permitted.

Hair

1. **Hair Color: Students are not permitted to attend school with colored, dyed, or bleached hair in unnatural shades.** Hair must be a natural color that is appropriate for a school environment.
2. **Hair Grooming for Boys:** Boys' hair must be kept neat, clean, and well-groomed. Hair should not cover the eyes or create a distraction in the classroom.
3. **Hair Grooming for Girls:** Girls' hair must also be neat, clean, and styled in a way that does not obstruct vision or interfere with participation in school activities. Hair accessories should be simple and appropriate for the school setting.
4. **General Appearance: The school reserves the right to restrict any hairstyle or grooming choice that is considered inappropriate for the school environment or disruptive to the learning process.**

Jewelry

1. All students are allowed to wear a watch, a small bracelet, and a neck chain (Smart Watches/ phone watches are **not** allowed).
2. No plastic or rubber wrist bands are permitted.
3. Students are allowed to wear small post style earrings, no dangling earrings, extra piercing, or extra earrings are allowed.
4. Tattoos are not permitted.
5. Chains that hang from the pockets and belt loops are not acceptable.
6. If a student wears excessive jewelry, they will be asked to remove it. The jewelry will be held in the school office until a parent or the parent's designated representative comes to retrieve it.

The school will not be responsible for lost or stolen jewelry. The school reserves the right to restrict the wearing of any jewelry the school feels is inappropriate at the school or to the student.

UNIFORMS

All students must wear school uniforms.

1. All uniform polo shirts must be of the proper colors with our school's logo on the lefthand side of the shirt.
2. All uniform T-shirts must be tucked in and not worn in a "baggy" fashion. Pants must be worn at the waist.
3. All pants that have belt loops must be worn with a belt. A belt that is long and hangs from the waist is not acceptable.
4. Skirts or polo dresses must be modest in length. A modest length means that, if a student kneels, the skirt or polo dress must be no more than two inches above the floor.
5. Winter jackets must be a school approved sweater/jacket or a plain navy-blue sweater/jacket or fleece, **with no graphics. No hoodies are allowed.**
6. **Sneakers/Shoes should match school colors (navy-blue, white, and/or black) Shoes may have laces or Velcro; socks are mandatory.**
7. Girls may wear leggings underneath their skirts, but leggings must be solid-color navy.

Elementary (K-5):

- Navy blue polo, or long sleeve Rugby
- Khaki, or Navy-blue pants, Bermuda shorts, skorts, or dress (elementary girls only)
- No Leggings, or sweatpants
- Wednesday School Spirit Shirts
- Navy Blue Dress

Middle School (6th – 8th)

- Grey Polo
- Khaki, or Navy-blue pant, Bermuda shorts
- No Leggings, or sweatpants
- Wednesday School Spirit Shirts

If a student is not in the required school uniform, the student will be sent to the office.

In the office, the parents/guardians will be called and asked to bring the required uniform to school. Students will not be permitted to class without the uniform. A student will receive a uniform violation form.

Uniform Referral

- 1st violation-verbal warning.
- 2nd violation-detention.
- 3rd violation-referral will be issued.

Uniform Purchase

Visit Ibiley Uniform Store to purchase your BridgePrep Academy uniforms. All polos must be purchased through Ibiley Uniforms ONLY. Uniforms packages are available; you can purchase them in person at Ibiley Uniforms stores. You may purchase your uniforms online at www.ibileyuniforms.com and search for BridgePrep and locate our campus.

GRADES

Instructional staff use evaluative devices and techniques needed to report individual achievement in relation to school goals, acceptance norms, and student potential. Student grades, unsatisfactory work notices, parent reports on state assessment, and/or standardized testing, parent conferences, and adult/student conferences should serve as the primary means of communicating student progress and achievement of the standards for promotion.

A student's academic grade reflects the teacher's most objective assessment of the student's academic achievement. Students have the right to receive a conduct and an effort grade consistent with their overall behavior and effort.

Specific guidelines for grading student performance and for reporting on student progress are provided below and detailed in the *Student Progression Plan*. To view the plan, go to <https://handbookapi.dadeschools.net/resources/open/1002>.

Academic Grades

Academic grades are to reflect the student's academic progress. The grade must provide for both students and parents a clear indication of each student's academic performance as compared with norms that would be appropriate for the grade or subject.

K Grades	Numerical Value	Verbal Interpretation	Grade Point Value
E	90 – 100%	Outstanding progress	4
G	80 – 89%	Above average progress	3
S	70 – 79%	Average Progress	2
M	60 – 69%	Lowest acceptable progress	1
U	0 – 59%	Failure	0

The academic grades of "A," "B," "C," "D," or "F," are not related to the student's effort and conduct grades. Grades in all subjects are to be based on the student's degree of mastery of the instructional objectives and competencies for the subject. The determination of the specific grade a student receives must be based on a teacher's careful consideration of all aspects of each student's performance during a grading period.

1st – 8th Grades	Numerical Value	Verbal Interpretation	Grade Point Value
A	90 – 100%	Outstanding progress	4
B	80 – 89%	Above average progress	3
C	70 – 79%	Average Progress	2
D	60 – 69%	Lowest acceptable progress	1
F	0 – 59%	Failure	0

Grade and Grade Point Equivalency

A= 3.50 or above

B= 2.50 – 3.49

C= 1.50 –2.49

D= 1.00 –1.49

Parents, please understand that it will be mandatory for every 3rd through 8th grade student that receives a Level 1 or 2 on the FSA, FCAT, and/or EOC to attend FSA, FCAT, EOC Academy at the school and participate in reading interventions throughout the school day.

Effort Grades

Effort grades are utilized to convey both to students and their parent(s)/guardian(s) the teacher's evaluation of a student's effort as related to the instructional program. These grades are independent of academic and conduct grades. In assigning an effort grade, the teacher must consider the student's potential, study habits, and attitude. Kindergarten students do not receive effort grades.

There are three numerical grades used to reflect effort in grades 1st through 8th:

Grade	Verbal Interpretation	Indicators
1	The student consistently works to the best of his/her ability.	Completed all tasks. Reattempts tasks to improve performance and outcomes. Demonstrates consistent focus and puts forth maximum effort on all assigned tasks.
2	The student's effort is satisfactory.	The student approaches all work with appropriate focus and responsibility. Assignments are usually completed on time, and the student generally remains on task. The student typically works to a level that reflects his or her ability.
3	The student shows insufficient effort.	The student pays little attention to completing assignments and often leaves work unfinished.

Conduct Grades

The school will follow Miami-Dade County Public School's *Code of Student Conduct* <http://ehandbooks.dadeschools.net/policies/90/index.htm>. The following rules, regulations and due process procedures are designed to protect all members of the educational community in the exercise of their rights and responsibilities.

1st – 8th Grades	Numerical Value	Verbal Interpretation
A	90 – 100%	Good
B	80 – 89%	Above Average
C	70 – 79%	Average
D	60 – 69%	Needs Improvement
F	0 – 59%	Failed

GRADING PERIODS

Grading Period	Ending Date
First Grading Period	October 17, 2025
Second Grading Period	January 15, 2026
Third Grading Period	April 2, 2026
Fourth Grading Period	June 4, 2026

CODE OF EXCELLENCE

We believe that a safe and orderly school is of primary importance. When children behave in a respectful, responsible, and safe manner, they learn more and develop into responsible children whose “character counts.” The BridgePrep Academy Code of Excellence is a school-wide plan, which clearly outlines student expectations.

Proper behavior is recognized, and consequences are given for breaking our code. Each parent must take an active role in supporting this plan. We want our children to learn and to be responsible citizens. It is in the children’s best interest that parents and staff work together to ensure a happy, safe, and productive learning experience. The Positive Behavioral Support (PBS) program we implement allows students who have earned Bulldog Bucks to receive a reward for displaying positive behaviors during school days.

Students’ Code of Excellence

- Be honest
- Be kind
- Be respectful
- Be patient
- Be proud
- Be courteous
- Be prompt

- Be prepared
- Be polite

STUDENT CONDUCT

The following rules, regulations, and due process procedures are established to safeguard the rights and ensure the responsibilities of all members of the educational community. These rules apply to any student:

1. Who is on school property.
2. Who is in attendance at school or any school-sponsored activity.
3. Whose conduct at any time or in any place has a direct and immediate effect on maintaining order and discipline of the school.

The Code of Student Conduct delineates the behavior expected from students.

1. Students who commit violations of the Code of Student Conduct may be subject to suspension.
2. Based on the severity of the violation, students may additionally be recommended for administrative placement to an opportunity school, or expulsion.
3. For detailed information on the Code of Student Conduct please review it at www.dadeschools.net/handbook/Code/index.htm.

Proper Language

BridgePrep Academy strives for a higher standard of behavior. We do not permit cursing or name calling in school. Students who speak inappropriately to another student or staff member will not be permitted to return to class until a parent/administrator conference is held.

Fighting

1. We use words to get our point or opinions across to other people.
2. BridgePrep Academy has a zero tolerance for aggression; in the event that a student engages in a physical altercation, the student will be sent to the office, and the parents will be called. At this time, disciplinary measures will be discussed.

HARASSMENT/BULLYING

Bullying is unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose. This definition includes cyber bullying. BridgePrep Academy has a zero tolerance for bullying in any form. A student who bullies another student or staff member will not be permitted to return to class until a parent/administrator conference is held. At this time disciplinary measures will be discussed.

1. This policy ensures that all individuals will enjoy a safe environment free from unreasonable interference, intimidation, hostility, or offensive behavior on the part of school personnel, students, parents, or visitors to the school.
2. BridgePrep Academy acknowledges that harassment, sexual or otherwise, is against the law and will not be tolerated.
3. The term "harassment" includes, but is not limited to slurs, jokes, and other verbal, graphic or physical conduct relating to an individual's race, color, sex (including same sex), religion, national origin, citizenship, age, or disability.

4. Bullying is considered to be harassment. Bullying includes, but is not limited to: unwanted name calling, teasing, or physically touching a person.
5. Harassment and bullying can be verbal, physical or through the use of technology.

Acts of Disorderly Conduct

Acts of disorderly conduct may include, but are not limited to, the following:

- Tardiness to class
- Dishonesty in academic work or personal interactions
- Behavior that disrupts the educational process
- Use of abusive or inappropriate language between or among students
- Failure to complete assignments or follow instructions

Sanctions

The Administration will apply any of the following sanctions to deal with unreasonable conduct.

1. Counseling with the offender(s).
2. Probation, with a warning of suspension or recommendation for expulsion for continuing or recurring offenses.

Possible Sanctions:

- Verbal and Written Reprimand/ Referral/ Student Case Management Form (SCAM)
- Contact with parent
- Loss of privileges
- Detention/s
- In-school/Outdoor suspension

GLOSSARY

Administrative Detention: a corrective strategy wherein a student must spend time in the school office (time to be determined by the administrator).

Consequences: a result of one's actions.

Discipline: a set of rules that develops self-control and orderliness in students by providing logical consequences for both appropriate and inappropriate behavior; the goal being a safe and orderly environment for all students.

Disrespect: to be rude or discourteous to another person.

Expulsion: a corrective strategy that means your child is no longer able to attend your current school.

Referral: Students may be issued referrals for tardies, absences, uniforms, and/or severe disruptive behavior. Written warning given to students who have violated the code of conduct or school rule.

Respect: to be courteous to those around you, to show consideration

School Suspension: a corrective response to serious behavior to avoid where the student is not permitted to attend school from one to ten days.

Teacher Detention: a corrective strategy wherein a student must spend time in school detained by the teacher (time to be determined by the teacher).

Classroom Consequences:

- 1st consequence: Verbal Warning
- 2nd consequence: Detention/ Loss of privilege
- 3rd consequence: Parent contacted/ Referral note sent home

Administrative Consequences:

- 4th consequence: parent is called, and Administrative Detention is given.
- 5th consequence: In School Suspension (ISS)/ Referral completed

Severe Clause: extremely disruptive behavior(s) (fighting, profanity, disrespect, sexually explicit behavior, destruction of property) result(s) in immediate removal from class. Disruptive behavior will result in issuing a referral and an administrative review for possible immediate suspension from school (OSS). Parent will be called to pick student up from school.

BridgePrep Academy students are expected to show respect for themselves, for other students, and for their teachers. Students are expected to behave in ways that are acceptable to classmates and conducive to learning.

Student misbehavior can usually be addressed effectively when schools and families work together in partnership. Teachers and students must foster a mutual respect for one another. Teachers will never use corporal punishment or offensive language toward a student. According to the Code of Student Conduct, methods of positive reinforcement/rewards and/or loss of privileges are utilized.

HEALTH GUIDELINES

If your child is injured or becomes ill at school, you will be notified immediately. PLEASE KEEP US CURRENT REGARDING YOUR PHONE NUMBERS BOTH AT HOME AND WORK. This information is vital should an emergency arise.

ILLNESS

1. If you suspect that your child is not well, please keep him/her at home, regardless of his/her desire to come to school. We ask that you do this out of consideration for his/her classmates.
2. If your child has had a fever, his/her temperature should be normal for twenty-four (24) hours before returning to school.
3. If your child has a cold, is coughing, or has a runny nose, please consider that he/she may be contagious to others. Please keep him/her home or make arrangements for his/her care until he/she recovers.
4. If your child has a rash, please keep him/her home, and contact your doctor to find out the cause.

5. Our school staff only administers prescription medication prescribed by a doctor to children upon completion of a medication request form.

Medication Policy

Every attempt must be made by the student's parent and physician to have medications administered at home during non-school hours. If this is not possible, a completed Medication Authorization Form must be provided for **each** medication to be administered during school hours.

No medication may be administered by school personnel unless the parent presents the school with a completed Medication Authorization Form, signed by the physician and parent.

The Medication Authorization Form must be **renewed each school year** and placed in the student's cumulative folder.

Any changes in the type, dosage or frequency of medication administered will require a new Medication Authorization Form to be completed.

The Medication Authorization Form must be current. The Medication Authorization Form will be filed in the student's Cumulative Health Record (*HRS-H Form 3041*).

In an emergency situation a Medication Authorization Form can be faxed to the physician and returned by fax to the school. A copy should be made of the form, as fax copies fade. An original must be obtained from the physician and include parent/guardian signatures within 24 hours in order to continue administering the medication.

Administering Medications

State rule FL Statute, 1006.062 Administrative Rule, 64F-6.004 states that school personnel may assist students in the administration and/or dispensing of prescribed medication in compliance with the following procedures:

All medications will be administered by the school principal or his/her designee.

Medications may be administered by the school principal or his/her designee when there exists an illness or disability that requires maintenance-type medication and when failure to take prescribed medication could jeopardize the student's health and when the medication administration schedule cannot be accommodated before or after school.

If the parent/guardian has completed the Medication Authorization Form correctly and has met the requirements of the District, it is the obligation of the school to see that the student is medicated at the appropriate time indicated on the Medication Authorization Form.

Only the parent/guardian should deliver medications and pick up unused medications.

***Guidelines for administering medication will be followed very strictly.**

There are several illnesses that are common occurrences in school-age children. Children will not be admitted to school and will be sent home if they exhibit any symptoms of illness. Please help us control and minimize the spread of infections to others by providing care for your child when he/she is sick and keeping them at home while doing so.

HOME LEARNING

Home Learning Assignments are a very important part of learning since they reinforce concepts that have been learned. BridgePrep Academy's policy is to assign homework EVERY night. This keeps the academic flow and a means of involving parents aligned with our curriculum goals.

Parents' responsibility for completing home learning assignments:

1. Provide your child with a quiet place which is conducive to studying and to learning.
2. Show an interest in your child's home learning assignments by providing assistance and reviewing completed work.
3. Do not complete the home learning assignments for your child. If your child is having difficulty, try to help them with their assignment and notify the teacher.
4. Read with or to your children daily.

Student responsibilities for completing home learning assignments:

1. Students are responsible for recording and completing all Home Learning Assignments independently. Parents may provide assistance, but students must complete the work on their own.
2. Home Learning Assignments should be done in a quiet place with good lighting and minimal disturbances.
3. If there is a problem in understanding how to complete Home Learning Assignments, students are to do the absolute best job possible. If a student does not understand the assignment(s), they are encouraged to bring it in the next day and ask the teacher for assistance. In this case, the homework should be completed that evening along with the regular Home Learning Assignments.
4. If a student is having difficulty managing their time for homework, ask the teacher for assistance with homework time management.

Grade Level	Frequency of Assignments	Total Daily Average (All Subjects)
K – 1 st grade	Daily (5 days per week)	45 minutes
2 nd – 3 rd grade	Daily (5 days per week)	60 minutes
4 th – 8 th grade	Daily (5 days per week)	75 minutes
All Grades	Daily (5 days per week)	Reading for 30 minutes <u>in addition</u> to the above time.

GO GREEN

BridgePrep Academy is making an effort to Go Green. We have a student recycling program in the school, and we will attempt to send home less hard copies of letters and flyers. In order to promote our Go Green School, we will be utilizing more mass emails, telephone messaging and text messages, our school website, Facebook, and school app. Therefore, check your emails and text messages daily to receive the latest updates and news from BridgePrep Academy.

LOST AND FOUND

A lost and found area will be designated in the main office. To minimize the quantity of lost and found articles, we ask that you please write your child's name on everything he/she brings to school.

LUNCH

1. It is required that all students eat a healthy and nutritious lunch.
2. A student may bring their lunch to school or purchase lunch from our vendor. School lunches are \$2.75 per lunch. Parents are to use our Point of Service system and prepay their child's lunch. If your child qualifies for free or reduced lunch, arrangements will be made accordingly.
3. Students who bring lunch bags/boxes must bring them upon arriving to school. **NO NUT ITEMS PERMITTED FOR ANY STUDENT.**

CAFETERIA RULES

1. Students are to enter the cafeteria quietly.
2. Once seated, students need permission to leave their seats.
3. Food trading is not permissible.
4. Students are responsible for all items on their trays. Food is not to be thrown. It must either be eaten or discarded properly along with trash items.
5. Students are responsible for leaving their area, including the floor, free of trash.
6. Students should engage in quiet conversation only. There is to be no yelling or shouting.

MEDIA COVERAGE

During the course of the school year, it is possible that your child will have his/her picture taken or videotaped. These pictures may be taken at class parties, birthdays, field trips, the school program, or other special events. These pictures may be used for promotion, in the local paper, on the website or in the yearbook. Upon registering your child in school, you will receive the **"Parent Contract"** which will require a signature for consent so we can use your child's picture for these publications or events. If you do not desire to have your child's picture used for these publications, please sign the appropriate section on the "Parent Contract."

VOLUNTEERS INFORMATION

PARENT ACTIVITIES

The goal of our school is to make every child's potential a reality through a strong collaboration of parent/teacher/community partners. The goal of our school is to bring into closer relation the home and the school; so that parents and teachers may cooperate intelligently in the education of children and youth. We urge all parents to actively participate in all school activities, together we make a difference, together, our children will grow stronger and self-reliant. Join PALS (Parents as Liaisons/Bulldogs in Action) to be up to date on school events and activities.

PERSONAL BELONGINGS

Please do not allow your child to bring to school any personal belongings; this includes toys, electronic equipment, or the latest fads. However, on their specific Show-and-Tell day, as designated by your child's teacher, your child may bring to school one item. Please understand that the school cannot be responsible for lost or stolen items. Also, please put your child's name on these items.

Please label all your child's belongings (lunch boxes, books, sweaters, etc.) with his/her name in permanent ink or marker to lessen the chances of items being lost.

Please do not send your child to school with expensive jewelry. The school will not be responsible for lost or stolen jewelry.

PHYSICAL EDUCATION

1. Physical Education is a daily 30-minute class.
2. All students are required to participate in P.E, unless otherwise directed by a physician and communicated to the teacher(s).
3. Please ensure your child has comfortable sneakers daily to avoid injuries.

PROHIBITED ITEMS IN SCHOOL

1. Students are not permitted to have any of the items listed below in their possession.
2. If a student is found to have any of the items listed below, the item will be taken from the student. The item will be given to an administrator, and a parent must come to the office to pick the item up.
 - Cell phones
 - Smart watches
 - MP3 players or any entertainment equipment
 - Electronic games
 - Sharpie's markers
 - Candy or chewing gum
3. The School Board enforces the Florida Department of Education Zero Tolerance Policy on school violence, crime, and the use of weapons. As an approach to reducing school violence, the intent of the policy is to provide a safe school climate that is drug-free and protects student health, safety, and civil rights. This policy requires the school district to impose the most severe consequences provided for in the Code of Student Conduct in dealing with students who engage in violent criminal acts and or are found in possession of the following:

- Knives or sharp objects
- Guns
- Mood altering drugs

FortifyFL

This suspicious activity reporting tool allows you to instantly relay information to appropriate law enforcement agencies and school officials. You will be able to provide a description of the threat, share pictures and videos, and have the option to post anonymously. Students are given training during the first week of school on how to access this application when necessary. This application can be downloaded from the App Store or Google Play.

CELL PHONE & EAR PODS

Per Florida Statute §1006.07, cell phones and ear pods are not permitted for students to have or use during school hours 8:00am-6:00pm. In certain situations, the student will be allowed to inform the teacher and he/she will be sent to the main office to use the school phone in order to contact parent/legal guardian. ***Any students that violate the cell phone policies in their classroom and/or throughout school are subject to the removal of their cell phone until end of day. Parent pick-up will be required. Cell phones may not be kept in school lockers either. **Any cellular phones, electronic books or games that are brought to the school are not the school's responsibility should they become lost or stolen.**

SAFETY & SECURITY

Our school operates on a security-minded approach. There will be a security monitor on our premises from 7:00 a.m. to 6:00 p.m. All visitors entering our building must check in at the school office for approval to be in the building. Children traveling throughout the building must travel in twos. Any person who doesn't have any business to conduct in the school will not be allowed to remain on the premises.

***Please do not leave your other children unattended in your cars, when picking up or dropping off a BridgePrep Academy student. Also, please do not leave your purse, wallet, or other valuables in your car when you come to pick up or drop off your child. The school cannot be responsible for lost, stolen or damaged items.**

Student and employee safety is a primary concern of BridgePrep Academy Schools. Access to our campuses will be limited, monitored, and secured at all times that students are present in the building. A school safety plan was created to provide school personnel with the necessary leadership skills and knowledge needed to respond to critical incidents or other related emergencies that may occur in our school communities. All schools have a site-specific plan to address all types of critical incidents. These plans address the individual needs of the school and provide guidelines for devising methods for communicating with the staff, students, parents/guardians, and the media during a critical incident or an emergency. We ask your cooperation in working with school administration teams to adhere arrival/dismissal procedures as well as visitor check-in to ensure student safety.

During emergencies, some protective measures may include the evacuation of students/staff from the building(s), and if necessary, the relocation of students/staff from the school campus,

lockdown procedures, and holding/dismissing students during school and community emergencies. School administration will communicate with parents as needed, always prioritizing student safety first.

Lockdown and Partial Lockdown Events- In the event of an emergency, the primary responsibility of all school personnel is to ensure the safety of all students. In the event a school administrator announces a possible threat to students and staff safety exists within the community (partial lockdown), or an imminent threat to students and staff safety exists within the school (full lockdown) students, faculty, and staff will comply with all the procedures outlined in the School Safety Plan and remain on lockdown until a school administrator makes an “All Clear” announcement.

TELEPHONE CALLS

Students will not be permitted to make personal phone calls from the school office or personal cell phones.

TEXTBOOKS

Students will be issued books at the beginning of each school year. Students must immediately inform teachers about any lost or damaged books so that they can be replaced. Parents will be responsible for the cost of the replacement book. The same rule applies for lost class library books.

TRANSPORTATION

Transportation to and from school should be provided or arranged by the parent or guardian. BridgePrep Academy strongly believes in the daily communication opportunities created with your children while commuting to school.

VISITOR PASSES

Any person needing to visit the school throughout the day must report to the office and pick up a visitor’s pass. Do not be offended, if you are asked to show identification. The safety of our students is our primary concern. If a parent must drop off a forgotten lunch box or homework assignment, please drop it off at the office and allow the office staff to deliver said item to your child. We are attempting to keep the learning environment as undisturbed as possible. NOTE: Violations of parent contracts shall not result in the student’s involuntary transfer, withdrawal, dismissal, or forfeiture of current or future enrollment. The school shall not condition a student’s enrollment on the parent signing any contracts that include any of the above-referenced conditions.

Please keep in mind that, due to continued health and safety protocols, visitors are not permitted inside the building at this time.



PARENT/STUDENT AGREEMENT OF COMPLIANCE 2025-2026

PLEASE SIGN AND RETURN THIS FORM TO YOUR CHILD'S HOMEROOM TEACHER

I have read on-line the BridgePrep Academy of North Miami Beach Parent/Student Handbook, including uniform policy and the Student Code of Conduct and agree to cooperate with all of the policies contained therein.

Please note: all students enrolled in BridgePrep Academy of North Miami Beach are students of Miami Dade County Public Schools, subject to applicable policies and entitled to same rights.

As a parent I understand the importance of the Student Code of Conduct, which can be accessed on the school website and is available in the school's main office.

I agree to abide by all of the contents in the BridgePrep of North Miami Beach Student/Parent Handbook and the Student Code of Conduct.

Name of Student: _____

Teacher: _____ Grade: _____

Signature of Parent/Guardian Date

Signature of Parent/Guardian Date

You must fill out a compliance form for every child registered at BridgePrep of North Miami Beach and submit it to each child's homeroom teacher.