



**SEVEN BRIDGES**  
**SCHOOL**  
Spanning The Alternatives In Education



**STUDENT & PARENT HANDBOOK  
AND CODE OF CONDUCT  
2017 - 2018**



## **Our Philosophy**

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We believe that accommodating for the special needs of many bright learners does not mean a diluting of academics. Our philosophy of analysis and synthesis thinking lends itself to enrichment rather than acceleration, thus knowledge and skills are restructured and are taught to the learner with a greater concern for the cognitive and emotional developmental readiness stages than for a concern with a standardized curriculum or a calendar.

## **Our Mission**

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The mission of Seven Bridges is to meet the needs of students with unique and challenging learning styles by establishing a safe, supportive, and positive educational setting which continually assesses expectations, provides opportunities for success, and develops within each learner strategies for smooth transitions.

## **Our Purpose**

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The purpose set forth by Seven Bridges School is to discover and facilitate through the learning styles of every child a basic curriculum so that he or she is able to purposefully and successfully pursue life goals.

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## Admissions Policy

Students seeking admission to Seven Bridges School are carefully evaluated to determine academic potential and learning needs for suitability to the school environment. This process begins with a thorough review of psychological-educational testing and standardized test scores. Following a Program Placement Interview with the Admissions Team, a determination is made that the student's educational, emotional, and behavioral needs can be accommodated. Based on this information, curriculum design and delivery method is created.

Seven Bridges School serves differently learning students of average to above average intelligence who may be diagnosed as having a learning disability, processing deficit, dyslexia, attention deficit with or without hyperactivity, developmental delay, and Asperger's.

If a student enters the school with a current psychological/educational evaluation, it must be updated every three years.

Class size is limited. If an opening is not available, qualified applicants will be placed on a waiting list.

Hearing impaired, visually impaired, and mentally handicapped children are outside the range of services offered.

In accordance with Title IV of the Civil Rights Act of 1964 , no child is refused admission to the school on the grounds of race, creed, or national origin.

Students are accepted on a trial basis. This trial will be a minimum of nine weeks, but may be extended at the discretion of the administration.

### **The following documents are required to be on file for each student:**

- A physical examination (DOH form DH 3040), upon initial entry and must be no older than 12 months.
- Proof of immunization (DOH form DH 680)
- A copy of the student's birth certificate and a copy of the mother or father's birth certificate
- A copy of student's Social Security card



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## **Parents and Students:**

**Please read, sign, and  
return the Parent & Student  
Acknowledgement Form at  
the back of your handbook.**



Dear Parents and Students,

This student handbook and code of conduct has been developed by state certified administrators and educators. It is an important document and written to ensure the success and safety of your child. We must work together for the highest educational success of our students and your children.

An effective school is one where teachers, students, and administrators respect each other and where students have the best possible learning environment and resources to reach their highest learning potential and goals. Guidelines that ensure this effort should be firm, fair, and reasonable.

I want to thank the students, parents, teachers, and administrators that help interpret the guidelines of this student handbook and code of conduct.

Regards,

Cynthia Diniaco  
Program Director  
Seven Bridges School

# **Roles of the Parents, Students and School**

## **PARENTS:**

- Assume major responsibility for your child's behavior.
- Maintain regular communication with the school and encourage your child to express acceptable behavior in their home, community, and school.
- Ensure your child's daily attendance and punctuality with a reasonable excuse for absence and late arrival.
- Are required to give a written note for absences.
- Provide your child resources, supplies, and time needed to complete assignments.
- Maintain your child's hygiene, grooming, and overall appearance.
- Bring to the attention of the school any problem or condition which affects your child or other children in the community.
- Discuss reports and work assignments with your child.
- Maintain up-to-date school records. Keep the school informed of any changes with home, work, emergency telephone numbers, and addresses including doctor and/or hospital preference and medication changes.
- Participate in school events or planned activities.
- Parents are required to volunteer at least thirty hours (30) per school year. These hours may be on school property or at another location (i.e. field trips).

## **STUDENTS:**

- Attend all classes for a 180-day school calendar year and be on time.
- Be prepared to come to every class with supplies and completed assignments.
- Be personally responsible for your own work and actions.
- Be responsible for the delivery of written communication to your parents and the return to the proper school official.
- Be respectful of all individuals and their property.
- Be respectful of the school and its property.
- Refrain from profane or inappropriate statements.
- Be well groomed and neat in appearance and practice good hygiene.
- Abide by the rules and regulations set forth by the school and the individual instructors while behaving in a safe and responsible manner.
- Accept the decisions of the administration and/or choice of disciplinary action.

- Be responsible for knowing your individual instructor’s grading and class policies.
- Communicate your social and academic needs to your parents.
- Either independently or as assisted by an adult, seek academic counseling concerning grades when needed.
- Are responsible to know and follow all school rules. The students should know the student handbook.

## **SCHOOL:**

- Encourage the success of each individual student.
- Encourage the use of good guidance procedures.
- Maintain a safe environment for learning.
- Exhibit a respectful, supportive attitude toward students and parents.
- Develop and plan a flexible curriculum to meet the individual needs of each student.
- Promote effective discipline based on fair, impartial treatment of all students.
- Develop a pleasant working relationship among peers, students, parents, and appropriate community agencies.
- Encourage parents to regularly communicate with the school and be involved in its functions.
- Inform all school officials and employees of their responsibility to report any violent or delinquent acts, which would be detrimental, or a felony offense if committed by an adult on or near school property.

## **STUDENT’S RIGHTS:**

### **STUDENTS WILL HAVE:**

- The right to attend school and the opportunity to get a good education.
- The right to be informed of all school rules, policies, and the consequences of failure to observe these rules and policies.
- The right to have all steps of discipline followed.
- The right to follow the steps to appeal the decisions of the administration
- The right to know ahead of time how grades will be earned.
- The right to use school grounds and materials during school hours.
- The right to academic counseling.
- The right to access teachers and administrators to discuss problems or concerns.
- The right to be respected by other students and school staff.





## Grades

Grades, at best, are an indication of the student's knowledge of the subject matter learned up to the time grades are given. An academic grade should reflect the teacher's most objective assessment of the student's academic achievement. Students' grades are available to parents online through the web based program Gradelink®

### GRADING SCALE:

#### SECONDARY AND MIDDLE SCHOOL CONDUCT

A = 94-100

B = 85-93

C = 77-84

D = 70-76

F = 69 and below

O = Outstanding

S = Satisfactory

NI = Needs Improvement

### REQUIREMENTS FOR PROMOTION:

Grade 10 6 credits

Grade 11 12 credits

Grade 12 See below:

**Graduation:** 18 credits including 2 credits foreign language

OR

24 credits including (2 credits foreign language not required for high school graduation, but is required for admission into state universities; at least one course must be completed through online learning)

OR

18 credits including 3-4 credits in a single vocational/technical/career program

Students must have a minimum grade of a C in each course to receive credit for that course. Students must have a minimum 2.5 GPA and the required number of credits to be promoted to the next grade.



## Grievance Procedures

A grievance is a situation occurring in the course of the school's implementation of the *Student & Parent Handbook and Code of Conduct* that causes a student to consider himself/herself aggrieved.

A student should report and discuss his/her grievances with the party involved prior to reporting and/or filing a formal grievance. Each student has the right to the resolution of grievances.

When reporting a grievance, a student should state the grievance clearly and concisely, follow the proper procedure, and accept the decision that is the result of the procedures.

**NOTE: School officials may conduct a warrantless search of a student's person, locker, vehicle, or any storage on school property if such officials have reason to believe that illegal, prohibited, or harmful items may be concealed.**

Federal and State laws provide persons with reasonable expectations of privacy in addition to freedom from unreasonable search and seizure of property. A student has the right to privacy of personal possessions unless appropriate school personnel have reasonable suspicion to believe a student possesses any object or material that is prohibited by law or school policies. **Search guarantees are not limited and must be balanced by the school's responsibility to protect the health, safety, and welfare of all students (4th Amendment of the United States Constitution).**

A student has the right to attend school where personal property is respected at all times. Students are expected to respect the property rights of others. A student has the right to have prior notification of any **general search of lockers except in emergency situations. A student has the responsibility to accept the consequences for the contents stored within their property and on their person.**

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## **Discipline Actions**

### **PREVENTIVE /INFORMAL DISCIPLINARY ACTION:**

School administration and instructors have the authority to undertake any of the following actions in maintaining appropriate student behavior and ensuring the safety of all students. Instructors will establish classroom rules of conduct. The director and instructors will establish and implement consequences designed to change and redirect wrongful behavior. Methods of monitoring and/or curbing behavior may include short-term progress reports, conferences, and/or contracts between parents, student, and the administration and student court opportunity.

### **MISSED OPPORTUNITY SESSIONS:**

Students who do not complete required homework assignments will attend an hour-long session after school. The student will have their parents sign a permission slip indicating they are aware that their child did not complete his/her homework and granting permission for their child to attend the next Missed Opportunity Session held after school. A minimal fee will be charged. Instructors for reasons other than incomplete homework may request Missed Opportunity Sessions.

### **FORMAL DISCIPLINARY ACTION AND PROCEDURES:**

When formal corrective action is required, the parent will be informed by phone and written notice sent home with the student. It is the responsibility of the student to notify his or her parents of all written communication from the school. Failure to do so may result in further corrective action.

### **DISCIPLINARY PROBATION:**

Any student involved in a violation of the Student Handbook and Code of Conduct may be placed on probation for SBS enrollment. The student may be assigned to report frequently to a specified instructor or administrator who will assist in monitoring the student's readjustment during the probationary period.

## **DENIAL OF EDUCATIONAL PARTICIPATION/ SUSPENSION:**

In order to maintain effective learning conditions, the *Student Handbook and Code of Conduct* also recognize that it may be necessary to deny a student educational participation through suspension for varying periods of time for reasons of **persistent disobedience and/or gross misconduct**. Before a student is denied educational participation, every effort will be exerted to resolve the causes of the problem so the student might return to school.

## **EXPULSION:**

Expulsion is the removal of the right and obligation of a student to attend Seven Bridges School under conditions set by keep school governance. Expulsion may be imposed with or without continuing educational services and reported accordingly. Prior to expulsion, the student shall be advised why he/she has been recommended for expulsion, be provided with an opportunity to refute the charges, and be given the opportunity to submit to the administration a defense to challenge the decision made by the administration.

Should the administration request expulsion, the Parent/Guardian has the right to a hearing with the administration. At that time, the Parent/Guardian should have present any willing witness whom they deem appropriate to be involved in the case. At the hearing, the parent has the right to appeal procedures.

## **DRUGS:**

Seven Bridges adheres to a "zero tolerance" policy with regard to drugs and alcohol. Students are to refrain from the use of drugs and/or alcohol while in school as well as after school. Drug and/or alcohol abuse will not be tolerated. Violation of this policy may result in legal action.

Prescribed medication is secured by and administered by a school staff member.

## **ELECTRONIC DEVICES:**

Telephones, digital music devices, handheld game devices, computer gaming software, etc. are strictly prohibited on school property at all times. Exceptions will be granted only by prior arrangement with the administration.

## **LEAVING SCHOOL PREMISES:**

Leaving the school grounds without prior school administration authorization will result in disciplinary action.

## **STUDENT PUBLICATIONS:**

Material to be posted on bulletin boards, wall areas and external grounds or published through media must first be approved by the director of the school.

Students are to refrain from publishing libelous and obscene materials. They are to seek full information on the topics that they write and observe the normal rules for responsible journalism under the guidance of the school Code of Conduct.

# **SEXUAL HARASSMENT**

## **GENERAL STATEMENT OF POLICY:**

The Seven Bridges School recognizes sexual harassment to be a form of gender discrimination, which is against the law. It is the policy of Seven Bridges to provide a learning and working environment, which promotes respect for the dignity and worth of all its members and which is free from sexual harassment. All members of Seven Bridges are expected to contribute to an environment free of sexual harassment. It shall be a violation of this policy for any student or employee of Seven Bridges to harass a student or employee through conduct or communication of a sexual nature as defined by this policy. Seven Bridges takes seriously and will respond to any complaint of sexual harassment. Seven Bridges recognizes that there are different levels of intervention and response to complaints of sexual harassment. The purpose of taking action is to stop behavior that is offensive to an individual and to the school community and to educate the individual and the school community. This policy is in effect for all school-sponsored events and applies to all employees and students of Seven Bridges. It also applies to behavior by non-school personnel toward employees and students on school ground, in school facilities, on school busses, and at school-sponsored events. Seven Bridges is committed to implementing this policy by training staff, by educating students of all ages, by publicizing procedures for responding to sexual harassment, and by taking appropriate action.

## **SEXUAL HARASSMENT DEFINED:**

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct, or other verbal, written, or physical conduct or communication of a sexual nature made by any employee to a student, made by any employee to another employee, or made by any student to another student or to an employee when:

- Submission to such conduct or communication is made, either explicitly or implicitly, a term or condition of retaining employment or of obtaining an education/grade; or
- Submission to or rejection of such conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education/grade; or
- Such conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or education, or creating an intimidating, hostile, or offensive employment or academic environment.

## **SEXUAL HARASSMENT CAN INCLUDE BUT IS NOT LIMITED TO:**

- Verbal abuse or harassment;
- Pressure for sexual activity, either subtle or explicit;
- Unwelcome touching;
- Sexually suggestive or obscene written or visual material publicly displayed or directed at another;
- Intentional brushing against another person's body;
- Suggestions or demands for sexual involvement accompanied by implicit or explicit threats concerning an individual's employment or educational status;
- Suggestions or demands for sexual involvement accompanied by implicit or explicit promises of preferential treatment with regard to an individual's employment or educational status.

## **PROCEDURES FOR REPORTING SEXUAL HARASSMENT:**

A person who feels he/she has been the victim of sexual harassment by a student or an employee of Seven Bridges should report the complaint directly to a teacher or the director.

- Students should tell their parents.
- Students may ask their teacher or parent to help them report the incident to the director of the school.

- The person reporting the alleged incident(s) should be prepared to give accurate details of who, what, when, where, and how.

A report will result in a formal investigation of the incident. The purpose of an investigation is to determine whether the offending behavior falls within the definition of sexual harassment and whether disciplinary action is warranted. In determining what action should be taken when sexual harassment occurs, Seven Bridges will consider the surrounding circumstances, the nature of the sexual advances, the relationships between the parties involved, the ages of the parties involved, and the context in which the alleged incident(s) occurred.

Seven Bridges will handle all complaints with the utmost discretion and will act to ensure that due process is followed. A complaint or report of sexual harassment submitted in good faith will not affect the complainant's future employment, or, in the case of students, grades or educational opportunity. When an instance of sexual harassment is suspected to be sexual abuse, it shall be reported to the appropriate state agency, as required by law.

### **POLICY ACTION:**

When a complaint of sexual harassment is determined valid, Seven Bridges will take action based on the results of the investigation.

- A substantiated charge against an employee may result in disciplinary action up to and including suspension or dismissal as consistent with due process procedures.
- A substantiated charge against a student may result in disciplinary action up to and including suspension or expulsion consistent with due process procedures.

### **ACTS OF RETALIATION:**

Seven Bridges will discipline any individual who retaliates against 1) any person who in good faith reports alleged sexual harassment or 2) any person who testifies, assists, or participates in an investigation, proceeding or hearing relating to a sexual harassment complaint. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment.

### **NON-HARASSMENT:**

Seven Bridges recognizes that not every advance or comment of a sexual nature constitutes harassment. Whether a particular action or incident is sexual harassment requires a determination based on all the facts and surrounding circumstances. A false accusation of sexual harassment can have a serious detrimental effect on innocent parties.

An intentionally false charge will be treated as a serious offense and will result in disciplinary action.

### **ALTERNATIVE COMPLAINTS PROCEDURES:**

This policy does not deny the right of any individual to pursue other avenues of recourse provided by statute under applicable law.

## **SCHOOL DRESS CODE**

The dress and personal appearance of students should be a positive reflection of the family, student, school, and community. The following guidelines concerning dress are to provide and ensure a positive learning environment. The dress code will be enforced at all times while students are on campus.

Seven Bridges has designated Lands' End® as its official uniform provider. **Students are required to purchase all school clothing from Lands' End®.** Each student is also required to obtain at least one polo style shirt in deep purple with the SBS logo on it. This shirt will be required for most field trips. **Colors and styles are listed below:**

**Shirts:** Long or short sleeve solid polo, turtle neck, or oxford style

**Colors:** White, classic navy, red, deep purple, maize, ice pink, or evergreen

**Sweaters:** solid, crew neck style

**Colors:** White, classic navy, red, deep purple

**Slacks or Shorts:** Chino or cargo style with belt loops (belt required). Cargo shorts must not be baggy and pockets must lie flat.

**Colors:** Khaki or classic navy

**Belt:** Solid with simple style buckle

**Colors:** Black, dark brown, classic navy, or khaki

**Skirt, Skorts or Jumpers:** No shorter than two inches above the knee when arms are raised or when seated.

**Colors:** Khaki, classic navy, or classic navy/evergreen plaid

Jackets and Coats: Solid zippered or simple matching buttons.

**Colors:** White, classic navy, red, brown, or black

**NO HOODED SWEATSHIRTS OR JACKETS.**

**Coats and jackets may not be worn in class.**



**Shoes:** Full shoe with rubber soles, closed toe, and closed backs.

**Colors:** Solid black, brown, or navy blue. Basic sneakers are permitted.

### **SPECIAL EVENTS AND FIELD TRIP ATTIRE:**

All students must wear khaki slacks, shorts, or skirt and deep purple shirt with the school logo unless otherwise stated at time of field trip.

### **DRESS CODE REGULATIONS:**

- Skirts, shorts, skorts or jumpers are permissible within the standardized dress code, but these are not to be shorter than 2 inches above the knees when arms are raised or when seated.
- Shirts must be tucked in and belts worn at all times and must be visible 360 degrees. **Pants must be worn at the waist.**
- Socks must be worn. They may be white, khaki, or navy with no visible prints.
- Students must dye their hair purple to match the school colors. Ok, not really. No unusual or distracting hairstyles or hair colors (including purple) may be worn.
- Girls, grades 7th – 12th may wear lipstick and/or nail polishes as long as they are classic red, pink or natural shades (no blue, purple, black etc.).
- **Jewelry**
  - Boys and girls may wear a watch. No elaborate or flamboyant styles.
  - Students may wear earrings, one set and worn only at the lower lobe. They may not be larger than ½ inch in diameter.
  - Girls may wear one small ring on each hand.
  - Bracelets or necklaces are limited to one per arm and must not be flamboyant or distracting to a learning environment.
- Only a **plain, white, short sleeve T-shirt** may be worn under a uniform shirt (no logos, decals, etc. may be on the shirt.)
- **NO DISTRACTING, OFFENSIVE, BUSY, OR OTHERWISE INAPPROPRIATE SLOGANS, PICTURES OR WRITING WILL BE PERMITTED ON ANY ARTICLE OF CLOTHING, ACCESSORIES, BOOKBAGS OR SCHOOL SUPPLIES.**

*The administration reserves the right to make judgment calls on all issues of dress code and grooming. This includes the right to initiate policies on the new fads and changes of styles throughout the year.*

If a student comes to school in inappropriate attire, he/she will be asked to change, will be sent home, or parents will be expected to bring appropriate attire. Repetitive non-compliance will result in a parent conference and/or disciplinary action.

## PERSONAL HYGIENE

Good hygiene is to be practiced by all students. Students should be aware of the possibility of offending others with body odors caused by poor bathing habits, no deodorant, unwashed hair, or too much perfume or cologne.

### DAILY BATHING HABITS SHOULD INCLUDE:

- Brush teeth
- Shower
- Shampoo hair
- Deodorant
- Wearing clean clothes

## MEDICATION

For each individual prescription or non-prescription medication, parents shall sign the school's *Authorization to Dispense Medication Form* which shall grant the school administration permission to secure dispense individual medication needed during the school day, including when the student is away from school property on official school business.

Parents are responsible for the delivery and retrieval of medications to the school office. Students should not transport medications. If it is absolutely necessary for a student to transport medications (carpool, student drives self to school etc.) the parent should contact the school with the name of the prescription, number of doses being transported and day of transport. This must be **pre-approved** by the school. All medications to be administered by school personnel shall be received and stored in the **ORIGINAL CONTAINERS. NO PLASTIC BAGS OR OTHER CONTAINERS. MEDICATION WILL NOT BE GIVEN IF PRESENTED AT SCHOOL THIS WAY.**

## HEALTH RECORDS REQUIREMENTS

Parents are responsible for compliance with Florida Statute 1003.22 (School Entry Medical Examination Law)

- A copy of student's immunization record is required.
  - All students entering or attending kindergarten through eleventh grade are required to have a second dose of measles vaccine (preferably MMR).
  - Students in kindergarten, first, second, third, seventh, eighth, ninth, tenth, and eleventh grades will be required to have documentation of the Hepatitis B vaccine series. These students may only attend school if they are in the process of completing the Hepatitis B vaccine series or have a temporary medical exemption.
  - Students in seventh, eighth, ninth, tenth, and eleventh grades must have a TD booster documented as well.

**An Amendment to Rule 10D – 3.008, F.A.C has been adopted which requires completion of the Hepatitis B vaccine services (3 dosages given over six months), a second dose of measles vaccine (preferably MMR), and a tetanus – diphtheria booster prior to seventh grade entry and attendance for the school year.**

## ATTENDANCE

Regular school attendance is mandatory between the ages of six and eighteen (FL Statute 232.01). Students and parents also have the responsibility of providing the school with a written explanation of any absence upon the student's return. It is the student's responsibility to take advantage of his/her educational opportunity by attending all classes daily and on time.

Absences of more than eight (8) days per semester and sixteen (16) days per year may result in the student failing the semester or year. The teacher(s) involved may make recommendations as to whether the student's performance warrants other than a failing grade.

### **ABSENCES:**

1. Excused absences shall be defined as:
  - a. Absence with permission through prior knowledge and consent of the school director.
  - b. Absence due to illness, injury, or insurmountable circumstance.
  - c. Absence for religious purposes with prior consent of school director.

2. Unexcused absences shall be defined as:
- a. Absence without knowledge or consent of parent/guardian.
  - b. School director has denied permission for absence.
  - c. No written excuse has been received from the parent/guardian or doctor regarding the nature of the absence upon the student's return to school.
  - d. Excessive tardies and/or early departures equaling one full school day may be counted as one unexcused absence to be counted towards total absences.

## **EARLY DISMISSAL**

In order to leave school during the school day, a student must bring a dated note requesting dismissal signed by the parent or guardian. Permission for early dismissal must be approved by administration.

## **MAKEUP WORK**

**It is the student's responsibility to acquire make-up work following an absence and the teacher's responsibility to provide said work upon the student's return. Make-up work must be completed within two (2) school days of the student's return.** If a child is absent for more than three days, the school should be contacted to request makeup assignments. Arrangements for work to be missed during a pre-excused absence will be the responsibility of the parents and student. Students approved for a pre-excused absence are expected to acquire make-up work prior to the absence and have the work completed upon their return. **Make-up work turned in after the required deadline for any absence will receive half credit.**

Violation of this policy will be addressed by the school director.

## STUDENT RECORDS

Student records are meticulously managed and maintained with strict confidentiality. School procedures for record management outline the type of student information collected and how that information is maintained and released. The procedures protect the accuracy and privacy of student educational records. These procedures further indicate the school officials who have the responsibility to manage or process student files.

- A well-developed student record file contains information needed for making appropriate educational decisions for the student. Education records of a student include but are not limited to: personally identifiable data (student and parent name, address, birth date, social security number, birthplace, sex, race), birth certificate, academic records, standardized test results, attendance records, health data, family background information, teacher or counselor ratings and observations, psychological reports, psycho-educational evaluations, honors, awards, list of schools attended, and other evidence, knowledge, or information recorded and maintained by an institution or by a person acting for an institution.
- The director may maintain a separate incident file for pupils involved in misconduct. Student records are treated confidentially and should contain information that is important, accurate, and appropriate.
- Those persons having access to student records are the school, school director, and authorized school personnel only.

Parents should inform the school of any information that may be useful in making appropriate educational decisions. Parents and students 18 years of age or older, have the right to inspect, review, and challenge the information contained in records directly relating to the student.

Parents should authorize and inform the school to release pertinent information to those individuals or agencies that are working actively for the benefit of the student. Parents must disclose, upon initial registration, all previous arrests and juvenile justice actions pertaining to their child.

Parents and/or guardians have the responsibility to follow prescribed procedures for requesting access to records or transcripts. The student has the right of access to records or transcripts.

## CONFERENCES

All Teacher/Parent conferences should be set up by calling the Administration Office at 904-269-7377.

## LOCKERS

Students will be issued a locker/storage area. The administration may search a student's locker/storage area if he/she has reasonable suspicion that a prohibited or illegally possessed substance or object is contained within the locker/storage area.

## STUDENT DRIVING AND PARKING PRIVILEGES

Before a student drives to school, the administrative office must have on file a completed and signed Student Driver & Parent Agreement Form, a copy of the student's drivers' license and car insurance card. Photographs of the cars' tag, back end, sides must be taken and placed in student cumulative records. Keys to the vehicle must be turned into the School Administrator upon student entering building. Administration will return the keys when the student is dismissed for the day. Students wanting driving and parking privileges must obey and comply with school policies. Students must be courteous and respectful of other cars, students, and staff. Failure to comply with all school policies will result in temporary or permanent loss of driving privileges.

## SCHEDULE/SCHOOL HOURS AND CALENDAR

SBS school hours for upper division students are from 8:30 a.m. to 3:00 p.m. The lower division (PreK-6) school hours are from 8:30 a.m. to 2:50 p.m. Students are not allowed in the school building before 8:15 a.m. on school days unless special arrangements have been made and approved in advance. When students arrive on school grounds, they are to report directly to their class area. **Students are not allowed to remain in the parking lot or in their personal vehicle by themselves or with other students.**

Students are required to leave school or to be picked up by 3:30 p.m. unless they have made arrangements for tutoring or additional supervision. **Students who are not picked up by 3:30 p.m. will be charged \$25.00, and an additional \$40 for every ½ hour they remain on school grounds. After school care is also available at an hourly rate.** It is important that the teachers and administration be free to help assist students with academic therapy and tutoring after school hours.

## TEXTBOOKS

Books and online texts can be purchased online through publishers or websites such as Amazon.com. The student's parents/guardian will be responsible for the full price value of the book(s). Some used books may be available through the school. When appropriate, the administration may offer books on a rental basis.

## VISITORS

SBS is a closed campus. Any authorized visitor must sign in at the administration office and be issued a visitor's pass, which must be worn at all times during interaction with students. The unauthorized presence of persons on campus is a breach of the Student Handbook and the Code of Conduct. If after warned to leave, and being informed of FL Statute 228.091(Trespassing on School Property), such persons do not leave, the police will be contacted and charges filed.

## INTERNET ACCESS

Students and teachers will have access to the Internet in classrooms and the computer lab. Strict laws and guidelines govern the use of the sources and information available through this technology. Failure to follow these procedures and abide by the laws will result in strict disciplinary action and denial of any future use of the internet at school. Additionally, appropriate legal action may be taken. Use of the Internet provides great educational benefits to students. Unfortunately, however, some material accessible via the Internet may contain material that are illegal, defamatory, or potentially offensive to some people. Access to the Internet is given as a privilege to students who agree to act in a considerate and responsible manner. Students are responsible for good behavior on the Internet just as they are in a school building. School rules for behavior and communications apply.

Network storage areas may be treated like school lockers. Network administrators may review files and communications to maintain system integrity and ensure that users are using the system responsibly. Users should not expect that files are private.

**We require that students and parents/guardian read, accept, and sign the following Responsible Electronic Use Rules For Students.**

## **RESPONSIBLE ELECTRONIC USE RULES FOR STUDENTS**

I have access to the Internet, Individualized Education Services d/b/a Seven Bridges School networks, provided electronic accounts, email, and electronic devices and other “electronic resources” so I can:

- Expand my learning;
- Communicate with others about what I am learning;
- Research topics for class projects or for my personal learning;
- Create products highlighting my learning;
- Learn how to be a responsible and productive digital citizen.

### **Here are some things I need to know:**

- Electronic devices include but are not limited to computers, netbooks, iPads, iPods, tablets, cell phones, cameras, and other electronic devices that allow me to create and communicate.
- I am responsible for all my online activities that take place through the network connection with my school’s devices, electronic accounts, email, or through access with my own personal electronic devices.
- I am responsible for obeying all laws, including copyright.
- I do not have the right of privacy when accessing the Internet or network while at school.
- Communicating electronically includes using my camera and cell phone to communicate visually.
- When communicating electronically, I should ask myself: Is it safe? Is it kind? Is it respectful? Is it appropriate?
- I do not have an absolute right to take, publish/post photographs or videos of others at school or during a school sponsored event, as it may impact their individual rights of privacy.
- Bullying or harassing someone either in person or electronically is wrong, violates the Code of Student Conduct, and is against the law.
- Information I find on the Internet is not necessarily true or accurate.
- There are filters to prevent access to inappropriate information, but no filter is perfect. Every user must take responsibility for his or her use of the network and Internet and avoid objectionable sites, content and communication.



- Individualized Education Services d/b/a Seven Bridges School reserves the right to monitor, inspect, copy, review and store, without prior notice, information about the content and usage of internet, school networks, school issued electronic accounts, email and electronic devices. Students should have no expectation of privacy over matters sent or received through such electronic resources.
- I can learn more about being a responsible digital citizen at <http://www.safeflorida.net/safesurf>.

### **Here's what I agree to do as a responsible and productive digital citizen:**

- I will follow all school rules and laws when using electronic devices at school.
- I will not damage equipment, upload harmful files, damage files, delete files, or access someone else's account or files because it impacts others.
- I will keep my password to myself and will not share it with others.
- I will not search for or try to access obscene, harmful, or inappropriate material.
- If I accidentally access inappropriate materials, I will close the window and tell a responsible adult.
- I will not post or send hurtful, offensive or inappropriate material.
- I will behave honestly, fairly, and with integrity when posting online, including my social networks.
- I will follow rules of network etiquette, and I will be polite when communicating with others electronically
- I will not use bad language or access messages from others who use bad language.
- I will not post or share pictures of others without their knowledge and approval.
- I will stay safe and will never meet or give out personal information such as my name, phone number, or address to someone I meet on the Internet without the express permission of my parents.
- I will discuss my online activities with my parents so they understand how I am learning to be a digital citizen.
- My teachers and administrators have the right to access whatever I do online while in school if they are concerned about my safety or the safety of others.

- I will not use others' work without permission or without citing their work according to copyright laws.
- If I'm not sure how to do something or whether something is okay to access or do, I will ask a responsible adult.

**What happens if I violate these rules and am not a responsible digital citizen?**

- Violations of these rules will result in disciplinary action according to the Student Code of Conduct.

**Parent(s)/Guardian of Students:**

As the parent or guardian of this student, I have read the Responsible Electronic Use Rules for Students and understand the policies and provision within.

**I accept the terms of this agreement.**

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STUDENT SIGNATURE

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PRINT NAME

-----  
DATE

-----  
PARENT(S)/GUARDIAN SIGNATURE

-----  
PRINT NAME

-----  
DATE

## **PARENT AND STUDENT ACKNOWLEDGEMENT POLICY**

This *Student & Parent Handbook and Code of Conduct* has been drawn up to assist you in gaining the greatest possible benefit with your school experience. Parents/guardians have the responsibility for the actions of their child and should be involved in their total educational experience. Students are responsible for having an active part in the monitoring and practicing of safety procedures and policies in the school. All students and parents will be required to read the *Student & Parent Handbook and Code of Conduct* annually and sign the Parent and Student Acknowledgement annually. The School Director will house the acknowledgements.

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STUDENT NAME (Please Print)

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Grade

# PARENT AND STUDENT ACKNOWLEDGEMENT FORM

I have initialed specified subject matter of the Parent and Student Handbook and Code of Conduct indicating that I have read and understood its contents. I am aware that the director of Seven Bridges School and its office personnel are available to answer any questions that I have concerning the handbook.

I agree to abide by the rules and procedures set forth by the Seven Bridges School Parent and Student Handbook and Code of Conduct.

FAILURE TO RETURN THIS ACKNOWLEDGEMENT FORM WILL NOT RELIEVE A STUDENT OR THE PARENT (S) FROM THE RESPONSIBILITY OF KNOWING THE CONTENTS. IT WILL NOT EXCUSE THE STUDENT'S NON-COMPLIANCE WITH THE STUDENT HANDBOOK AND CODE OF CONDUCT.

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Parent/Guardian Signature

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Date

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Parent/Guardian Signature

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Date

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Student Signature

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Date

When you have read and discussed this *Student & Parent Handbook and Code of Conduct* with your child, it is important that you and your child sign and return it to the school. A copy of this form will be kept in the student's folder.



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