SEVEN BRIDGES SCHOOL
Innovative Teaching Methods for Unique Learners

Student & Family Handbook 2024-2025

President's Letter

Dear Parents and Students,

State certified administrators and educators have developed the student handbook and Code of Conduct. It is an important document written to ensure the success and safety of your child. We must work together for the highest educational success for 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 who help interpret the guidelines of this student handbook and Code of Conduct.

Regards,

Nancy W. Alberts, M.Ed., BCCS
President,
Seven Bridges School

Our Philosophy

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

The mission of Seven Bridges School 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

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.

SEVEN BRIDGES SCHOOL
Innovative Teaching Methods for Unique Learners

Table of Contents

PRESIDENT'S LETTER	2
PHILOSOPHY, MISSION, PURPOSE	3
ADMISSION POLICY FOR STUDENTS	5
ROLES OF PARENTS	6
ROLES OF STUDENTS	6
ROLES OF SCHOOL	7
GRADES	8
STUDENT BEHAVIORAL EXPECTATIONS	9
GRIEVANCE PROCEDURES	11
SEXUAL HARASSMENT	12
SCHOOL DRESS CODE	15
MEDICATION	18
ATTENDANCE	18
GENERAL SHOOL POLICIES	21
STUDENT RECORDS	22
RESPONSIBLE ELECTRONIC USE GUIDELINES	24

Admission Policy for Students

Students seeking admission to Seven Bridges School are carefully assessed to determine academic potential and learning needs for suitability to the school environment. The process begins with a thorough review of the psycho-evaluation testing and/or other relevant 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 instructional-delivery methods are 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, attentions deficit with or without hyperactivity, developmental delays, etc.

If a student enters the school with a current psycho-educational evaluation, it may be required to be updated every three years from the date of last testing.

Class size is limited; therefore, upon being accepted, a non-refundable deposit is required to secure a place at Seven Bridges School. If an opening is not available, qualified applicants will be placed on a waiting list. 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, national origin, or sexual orientation.

Some acceptances may be on a trial basis. This trial will be a minimum of four to 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 for DH 30400, upon initial entry and must be updated every 12 months.
- Proof of immunization (DOH for DH 680)
- A copy of the student's birth certificate and a copy of the mother's or father's birth certificate.
- If a custody document is currently filed, a copy of the front-page, the page containing terms of custody, and judge's signature are required.

Roles of the Parents

- Assume responsibility for your child's behavior and encourage your child to express acceptable behavior in their home, community, and school.
- Maintain regular communication with the school.
- **Ensure your child's daily attendance and punctuality with a reasonable written excuse for absence and late arrival. Extended medical absences will require a doctor's note.**
- Provide your child home resources, supplies, and time needed to complete assignments.
- Maintain your child's hygiene, grooming, and overall appearance in compliance with school's dress code.
- Notify the school of any negative problem or condition which affects your child's performance at school.
- Discuss all academic reports and work assignments with your child.
- Maintain up-to-date school records. Notify the school of any changes with home, work, emergency telephone numbers, and addresses including doctor and/or hospital preferences and medication changes.
- Participate in school events and planned activities.
- Parents are required to provide at least thirty (30) service hours. These service hours may be on school property or at another location. (i.e., field trips).

Roles of the Student

- Attend and be on time for all classes for a 180-day school calendar.
- Come to every class with supplies and completed assignments.
- Be 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.
- Comply with all school rules and regulations.
- Be responsible for knowing your individual instructor's grading and class polices.

- Communicate your social and academic needs to your parents.
- Seek academic counseling concerning grades when needed, either independently or as assisted by an adult.
- Know the student handbook.

Roles of the School

- Encourage the success of each individual student.
- 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.
- Facilitate 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 any individual on or near school property.

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 know ahead of time how grades will be earned.
- The right to use school grounds and materials for school assigned tasks 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 the other students and school staff.

Grades

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©.

ACADEMIC GRADING SCALE

A= 94-100

B= 85-93

C= 77-84

D= 70-76

F= 69 and below

REQUIREMENTS FOR PROMOTION:

Grade 10: 6 High School academic credits

Grade 11: 12 High School academic credits

Grade 12: 18 High School academic credits

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.

REQUIREMENTS FOR GRADUATION:

24 credits (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.

Student Behavioral Expectations

PREVENTATIVE/INFORMAL 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 and display positive classroom expectations.
- The director and instructors will establish and implement strategies and options designed to redirect and change unacceptable behavior.
- Contracts between parents, student, teacher, and administration is an example of a method of curbing and monitoring unproductive behavior.

FORMAL ACTION AND PROCEDURES

When formal corrective action is required, the parent will be informed by email, 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.

PROBATION

Any student determined by administration to be 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 an 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 at the school 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 made 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 the 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 before the administrative team 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 arrange with administration inclusion of any 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 School adheres to a “zero tolerance” policy regarding drugs, alcohol, tobacco, and all forms of vaping. Students are to refrain from 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.

Upon delivery, prescription medication is required to be signed in to school administration, secured by the school, and to be administered by a staff member.

ELECTRONIC DEVICES

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

LEAVING SCHOOL PREMISES

Leaving the school grounds without prior administration authorization will result in disciplinary action. Upon this disciplinary action, a student may be expelled.

STUDENT SOCIAL COMMUNICATIONS

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 about which they write and are to observe the standard rules for responsible journalism under the guidance of the school code of conduct.

INSPECTION POLICY

The parents authorize the school to inspect and conduct a search of any place or item on school campus or at a school-related event including but not limited to, a bookbag, backpack, vehicle, computer, or personal electronic devices. Inspections and searches may be conducted on a routine or on a random basis or as deemed necessary by school administration.

Students must provide any passwords or other access required to inspect such places or items upon request by a school administrator or other authority.

Inspection of electronic devices includes laptops, phones, camera, or any other electronics including the contents of same (texts, emails, photos, images, address books, etc. whether such message or information was sent over the school system or any personal account such as Yahoo, Gmail, etc.).

Further, the parents authorize the school to seize and permanently retain property disclosed by an inspection or search which is considered potentially harmful, dangerous, illegal, or inappropriate, or the possession of which is a violation of the school's rules, community standards, and/or local, state, or federal law.

Grievance Procedures

A grievance situation can occur in the course of the school's implementation of the Student and 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.

We reserve the right to take control of all events, circumstances, and items that may be deleterious to any minor on campus or at a school- sponsored event.

Sexual Harassment

GENERAL STATEMENT OF POLICY

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 School to provide a learning and working environment which promotes respect for and dignity and worth of all its members which is free from sexual harassment. It shall be a violation of policy for any student or employee of Seven Bridges School to harass a student or employee through conduct or communication of a sexual nature as defined by this policy. Seven Bridges School recognizes that there are different levels of intervention and response to complaints.

Seven Bridges School 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 an employee to a student or made by a student to another student or employee.

Submission to such conduct or communication is made, either explicitly or inexplicitly, a term or condition of obtaining an education/grade. Submission of rejection of such conduct or communication by an individual is used as a factor in decisions affecting that individual's education/grade. Such conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's education opportunity, or creating an intimidating, hostile, offensive 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 a 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 School 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 School 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 grades or education 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 School will act based on the results of the investigation.

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

ACTS OF RETALIATION

Seven Bridges School 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 School 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 and possible legal recourse.

ALTERNATIVE COMPLAINT 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 purpose of the dress code is to provide a standard to ensure that students are properly dressed for the business of learning. Compliance with the dress standard effectively communicates respect for the school community. Through uniformity, we encourage an emphasis on school pride and spirit as well as accomplishing student identification and security. Students are to observe the dress code throughout the entire school day, including on Special Occasion Dress Days as designated by the director. We believe it is important for students to develop dress and grooming habits that will be of value to them after graduation. Therefore, dress and grooming guidelines must be maintained, which allow for a proper educational environment. Violation of the dress code is unacceptable. When questions arise concerning the dress code, please consult an administrator.

Students found in violation of the dress code may not be allowed to attend class as determined by an administrator. They will be retained in the Front Office until appropriate attire can be supplied.

Except where noted otherwise, all dress code clothing with school logo is purchased from **Lands' End School.** Online ordering is available at www.landsend.com/school, using the **Seven Bridges School Preferred School #900091422.** Alterations made to uniform items for purpose other than ensuring a traditional fit may disqualify that item from compliance with the dress code.

Special Occasion Dress uniform days (Purple polo shirt with school logo) are announced in advance by the school director.

GUIDELINES FOR ALL STUDENTS

All clothing must be neat, clean, appropriately sized, in good repair (no holes or frayed hems) and worn as factory intended.

- Clothing must not be revealing, distracting, or offensive (as determined by administration).
- Belt loops require belts. Belts must be worn in Grades 1-12. Solid with simple style buckle. **Colors:** Black, dark brown, classic navy, or khaki.

- Oxford dress shirts are worn tucked in.
- Dresses, shorts, skorts, and skirts may be no shorter than fingertip-length with arms at side. Waistband must fall at the
- natural waist. The goal is, of course, to keep attire within the guidelines of propriety as required for the business of learning.
- Hats and heavy coats may be worn outdoors in cold weather, but not inside the school without special arrangements with the director.
- **No hooded sweatshirt or jackets.**
- **Shoes** Full shoe with rubber soles, closed toes, and closed backs. No raised soles or high-heel shoes. No hard-heeled boots except for special dress day as approved by administration. Flip-flops, slides, or bedroom slipper-style shoes are not permitted.
- **Socks must be worn.** They may be white, khaki, or navy with no visible prints or pattern.
- Body piercings or visible tattoos are not allowed.
- Hair styling or coloring arrangements which are unnatural are not permissible. Hair styles shall not be worn over the face and must be kept clean, neat, and trimmed. Hairstyling related to cultural or religious requirements will be addressed on an individual basis with school administrators.
- Students may wear a traditional watch. Smart watches are not allowed.
- Students may wear earrings, one set and worn only at the lower lobe. They may not be larger than ½ inch in diameter.
- Bracelets are limited to one per arm and must not be flamboyant or distracting to a learning environment. Students may wear a single necklace.

UNIFORM POLICY

REGULAR UNIFORM FOR GRADES K-12

- Approved Lands' End polo in the following colors – white, navy, red, purple, ice pink, maize, or evergreen.
- Classic navy or khaki skirt, skort, pants, shorts, or capris.
- Khaki or navy polo dress, or jumper.
- Sweatshirt, sweater vest, jacket (optional, depending on weather) in white, navy, red, and purple.
- Shoes must have closed heels.
- Oxford shirt in white.
-

FIELD STUDY UNIFORMS FOR STUDENTS K-12

- Purple Lands' End polo with logo.
- Khaki skirt, skort, or pants.
- Sweatshirts, sweaters, sweater vest, jacket (optional, depending
-
- on weather) in white, navy, red, and purple. **No Hoodies!**
- Shoes have closed heels.

P.E. UNIFORMS

- School P.E. T-shirts are required.
- Black or grey shorts of appropriate length or black or grey athletic pants may be worn.

HAWK'S SPIRIT DRESS DAYS

Hawk's Spirit Dress Days take place on the first Friday of each month. On these days, students may wear the Seven Bridges School PTO shirt and jeans or uniform shorts or pants (no holes or frayed hems). No yoga pants or leggings are permitted (except with uniform skirts). Shoe, hairstyle, and fit guidelines remain in effect.
As announced by director, other attire may be approved in keeping with an event's theme. The school will notify parents and students in advance when students must wear the dress uniform or in the event of extra Hawk's Spirit Dress Days.

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:

- Brushing teeth
- Showering
- Shampooing hair as needed
- Wearing deodorant
- Wearing clean clothes

Health, Medication, and Attendance

MEDICATION

For each individual prescription or non-prescription medication, parents will sign the school's ***Authorization to Dispense Medication Form*** which will grant the school administration permission to 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. **Students should not transport medications**. 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 ADMINISTERED IF PRESENTED AT SCHOOL IN THIS MANNER.**

HEALTH RECORDS REQUIREMENTS

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

- A copy of the student's immunization record is required.

Immunizations shall be required for poliomyelitis, diphtheria, rubeola, rubella, pertussis, mumps, tetanus, and other communicable diseases as determined by the rules of the Department of Health.

Attendance

Florida Law (Section 1003.21, Florida Statutes) states that all children who are either six years of age, who will be six years old by February 1 of any school year, or who are older than six years of age but who have not attained the age of 16 years, must attend school regularly during the entire school term. A student who attains the age of 16 years during the school year is not subject to compulsory attendance beyond the date of which the student attains that age if he/she files a formal declaration of intent to terminate school enrollment with the school district. 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.

Unexcused absences of more than eight (8) days per subject per semester and sixteen (16) days per subject periods 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

Excused absences shall be defined as:

- Absence with permission through prior knowledge and notification to administration.
- Absence due to illness, injury, or insurmountable circumstance.
- Absence for religious purposes without prior written notice to administration.

Unexcused absences shall be defined as:

- Absence without knowledge or consent of parent/guardian.
- 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.

- Excessive tardies and/or early departures equaling one full school hour of academic instruction may be counted as one unexcused absence to be counted towards total absences in a class. These absences could prevent the granting of full class credit.

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 consecutive 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 may receive half credit.

Violation of this policy will be addressed by the administration.

STUDENT WITHDRAWAL

In the event a student withdraws from Seven Bridges, the parent or legal guardian must contact in writing the appropriate the director at least three days in advance of the student's scheduled withdrawal date. Once it is established that all academic, disciplinary, and financial obligations to the school have been fulfilled, the student's official transcripts will be released as requested by the parent or legal guardian's signature on the school's transcript request form.

FIELD STUDIES

School-sponsored field studies, excursions, and overnight stays are considered extensions of the school campus and school rules are always in force. Students travel with the group on the specified mode of transportation and return to school with the group unless other arrangements have been made in advance. This includes buses, vans, and teach/parent-driven cars. School rules are in force both going to and returning from a school event unless the student is with his or her parents.

Attendance on course-related field trips may be required. Failure to attend required field studies may result in a zero on any related assignments. Attendance on optional field studies of more than one school day is subject to the school's eligibility requirements.

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 file 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 to access to records or transcripts.

General School Policies

CONFERENCES

All teacher/parent conferences should be arranged up by calling the school office at 904-269-7377.

SCHEDULES/SCHOOL HOURS AND CALENDAR

Admission to school in the morning begins at **8:10 for Lower Division** and **8:20 for Upper Division**. Student arriving before these times will report with a parent or guardian and be signed into before care.

Dismissal from school in the afternoon is **3:00 for Lower Division** and **3:10 for Upper Division.** Students who are not picked up at designated dismissal will be sent to aftercare and parents charged the hourly rate.

Parents may make arrangements for before and aftercare if they require supervision outside of school hours. These arrangements may be made through the front desk.

FLIERS/SOLICITATIONS

All promotional literature or posters must be approved and initialed by the president or director before distribution.

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. Unauthorized persons on campus are not allowed on campus. If warned to leave and having been informed of Florida Statue 228.091

(Trespassing on School Property), such persons do not leave, the police will be contacted, and charges filed.

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 driver license and car insurance card. Photographs of the car's tags, back end, sides must be taken and placed in student cumulative records. Keys to the vehicle must be turned into administration upon a student entering the 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 will all school policies will result in temporary or permanent loss of driving privileges.

Internet Policies

Students and teachers will have access to the Internet in the 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 future use of the Internet at school. Additionally, appropriate legal action may be taken. Use of the Internet provides great education benefits to students. Unfortunately, however, some material accessible via the Internet may contain material that is illegal, defamatory, or potentially offensive to some people. Access to the Internet is a given 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 the classroom. School rules for behavior and communication 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.

SOCIAL MEDIA/NETWORKING POLICIES AND PROCEDURES

Social media encompasses a broad array of online activities including social networks/media such as Twitter, Flickr, Instagram, Facebook, GroupMe, Snapchat, blogs, and other similar online or internet communications. Because this form of communication is vast and growing, we feel it is important to communicate to you the school's position regarding a student's use of social media or networking.

We do not permit students to access social media and/or social networking sites while on school property or at a school-related event. We have taken steps to block many of the social media/networking sites on our network, but technology will undoubtedly work faster than our IT department. Therefore, even if you are able to access such sites on school property or at a school-related event, you should understand that your activities are in violation of school policy and may result in administrative corrective action.

USE OF SOCIAL MEDIA AWAY FROM SCHOOL PROPERTY

It is not our goal to regulate a student's personal online activities when not on school property. Please understand, however, that certain activities might impact a student's relationship with other students or school employees or school rights that we do reserve the right to regulate. All students should ensure that they are familiar with the school's policies to avoid any online communications that might violate these policies.

Students are not permitted to use the school's name, logo, trademark, or service mark in online activities. Students are not permitted to post photographs of the school, its locations, activities, students, parents, or employee-related activities online.

You are responsible for any of your online activity conducted with a school email address, and/or which can be traced back to the school's domain, and/or which uses school assets.

What you publish on such personal online sites should never be attributed to the school and should not appear to be endorsed by or originated from the school assets.

We require that students and parents/guardians read, accept, and sign the *Responsible Electronic Use Rules for Students Form* which is distributed at Orientation and is available on the website.

Responsible Electronic use 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 that I can:

- Expand my learning.
- Exchange information with fellow SBS students as assigned by SBS.
- Research topics for class assignments and projects as required by SBS.
- 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, smart watches, 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, cellphone, and other smart device 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 a legal 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 student code of 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. 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 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 passwords to myself and will not share them with others.
- I will not search for or 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 the 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 citing their work according to the 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 policies and am not a responsible digital citizen?

- Violations of these rules will result in administrative corrective action.