



# Intake Interview Questions

Student Name: \_\_\_\_\_

Student/Parent Phone: \_\_\_\_\_

In order for The Bridge Alternative High School to better serve the educational, social and emotional needs of the student, the following information is requested as part of our registration policy.

1. Did you have an IEP at your previous school?

Yes \_\_\_

No \_\_\_

2. Did you have a 504 at your previous school?

Yes \_\_\_

No \_\_\_

3. How did you hear about The Bridge Alternative High School?

\_\_\_\_\_

4. What needs do you think we can meet that your other school could not?

\_\_\_\_\_

5. What are your strengths

\_\_\_\_\_

6. What are your areas of growth?

\_\_\_\_\_

7. Were you ever expelled from public school? If so, why?

\_\_\_\_\_

8. Did you attend on a regular basis or did you have attendance/tardy issues?

\_\_\_\_\_

9. What prevented you from attending school?

\_\_\_\_\_

10. How do you get to school each day?

\_\_\_\_\_

11. What steps will you take to prevent poor attendance?

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12. If you have a PO Officer, please list his/her information below:

No PO Officer \_\_\_\_\_

Name of PO \_\_\_\_\_

Phone \_\_\_\_\_

13. What is your main goal for enrolling at The Bridge?

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14. Career interests:

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## ATTENDANCE POLICY

(See handbook pages 36 -38)

**Attendance Policy Overview:** Each trimester, students will be allowed 5 unexcused and 3 excused absences. An excused absence are those which have documented medical and court appointments, religious observances, funerals and suspensions.

**NOTE TO PARENT/GUARDIAN:** It is the responsibility of the parent/guardian to contact the school when their student will be absent. When a parent/guardian calls in, it **does not excuse** the student, but it notifies the school your knowledge of that absence. Otherwise, the office will contact the parent / guardian to notify them of their student's absence. If a student must leave school during the day, the parent/guardian must contact the school to grant permission prior to the student leaving.

Once a student has accrued 3 absences in a classroom, the teacher will contact the parent/ guardian to remind them of the policy. At the teacher's discretion, after 5 absences their student will no longer be allowed to make up missed work. Teachers will note in Call Log

.If a student accrues 5 absences in a trimester, the PBIS coordinator will contact parent/ guardian by phone and send an Excessive absence letter of notification. Teachers will be notified. It is the PBIS Coordinator's obligation to report truant students to the Livingston County Truant Officer. Staff members will be notified of such referral. The Brighton Area Schools will consider a child truant if:

1. S/he is unexcused absent from school for more than five (5) days in succession.
2. S/he is excused absent from school for more than 10 days in a 30 day period.
3. S/he is absent 30 days or more in a school year.

A student that is 18 years old or older, and has excessively violated the attendance policy may be subject to dismissal per teacher/administration approval.

Parents/Guardians can monitor attendance via Parent Connect and are encouraged to do so frequently. The Principal will notify parents/guardians when the student accumulates his/her 8<sup>th</sup> absence in a trimester.

By signing the Attendance Policy, I accept the responsibility to make sure my son/daughter attends class regularly.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## TARDY POLICY

*(Handbook page 40)*

**In order to provide the best education available, classes need to start on time each day. Staff and students need to engage in teaching and learning when the bell rings without the interruption of tardy students. The Bridge Tardy Policy was created from the philosophy that punctuality is critical to success in school and in life. The following policy is meant to support punctual attendance behavior while at the same time allowing for those occasions when being tardy is unavoidable.**

\*If a student accrues 3 tardies in the same class the Teacher will contact parents/guardians to inform them of their students' tardies, and that a 4<sup>th</sup> tardy will result in one (1) full day unexcused absence.

\*Students with 3 tardies in any class will be subject to serve a lunch detention with a self-reflection component included. No cell phones, electronic devices will be permitted, or talking with other students.

\*After 3 detentions (9 tardies) the PBIS coordinator will review the self-reflections, meet with student and call parent/guardian in an effort to remedy the student's tardy issues. The PBIS coordinator will send a letter to parent/guardian per their discussion with a copy of the signed tardy policy. The PBIS coordinator will then update staff on the outcome.

\* If a student continues to be tardy, after 9 accrued, at the teacher's discretion, the student **will/will not** be allowed to make up missed work. Teacher will then contact parents/guardians.

\*When a student is tardy and brings breakfast to school, the student will leave food in the office until breakfast break/or eat breakfast in the office prior to attending class.

\*The teacher may recommend the student be dropped from the class in writing to the Principal due to excessive tardies/absences.

\*By signing below, we acknowledge and understand the consequences of the Tardy Policy and we will make every effort to arrive to school on time.

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Student Signature

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Parent Signature



125 S. Church St. Brighton, MI 48116 810.299.4046

## **Electronic Communication Devices (ECD)/Cell Phone Policy**

*(Handbook page 30)*

The Bridge Alternative High School students may possess a Cellular Telephone or other electronic communication device (ECD) during the school day, provided that during regular school hours the Cell Phone and/or ECD remains off, unless authorized for specific use by school staff. Cell Phones and/or other ECD's will ONLY be confiscated if they are heard or used during regular class time without permission. The Bridge students may possess a Cellular Telephone or other ECD at after-school activities and school-related functions provided no rules to the contrary govern the activity or function.

**\*\*NOTE TO PARENT/GUARDIAN:** Sending communications electronically (texting, paging, calling) to your student during regular school hours is a violation of this code and will result in disciplinary action for the student. The student who possesses a Cell Phone or ECD shall assume responsibility for its care. At **NO** time shall The Bridge be responsible for preventing theft, loss or damage to Cell Phones or ECD's brought onto the school district's property. \_\_\_\_\_ (parent initial)

### **4-Tiered ECD/Cellular Phone Discipline Policy as follows:**

**1<sup>st</sup> Offense:** Verbal Warning

**2<sup>nd</sup> Offense:** If the ECD/Cell Phone is used or heard during instructional time, it will be taken for the class period and returned at the end of the class. Teacher who has taken the phone will contact the parent/guardian and make them aware that the phone was taken for the class period and that another violation would result in the student taking the phone to the office until the end of the day.

**3<sup>rd</sup> Offense:** If the ECD/Cell Phone is used or heard during instructional time, the student will be sent to the office to turn in their device until the end of the day. Teacher who has taken the phone will contact the parent/guardian and make them aware that the cell phone or ECD will be in the office for the remainder of the day and if another offense occurs the student will be requested to turn device into office for 5 consecutive days, (or not to bring to school) without use during breaks. Teacher will write a Disciplinary Action Report and turn into Principal.

**4<sup>th</sup> Offense:** Teacher will immediately contact the Principal. The Principal will meet with student at that time and contact parent/guardian to pick up cell phone and notify parent/guardian that the student will not be allowed to bring his/her phone to school for 10 – 30 days based upon staff recommendations. Teacher will write a Disciplinary Action Report that will include a behavior plan of action for student. Student may be suspended for the remainder of the day.

**Each additional Offense:** Student will be suspended for an indeterminate time (based on student response). Principal, student and parent/guardian will meet upon return to school. Rewrite Behavior plan.

By signing below, I have read and I understand the Electronic Communication Device/Cell Phone Policy. I further understand that violation of this policy will result in the above disciplinary action.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Parent Signature



## **Backpack Policy**

**Students are not allowed to bring backpacks to school.**

Textbooks are used in our classrooms and not taken home for homework, so backpacks are not necessary.

***Any backpacks brought in will be kept in the office, are subject to search, and a parent/guardian will be called to it pick up.***

If your student brings lunch instead of purchasing food from the cafeteria, they may use a lunch box.

Students that desire to bring a purse to school may do so, but be aware that purses must be no larger than a tissue box, and purses, lunch boxes, etc. are subject to search at any time.

Students may request a locker if they desire one.

\*By signing below, we acknowledge and understand the Backpack Policy.

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Student Signature

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Parent Signature



## Lunch Policy

Parents can sign their student out to take him/her to lunch during lunch time 11:19 -11:45. If a student is late returning they will be marked tardy or absent depending on the amount of time missed from class.

**OR**

Parents can drop lunch off in the office for their student during lunch time. If lunch is dropped off early the student can pick it up during lunch time only. If lunch is dropped off late, the student will have to eat in the office. Students are not permitted to eat lunch in their 4<sup>th</sup> period class. Student will be marked tardy or absent depending on the amount of time missed from their class.

***\*Students that are 18 years old or older are not allowed to sign out to go to lunch.***

\*By signing below, we acknowledge and understand the Lunch Policy.

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Student Signature

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Parent Signature



# Online Learning Student Virtual Consent Form

Student Name:		Year of Graduation:	
Birth date:	Age:	Gender:	
Student's SCHOOL Email: (Student must check regularly)			
Name of Parent(s)/Legal Guardian(s)		Relationship to student	Email
Do you have an IEP?  _____ Do you have a 504  Plan? _____			
By signing below, I consent to allow my child to participate in classes in the online environment.			
Student Signature:		Date:	
Parent/Guardian Signature:		Date:	
Received by: Counselor's Signature		Date:	
Approved _____			



# Bridge Online Learning Policy Agreement

**Student Name:** \_\_\_\_\_ As

Bridge Alternative High School students, students taking online courses must follow all Brighton Area School policies, including the acceptable use policy, the student handbook and the online learning program policies as well as the policies of the school, or agency, providing the online course.

## Expectations:

- Students must be committed to their courses and login regularly.
- Students must log-in and submit work for each class on count day. (The 1<sup>st</sup> Wed. in October and 2<sup>nd</sup> Wed. in February)
- Students are expected to follow the course pacing guide and monitor their progress.
- Students must check in with their mentor teacher weekly (on Wednesday, Thursday or Friday).
- Students are expected to check their email daily and promptly reply to all communication from online instructors or mentor teachers and alert their mentor of any difficulties they are having in their class.

## Grades:

- Online courses will not have assignments or a current grade listed in MiStar.
- Students in good academic standing for their online course will only receive a final grade for the semester. Any student with a grade based upon the course pacing guide below 60%, will receive an "E" for the progress report and/or report card grade. This may affect the student's eligibility to play sports.
- Online courses and grades will be listed on the transcript and included in the cumulative Grade Point Average (GPA).

Online AP courses will not be subject to the Brighton High School grade weighing policies for AP courses. **Work Location**

## and Attendance:

- All students must work on site for a probationary period at the start of each semester.
- All students, including those approved to work off-site are expected to attend class on the 1<sup>st</sup> day of the semester and on count day.
- Students wishing to work off site must sign an off-site agreement and be approved by their mentor teacher or administrator.
- Students will be required to work on-site if they fail to follow the off-site rules and policies.
- Students attending the lab are expected to be in the lab on time and stay the entire hour (unless you have a pass). Students cannot work in other locations including resource rooms and the study center.
- On-site students can be excused from class the same as they would from any traditional class (parent call in etc.).
- Any online student, regardless of whether they are off site or on site, MUST be in the online learning lab if they are on school property during their online hour.

## Dates and Deadlines:

- Students can only enroll or drop an online course through the second Wednesday of the semester.
- Students that drop after the drop date will receive an E for the online course.
- Students must adhere to the timelines for completion of course requirements. These are set by the online course provider and cannot be altered by Brighton High School.
- Seniors must have a minimum of 60% in their courses by the last full day for seniors to participate in commencement.

## ***Student Acknowledgment and Understanding:***

I have read, understand and acknowledge all the expectations and the policy as set forth in this document. I agree to abide by the guidelines as stated.

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Student Signature Date

## ***Parent/Guardian Acknowledgment and Understanding:***

I have read and understand the student policy and stated expectations for my child and agree to support the program expectations. I understand that participation in my child's education will help determine his/her likelihood of success in the program. I understand time management and attendance is vital to my student's success.

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Parent/Guardian Signature Date