



Student Success Guide

2021-2022

499 W. Main St.
Benton Harbor, MI 49022
927-1064 ext. 1400
www.bridgeacademyswm.org

At Bridge Academy of Southwest Michigan, no person shall, on the basis of race, age, color, religion, national origin, genetic information, sex or handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program of the Academy, including employment.

Our Purpose:

It's in our name. We exist to bridge the gap between education and employment for Southwest Michigan Youth.

Our Mission: To provide students an environment for new beginnings and positive educational experiences focused on career exploration and preparation.

Our Vision:

All students have a clear path for job readiness and life stability.

Our Values:

The core values of integrity, opportunity and purpose lay a clear foundation for students to own their future.

Welcome

The Academy welcomes every student into a place where meaningful learning begins with understanding the student as a “whole.” We are focused on meeting each individual where they are. We remove barriers to success and help our students become the best version of themselves through education and employment. You can count on our team to provide an organized, efficient, and safe educational option for high school completion and career exploration.

Our 2021-2022 Bridge Academy Student Success Guide is published as a quick reference guide to provide you with the basic information you will need to be successful at Bridge Academy. Students and parents/guardians should read the information provided in this guide to better understand the basic rules and responsibilities of a student at Bridge Academy. All parents/guardians, or students over age 18 need to sign a form acknowledging that they received the Student Success Guide and are aware that they may request a printed copy of the full handbook or access it on our website at <https://www.bridgeacademyswm.org/>

BASWM Onsite School Day Schedule

Monday-Thursday

Monday/Wednesday Cohorts & Tuesday/Thursday Cohorts

Start	End	Activity
8:40 am		Transportation/Arrivals
8:50 am	9:00 am	Morning Chats & Check In
9:00 am	12:00 pm	Academics
12:00pm	12:30 pm	Lunch
12:30 pm	12:45 pm	Student News/Skill Foundations
12:45 pm	1:45 pm	Job Readiness/Vocational Training
1:45 pm	2:15 pm	Skills Foundations
2:15 pm	3:00 pm	Academics
3:00 pm		Dismissal

Bridge Academy of Southwest Michigan

2021 - 2022 School Calendar

Total Instructional Days: 2

August '21						
Su	M	Tu	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Total Instructional Days: 21

September '21						
Su	M	Tu	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Total Instructional Days: 21

October '21						
Su	M	Tu	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Total Instructional Days: 19

November '21						
Su	M	Tu	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Total Instructional Days: 13

December '21						
Su	M	Tu	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Total Instructional Days: 19

January '22						
Su	M	Tu	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Total Instructional Days: 18

February '22						
Su	M	Tu	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

Total Instructional Days: 23

March '22						
Su	M	Tu	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Total Instructional Days: 16

April '22						
Su	M	Tu	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Total Instructional Days: 21

May '22						
Su	M	Tu	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Total Instructional Days: 7

June '22						
Su	M	Tu	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

July '22						
Su	M	Tu	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

School Closed/
Holidays

Teacher in-Service Day
(no school for students)

Student Virtual Work Day

Staff report

First and Last Day of School

Semester Ends

Count Day

State Testing Day

Full Day Schedule: 8:50am – 3pm

Total Days: 180 Total Hours: 1,098

Revised: 8/10/21

School Calendar Template © calendarlabs.com

Communication

Bridge Academy of Southwest Michigan students are required to communicate regularly with staff. Regular communication increases the student's chance of success, and provides them with additional opportunities (support programs, field trips, internships, certifications and more). ***Students are required by the State of Michigan to have 1 contact with staff per week.*** Each staff member will provide methods of communication for these check-ins.

Failure to communicate with staff once per week may put the student's enrollment in jeopardy.

All students are encouraged to join the private BA Family Group on Facebook at <https://www.facebook.com/Family.bridgeacademy> to access up to date announcements and vocational information, communicate with staff members and other students, and participate in featured contests and games.

Follow and like Bridge Academy of Southwest Michigan on Facebook for public updates: <https://www.facebook.com/BridgeAcademySWM>

Visit our website for current information: www.bridgeacademyswm.org

Academic Expectations

Students are expected to complete at least 1 class every 4 weeks. This can be achieved by completing 60 activities per week. If this pace is kept throughout the school year, this will result in a student earning a total of 5 credits per school year. Some classes may be completed more quickly than others. Some classes may be more challenging and require more time. Students also have the option to work at an accelerated pace to complete classes more quickly. In short, you get what you give.

We suggest students complete 15 activities per school day in order to achieve 60 activities per week. This will fluctuate based on individual student needs. This daily pace will total a minimum of 60 activities per week. Each student has a unique schedule and we advise them to make a work plan that works for them.

If a student is not on pace for graduation with credits, it will be necessary for students to complete more than 60 activities to catch up.

Academic Good Standing= student completes 60 activities per week.

Graduation Requirements

High School Diploma – 18 credits:

- *English* – 4 credits
- *Mathematics* – 4 credits
- *World History*- 1 credit
- *US History* – 1 credit
- *Economics* – 0.5 credit
- *US Government/Civics* – 0.5 credits
- *Science* – 3 credits
- *Foreign Language* – 2 credits
- *Physical Education and Health* – 1 credit
- *Visual/Performing/Applied Arts* – 1 credit

Please note that ALL students must complete vocational assignments to be eligible for industry recognized credentialed training, employability training, or be eligible for employment, internships, field trips and paid work experiences.

Onsite Computer & Internet Usage

Desktop/laptop use:

- Students will have access to academic websites only.
- Computers are not to be used for social media, watching non-educational videos or visiting any non-educational websites.
- If a student accesses an unapproved website during training time, they will be subject to disciplinary measures as listed in the Bridge Academy of Southwest Michigan Code of Conduct.

Virtual Programming

Students at Bridge Academy of Southwest Michigan will use an online curriculum to complete classwork. We encourage all students, whenever possible, to work on-site at the school. We understand that this is not always possible, so we offer a work from home option for students who

are not able to work onsite or wish to do additional work from home. The same academic expectations will apply if you are completing your classwork virtually. In addition, you will still be expected to communicate with staff 1 time each week, attend vocational training and complete vocational lessons online. Students should plan on working 20 hours per week on academics in order to remain in academic standing.

Virtual Students are required to attend one in-person school day per month.

Attendance

Success coaches work with students to establish a school schedule that fits individual student needs. Overall, attendance is based on communication with staff because we offer flexible individual options for each student.

Leaving Early

Students are often more successful and complete more classes when they remain on-site for the full school day on their assigned days. We strongly encourage students to remain on-site and attend all assigned classes for the day.

Students should not leave training or work sites at any time without parent permission (under 18) and informing BA staff. A minor participant's parent/guardian will be notified if they choose to leave early without permission. Students who leave early will need to find their own transportation.

All students who wish to leave early must report to the front office to seek parental approval.

Students may not leave the school and return the same day without approval from staff, and contact with parents for students under age 18. This will be considered leaving early for the day.

Dress Code

The Bridge Academy of Southwest Michigan promotes a professional learning environment. Students must wear appropriate clothing when participating in all activities.

- No sexual, drug related, or gang-related language, pictures, images, or symbols is allowed clothing
- No clothing will be allowed that displays content that is found to be offensive or harmful to others, as determined by staff
- No inappropriate language
- No sagging pants. Undergarments should not be seen
- No exposed chests or stomachs
- Shorts and skirts should be fingertip length with arms at your sides
- No see-through clothing
- Hoods on clothing may not be worn inside the building

Meals

Breakfast items will be available for all students each morning. Lunch will be provided daily for on-site students.

Transportation

Transportation can be provided to students residing in Benton Harbor and Benton Heights. If you live outside of this area and transportation is an issue, please contact us so we can explore additional options.

- Drivers will only pick-up/drop-off students from the address we have on file. Any changes to a pick-up/drop-off location must be approved by the administrative staff and parent/guardian if the student is under the age of 18.
- Berrien Bus and Dial-a-Ride service may be available. Please contact us for more information.
- Students will be notified of their scheduled bus pick up times. Students should be ready 15 minutes prior to assigned pick up time.
- If a student is scheduled for transportation, but will not need it, they must notify the school as soon as possible, and prior to the students scheduled pick up time.
- If a student misses 3 pick-ups without calling in to cancel, they will be removed from the route for 1 week following the last

missed pick-up and a meeting with the success coach will be held prior to route resuming.

- Weather may affect scheduled pick-up/drop-off times.

Severe Weather and Unplanned School Closings

- If the Bridge Academy of Southwest Michigan is closed for any reason, students will be notified through the Bridge Academy of Southwest Michigan Facebook page, Google Classroom Announcement, Edgenuity Announcement and local radio and television notifications.
- When unplanned building closures or closures for severe weather occur, it will be considered a virtual workday. Students will still be expected to complete work, and staff will be available virtually for support.

Like the Bridge Academy of Southwest Michigan Facebook page for all updates, closures, and events!

<https://www.facebook.com/BridgeAcademySWM>

Cell Phone Use:

Cell phones may be used during break times and lunch; and may be allowed during class time to listen to music. Music should not be a distraction to other students or staff, if staff request, students should comply to turn off or turn down.

Cell phones are a way of life for all of us. It will be necessary for students to have phones at certain times, however phones should not be a distraction to student learning. If staff notice a student's phone being a distraction, they will give a warning about use. Students will receive a warning to put the phone away. After a second warning, the phone will be placed in a lock box for the remainder of the day and returned before the student leaves for the day.

If you are expecting an important call from work, have a sick child or relative, or have another serious situation that may require you to take a phone call during class time, please speak to a staff member so they can

assist you in working out a solution. Please make sure that family members or childcare workers have our contact number, so they are able to contact you in case of an emergency.

Students who violate the cell phone policy more than three times will be in violation of the code of conduct and will need to meet with staff to discuss responsible phone use and any potential disciplinary action.

Code of Conduct

The code of conduct exists to clearly state behavior expectations for students attending the Bridge Academy of Southwest Michigan.

- Students will arrive on time and attend regularly and check in with staff once a week, at minimum.
- Students will be prepared and bring all necessary materials, including chromebook and charger for onsite learning.
- Students will follow the Bridge Academy of Southwest Michigan cell phone usage policy.
- Students will use time productively and work to the best of their ability.
- Students respect personal privacy and property of peers, staff, and employers. This includes not touching other people's property.
- Students respect Bridge Academy of Southwest Michigan's buildings, tools, equipment, grounds and will use materials wisely.
- Students socialize in community spaces only during scheduled learning breaks.
- Students respect the Michigan Works! and Bridge Academy of Southwest Michigan business environment. The expected behavior is speaking quietly in shared areas, avoiding running or horseplay, and treating each other with respect.
- Students refrain from alcohol or drug use while onsite.
- Students will not have weapons, engage in fighting or otherwise physically harm anyone.
- Students limit any smoking or vaping to designated smoking areas and times (underage students may not smoke or vape per Michigan law).

- Students follow Bridge Academy of Southwest Michigan's dress code.
- Students always consult an instructor or success coach to receive a pass before leaving any activity for any reason. This will be limited to one student leaving a classroom at a time.
- Students will not engage in bullying, including cyber-bullying.

****Students who do not follow the Code of Conduct will be referred for disciplinary action. Please see the Disciplinary Procedure.***

Disciplinary Procedure

The Disciplinary Procedure ensures students are notified and redirected when disruptive behavior affects the learning of the student, or the learning environment for other students. Students who do not follow the Code of Conduct will be held to the following disciplinary procedure, based on the severity of the behavior:

1. **Verbal Redirection:** If a student does not follow the Code of Conduct, staff will redirect the student to change their behavior and make a better choice. When the student's behavior is disruptive to the learning environment, the student will be referred to their success coach for intervention. Students who continue to be disruptive to the learning environment may be sent home for the day to work virtually if the situation persists. These coaching and intervention situations should be case noted by staff for future reference.
2. **Infraction:** If the student requires multiple redirections, a written document will be created noting the ongoing issues. This document will be shared with immediate staff and sent to parents/guardians. Students will meet with staff for additional coaching to improve behavior. This document will include a Corrective Action Plan.
3. **Formal Disciplinary Meeting:** If a student does not follow the Corrective Action Plan and disruptive behavior continues, the student will be removed from onsite participation at Bridge Academy of Southwest Michigan until a meeting with immediate staff and guardian (for minors) is held. This meeting could result in suspension or termination of Bridge Academy of Southwest Michigan services, upon board review.

A Formal Disciplinary Meeting will be held immediately for any of the following offenses:

- Physical or sexual violence towards anyone
- Drug and Alcohol use on campus
- Possession of weapons of any kind
- Destruction of property
- Threats, intimidation or bullying

Unauthorized Personnel

For safety purposes, only enrolled students will be permitted into Bridge Academy of Southwest Michigan space. Visitors must be approved and sign in with staff.

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¹ Updated 1/14/22