

## 2024-2025 Handbook ~ Bridge Academy

Bridge Academy is a Christ-centered homeschool co-op; thus, each tutored class will be taught from a biblical perspective. We believe that parents are ultimately responsible for their child's education. Our goal is to support families in their effort to achieve academic excellence for their homeschooled students. To achieve this, we believe that in all we do, whether as an instructor, student, or parent, we should each work as if working directly for our Lord. Colossians 3:23 "Whatever you do, work at it with all your heart, as working for the Lord, not for human masters..."

### Class Cancellations

- If CCPS close due to inclement weather, Bridge Academy will not meet for in-person classes.
- Cancellations due to inclement weather: instructors will provide lessons via a virtual platform if possible and when appropriate. Therefore, students may be required to complete assignments even when classes are canceled due to inclement weather.
- If you feel it is unsafe to drive, stay home!
- Cancellations due to staff illness: if possible, a substitute will conduct the class and cover required material. If a substitute cannot be found, classes will be rescheduled, or lessons will be presented in an alternative format. Instructors will share how lessons will be presented.
- BA or SBBC may require classes to move to virtual learning should they deem it necessary.

### Illness

- Students may NOT attend classes if they have had diarrhea, severe headache, vomiting, fever, or any sign of a contagious illness within 48 hours, whether you deem them ill or not.
- If a student becomes ill while at BA, the student must be picked up immediately. The authorized contact will be called if the parent or guardian does not answer the call.
- If students need medication to feel well enough to attend class, they may NOT attend class.

### Staff Policy

- Instructors will post homework on IGradeplus by the end of the day that each class is taught, barring emergencies or significant life events.
- Instructors are to communicate with parents and/or students through IGradeplus as needed.
- Instructors are to be in class and prepared to teach promptly at their scheduled class time.
- Instructors will notify the administration ASAP if they cannot teach as scheduled.
- Instructors are **required** to take possession of a student's cell phone if it is visible in the classroom without permission. The phone will be held for the remainder of the class or for the end of the day at the instructor's discretion. Additional offenses may result in a suspension.
- Instructors will provide instruction if virtual learning is mandated unless otherwise stated in their course description or their course-specific Welcome Letter.
  - Instructors will submit a behavior report on IGradeplus for negative behavior as needed and send additional communication to parents should it be necessary.
- All staff must fully agree with Bridge Academy's Statement of Faith.
- Staff must require students to abide by the handbook.

## **Dress Code**

Students who wear any item that does not align with the dress code must change before entering the building. If needed, a parent must bring the student a change of clothes. If you are unsure if an outfit is acceptable, wear a different outfit. If a student alters their outfit after entering the building, making it no longer within the dress code, a parent will be contacted, and a behavior report will be submitted. Repetitive offense could result in suspension or expulsion.

- Leggings, yoga pants, or other such pants are ONLY permissible IF your shirt comes below your hips in the back and front.
- Shorts must be 6 inches or less from the front and back of the knee.
- Skirts must be no shorter than 2 inches from the front and back of the knee.
- Holes in jeans must be no higher than the length of your hand from your knee.
- No part of undergarments are to be visible at any time.
- No cleavage or midriffs are to be visible.
- No unkind or offensive words and/or graphics are allowed on student's clothing, books, or other possessions. Doing so could result in suspension or expulsion.
- Hoods may not be up during class.
- No images considered inappropriate by any staff member are to be visible on students, clothing, books, or other possessions.

## **Parent Policy**

- Parents must fully agree with Bridge Academy's Statement of Faith.

All BA families must comply with Virginia's homeschooling laws as stated in sections 22.1-254.1 of the code of VA.

- Parents are responsible for aiding their students with time management as needed.
- Parents are responsible for keeping abreast of all communication. This includes but is not limited to the following: posted grades, behavior reports, emails/messages, etc.
- Parents are ultimately responsible for their child's academic success and assigned grades. Our goal is to support you, not replace you!
- All students must have an activated IGrade account with at least one activated parent account associated with it.
- Students in 6th grade and above must register their IGradeplus account using an email address other than the parent's primary email address. Using a parent's alternate email address is acceptable.
- Parents must address any behavioral concerns regarding their child. Good and respectful communication between parents, students, and staff is essential in resolving conflicts.
- A cumulative Behavior Report of a -6 will result in a suspension of one or more days as the appropriate BA staff decides. Behavior Reports are posted on the student's IGradeplus. (Point system is posted on the IGradeplus calendar.)
- Parents are responsible for ensuring that students have all required materials for class including textbooks.
  - Parents must drop their student off no sooner than 10 minutes before their first scheduled class of the day (15 minutes if arriving for a 1<sup>st</sup>-period class) and pick them up promptly at the end of their last scheduled class.
  - Students are to be seated and prepared for class by the time class is scheduled to begin.

Parents, make sure you drop your students off with enough time for them to get to their class.

- Copy/Supply fees are to be paid as stated on the course description pages.
- Parents are responsible for making tuition payments on the first of each month for ten consecutive months, August through May, unless another payment plan has been chosen.
- There will be a \$35.00 late fee for all payments paid after the due date with a five-business-day grace period.
- Parents are responsible for all fees incurred for a returned check or canceled payment with a minimum due of \$45.
- On Tuesdays and Fridays, students may walk to their parents (ride) in the parking lot if the parent wishes.
- If emergency contact information changes, you must inform Bridge Academy ASAP.
- Students who are allowed to drive to BA are allowed to leave as needed.
- If you would like someone to pick your student up other than those you list on the Registration Forms, send a note or email permitting them to do so. Bridge Academy will not be held responsible if your student chooses not to comply, which could also result in suspension or expulsion.
- Except for siblings, students may not ride with one another without written permission from a parent of each student (the student riding and the student driving). Bridge Academy will not be held responsible if your student chooses not to comply, which could result in the suspension or expulsion of one or both students.
- If you will be late picking up your child, notify your student's instructor or BA staff at (804) 750-5628. A fee of \$1/minute with a minimum of \$10 may be charged for repetitive tardiness.

### **Student policy**

The goal of Bridge Academy is to help each student achieve academic excellence and live a Christ-honoring life. To achieve this goal, students must commit to a standard of conduct that will serve this purpose regardless of where they are and what they are doing, including completing homework assignments.

- Homework is to be turned in when it is due. Credit may or may not be given for late assignments at the instructor's discretion.
- If a student has excessive missing assignments, enrollment for the following year will be subject to review.
- Grace for late work is given in the event of an illness, student is traveling, etc., or other reasons deemed appropriate by the instructor.
- A parent, not the student, must contact the instructor to request grace for late work.
- The use or possession of tobacco products, illegal drugs, prescription drugs, alcohol, or weapons (as determined by Bridge Academy staff) may result in expulsion or suspension.
- Unless necessary, prescription drugs are not allowed on school premises. If it is necessary, a parent must provide the prescription in its original bottle and written permission for the prescription to be administered to the student.
- While at Bridge Academy, all students must stay in the area/class they are registered in. Skipping class will result in suspension or expulsion. Students may NOT hang out in the parking lot after their last class ends.
- If a student is not seated and prepared for class at the time class begins, they are tardy.

- Displays of affection at Bridge Academy or our events are prohibited and may result in suspension or expulsion. This includes holding hands.

### **Respect**

Students are representatives of Jesus Christ and of Bridge Academy and are expected to behave accordingly. Everyone should be treated with kindness and respect, whether at school, on social media, or elsewhere!

#### **Respect of others:**

- Each person was created with dignity and worth and will be treated as such. Failing to do so may result in suspension or expulsion.
- A disagreement should never result in disrespect, whether with a student or an adult.
- Adults must be respected. A disagreement with an adult should be presented with respect.
- There will be no hitting, shoving, belittling, or name-calling.

#### **Of the facilities:**

- Behave in a manner that shows gratitude for the fact that we can use the space at SBBC.
- Behave safely while on the property. This includes driving responsibly and at an appropriate speed. Failing to do so WILL result in suspension or expulsion. (Parents included!)
- Before you leave an area, be sure it is neat and tidy.
- Food and/or drinks must not be taken into classrooms without prior permission.
- ONLY water is permitted in the classrooms unless otherwise stated.

#### **Respect in the Classroom:**

- Maintain an attitude of respect toward ALL parties in the class. Repeated failure to do so may result in expulsion or suspension, whichever is considered appropriate by a Bridge Academy Administrator and other involved staff.
- Phones must be placed in a book bag, purse, or closed container while in the classroom. If a student's phone is visible, the instructor must take it for the remainder of the class. Repeat offenses require a parent to pick up the phone from the front desk. Earbuds, smartwatches, and other distractions must be in a closed bag before class begins. This is a respect issue, and disrespect will not be tolerated.

### **Class Withdrawal Policy**

While we strive to meet and exceed your expectations, you may still find the need to change your student's course load. Please remember that classes often reach maximum enrollment, and removing your student just before or after classes begin may prevent another from enrolling. To be respectful of all involved, this policy must be adhered to. Notification of a request to withdraw must be submitted by a parent, not a student.

- You may adjust your student's course registration until July 31, the day before the first tuition payment is due, August 1, 2022, with no penalty or future payments due for the specific course dropped.
- Registration and IGradeplus fees are nonrefundable.
- If your student is enrolled in a class that does not meet your expectations or is not a good fit, you may withdraw your student from the class as long as a parent or guardian submits the request to [bridgeacademy@comcast.net](mailto:bridgeacademy@comcast.net) within three weeks of the first day your student attends class. Tuition paid/due to that point will NOT be refunded. Tuition paid for future

months will be refunded.

- At times, life-changing events occur that require a change in plans. These events include but are not limited to a severe or long-term illness of a student or parent, the family/student being required to move out of the area, or the loss of employment of a parent that results in the inability to provide financially. Grace will be offered during these times, and students can withdraw from the class. Tuition payments made/due to date will not be refunded. Past-due payments must still be paid. All future payments will be forgiven. If you feel your situation warrants withdrawal from a class but was not mentioned previously, submit your request to withdraw to [Bridgeacademy@comcast.net](mailto:Bridgeacademy@comcast.net). Your situation will be considered by the Bridge Academy board and other appropriate staff, and a BA representative will respond to you via email with a decision on whether to allow or deny your request.

- Except for Bridge Hub, classes may not be dropped, and tuition will still be due if classes are required to go to a virtual learning platform. Our staff is committed to serving you, and we require the same commitment from you.

Parents and students, by signing below, you are stating that you have read the handbook in its entirety and for understanding and that you will abide by it fully. A signed handbook is required to attend classes at Bridge Academy.

\_\_\_\_\_ / \_\_\_\_ / \_\_\_\_\_  
(Parent's Signature) (Date)

All Students attending Bridge Academy, sign in the space below.