

# Bridge Builder Academy



2010-2011

## Parent / Student Handbook

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## **I. PHILOSOPHY AND MISSION STATEMENT**

### **1.1 Mission Statement:**

*The mission of Bridge Builder Academy is to comfortably challenge students by providing the highest quality of individualized instruction within their least restrictive environment.*

### **1.2 Philosophy of Bridge Builder Academy:**

It is our belief that an effective educational program begins with relationships. Students learn more from people that they love and trust. Every student is unique, and has different learning styles and skills. In discovering these styles and skills, an educator can maximize every student's learning experience through a balance of validity and authenticity. This is true for the following reasons:

- *Children are always learning and the most authentic teacher is the classroom of life.*
- *Time spent on schoolwork and homework can be used most efficiently with a personal certified education specialist.*
- *Students often respond more strongly to teaching when they are the most comfortable with their environment, often referred to as their "least restrictive environment."*
- *Students will take ownership and actively engage in learning when the lessons are authentic and personally relevant, (based on their own learning styles and interests) and when lesson plans and curriculum are comfortably challenging.*
- *The one-on-one dynamic is the most appropriate for teaching basic social skills, and to enhance physical and socio-emotional development through authentic real-life experiences.*
- *Transitions are often difficult for unique learners. The transition from home to an outside tutor as well as other forms of awkwardness and peer-pressure are eliminated with the use of an in-home education specialist.*
- *Accommodated or Modified curriculum and other Special Education needs can best be facilitated in the one-on-one setting through relationship based individualized instruction while maintaining comfortably challenging expectations for personalized levels of growth.*
- *Accelerated learning, enriched curriculum, and GT studies are easiest with a personalized educator to facilitate the individual pacing and enrichment needs of the gifted learner through techniques such as curriculum compacting, contracting and differentiation, to ensure a proper balance of validity and authenticity.*

## **II. ADMISSION STATEMENT**

Bridge Builder Academy is a school established for students who learn best with one-on-one individualized teaching in their least restrictive environment (such as their home or a private classroom), and who wish to receive this instruction from state certified professional educators. BBA admits students of any race, color, national, and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students of the school. We do not discriminate on the basis of race, color, national, or ethnic origin in administration of our educational policies, admission policies, potential scholarship and loan programs, or athletic and other similar school administered programs.

## **III. BBA SCHOOL PROGRAM**

### **3.1 Enrollment and Withdrawal**

It is the goal for enrollment at Bridge Builder Academy to be as simple and easy as possible. After the initial meeting with the responsible party of a new student (and diagnostic assessment if required), a flexible contract will be drawn up outlining the general number of hours of instruction requested by the parent/guardian based on our recommendations. Withdrawal from BBA is also intended to be easy, and when the time comes for a student to move on, we will provide or assist in acquiring all appropriate transcripts and records as quickly as possible. Please note that all BBA teachers have signed a non-compete form as a part of the hiring process and are bound by a fiduciary loyalty to the school, its parents and its students within the context of their contract and the law.

### **3.2 Student Records and Change of Address**

At the time of enrollment, BBA will collect necessary personal information and other records such as medical and academic history. All students who will have sessions at the BBA office are required to have current immunization records on file at the office.

We follow a strict policy of confidentiality and will not share any confidential or personal information with outside parties, but student files will always remain available to the responsible party and you are welcome to review student progress or schedule a conference at any time to review these records. For this reason, we ask that you please keep all appropriate information in your file up to date so that we can best serve you and your student. If your personal information (such as address, phone number, work number, medical records, or academic assessment) changes, please update this information with the school as soon as possible.

From time to time, we may take promotional photographs of the school and/or students as part of a project, for our website, the yearbook, or other similar reason. If you wish to opt out of this you may do so. Similarly, BBA will be publishing a student directory with contact information in order to better facilitate a social network for our community of learners, but if you wish to omit specific data from this, you may.

### **3.3 School Day and Sessions**

Because our student programs are individualized, BBA refers to all time with a teacher on a given day as a "Session." Sessions vary from one to five hours of instruction per scheduled day, totaling from one to twenty hours per week for most students. Normal sessions include "Full-Time Student" hours, "Supplementary Education" hours, "Homework Assistance" hours, or "Homeschool Assistance" hours on all levels (see 3.4 below). Many sessions take place in the student's home or other private location such as a library or partner school. A limited number of working classrooms are available on-site at the BBA office upon request depending on the needs and age of the student and are subject to availability.

Teachers may occasionally spend a few minutes after each session for wrap-up, in documentation and planning for the next session. We welcome you to visit briefly with the teacher at this time but ask that you be sensitive to the teacher's schedule as they will often have another session to get to and every minute of their time is very important. Any major program-related questions should be addressed through the office as program goals are determined by your student's entire team. Also, feel free to schedule a more formal meeting at any time (see "Parent-Teacher Meetings" below).

### **3.4 Available Programs**

Below are some of the notable differences between the four main programs offered by BBA. All regular handbook policies apply to the programs below unless otherwise specified. The hourly rate for services is the same regardless of the program your student is enrolled in. We will occasionally mix and match from two or more programs to best meet your student's academic needs.

#### **FULL TIME STUDENT PROGRAM**

*8+ hours a week. Select Curriculum Options. Full student status and privileges.* Full time students are those students with eight or more instructional core subject hours per week, not including homework. Most students will have up to an hour of homework for each hour of regular billed instruction time depending on age, subject matter, and their curriculum plan. Students are typically expected to finish homework before their next session in that subject. Please inform the office of any special homework related considerations such as a need for guided homework or additional homework support hours. The typical full-time student's school day will begin when the teacher arrives at the student's home (or other instructional site such as the BBA office) at the scheduled time for instruction in one or more scheduled subjects. Another scheduled teacher may arrive at a different time or day for instruction in different subjects. Full Time BBA students receive regular grade reports. *Texas High School graduation and diploma are available. A Dual Credit / Advanced Placement program is also available for Full Time students seeking College and High School credit through TTU/UNL accelerated instruction GT program.*

#### **HOMESCHOOL ASSISTANCE**

*Approx. 4 or more hours a week. Flexible Curriculum Options. Limited parent responsibility.* The Homeschool Assistance Program was created especially for those students who are in a traditional homeschool program or desire to be in a homeschool program, but for various reasons need additional support or instruction in some (or all) of their subjects above and beyond their regular instructional time with their regular teacher (such as a homeschool mom). The main difference between the Homeschool Assistance program and the Full Time Student Program is that BBA does not issue official grade transcripts for these students, but makes grade recommendations upon request. The typical homeschool student's school day will begin when the BBA teacher arrives at the student's home at the scheduled time for instruction in one or more scheduled subjects. The student's regular homeschool teacher may use a different time or day for instruction in different subjects.

#### **SUPPLEMENTAL EDUCATION**

*2 or more hours a week. Supplemental Curriculum Options.* The Supplemental Education Program is designed for students who attend school elsewhere but need help with study skills or core skills significantly above or below their level (usually that they are lacking or have missed) which are best taught or (re-taught) in the privacy of individualized instruction. Gaps in a student's core skills are determined by a skills test screening, and goals are set based on these results. The typical Supplemental student's sessions will begin shortly after school when the BBA teacher arrives at the student's home, a partner school, or other location (such as the BBA office) with a planned lesson from supplemental curriculum. This program can be combined with the Homework Support program (below).

#### **HOMEWORK SUPPORT**

*2 or more hours a week. No curriculum.* The Homework Support Program is very similar to our Supplemental Education Program (above), but is intended for students who attend school elsewhere and need additional guided help before the independent practice work they are currently doing for school. BBA teachers will not do a student's homework for them, but will partner with school teachers to help with reinforcing and reteaching the concept being studied by providing regular additional one-on-one guided practice that they often can not receive at school. The typical Homework Support student's sessions will begin shortly after school when the BBA teacher arrives at the student's home, a partner school, or other location (such as the BBA office) with no planned lesson, ready to support the student's lessons and homework for the day.

*(Other specialized programs to exist, such as our Early Language Intervention program (LIP). These are highly specialized and tailored programs for very unique learning needs. Talk to us if you have unusual learning circumstances above and beyond those listed above.)*

### 3.5 Scheduling of Sessions

**All session scheduling is maintained through the central BBA office rather than through our teachers.** Teachers are not permitted to make schedule changes under any circumstance including temporary reschedules and cancellations. Any permanent or temporary change in sessions must be coordinated through the BBA office every time (See 3.10 below). All scheduling is subject to the availability of the teacher and student with priority given to full time students with complicated schedules first. Session schedules do remain somewhat flexible but are typically stable until an official permanent schedule change is requested and approved by the office. See section 3.11 below for policies regarding temporary session changes. Be advised that special rates will apply for holiday or weekend scheduling requests and for specialized instruction requests with our administrative level education specialists since their availability is greatly limited compared to our exceptionally qualified teaching staff.

### 3.6 Multiple Students and Siblings

While BBA offers multiple options for student programs, setting and curricula, it is the policy of BBA to maximize learning through the one-on-one dynamic for each of our students. When more than 2 students in a family are taught one-on-one on different levels, billing is based on the total combined hours of instruction for all students in that family per week in order to give our families the best possible tuition rate on the per-hour sliding scale tuition rate chart.

### 3.7 Responsible Parties During Sessions

While all BBA teachers are highly trained and certified professional educators, it is required for all **in-home** sessions that ***a legally responsible adult (18+) such as a parent be present at home during the entire session*** in order for instruction to take place. (Responsible adults may include any legal adult such as a parent, grandparent, nanny, older sibling, or other guardian who will take responsibility in the event of an emergency.) All Responsible Parties MUST be on file in the BBA office without exception. Any session that does not meet these requirements will be cancelled and considered unexcused. Teachers reserve the right to end sessions early and leave immediately if the responsible party leaves during a session. All such sessions will be subject to full billing.

Be advised that BBA is legally obligated to report any evidences of abuse or illegal activity witnessed during a session. Teachers are unable to provide transportation for students at any time before, during, or after sessions. We thank you for allowing us into your home, and ask that you provide the safe and comfortable atmosphere that your student and our teachers need for the program to succeed.

### 3.8 Student Medications and Medical Care During Sessions

All BBA teachers and staff are CPR certified and TB tested, but we are not permitted to administer student medications, or provide regular medical care while in the home. Any special student medical considerations must be pre-arranged and on file at the BBA office and all student medical care must be attended to by the documented Responsible Party in the home such as a parent, home nurse, nanny or other on-file person (See 3.7 above). For students who attend sessions at the BBA office, it is expected that all medications will be administered elsewhere prior to or after the session. Any potential exceptions to this (such as a rescue inhaler or epi-pen) must be approved in advance and documented, and the medication will be kept by a BBA Administrator until such time that the medication is to be administered. Please remember that all students attending sessions at the office are required to keep an up to date medical profile form on file with the Office.

### 3.9 Dress Code

BBA does not require a uniformed dress code for students; however, we would ask that students dress in modest and appropriate attire for their age. We would ask that nothing distracting such as inappropriate language or themes be evident on clothing. It is our belief that one's dress affects a person's mood and attitude and therefore a student's willingness to work. All students (including younger students and students with special needs) must be fully and appropriately clothed at all times in order for teachers to interact with them. Special dress considerations or medical needs should be discussed with the BBA office at the time of enrollment. Teachers have been asked to dress in a professional or business casual dress as is appropriate for their position and your student's program.

### 3.10 Student Conduct

Though it is our constant desire to “comfortably challenge students in their least restrictive environment,” BBA does not tolerate repeated or severe misconduct from students. BBA is primarily an academic program, not a behavior school. In order for learning to occur, BBA teachers must be able to do the planned activities in the available time without major difficulties or disciplining of students. Most potential discipline issues are resolved by eliminating peer pressures. In most cases, major acts of discipline are seen as the responsibility of the responsible party present at home during sessions. While social skills and proper behavior are important elements in all of our programs, and occasional redirection and negative consequences may be a part of a student’s program depending on age and other factors, there are certain specific actions of misconduct which may result in immediate termination of a session, notification of BBA administration, and in the most extreme situations: ultimate expulsion from the program and/or notification of the authorities. Such severe misconduct includes: Drug Use, Fighting, Use of Weapons, Sexual Harassment/Sexual Abuse, Terrorist Threats, Vandalism and Damage to BBA Property, Bullying, and/or Inappropriate Language.

### 3.11 Teacher Changes, Team Teaching, and Teacher Training / Observation

Our goal is to build healthy working relationships between teachers and students. Usually this is done through consistency of the teacher or teachers who will work with your student for the given semester. Rarely, however, it may become necessary to substitute a teacher for a session, or even permanently switch a teacher due to factors beyond our control just like any other school. Whenever possible we strive to keep the student’s needs as the first priority, however, there is a “common sense clause” that sometimes comes into effect in this regard (See section ? . Immediate notice will be given whenever if possible, but sometimes circumstances require that a sub be called in without enough time to contact you. This is usually a temporary arrangement with little to no impact on a program or your student’s overall goals. If you have questions or special requests regarding our substitute policy, feel free to discuss it with the BBA office prior to enrollment.

Also, from time to time, we may send an administrator for observation, training purposes or other team teaching activity. Usually we will inform you in advance when this will happen. We do this to ensure the quality of your program, the professional development of our teachers, and to improve the way we teach your child so that we can continue to ensure the highest quality instruction. BBA thanks you for your flexibility in this and welcomes your feedback as well.

### 3.12 Cancellation, Rescheduling, and Early Session End

**To avoid potential billing issues, a parent should not make arrangements with a teacher under any circumstances for scheduling, cancellation, or rescheduling purposes. All changes must be made by calling the office directly.** Because of tight scheduling and the need to notify teachers before their departure, ALL parent initiated reschedules must be confirmed with the BBA office (not the teacher) 24 hours prior to the session (or 2 hours prior to the session for serious illness) by notifying the office by phone (not email), so that appropriate arrangements can be made. After hours calls should be made to the after hours number which is available on the website. Be advised that leaving a time-stamped message on the BBA voicemail is acceptable for observing the 24 and 2 hour rules, but you should not consider such a reschedule “confirmed” until we have called you back.

***A reschedule is a session which doesn’t happen at its normal time for any reason. A Full Time Program student or other student with 8+ hours/wk (see 3.4 above) is allowed two reschedules and all others are allowed one reschedule per academic “six week” period. Such a reschedule will NOT affect billing so long as it is rescheduled within 30 days of the original session. Additional reschedules are permitted, but will be treated as cancellations (see below) and a new make-up session will be scheduled in its place resulting in an additional billed session at normal (non-prepay discount) rates based upon the availability of a teacher. Such availability for reschedules is not guaranteed, and weekend reschedule requests may mean that normal weekend tuition rates will apply. If adding an extra full session is not realistic for a given student, we will often add 15 minutes to each subsequent session following the missed one until it is made up.***

Extenuating circumstances - such as a prolonged illness or injury (see below), family emergency, or death in the family, etc - will be eligible for exception to the reschedule policy upon review of the corresponding documentation (such as a doctor's note). **Special rescheduling policies** (such as our special attendance

waiver) **for families with extenuating circumstances** (such as students who regularly compete in unpredictable sports competitions) **should be discussed prior to enrollment, including planned holiday and vacation dates which are different from the posted BBA calendar.** In such cases, a flexible attendance plan is available as a part of the student's individualized curriculum plan.

***A canceled session is a session which has been billed but does not happen. These are very rare, and usually due to a session which can not be rescheduled for some reason. Early termination is a session which ends before its scheduled time unexpectedly. (Teachers reserve the right to terminate a session at their discretion for any reason.) This rare early end is documented and usually rounded to the nearest hour for billing purposes at the Administration's discretion. Eligibility for reschedule will be considered by the BBA office on an individual basis. (For example, an unexpected teacher illness during a session will usually be rescheduled without penalty or affecting billing, but a student illness must be rescheduled or cancelled prior to the session (see 3.13 below).)***

In order to encourage consistency with your student's program, an extreme student tardy (15 minutes or greater) which results in a cancellation, late attempt to reschedule (**NOT** 24 hours prior to the session), or other cancellation on the part of the student or parent is considered **unexcused** and will result in normal billing without an option to reschedule normally. A cancelled session will be billed but an additional billed session may be scheduled based upon the availability of a teacher per the above guidelines.

### **3.13 Student Illness and Injury**

If a student misses a session due to illness we ask that further sessions be rescheduled (according to the above reschedule policy) until the student's symptoms allow for the teacher to return, **including being free of fever and symptoms for over 24 hours and a note from the doctor for any major communicable disease.** If a student has suffered a major injury, please request a reschedule for any sessions until a doctor's note can be provided and the student is able to continue sessions. If an injury occurs during a session, the session will end and the responsible party will be in charge of taking appropriate action. Minor injuries such as bumps and scrapes may allow for the session to continue after a band-aid or quick break.

### **3.14 Inclement Weather, Holidays, and Calendar Change Requests**

All official school holidays are posted on the school calendar and on the BBA website, but the office may make the decision to reschedule sessions due to bad weather or for other reasons. If school is canceled or delayed in most North Dallas area districts, then BBA will likewise cancel or delay school for the day. Affected parents will be notified by phone as soon as this decision has been made. Most weather related cancellations are eligible for reschedule and do not count against a student's permitted reschedules.

At BBA, you only pay for instruction days. Regular session days which fall on BBA holidays are already accounted for in our average billing method and not deducted from your hour bank (See 4.1 below). If a scheduled holiday conflicts with your family's plans, be advised that **you must notify us of your requested calendar changes, at the time of enrollment, and each subsequent semester, or risk a cancelled session** based on the above standard reschedule policy. These pre-arranged holidays do not count towards regular reschedules so long as an alternative schedule or special attendance waiver is on file from the beginning of the semester.

### **3.15 Social Activities, Field Trips, and Clubs**

BBA Field trips are family-oriented community events. We are proud to offer field trips for enrichment and fun to all levels of students. Watch for field trip announcements via our email newsletter, and feel free to suggest field trip possibilities to the BBA office. Any enrolled students (and family) are eligible to participate in a field trip for their age group so long as we receive the required permission forms and any necessary payment by the posted deadline. Students attending field trips are required to follow the BBA dress code as stated above. Parents are generally expected to transport students to and from trips and are encouraged to spend the day with us!

BBA clubs are teacher led and open to any school-age kid, not just BBA students. Nominal club enrollment dues vary depending on the club and there may also be a supply fee for some clubs. All dues pay for teacher time and supplies. Parents or guardians wanting to help out are welcome to participate at no charge. Check with the BBA office or our website for clubs currently being offered.

## **IV. OFFICE AND ADMINISTRATIVE POLICIES**

### **4.1 Tuition and Payment**

BBA tuition is determined by the total number of hours in your student's program **and invoiced as a monthly average** for each semester of enrollment for Fall/Spring/Summer. (For example, a ten hour-per-week program would be an 180 hour-per-semester program.) We automatically include discounts based on number of instructional hours per week, time of payment, holidays, and other factors. Student referrals are also tracked and factored into rates (see 4.3 below).

Payment is expected promptly based upon the pre-agreed upon terms, once the invoice is presented. Be advised that the prepay discount is only for payment made monthly or more in advance. If an invoice remains unpaid and past due, BBA reserves the right to charge your Credit Card automatically for the full balance. Additional sessions that are rescheduled (due to cancellation) are billed on a normal per-hour rate. *For those wishing to avoid a month-to-month charge and unforeseen payment hassles, BBA gladly accepts a summary prepay for the entire semester in advance at the discounted prepay rate.*

### **4.2 Our Guarantees**

BBA sessions are so effective that our teachers can accomplish in one session what a typical classroom teacher can do in about a week. We are so confident in our program, that we guarantee it.

***After the first month of instruction, if you don't see improvement and choose to disenroll, you can get up to 50% of the first month's tuition costs back so long as you present your request in writing to the office prior to your next invoice.***

*Your tuition rate scale will never increase so long as your student is actively enrolled for at least thirty six weeks per year with BBA. The entry scale for all students is locked in at the time of enrollment, and although your hourly rates may change based on their current enrolled hours for that contracted period, your tuition scale is guaranteed even if the school's overall payment scales change for new students at a later date.*

### **4.3 Referrals**

We believe that BBA is your school too, and you should benefit from our growth and successes just as we benefit from your student's growth and success! As such, we have instituted a referral program by which you will receive a discount on your tuition scale for every new student that enrolls because of your referral. The discount is based on the number of hours for that enrolling student, your student's current tuition rate, and other factors. For further details about our current discount, please contact the office.

### **4.4 School Visits**

BBA welcomes office visits. Everyone is welcome to visit us during our regular office hours (between 8 a.m. and 4:30 p.m.). We would ask visitors to be sensitive to the working classrooms when applicable. If you wish to schedule a thorough tour or to meet with a teacher or administrator for a formal update on your child's accomplishments, please notify the BBA office and schedule an appointment.

### **4.5 Parent-Teacher Meetings**

We welcome all communication with our student's guardians. Informal communication such as email and the online documentation system is a regular part of many student programs, and just one of the ways we stay in touch with you. Some programs feature regular progress reports or report cards (See 4.7 below). Formal parent-teacher meetings can be scheduled through the office at any time during the grading period at the parent's request. BBA will typically contact Responsible Parties and teachers for regularly scheduled parent-teacher meetings as needed either by phone or in person, for new goal writing and student progress evaluations. During any meeting, the student's teaching team can be made available to discuss student progress and curriculum, and to update program goals.

## 4.6 Individualized Curriculum

Each student is different, and often this means that a flexible curriculum will be selected for your child's specific interests, abilities, and needs according to their own pace. BBA Administration will develop a detailed individualized program proposal for your student by looking at diagnostic testing, in-house assessments, and your goals. At the time of enrollment, general goals and guidelines are set forth for each student, but much of the specific and daily curriculum is determined from session to session for many programs. Whenever possible, BBA pulls resources from our curriculum library for an appropriate pro-rated curriculum fee. Often times, however, a specialized proposal will require us to include items in a program proposal that must be purchased (at cost) for an additional curriculum fee and billed to families as needed upon your approval. Similarly, as a student progresses through their program and their curriculum needs change throughout the year, we may contact you from time to time regarding changes to your student's goals and curriculum needs.

Fully accredited distance learning curriculum is available through TTU-ISD (Texas Tech University) and UNL (University of Nebraska) High School, including graduation, according to the graduation requirements of those respective institutions. However, any curriculum which is desired for home-school (parent driven) programs can also be used. All curricula are individually considered on one of three levels for a given subject: "modified", "on-level", or "accelerated" based on age, ability, and grade level.

We use individualized assessment to determine the comfortably most challenging level of instruction. We choose specific curriculum from our curriculum library or purchase new curriculum for each subject as needed. We encourage parents to become an active part of your student's assessment and curriculum, and invite everyone to schedule a visit with one of our curriculum specialists to our curriculum library at the BBA office to see how this process works first hand.

## 4.7 Report Cards

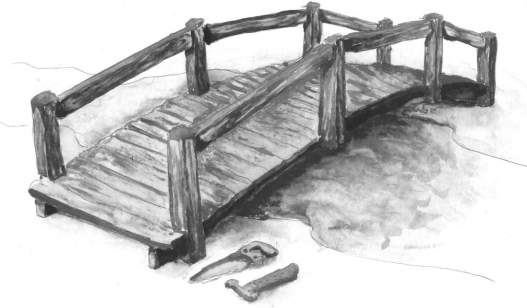
Assessment takes on many forms, and BBA does not issue formal report cards for all students based upon a regular schedule. For those Full Time Program students that do require a graded report, a schedule will be determined at the time of enrollment based on the school calendar and your student's regular or year-round schedule. Other programs such as the TTU-ISD or UNLHS curriculum programs work upon a different report card schedule, and will be determined by these entities and issued by them, with regular progress reports given by BBA at the end of each six weeks. Student progress can be tracked through the online documentation system at any time. Due to the nature of some student programs such as supplementary programs and Homeschool Assistance, not all students require regular formal progress reports from BBA. For questions about formal student report cards, or informal grade recommendations, please ask the BBA office and one of our curriculum specialists will be happy to speak with you.

## 4.8 The "Common Sense" Clause

*Bridge Builder thanks you for letting us fulfill our primary purpose and mission by being a part of your child's life and for building a productive working relationship with us. It is a duty we do not take lightly, and we promise to take as much pride in your child's successes as we do in our unique one-on-one philosophy, individualized methodologies, unlimited curriculum options and comfortably challenging programs – for **none of those mean anything without your child's success**. It is our desire to always provide a healthy balance between authenticity (real world experience) and validity (objective educational standards) and as such we look at many factors when choosing teachers, curriculum, and other program elements for our students.*

*With this in mind, **we encourage our parents to never forget that an education is one of the most valuable and important things your student will ever acquire** and to understand that from time to time it is required for us to make difficult but necessary decisions in order to do what is best for your child. Examples of this include: changes to a program, such as switching a teacher or schedule; non-acceptance and referral to another school of a potential student who is not a good fit for the Bridge Builder program; or simply setting intelligent boundaries on the relationships that will inevitably develop among our teachers, administration, parents, and students so that these changes can occur in a professional and appropriate manner with as little difficulty as possible.*

**Welcome to Bridge Builder Academy! We look forward to building bridges to success together.**



# BRIDGE BUILDER ACADEMY HANDBOOK STATEMENT OF ACKNOWLEDGEMENT FOR PARENTS AND STUDENTS

I have received and read the Bridge Builder Academy Parent/Student Handbook for the current school year. I understand all matters set forth in the handbook and agree to abide by and adhere to BBA policies and practices. I also understand that any provision of this handbook may be amended, revised or eliminated at any time by due process.

**Optional:**

Please omit my student from promotional and/or school photographs

Please omit my following contact information from the student directory

- All     Phone     Address     e-mail

PARENT / GUARDIAN NAME (Please Print): \_\_\_\_\_

PARENT / GUARDIAN SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

6<sup>TH</sup>-12<sup>TH</sup> GRADE STUDENT NAME (Please Print): \_\_\_\_\_

6<sup>TH</sup>-12<sup>TH</sup> GRADE STUDENT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_