

# The Bridge of Hope Academy

Parent/Student Handbook

2021-2022



2751 Green Oaks Rd.

Fort Worth, TX 76116

817-560-1139

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# *The Bridge of Hope Academy*

## **Parent/Student Handbook 2021-2022**

Dear Parents/Guardians,

Please take time with your child(ren) to review the 2021-2022 Parent/Student Handbook. In its pages, you will find the rules and procedures that govern our school community and enable us to provide a safe, successful environment for our students. It is important that, following review, you sign the acknowledgement form and return it to school, either in person or electronically. Thank you.

Lindsey Hall, Educational Director

## **Administration and Facilities**

### **Executive Director**

Susan Wood

[susan@hc4a.com](mailto:susan@hc4a.com)

### **Educational Director and 3<sup>rd</sup>/4<sup>th</sup> Grade Teacher**

Lindsey Hall

[class@hc4a.com](mailto:class@hc4a.com) or [lindsey@hc4a.com](mailto:lindsey@hc4a.com)

Remind app class code: @db3ce

### **Operations Manager**

Troy Hall

[troy@hc4a.com](mailto:troy@hc4a.com)

### **Preschool Teacher**

Mrs. Kelli

[kelli@hc4a.com](mailto:kelli@hc4a.com)

Remind app class code: @kregino

### **Pre-K/Kindergarten Teacher**

Mrs. Elly

[elly@hc4a.com](mailto:elly@hc4a.com)

Remind app class code:

### **1<sup>st</sup>/ 2<sup>nd</sup> Grade Teacher**

@hc4a.com

Remind app class code:

## **Philosophy**

The Bridge of Hope Academy is a private school that proudly provides educational services to those students who may struggle to reach their full academic potential in the traditional learning environment. The Bridge of Hope Academy is currently providing a well-rounded educational experience for students in grades Preschool-4th Grade. The program focuses on the intellectual, emotional, and social development of all the students.

## **Educational Program**

The educational program at The Bridge of Hope Academy is developed with the expectation of high standards for achievement. We teach to each child's learning style and build on their personal strengths. We provide our students with the necessary knowledge and skills to excel in the areas of Mathematics, Reading/Language Arts, Science, Social Studies, and Art. We also place an emphasis on character development and relationships.

## **Core Learning Goals**

We set and accomplish the following educational goals during our comprehensive Pre-K through 4th grade programs offered at The Bridge of Hope Academy:

- To develop self-esteem and a sense of personal effectiveness while fostering our children's belief in their ability to shape the future.
- To develop critical thinking, i.e. assess a situation, bring prior knowledge to it, generate alternatives, make logical and reasonable judgments, implement the plan, and evaluate the results.
- To promote independent reading, reading comprehension, thoughtful discussion, independent inquiry, and the desire to pursue lifelong learning.
- To develop the ability to read, write, communicate an idea, and provide supporting facts and research.
- To develop skills in general mathematics including estimation, mental math, and math concepts.
- To nurture an appreciation of the value and dignity of hard work.
- To develop dependability, personal accountability, and resourcefulness in accomplishing tasks.
- To develop respect for the world's various cultures and demonstrate an appreciation of the richness that cultural diversity brings to the human experience.

## **The Family's Role in Education**

We at The Bridge of Hope Academy consider it a privilege to work with families in the education of children. We believe that parents/guardians are the primary role models for the development of their student's life. Your choice of The Bridge of Hope Academy involves a commitment and responsibility. Once you have chosen to enter a partnership with us at The Bridge of Hope, we trust you will be loyal to this commitment. During these formative years, your student needs constant support from both the family and faculty to develop their moral, intellectual, social, cultural, and physical aptitude. Neither the family nor teachers can afford to doubt the sincerity of the efforts of their educational partner in the quest of challenging and nourishing the student to reach their potential. It is vital that the family and teachers remember that allowing oneself to be caught between the student and the other partner will never have positive results. To divide authority between school and home, or within the home, will only teach disrespect of all authority.

It is essential that a child take responsibility for grades they have earned and be accountable for all assignments. This includes homework, long-term assignments, quizzes, tests, service projects, and all other assigned work.

Together, let us make a commitment to partnership as we support one another in helping your student become the best person they can become.

## **Parents/Guardians as Partners**

As partners in the educational process, we ask parents/guardians to do the following:

- Assure students are completing assignments on time.
- Plan so your student(s) arrive at school on time and are picked up on time at the end of the day.
- Ensure that your student(s) dress according to the school dress code.
- Actively participate in school activities.
- Notify the school by 9am when the student is absent or tardy.
- Notify the school of any changes to address, phone number(s), emergency contacts, or persons authorized to pick up your student(s).
- Meet all financial obligations to the school.

- Inform the school of any special situation regarding a student's well-being, safety, and health.
- Support the educational goals of the school.
- Support and cooperate with the discipline policy of the school.
- Treat faculty and staff with respect and courtesy. Therefore, it is our expectation that all written and verbal communication between parents, guardians and school staff will be respectful.

### **Preschool Program**

The Preschool program at The Bridge of Hope Academy is a half day program.

Monday- Thursday from 8:30-11:30

The program will provide children with a variety of developmentally appropriate activities to stimulate physical, emotional, social, and cognitive growth and confidence through teacher directed and child-initiated activities.

### **Pre-K/Kindergarten Program**

The Bridge of Hope Academy strives to provide a firm, foundation for the child's education. It is a program developed to make each child's first experience with formal schooling a successful and happy one. The pre-k/kindergarten program stimulates a positive self-concept, providing each child with many diverse learning experiences. The children work and create independently and learn to cooperate with others. The program provides opportunities for social and emotional development, inspires language development, fosters critical thinking skills, and processes, and expands physical and mental growth.

### **Computer Skills/Technology Lab**

The Bridge of Hope Academy is excited to be able to open our computer lab this year! We strongly believe that every student needs a relevant background in computer keyboarding and technology programs that supplement the learning process and the school's curriculum. All classes will have ample opportunity to work with computers and software in our new computer lab.

## **Field Trips**

Field trips are exciting educational experiences. We believe they play a valuable role in the development of our students. To participate, a student must have all field trip permission slips filled out and in the office BEFORE leaving the school on such trips. Any class trip/outing is a privilege for students as well as an added responsibility for the teacher. There are no field trips scheduled at this time due to the pandemic. However, we will continue to evaluate the situation and schedule field trips if/when we feel the benefit outweighs the risk of potential COVID 19 exposure.

## **The School Day**

The Bridge of Hope Academy provides academic instruction year-round, Monday through Thursday. Please see the attached calendar for details on scheduled days off from school.

Prek/K – 4<sup>th</sup> Student Day: 8:30 AM to 2:30 PM

Preschool Student Day: 8:30 AM to 11:30 AM

Before Care is available, with advanced notice, from 7:30 to 8:29 for a fee of \$10 per student. You will be charged for the full \$10 for before care if your student is dropped off anytime before 8:30 AM. Students may bring breakfast to eat during before care.

After Care is available, with advanced notice, from 2:30-5:30, for a fee of \$9 per hour. Charges are billed per hour and will not be prorated. Students must be picked up by 5:30 when the office closes, or there is a \$1 per minute charge late fee. Students may bring a snack to eat during after care.

Before care and after care services are not offered on Fridays.

Please make arrangements with the teacher to have your child make up work that has been missed due to absence/illness. Whenever possible, appointments with doctors and dentists are to be made outside of school hours.

## **Unscheduled/Prolonged Vacations**

While we acknowledge and respect parental rights related to this matter, we discourage taking students out of school for extended periods of time over and

above regularly scheduled school vacations. Teachers are not obligated to provide work in advance or make-up work for unscheduled and prolonged vacations. Parents are asked to submit a notice in writing to the office and to appropriate teachers for any unscheduled or prolonged vacations including the dates and reason for the absence.

### **Drop Off and Dismissal Procedures**

At 8:30, you will drop your child off at the door near the east end of the building (the end near the dumpster). Your child's temperature will be taken prior to them entering the building.

At 2:30 (or 11:30 for preschool), you will pick up your child at the door near the east end of the building. If your child receives other services after school, they will be picked up at the front door of Hope Center 4 Autism when their other services have ended.

We understand that the parking lot gets very busy during drop off and pick up times. Our 2 accessible parking spaces may be used at pick up and drop off as needed.

If a student is not picked up by 2:40 pm they will be signed into the After Care Program.

A child may not be released from school into the custody of any person other than the child's parents or guardian (as listed in the school records) unless previous arrangements have been made with the school.

Please notify the educational director and teacher if there are any parental restrictions due to custody settlements in a court of law. A copy of any relevant custody documentation from a court must be on file in the school office. The school will not release a child to a parent if such notification and documents are not provided/on file.

### **Snack and Lunch**

Snack and lunch schedules are determined by each teacher. Each class will eat in their classroom. If your child attends school all day, they will need to bring a lunch daily (and snack if desired). If your child is in preschool, they will need to bring a snack daily. We are a PEANUT FREE school. Your child is not allowed to bring any food items that contain peanuts.



Other food items will not be given to your child without permission. This includes special snacks and reinforcers.

Each student needs to bring a water each day. We have filtered water if they need a refill during the day. We will not store or wash cups/bottles at school, so your child should bring one each day.

### **Party Policy**

Parents may send in a special snack to school to celebrate a birthday or special occasion. Please check with the teacher before bringing in any food as there may be special diets/allergies to consider. Please discuss options with your child's teachers.

\*Distributing party invitations in the classroom is only permitted if the entire class is invited\*

### **Visitors**

Due to the pandemic and continued concerns over spreading COVID 19, we are not allowing visitors during class hours. If you would like to schedule a meeting with your child's teacher, it will be scheduled after school hours.

### **Fundraising and Development**

The cost of educating a child continually increases. The Bridge of Hope is a private school, and by virtue of that, does not receive funds from the state. Therefore, fundraising plays a key role in helping to educate your child and keep our tuition rates from increasing. Everyone is asked to participate in and support fundraising efforts. Active participation will enhance the education of our entire student body.

### **Supply Fees**

There is a quarterly supply fee of \$100 per student. Teachers and administration will use these monies to purchase all needed supplies and curriculum for their classroom. Your child is not required to bring any supplies to school. All supplies and curriculum purchased become property of The Bridge of Hope Academy.

Supply fees are due on or before:

August 1st (not applicable for students only attending for 2021 summer session)

November 1st

February 1st

May 1st (only if your child is attending 2022 summer session)

### **Student Work Expectations**

At The Bridge of Hope Academy, we strive for excellence in educating your child/children. It is the expectation that all children do their personal best. The quality of their work should reflect that effort. Students may be asked to redo all work that does not reflect their best effort.

### **Homework**

Homework is defined as any assigned review of work the child knows and understands, as well as any incomplete class work or makeup work the student may have. Homework policies/philosophies vary by grade level and teacher.

### **Student Evaluation Systems**

A variety of means are utilized to assess student performance, and assessment is an ongoing process. Each teacher's method and style may differ. Many factors are taken into consideration for measuring the progress a child makes during the school year.

### **Standardized Testing**

The Bridge of Hope Academy does not participate in standardized testing. We do not believe these tests benefit or add to the educational journey of our student population.

### **Report Cards**

The Bridge of Hope Academy uses a standards-based report card system. This is a system of reporting your child's progress towards an end of year goal. The report cards will reflect your child's current understanding of each year long goal using a 1-4 rating system. These ratings will be defined further on the report card.

## **Student Medication Policy**

Prescription Medication: It is more desirable for medication to be administered in the home; however, any student who is required to take prescribed medication during the regular school day must comply with the following regulations:

- Written notice from the parent/guardian of the student requesting that the school comply with the physician's orders must be on file with the office.
- Medication must be brought to school in a container properly labeled by the pharmacy or physician. (As directed by the pharmacy and physician.)
- Medication will be stored in a locked cabinet at the school. The child may not carry any type of medication on his/her person.
- Non-prescription medication will only be given on the recommendation of the parent/guardian, unless necessary in an emergency.
- The office must be notified if a non-prescription medication is to be used during school hours or activities.
- Non-prescription medications (including vitamins, cough drops, etc.) will be administered by school personnel or the classroom teacher only after written permission has been given by the parent/guardian. Non-prescription medicine must be left with the child's teacher or in the locked cabinet. No child may carry their own medicine on his/her person.

## **Illness or Injury**

In case of illness or injury, a student will be cared for temporarily by a member of the school staff. School personnel will render first aid treatment. If emergency medical treatment is necessary, parents will be contacted. Parents must leave the names of other responsible persons who could be contacted in case the school cannot reach the parents. If time is critical, it will be necessary for the school to first contact the Emergency Medical Service, and then contact the parents as soon as possible. Parental permission must be given before a sick or injured child can be released from school, except when a serious emergency necessitates immediate medical assistance. It is essential that current emergency information be kept on file in the school office.

Students must be fever free for 24 hours without medication to return to school in order to reduce the spread of contagious illness. If your child is experiencing any of the following you must keep your child home and notify the school.

- Temperature above 99.5F
- Mumps
- Pin Worm
- Ring Worm
- Communicable disease
- Measles
- Lice
- Chicken Pox
- Vomiting
- Diarrhea
- Rash
- Pink Eye
- Strep Throat
- Staph Infection
- COVID 19

You are required to keep your child home until they are fever/symptom free for 24 hours. We ask that you provide a doctor's note for prolonged absences.

### **COVID 19 Policies**

The Bridge of Hope Academy will implement safety precautions to maintain the safety for students and staff. While it is not possible to eliminate the potential for spread of the virus, staff will take measures to reduce the potential for spread in our classrooms.

- Upon arrival, staff and students will have their temperature taken and be assessed for signs of illness.
- Upon arrival, staff and students will wash or sanitize their hands.
- Students will remain distanced from peers as much as possible while at school.
- Students and staff will wash or sanitize their hands frequently throughout the day and anytime they touch their face, cough, or sneeze.
- When feasible, students will have their own materials and stimuli. All materials will be cleaned prior to being used by another student.
- Classroom surfaces will be cleaned through the day.

- Wearing face masks/shields is optional.
- Classroom visits are not allowed at this time.
- At this time, there are no field trips planned.

All COVID 19 policies are subject to change at any time. Parents will be notified of such changes.

### **Communication**

Each teacher will use REMIND to communicate with parents/guardians. Teachers and administrators may also be contacted through email. Teachers are unable to communicate by phone due to the need for all communication to be documented.

### **School Closings and Important Announcements**

In the event of a school closing, the school will use the REMIND app, email, and/or text messages to notify each family. The Bridge of Hope Academy follows Fort Worth ISD for all bad weather closings and delays.

### **The Before Care and After Care Program**

The Bridge of Hope provides Before Care for our students from 7:30 a.m. to 8:29 a.m. and After Care from 2:30 p.m. to 5:30 p.m. There is a fee associated with the services. You must provide advanced notice if your child needs before or after care so that we may staff appropriately. Payment for these care services is billed monthly and MUST be paid upon receipt. Any student not picked up at dismissal by 2:40 p.m. will be sent to the After Care Program and you will be billed. Likewise, any child dropped off before 8:30 a.m. will be required to report to the Before Care Program.

### **Change of Address and/or Phone**

It is required that parents inform the office of any change in residence, telephone number, emergency information, or family situation. This allows us to keep our records up to date and to keep your child safe.

### **Change of Parental Custody**

In cases where parents are separated or divorced, it is necessary that the Educational Director be informed in writing as to who is the custodial parent. Any

changes in custody must also be made known in writing to the Educational Director.

### **Withdrawal and Transfer**

Parents who plan to move out of area, or who are transferring their children to another school, must notify the school office in advance of their withdrawal. All financial commitments must be reconciled before records will be released. Failure to meet financial responsibilities will result in legal action.

### **The Bridge of Hope Academy Behavior Code**

Our school rules are based on respect and responsibility for one's actions, and logical consequences. Behavior expectations apply during regular hours, at school-sponsored off-campus events, and at after-hours school functions. The following rules and consequences are in place:

#### School Rules

- Respect the rights and dignity of others.
- Be aware of the safety of others and yourself when acting.
- Always keep hands and feet to oneself.
- Be on time and prepared for school each day.
- Also, each classroom will have specific classroom rules for behavior and some students may have individualized behavior plans to support their needs.
- The Bridge of Hope Academy has a no-tolerance policy for bullying.
- No inappropriate physical contact. This may include hitting, punching, kicking, biting, wrestling, spitting, using anything as a weapon, or any other type of action deemed inappropriate by a staff member.
- No inappropriate language: No swearing, threats, gender slurs, racial slurs, or sexual comments.

If bullying, violent behavior, or inappropriate behavior/language is used, the Educational Director will work with the student's teacher to determine an appropriate consequence, which could include expulsion from school.

## **Drugs and Alcohol**

Students and parents may not possess, use, transport or be under the influence of illegal drugs or alcohol on the school grounds or while serving as a school chaperone for off-site school functions/trips, or at any school-related activity.

## **Weapons Policy**

No weapons of any kind (guns, knives, martial arts weapons, etc.) are to be brought to school. Any weapon found on school grounds will be immediately confiscated and brought to the Educational Director. If the Educational Director deems it appropriate, the police will be notified as well. The Educational Director may decide to expel the student based on the factors of the situation.

Toy weapons (guns, knives, swords, light sabers, etc.) are not allowed at school.

## **HARASSMENT OF STUDENTS**

The Bridge of Hope Academy is committed to providing a safe and supportive school environment in which all students are treated with respect. Harassment is a form of unlawful discrimination that will not be tolerated in the school, on school property, or at any school related function.

This policy and the following regulations address incident(s) and/or conduct involving students, employees, agents of or visitors to the school that occur on school property, or at a school sponsored activity or incident(s) and/or conduct involving students, employees or agents of the school that does not occur on school property, or at a school sponsored activity but where direct harm to the welfare of the students can be demonstrated.

Harassment is a form of unlawful discrimination that will not be tolerated. It is the policy of The Bridge of Hope Academy to prohibit the unlawful harassment of students based on race, creed, color, national origin, marital status, disability, sex, sexual orientation, and gender identity, to the extent required by law. The purpose of this harassment policy is to prohibit conduct or communication that is directed at a person's protected characteristics as defined below and that is likely to substantially disrupt the educational learning process and/or access to educational resources or create a hostile learning environment. The Bridge of Hope Academy shall promptly and effectively address all complaints of harassment. In cases where

harassment is substantiated, the school shall take prompt and appropriate remedial action reasonably calculated to stop the harassment. Such action may include a wide range of responses which may include termination for employees and, for students, expulsion, or removal from school property. Nothing herein shall be construed to prohibit punishment of a person for conduct that, although it does not rise to the level of harassment as defined herein, otherwise violates one or more of the school's other disciplinary policies or codes of conduct.

"Harassment" means an incident or incidents of verbal, written, visual, or physical conduct based on or motivated by a student's or a student's family member's actual or perceived race, creed, color, national origin, marital status, disability, sex, sexual orientation, or gender identity that has the purpose or effect of objectively and substantially undermining and detracting from or interfering with a student's educational performance or access to school resources or creating an objectively intimidating, hostile, or offensive environment.

### **BULLYING**

The Bridge of Hope Academy is committed to providing a safe and supportive school environment in which all students are treated with respect. "Bullying" is dangerous and disrespectful behavior that treats others with disrespect. Such an overt act or combination of acts directed against a student by another student or group of students are not permitted or tolerated. Bullying includes but it is not limited to physical intimidation or assault, extortion, oral or written threats, teasing, putdowns, name-calling, threatening looks, gestures or actions, cruel rumors, false accusations, social isolation, and cyberbullying.

Bullying is essentially a form of harassment, and procedures outlined in the harassment regulation shall be followed in addressing bullying.

### **Dress Code**

Students are required to dress appropriately for the educational setting.

Therefore, the following clothing items are prohibited:

- Flip Flips or other shoes without a back
- Any clothing item that displays profanity or other offensive/divisive material
- Shirts with spaghetti straps



In addition, knee length shorts and dresses are preferred. Shirts must cover the students stomach area.

Please ensure that your child adheres to our Dress Code and treats this code with respect. Students that do not follow the dress code will be asked to change into appropriate attire. The Educational Director has final discretion about the appropriateness of student attire.

### **Cell Phones and Other Electronic Devices**

Students may have cell phones and other electronics at school, but they must remain turned off and secured away in their backpack. Cell phones and other electronic devices are not allowed to be used on campus unless it is after school to contact a parent and/or arrange for pick-up. Students found out of compliance with this policy will have the phone or electronic device taken away and held for parent pick-up.

### **Tuition**

Tuition is due, in full, before the beginning of each month. Quarterly supply fees will be added to tuition bills for the months they are due.

Rates:

- Preschool: \$450 per month
- Pre-K/Kindergarten: \$900 per month
- 1<sup>st</sup>-4<sup>th</sup> grades: \$900 per month

For students that are not in class for the full time, tuition will be billed based on the number of hours they are in class.

**Parent and Student Acknowledgement 2021-2022**

It is my understanding that attending The Bridge of Hope Academy is a privilege that may be revoked at any time for unsatisfactory academic and/or behavioral performance by students, or unsatisfactory compliance with policies, procedures and/or behavior by parents/guardians. By sending my child/children to The Bridge of Hope Academy, I agree that the Administration and Staff of The Bridge of Hope Academy have the right to expect myself and my child/children to comply with the rules and regulations set forth in this handbook, as well as other policies of this school. I also understand that the Administration has the right to make decisions not only in the best interest of my child/children, but also in the best interest of the entire student body. I also understand that as a parent or legal guardian, I am required to follow the rules and policies set forth by the school, and to act in collaboration with the school in the best interest of my child.

By enrolling my student at The Bridge of Hope Academy, I acknowledge that I will comply with the school rules and regulations as set forth in parent/student handbook and will accept those decisions made by the school and Administration.

Please print student names:

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Parent(s) Signature:

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Print parent(s) name:

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Date signed:

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