



# **El Paso Bridges Academy**

**“Teaching Children the Way They Learn”**

**Since 1979**

## **Parent & Student Handbook**

**Phone: (915) 532-6647**

**[www.bridgesacademy.org](http://www.bridgesacademy.org)**

**(Revised 09/2022)**

## **Admission**

**Page 1**

The Bridges Academy program is exclusively for children with average or above average intelligence who have specific learning differences such as Dyslexia, Dysgraphia, Dyscalculia, ADHD, ADD and HFA. For consideration of admission, a diagnostic testing report is required and/or a doctor's letter. We may request diagnostic testing if testing is outdated or incomplete.

Once all test results have been examined; an interview and a visit to the school will finalize admission.

**Important: Students whose primary diagnosis is an emotional or behavioral disorder; Bridges Academy may not be able to meet the child's needs.**

## **Tuition and Fees**

Enrollment/Registration/Testing Fee: is separate from tuition and is non-refundable

Tuition: **Changes yearly**

Payment is due before the 10<sup>th</sup> of each month. Bridges Academy will enforce board policies regarding late payments and returned checks. There will be a \$25 charge for late payment and/or returned check.

Bridges Academy reserves the right to withhold grades, report cards, transcripts and/or diplomas for nonpayment of tuition and fees. Students may be suspended for nonpayment during the school year.

## **Tuition Assistance**

Tuition Assistance is limited and requires parents to submit your 1040 and W-2 for the previous year. Tuition Assistance will be discontinued for nonpayment and for excessive absences and tardy days.

The IRS has ruled that tuition to schools like Bridges Academy is a medical expense. Check with your accountant to see if you qualify. This also includes transportation expenses.

A letter from the child's doctor recommending Bridges Academy has a neurological disorder. IRS Revenue Ruling 78-340, 1978-2 C.B. 124

Funds are limited for tuition assistance and first come/first served.

## **Students' Pick-up and Drop Off**

Page 2

School starts at 8:15 and is dismissed at 3:30 Monday-Thursday. Students are dismissed at 12:15 on Fridays.

Bridges Academy is not responsible for students before 8:00am and after 3:30

## **Absences**

The state of Texas requires that students be in attendance 90% of scheduled instructional days. (TAC Section 25.085) A parent commits an offense if the student does not attend the required number of days and may be prosecuted in a Justice of the Peace Court.

An exception to attendance policy must be approved by Bridges Academy.

Call the office by 9:00am to receive an excused absence.

## **Tardiness**

A student is considered tardy by 8:20am. Students must pick up an "admit slip" in the school office before proceeding to class. Please call the office to excuse the tardy.

## **Early Pick-up**

If your child must leave during the school day for a medical appointment or other commitments, please let us know AHEAD of time. This will allow teachers to prepare any work that needs to be sent home. Parents must report to the office before picking up the student for any appointment.

## **Make-up Work**

School work missed during absences must be made up within the same length of time, i.e., if a student is absent 2 days, he/she has 2 days to make up work. Work can be made up for excused absences only. Please call-in absences by 9:00am to receive an excused absence.

## **Suspension**

Students who are suspended will receive unexcused absences but will still be required to complete assigned work. Work not turned in will receive "zeros". Teachers will determine what work will be assigned and when it must have to be turned in.

Bridges will close when the 3 major school districts close. Parents will receive an email and an announcement will be made on local television stations.

**Report Cards/Grades/Progress Reports**

Report cards are given out every 9 weeks. The dates are listed on the school calendar. Progress reports are sent out after the 4<sup>th</sup> week of the 9-week period.

**Grades: 1<sup>st</sup>-2<sup>nd</sup>**

Students' grades are based partly on effort, neatness, improvement and correctness of work.

E-Excellent	90-100
S-Satisfactory	80-89
N-Needs improvement	70-79
U-Unsatisfactory	69 and Below

**Grades 3<sup>rd</sup>-9<sup>th</sup>**

Students' grades are based equally on classwork, homework, tests and special assignments. Some special assignments may count for a greater percentage of the 9-week grading period.

A	90-100
B	80-89
C	75-79
D	70-74
F	Below 70

**Forgotten Lunches**

When your child forgets his/her lunch, we will provide lunch from the snack bar and invoice your account if the student is authorized to charge. Students will not be allowed to call parents for forgotten lunches. Please do not bring fast food lunch for your child. Please remember to provide lunch and a snack daily. **No sodas or candy.**

**Behavior Plan:** The following behaviors are characteristics that our students display. This plan is to help students recognize and change behaviors that get them negative results.

- I**            Interrupting the class lesson/teacher  
                  Interrupting when others are speaking
- C**            Lack of Consideration: some student behavior can appear to be  
                  Rude or inconsiderate and often happens because our students are  
                  Impulsive and do not judge the social situation correctly
- R**            Lack of Responsibility: forgetting homework or coming to class  
                  Without school supplies needed for that class; forgetting PE  
                  Clothes and not complying to uniform dress standards  
                  In general, anything that is his/her responsibility
- N**            Not attending to class lesson

**4 demerits in one day results in a Major Demerit and the student cannot order takeout food on Thursdays. This restriction is only for the current week.**

Also, the student may not order takeout food on Thursday if he/she has 2 days with demerits in 5 school days. Merit/demerit week runs from Thursday-Wednesday.

Teachers will be given specific information on which restaurants are chosen with specific food items that can be ordered and cost.

**Student Contract:** Some students may need to change certain behaviors that require a personalized behavior plan. The contract focuses on no more than 3 behaviors.

**Major Demerits:**

- Throwing rocks
- Pushing/hitting another student
- Profanity
- Stealing
- Leaving School Grounds
- Bullying/Harassment

**Major Demerits Consequences**

1 <sup>st</sup> -3 <sup>rd</sup> Grade	1 day of refocus/no PE and no Recess
4 <sup>th</sup> -6 <sup>th</sup> Grade	3 days of refocus/no PE and no Recess
7 <sup>th</sup> -9 <sup>th</sup> Grade	3 days of refocus/ no PE and no Recess (Refocus is near the teacher's desk. Students will attend scheduled classes.

**Parents will be notified of any major demerits and, if necessary, a parent conference will be scheduled.**

**Reason for Dismissal:**

- Excessive absences or tardiness
- Consistently fails to complete school work/homework
- Failure to pay tuition in a timely matter

**Suspension**

Any Major Demerit **may** result in a 3 days of suspension. Student will be given school work and failure to return assigned school work will result in a 0(Zero) for every missed assignment.

Drugs or weapons

**By Law, police must be notified.**

**Use of Electronics**

- With teacher's permission
- For use as an accommodation for school work
- Inappropriate use of electronics: school will retain electronic for 3 days

**Lunches/Snacks**

- Students must bring lunch Monday-Thursday
- Students must bring lunch on Friday if participating in Robotics or Lego Team
- Students may order takeout food on Thursday. Students must pay for ordered food. (Check behavior plan)
- Parents will be notified if your child has earned the privilege to order takeout food on Thursday.
- Students must bring a snack Monday-Friday
- Forgotten Lunches: Students are not allowed to call parents if they forget their lunches. Students will be allowed to charge for lunch from the snack store when approved by the parents. Please do not provide fast food at any time.

**Uniform Requirements**

**Bridges Logo** Navy Blue T-shirt, Polo, Hoody (PURCHASED AT BRIDGES)

**Khaki** Pants\*, shorts\* NOT CARGO STYLE

Jumpers\*, skirts\*, skorts\*

\*Purchased at any store in the uniform section of store

**PE** Bridges T-shirt and Bridges navy blue shorts (available in school office), solid navy blue sweatpants for cold weather (no logos/no additional colors)

**Winter Addition** White or navy blue long sleeve T-shirt under Bridges T-shirt or Bridges Polo shirt

**Jackets** Personal jackets may be any style/color but must be removed when a student is inside the building. Jackets may be worn for outdoor activities.

Students may wear Bridges sweatshirt or hoody for indoor use when cold.

**Sneakers** Everyday

**Fridays** No uniform day for \$1.00 (Called Free Dress) Appropriate attire is required. Sneakers only no Croc shoes or dress shoes are not allowed.

No profanity or inappropriate design on clothing

**Neat appearance and good hygiene is mandatory.**

**No hair dye. Appropriate haircut.**

### Parent Meetings

**Parents**

**must attend 2 mandatory parent meetings per school year. These meetings are to discuss important information pertaining to fundraising, events and changes in the school curricula.**



Dear Parents/Guardians

Please acknowledge receipt of the Parent & Student Handbook. Please read and if you have any questions, please feel free to contact the office.

Please Print Your Name: \_\_\_\_\_

Please Sign Your Name: \_\_\_\_\_

Student's Name: \_\_\_\_\_

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