

1. TEACHERS' RESPONSIBILITY:

1. Teachers are responsible to teach and provide instruction and educational activity for the full 55 minute class period for 31 class sessions.
2. Teachers are responsible to effectively communicate expectations and assignments with the students.
 1. For elementary students, teachers will provide a homework page in class each week and will send this page via email to the parent.
 2. For Junior High students, teachers will give the assignment during class and write it on the board, but do not have to send a follow up email unless they determine it is necessary.
 3. For Senior High students, teachers will either distribute a syllabus at the beginning of the year or assign homework in class or via email.
3. Teachers are responsible to respond to emails or other communication with the student or parent as soon as possible.
4. Teachers are responsible to grade and return homework, labs, quizzes, tests, and papers in a timely manner.
5. Teachers are responsible to assess each student every quarter and to submit a percentage grade to the administration after the end of each quarter.

6. Teachers are responsible to teach the subject matter for which they were contracted.
7. Because of time constraints, teachers will not take up class time with a devotional or any test that exceeds ten (10) minutes. An exception to this is if the teacher is administering a mid-term or final exam during class.

2. PARENTS' RESPONSIBILITY:

1. At least one parent, along with the student(s), is required to attend the mandatory student/parent orientation meeting, which will be on Thursday, August 3 from 7-8:30 pm. If you are unable to attend this meeting, you will need to meet with BRIDGES' administrative staff on Monday, August 21 (12:45-1:30 PM) for a make-up orientation.
2. Parents are responsible to purchase the necessary curriculum and supplies for each class before the beginning of the school year.
3. Parents are responsible to notify the proper authority for home schooling each year, to have their students assessed each year, to monitor their student's work, to ensure the required numbers of hours are met, and to keep their own personal records to be used for the student's transcript.
4. Parents are responsible to pick up their students on time at the end of the day, or a late fee will be charged. Because students are to be supervised at all times and are not permitted to wait for you by the main

entrance doors, the student will need to wait in the study hall room until you arrive. For your child's safety, Bridges' administration will not leave the building at the end of the day until all students have been picked up.

5. Parents are responsible to ask the student what was covered in each class session and what assignments were given, to read papers the instructors send home, to administer tests, and to oversee the completion of homework assignments.

1. If a student is exceptionally competent in that subject, parents may need to challenge the student with additional assignments.

This is the responsibility of the parent and not what is expected of BRIDGES' teachers.

2. If a student experiences difficulty in any class, parents need to provide the extra help the student needs to succeed. Parents are always encouraged to talk to the instructor for suggestions and ideas.

3. STUDENTS' RESPONSIBILITY:

1. Students are responsible to read and complete homework assignments prior to class on Mondays.
2. Students are responsible to do their own work and should not cheat by using others' words, ideas, or answers. Plagiarism or cheating will result in

- a 0% on the assignment. Repeated instances may result in failure of the class.
3. Junior high and high school students are responsible to contact their instructors with specific questions about their assignments BEFORE the assignment is due and NOT over the weekend. Parents of elementary students should contact the teacher if the student is uncomfortable doing this.
 4. If they are absent, junior high and high school students are responsible to contact their teachers in order to receive their assignments. Parents of elementary students should contact the teacher to get the assignment if the student is uncomfortable doing this.
 5. Students are responsible to dress modestly; therefore, spaghetti straps and strapless shirts are not permitted, shorts and skirts must be fingertip length, undergarments and midriffs should not be visible, and clothes should not have any holes.
 6. Any piercings other than earrings in the ears and nose rings are not permitted. Tattoos should be not be visible.
 7. If you are of a different religion than Christianity, you are more than welcome to address your personal beliefs at home, but the classrooms at BRIDGES will not be a place for debating the validity of Christianity.

8. Behavioral Problems: Outright defiance, swearing, injuring others, threatening others, or any other harmful behavior are grounds for dismissal. If this occurs, there will be no refund.
9. If a student witnesses any dangerous or unseemly behavior, any bullying, or anything that causes injury or harm to another student, students are responsible to report it to the administration (Mrs. Comfort, Mrs. Crock, Mrs. Schnabel).
10. Students must stay in the assigned classroom, study hall room, or lunch room. Additionally, all students must stay in the designated Bridges' area of FFC and are not permitted to wander the hallways or hang out in the lobby.
11. Absolutely no weapons are permitted in the First Friends Church. This includes pocket knives. If it is discovered that a student has brought a weapon into First Friends Church, it is grounds for dismissal.

Additional Information:

1. CLASS MINIMUMS: A minimum amount of students MUST be enrolled by July 31, 2017 in order for the class to be held. If there are fewer than the minimum amount of students, it will be up to the administration and instructor to determine whether or not the class is held. When a class is filled to maximum enrollment, a waiting list will be kept. Late registrants will be added if a class has openings.

2. GRADE LEVEL: Classes are age specific. Students should attend classes that are age-level and aptitude-level appropriate. Because of this, teachers may assess the student prior to the class to determine if the student is eligible to take the class. Classes are not adjusted to a younger age level.
3. PARENTS AS OBSERVERS: As long as space permits, parents may sit in the back of the classroom as observers. (No siblings in class please.)
4. LUNCH: A 45-minute lunch period will be provided for students staying for afternoon classes. Lunches are to be eaten in a designated classroom, and students are expected to clean up after themselves.
5. DROPPING OFF YOUR STUDENTS: Parents may drop off students for classes and leave them only if students are able to govern themselves responsibly in class and between classes. If the student is in the building but does not have a scheduled class, the student must remain in the supervised study hall room.
6. GUESTS: Because of limited space, friends and guests who are prospective students may not come to class unless you have received permission in advance from the administrative staff and the instructor. The prospective student must be accompanied by their parents. Other visitors are not permitted.
7. SNOW DAYS: If the Plain Local school district calls a snow day, Bridges' classes will be cancelled, and you will receive an email regarding cancellation in your email inbox. In order to avoid extending the school year, teachers will send a detailed email or video and homework assignments in order to make up for the

missed class time. Administration will determine whether or not to have classes on days when public schools are closed and road conditions are poor.

8. ELECTRONIC DEVICES: Electronic devices are not permitted to be in use during class time or the device will be confiscated for the remainder of the day.

Tuition & Fee Information:

1. REGISTRATION FEE: \$45 per student if received before July 1; the fee is raised to \$55 after that date. This is a non-refundable fee which pays for the weekly room rental at First Friends and will not be credited toward tuition. It will be returned if the application is not accepted or all classes are full.
2. TUITION PAYMENTS: Tuition can be paid in installments: enclosed with registration before July 3, August 3, and August 21. Full tuition is due August 21, 2017. If you do not make the final installment by August 21, your place in the class may be filled by another student on the waiting list, and you will lose your deposit. Tuition pays for the teachers and administration for the time and effort put into each class.
 1. A late fee of \$50 per student will be added if the tuition is not paid in full by August 21, 2017.
 2. If tuition is not paid in full by the August 28, 2017, students will not be able to attend classes until the payment is made in full.
 3. Any non sufficient funds (NSF) fees will be added to your bill.

4. Second semester classes must be registered for by December 11, 2017.
Second semester tuition and fees must be paid in full by January 22, 2018.
3. MATERIALS FEE: This fee pays for copies, dry erase markers, project materials, lab supplies, etc. Some classes may require additional supply fees, and you will be informed of this by the teacher as the need arises.
4. STUDY HALL FEE: If your student has a full schedule with no breaks, this fee does not apply, but if your student has time between classes and a parent will not be in the building to supervise the student, the study hall fee applies. If your student will be using the study hall, you are required to pay a \$50 study hall deposit at the time of registration.
5. REFUND POLICY: Once classes have started, we will not issue a refund for tuition unless the class is cancelled. In the case of serious illness, death, or other extenuating circumstances, the amount refunded will be determined by the administration and will be handled on an individual basis, depending on the circumstances.
6. Mail Registrations and Payments to Kris Crock, 3858 Falcon Chase St. NW, Uniontown OH 44685-6609.