

CHOICEPLUS BRIDGE HANDBOOK



Bridgeway
ACADEMY

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WELCOME TO BRIDGEWAY

The *ChoicePlus Bridge* Program is an exciting middle school program designed to offer your student their four core courses—Math/Science/Social Studies/Language Arts as well as Spanish in a live, virtual classroom. Your child will be in class with other Inspire students and be taught by certified Bridgeway teachers. To view available courses, click here.

IMPORTANT LINKS

- [Welcome to the ChoicePlus Bridge Program](#)
- [ChoicePlus Bridge Student Success Model](#)
- [Joining Your ChoicePlus Bridge Class](#)

BRIDGEWAY ACADEMY'S VISION

To positively impact the future through transformative education.

BRIDGEWAY ACADEMY'S MISSION

To help students discover and pursue their personal excellence.



GENERAL PROGRAM DESCRIPTIONS

- 4-Course Bundle includes Math, Science, Social Studies, Language Arts courses for a full school year
- 5-Course Bundle includes Math, Science, Social Studies, Language Arts, Spanish for a full school year
- Second semester entry–students not enrolled in course at the start of the academic year may enroll into a course for the second semester pending open seat availability
- Taught by certified teachers
- Meet at the same time each week
- Each class is 60 minutes long
- Tutoring time is available
- Bridgeway teachers will complete grading that is required for the course
- Bridgeway teachers will work directly with homeschool teachers to assist with student accommodation requests
- Bridgeway teachers keep students accountable and provide support
- Parents/HSTs support students with independent work and logging in to the learning management systems
- Flexible class schedule
- Materials and shipping included

IMPORTANT DATES

August 18-21, 2020	Week 1 of Orientation
August 24-28, 2020	Week 2 of Orientation
August 31, 2020	First Day of Classes
September 7, 2020 (Labor Day)	No Classes (9/7/20 classes made up on 9/11/20)
November 11, 2020 (Veterans Day)	No Classes (11/11/20 classes made up on 11/13/20)
November 20-27, 2020 (Thanksgiving Break)	No Classes (11/20/20-11/27/20)
December 14-January 1, 2021 (Winter Break)	No Classes (12/14/20-1/1/21)
January 4-8, 2021 (Last week of Semester 1)	1 Day of Orientation (1/8/21)
January 11-15, 2021	First week of Semester 2
January 18-22, 2021	No Classes This Week (Martin Luther King Jr. Day on 1/18/21)
February 15-19, 2021 & February 22-26, 2021	No Classes These Weeks (Presidents' Day on 2/15/21 & School Recess on 2/22/21)
March 29- April 1, 2021 & April 5-April 9, 2021	No Classes These Weeks (Spring Break 3/29- 4/5/21)
May 24-28, 2021	Last Week of Live Classes
May 31-June 4, 2021	No Classes (Memorial Day on 5/31)

PLATFORMS

THE BRIDGEWAY LEARNING CENTER (BLC)

The Bridgeway Learning Center is the hub of activity for all course information at Bridgeway. For example, the BLC includes course information such as teacher contact information and information on course progress and grades. In addition, the BLC houses the required orientation course that students must complete before starting their academic work. Please view the links below to learn about what you can expect when you log into the BLC.

Providing Your HST with Work Samples

The Bridgeway Learning Center provides you with a portal to upload documents for your HST should you choose to use it. You do not have to use this online tool, however, if it does not work for you and your HST. Please select work samples in conjunction with your HST.

If you plan to use it, please be sure to visit the article on [uploading work samples](#) for instructions on how to get assignments submitted through Moodle into the Bridgeway Learning Center for your HST to view.

IMPORTANT LINKS FOR STUDENTS

[Getting Started with the Bridgeway Learning Center](#)

[The BLC Dashboard](#)

[Bridgeway Learning Center Student Experience](#)

IMPORTANT LINKS FOR PARENTS

[Bridgeway Learning Center Parent Experience](#)

[Uploading Work Samples to the Bridgeway Learning Center](#)

[Bridgeway Learning Center Parent Experience](#)

IMPORTANT LINKS FOR CHARTER TEACHERS

[Bridgeway Learning Center for Charter Teachers](#)

MOODLE

When students enroll in a Live Online Class, they get access to the Bridgeway Academy Moodle site. Within Moodle, your child can access assignments, view course resources, submit their work, take tests and quizzes, and view feedback and grades from the teacher. Moodle holds all of the course content your child needs to be successful with their course.

IMPORTANT LINKS FOR STUDENTS

[Moodle - Viewing Course Grades](#)

[Uploading Documents to Moodle](#)

IMPORTANT LINKS FOR PARENTS

[Activity Completion in Moodle](#)

ZOOM

Our Live Online Classes also use Zoom for video conferencing. This tool allows students to communicate with the teacher and other students via video, audio, and text chat. Students can locate this tool within their Moodle course by clicking on the link to the "Zoom Online Classroom" located near the top of the course page. Zoom works with all computers and mobile devices and requires a small download to the device for the best experience. **While Zoom works with all computers and mobile devices, some features are limited for mobile devices. Some Zoom features are also not functional on Chromebooks.**

For more information pertaining to Internet connection and bandwidth requirements, please visit the Zoom System Requirements link below.

IMPORTANT LINKS FOR STUDENTS

[Joining a Live Online Class](#)

IMPORTANT LINKS FOR PARENTS

[Zoom System Requirements](#)

LIVE ONLINE CLASS BEHAVIORAL AND ACADEMIC EXPECTATIONS

HONOR CODE

Bridgeway Academy has a strict [Honor Code](#) that must always be adhered to. This policy includes attention to topics such as [cyberbullying](#) and [plagiarism](#).

Bridgeway Academy requires that all submitted homework be the student's ORIGINAL thoughts. This means students must use their own words when completing assignments. All outside research must be referenced in the students' work via citations. Failure to do so is considered plagiarism and could result in disciplinary action.

In addition, students are to be respectful, kind, and polite when interacting with classmates and the instructor. Foul and inappropriate language will not be tolerated in the classroom or on student submissions. In-class features that allow chatting or posting should only be used for the purpose of discussing the course with the teacher and conveying information about class content to other students.

Disciplinary action can result should a student misuse or abuse the interactive technology within the classroom. This action could include temporary removal from the live class. Repeated failure to comply with these requirements could result in termination from the course. All enrollment and monies will be forfeited as a result of disciplinary removal from a course.

ATTENDANCE AND PARTICIPATION

Students are expected to attend and participate in Live Online Classes. All full-year courses include attendance as part of the student's final grade (10% of the final grade), so regular attendance is necessary for successful course completion. At the conclusion of Live Online Class sessions, students will be asked to complete a brief exit ticket acknowledging their understanding of the live session content. If a student misses the live session, they must view the recorded lesson and complete the exit ticket assignment in order to be marked as present in the class.

For attendance and privacy purposes, students should log in to Zoom classes with their accurate and true

first name and last initial. Camera use is also expected as part of ensuring students are present and participating. Additionally, students are expected to be engaged and on task during the entire live online instruction and dressed appropriately while classes are in session. If there are extenuating circumstances, please contact the teacher for assistance with accommodations/modifications.

If a student in a full-year or semester course has two consecutive weeks of absences and/or consistently leaves class, parents will be notified. The student will be considered at risk if no response is received and may be placed on Academic Hold. Additionally, it is strongly recommended that students do not miss more than **three live sessions** during the course of the school year.

Though attendance and participation are requirements for success in Live Online Classes, we understand a student may occasionally be absent due to illness, travel, or valid personal reasons. Recordings of the live classes will be made available to students and are required viewing when an absence occurs. These recordings are housed within the Moodle course. If your child will be absent for an extended period, it is essential to communicate directly with the





teacher as soon as possible in order to facilitate a plan to help your child be successful with the course work.

Certificates of course completion for trimester-long courses will be issued for children who pass those courses based on the grading requirements outlined below unless other arrangements are made with the full approval of the course instructor.

MISSING/LATE ASSIGNMENT POLICY

Students are responsible for completing assignments in a timely manner. If students in full-year or semester courses do not complete any assignments within a two-week period, parents will be notified.

It is the expectation that students, in order to experience optimum academic success, must complete all assignments. Teachers will post all assignments/assessments including due dates on the course Moodle page and provide notice during live classes. On the day that the assignment is due, students who have not submitted work will be notified that the work is now late and that they will have one additional week to complete the assignment at a reduced maximum point value (a penalty for the lateness). However, if students still do not submit the assignment at the end of that one-week extension, the assignment score will remain a zero.

Teachers may make exceptions at their discretion based upon formal parent request for an extension due to severe illness, death in the family, or other personal difficulty.

GRADES

All work must be completed during the defined course term timeframe. Please see the calendar above for the course dates. All final course grades are cumulative. Full-year courses make use of this [grading scale](#) for course assignments and progress report/report card grades. Course grades consist of 45% assignments, 45% assessments, and 10% attendance and participation. Full-year courses are divided into two semesters. Two semesters and two grades will be displayed for each course.

Parents will receive weekly grade updates via their primary email address. The BLC will keep an up-to-date overall grade, and quarterly reports will be posted in the BLC.

COURSE CHANGES

Our Live Online Classes have limited seating available. Because of this, please consider carefully which course(s) is best suited to your child's academic needs, interests, and schedule before enrolling your child in a course. Bridgeway Academy cannot guarantee a course change will be possible. If you must request a course change, please contact your Homeschool Teacher or point of contact with your school. If you must request a course change, please contact your Homeschool Teacher or point of contact with your school. Drop, exchange, and add requests must be submitted to the HST and entered through the Bridgeway Portal by your school administration.

SUPPORT

GENERAL SUPPORT

Prior to the course start date, your Bridgeway Academy advisor or customercare@bridgewayacademy.com will be the best contacts when general questions arise.

COURSE-SPECIFIC SUPPORT

You can expect to receive an email from your student's teacher approximately two weeks prior to the start of your course. At that time, your course instructor becomes your primary support for all questions related to course expectations, format, and special requests. You will also be able to locate your instructor's contact information in the BLC, as well as the course syllabus and within the Moodle online course.

All Live Online Classes are taught by experienced teachers who have a passion for learning and helping students succeed. If your child needs assistance outside of the live class sessions, you are encouraged to contact the teacher by email via the BLC. You can also set up an appointment with the teacher through the teacher's Calendly link in Moodle. These calendars are populated with the teacher's available office hours.

In addition, if your student has any special need or consideration, please contact the Live Online Class instructor. They will support parents and HSTs in making accommodations and/or modifications as applicable to the class and/or content.

TECH SUPPORT

Most of your questions around logging in and understanding the technology can be found in articles within our [Bridgeway Academy Help Center](#).

At any time, if you need additional assistance with technology, please visit Bridgeway Academy Help Center where you can sign up for an account and submit a support ticket for any technology question. In addition, when in Moodle, there is a green "Support" tab located toward the top right corner of the Moodle course. Students can click on this tab and complete the information in the form to submit a tech support ticket.

For live help, the Bridgeway Academy Help Center site has a *Chat with Bridgeway Bob* option in the bottom right corner of the screen. If you would prefer to speak to someone at the help desk, you can call the help desk at 610-600-9406.

A CLOSING THOUGHT

At Bridgeway, our goal is to help students succeed by tailoring learning to individual strengths and needs, by offering dedicated support to families, and by giving students the freedom to pursue their gifts and abilities. Our Live Online Class program is an extension of this mission.

"Knowledge is power.
Information is liberating.
Education is the premise
of progress, in every
society, in every family."

- Kofi Annan



WHAT DAY DO BRIDGEWAY CLASSES START?

Bridgeway Academy is committed to supporting the growth and success of our students. Therefore, we have implemented two weeks for orientation and skill-booster content designed to prepare students for a successful school year. Booster weeks begin on Tuesday, August 18th. Graded content begins the week of August 31st.

HOW OFTEN DO CLASSES MEET?

All middle school courses meet one time per week.

WILL STUDENTS RECEIVE BOOKS AND WHEN WILL THEY BE SHIPPED?

Middle school programs are blended programs and include physical books, which will be shipped to the address provided on your account.

Books are shipped beginning the week of August 11th. You will receive a UPS Tracking number via email, making it easy to track your shipment.

ARE THE SESSIONS RECORDED TO ACCESS IF A STUDENT MISSES A LESSON?

Yes, all sessions are recorded and can be accessed within Moodle or the BLC.

CAN CHARTER SCHOOL TEACHERS ACCESS THE ACTUAL ASSIGNMENTS AND SUBMISSIONS THAT STUDENTS ARE DOING OR ONLY THE DOCUMENTS THAT THE STUDENT/FAMILY UPLOADS FOR TEACHER VIEW?

Charter School Teachers see the individual grades and completion dates but cannot see the submitted documents.

IS THERE GRADE DEDUCTION FOR MISSED ATTENDANCE?

Yes, attendance will affect a student's grade. It carries a 10% overall grade weight.

I HAVE A STUDENT ON MY ROSTER WITH SOCIAL/EMOTIONAL NEEDS. HE IS NOT COMFORTABLE BEING VISIBLE ON LIVE CLASSES. IS THIS ACCEPTABLE BY A BRIDGEWAY TEACHER? WE ARE WORKING ON ADDING THIS TO HIS ACCOMMODATIONS, GIVEN THE COVID CHANGES.

Yes, live teachers will accommodate a student's hesitation to appear on camera. However, they will be expected to participate in the class to verify attendance.

HOW DO WE REACH SUPPORT?

Support tickets can be sent directly to support@bridgewayacademy.com. However, to ensure that your support needs are answered as quickly as possible, we recommend using our online support portal at <https://help.bridgeway.com> as it allows you to specify the category of your question, which results in faster delivery. We are also available via phone at 610-600-9406.

I HAVE A MAC; IS THIS COMPATIBLE WITH OUR PROGRAM?

Yes, all programs are cloud-based and are compatible with any computer.

WHEN WILL WE RECEIVE LOGIN INFORMATION?

Login information is sent automatically upon receipt of your course registration. If you have confirmed that your student is registered in a course and have not received your login information, please contact support.

WILL PARENTS BE ABLE TO SEE THE SAME INFORMATION THAT STUDENTS SEE?

Parents may view student progress and grades right from their parent dashboard in the Bridgeway Learning Center.

HOW MUCH TIME DOES EACH DAY'S WORK REQUIRE?

Daily work differs by student and by assignment. There will be days where students must complete a written assignment or other project. This will likely increase the time spent on each course.

However, as a general rule middle school students will spend 20-30 minutes per subject each day.

Overall, time spent working on class assignments and work can vary based upon the student.

WILL STUDENTS SEE EACH OTHER IN THE ZOOM CLASSES?

Yes, we do ask that students use their video during class. This creates stronger community and connection. Students will be able to see fellow students during all Zoom sessions.

IS THERE A CALENDAR WITH ALL OF THEIR CLASSES LISTED?

Class times can be seen on your student's Bridgeway Learning Center dashboard.

WILL STUDENT BE ABLE TO MOVE AHEAD EARLY?

Yes, pending student performance and the class.

CAN YOU DO PRIVATE TUTORING WITH YOUR TEACHER?

Yes, teachers have office hours to meet with students.

CAN PARENTS OR HSTS SEE A GRADED ASSIGNMENT?

Parents and Charter Teachers can see the assignment grades.

WHAT IS YOUR DROP/REFUND POLICY?

The initial two weeks of orientation/skill-booster content give students and parents the opportunity to get familiar with the platform and format of the courses. Our drop/refund policy gives families up to two weeks to make a decision after the start of actual content. The policy is as follows:

- Week starting 8/31–Final drop date 9/14
- Week starting 9/7–Final drop date 9/21
- Week starting 9/21–Final drop date 10/5
- Week starting 9/28–Final drop date 10/12

CAN HSTS PULL WORK SAMPLES THAT ARE NOT THE SAME AS THOSE SUBMITTED BY THE STUDENT?

Charter Teachers do not have this access through their portal, only parents do.

HOW DO WE ACCESS ELEPHANGO?

Your membership with Bridgeway includes Elephango resources. These will be accessed directly from your course and will be listed as assignments or enrichment activities. Access to the full version of Elephango requires a separate subscription. Your school has approved [Elephango.com](https://www.elephango.com) as a vendor; therefore, you can purchase your subscription by visiting [Elephango.com](https://www.elephango.com).

WHERE CAN I FIND THE COURSE SYLLABUS?

Your course syllabus can be accessed from your course resources in the Bridgeway Learning Center as well as viewed from the course description on the Bridgeway Academy website. <https://www.homeschoolacademy.com/school-programs>

MY REQUESTED CLASSES ARE FULL. CAN STUDENTS REGISTER FOR CLASSES DIRECTLY WITH BRIDGEWAY ACADEMY?

Yes, students are free to register for classes directly with Bridgeway right on our website.

HOW DO WE ACCESS REQUIRED MATERIALS? AND ARE THEY IDENTIFIED AS TEXTBOOK VS. DIGITAL?

Required materials are listed on your course syllabus, which you can access from your course resources in the BLC .

Required materials for middle school are textbook-based and provided by Bridgeway.

DOES THE PARENT RECEIVE AN EMAIL IF THE STUDENT MISSES A CLASS?

No automated email is generated when a student misses a class.

WHAT IS THE PROCEDURE FOR STUDENTS WHO FALL BEHIND?

Parents/HSTs will be contacted by their teacher if their student is not completing coursework.

HOW DO WE HANDLE IEPs?

Teachers will work with students to provide accommodations; however we cannot guarantee that all accommodations listed in an IEP can be made in a virtual classroom. Please discuss with your HST to ensure that this program is right for your student.

WHAT IS YOUR ATTENDANCE POLICY?

Students are expected to attend and participate in Live Online Classes. All full-year courses include attendance as part of the student's final grade (10% of the final grade), so regular attendance is necessary for successful course completion. At the conclusion of Live Online Class sessions, students will be asked to complete a brief exit ticket acknowledging their understanding of the live

session content. If a student misses the live session, they must view the recorded lesson and complete the exit ticket assignment in order to be marked as present in the class.

DO STUDENTS NEED HEADPHONES?

It is recommended that students utilize headphones in order to best listen, focus and participate.

CAN STUDENTS BE ENROLLED LATE AND STILL CATCH UP?

Yes, students who enroll late can catch up. Students are encouraged to contact their teacher with questions in order to ensure they are on track.

