

# STEPPING STONE, BRIDGE, & ELITE PROGRAMS

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**Bridgeway**  
ACADEMY

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The Stepping Stone, Bridge, and Elite programs offer a wide array of educational opportunities for your students with offerings at the elementary, middle, and high school grade levels. Please read the program descriptions below for further details.

## **BRIDGEWAY'S VISION**

*To positively impact the future through transformative education*

## **BRIDGEWAY'S MISSION**

*To help students discover and pursue their personal excellence*



# DETAILED PROGRAM DESCRIPTIONS

## STEPPING STONE ELEMENTARY PROGRAM

Stepping Stone Elementary is an exciting new program designed to offer students their four core courses – Math, Science, Social Studies, English Language Arts – in a live, virtual classroom. The program will use Bridgeway's Blended proprietary platform and certified teachers to deliver and instruct the classes. The following is included in the package:

- Four comprehensive core curriculum courses: English Language Arts, Math, Science, and Social Studies. Lessons offered in live online sessions.
- Bridgeway proprietary Blended platform that offers engaging online characters to guide students through courses and promote connections to the real world.
- Interactive online and offline components to promote learning, practice, and extensions.
- A limited-access Elephango subscription.
- Online testing or paper/pencil assessment options.
- Built-in alternative project-based assessments.
- Teacher oversight: graded assessments, progress monitoring, tutoring.
- Two live sessions per course/week PLUS an additional meet-up session each week. 40–45 minute sessions. Sessions will be recorded.
- Live meet-up sessions for collaboration and community between teacher and students.
- Access to the Bridgeway Learning Center displaying student progress and academic success for parents and HST.
- Attendance policy developed in collaboration with the school.

### [MORE INFORMATION](#)

## BRIDGE MIDDLE SCHOOL PROGRAM

The Bridge Middle School program is an exciting middle school program designed to offer students their four core courses – Math, Science, Social Studies, English Language Arts – in a live, virtual classroom. Your child will be in class with other Bridge program students and be taught by certified Bridgeway teachers.

- Bundle includes Math, Science, Social Studies, and English Language Arts courses for a full school year.
- Optional Spanish course can be added to the four-course bundle.
- Single course option available.
- Taught by certified teachers.
- Meet at the same time each week.
- Each class is 60 minutes long.
- Tutoring time is available.
- Bridgeway teachers grade assignments that contribute to the course grade.
- Answer key provided to the parent to grade assignments that aren't graded by the Bridgeway teacher.
- Bridgeway teachers keep students accountable for work.
- Multiple class schedule options.
- Materials and shipping included.
- Order through Procurify

### [MORE INFORMATION](#)

## ELITE LIVE HIGH SCHOOL PROGRAM

The Elite Live High School program offers classes that are A-G approved. The program includes the four core courses – Math, Social Studies, Science, and English – and Spanish can be added as a fifth course. All courses are delivered in live classes via a certified teacher and your student can interact with the teacher and other students in the classroom. The following is included in the program:

- Bundle includes Math, Science, Social Studies, and Language Arts courses for a semester or full school year.
- Option to add Spanish as a fifth course.
- Single course option available.
- Classes taught by certified teachers.
- Each course meets two times per week for 60 minutes per session.
- Tutoring time is available.
- Bridgeway teachers do all the grading for

assignments that contribute to a course grade.

- Parents assist with homework.
- Bridgeway teachers keep students accountable for work.
- A limited-access subscription to Elephango.
- Materials and shipping included.
- Order through Procurify

### [MORE INFORMATION](#)

#### IMPORTANT LINKS

[Student Success Model](#)

[Joining Your Live Online Class](#)

[Stepping Stone Program- Welcome Page](#)

[Bridge Program- Welcome Page](#)

[Elite Program- Welcome Page](#)

## GENERAL PROGRAM DESCRIPTIONS

- 2nd semester entry–students not enrolled in course at the start of the academic year may enroll in a course for the 2nd semester pending open seat availability.
- Taught by certified teachers.
- Program meeting times:
  - The Stepping Stone program meets twice a week plus an optional Friday meetup.
  - The Bridge program meets once per week.
  - The Elite program meets twice per week.
- 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
- Flexible class schedule.
- Materials and shipping included.

“Tell me and I’ll forget.  
Show me and I may remember. Involve me  
and I learn.”  
- Benjamin Franklin



# 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 will be made up on 9/11/20)
November 11, 2020 (Veterans Day)	No Classes (11/11/20 classes will be made up on 11/13/20)
November 20-27, 2020 (Thanksgiving Break)	No Classes
December 14-January 1, 2021 (Winter Break)	No Classes
January 4-8, 2021 (Last week of Semester 1)	1 Day of Orientation for Semester 2 (1/8/21)
January 11-15, 2021	First week of Semester 2
January 18-22, 2021	No classes this week in observation of Martin Luther King, Jr. Day.
February 15-26, 2021	No classes (observation of President's Day and School Recess)
March 29-April 9, 2021	No Classes, Spring Break.
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 help you 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](#)  
[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 Bridge or Elite Live Online Class, they receive 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](#)

**Note for Stepping Stone Program:** If your student is enrolled in the Stepping Stone program, all course content is delivered in the (BLC) Bridgeway Learning Center. Students will view their course courses, join their online classes, submit their work, and take assessments all with the BLC platform. Parents will also be able to view grades, learning content, and student progress from the parent login in the BLC.

## 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](#)

[Zoom - International Compatibility](#)

# 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

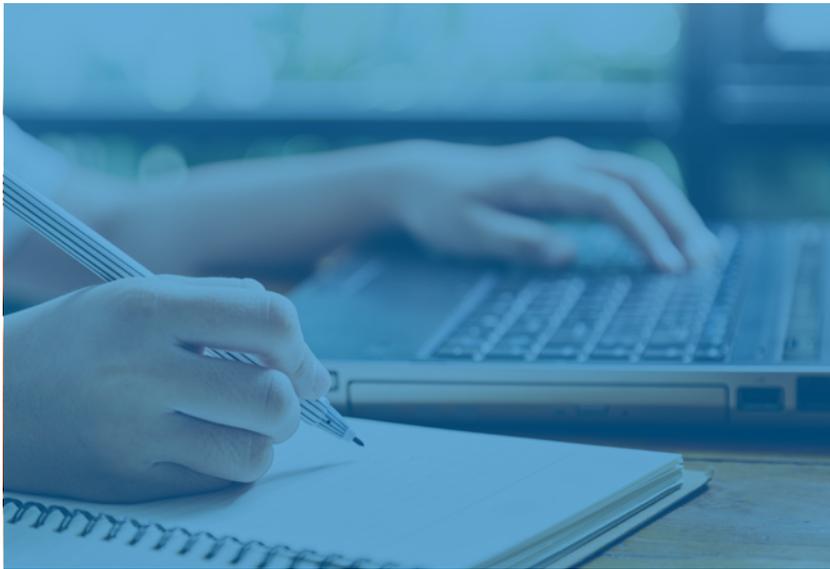
and inappropriate language will not be tolerated in the classroom or on student submissions. In-class features that allow chatting or posting should only be used for the purpose of discussing the course with the teacher and conveying information about class content to other students.

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.

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

- Kofi Annan





## 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 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. **NOTE:** Students in our Stepping Stone program will have access to the recorded links via the BLC (Bridgeway Learning Center).

## 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, 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.

**NOTE:** Stepping Stone students utilize the BLC for their courses. Please contact customer care or technical support with any questions pertaining to BLC operations or navigation.

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 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.

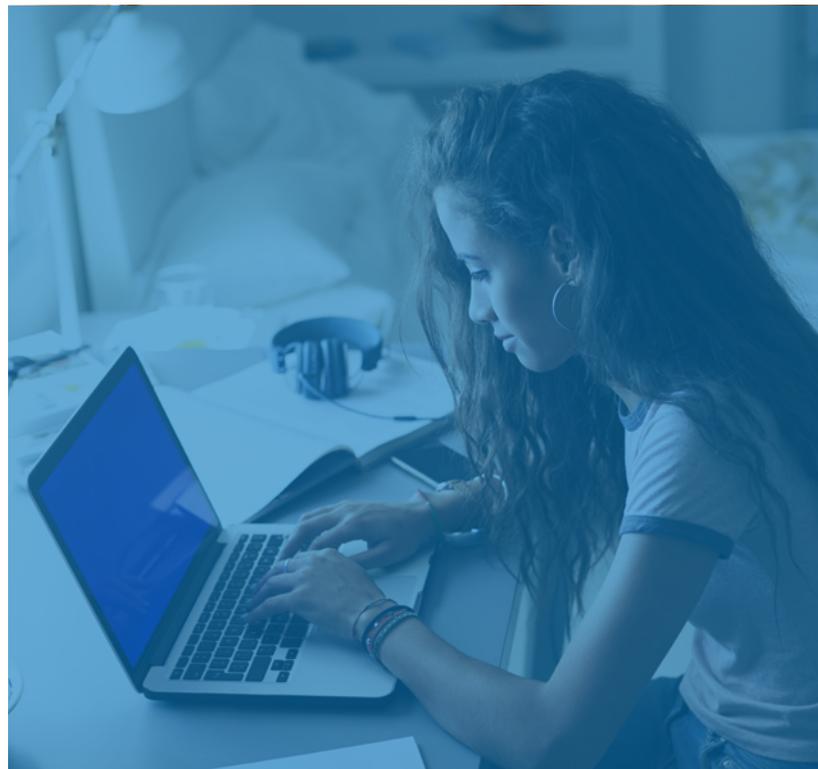
Parents will receive weekly grade updates via their primary email address. The BLC will keep an up-to-date overall grade, and quarterly reports will be posted in the BLC.

## 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. Drop, exchange, and add requests must be submitted to the HST and entered through the Bridgeway Portal by your school administration.

“I’m not telling you it’s going to be easy. I’m telling you it’s going to be worth it.” - **Art Williams**



## GENERAL SUPPORT

Prior to the course start date, your Bridgeway Academy advisor or [customercare@bridgewayacademy.com](mailto: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 needs 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. **NOTE:** Stepping Stone students utilize the BLC for their courses. Please contact customer care or technical support with any questions pertaining to BLC operations or navigation.

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.

"The capacity to learn is a gift; the ability to learn is a skill; the willingness to learn is a choice."

- Brian Herbert



## **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?**

Stepping Stone classes meet two times per week for instruction. Students also gather on Fridays for a special program-wide "Meet Up" session designed for community building and special projects.

All middle school courses meet one time per week.

All high school courses meet two times per week. The first session is formal instruction; the second session will allow for both instructional and homework help time.

Mr. D. Math courses meet just once per week. Students may also join Mr. D. homework help sessions throughout the week according to their schedule.

## **WILL STUDENTS RECEIVE BOOKS AND WHEN WILL THEY BE SHIPPED?**

Both elementary and 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.

High school classes are fully online and include digital content available for download if needed.

## **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.

## **I'M CONFUSED. YOU SAID THAT THE HIGH SCHOOL ELITE CLASSES MEET TWICE A WEEK. ON BOTH OF MY HIGH SCHOOLERS DASHBOARD EACH CLASS ONLY HAS ONE MEETING TIME. AM I MISSING SOMETHING?**

Mr. D. sessions meet (2x per week- one live class session and one live tutoring session). All other subjects are (2) live class sessions per week.

## 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. Parents of Stepping Stone students can also see the course content.

## 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:

Elementary students will spend approximately 20-30 minutes per subject each day.

Middle school students will spend 20-30 minutes per subject each day.

High school student will spend 30-45 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. In addition, parents of Stepping Stone students can also see the assignment details.

## 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>

## **HOW DO WE ACCESS INFORMATION ON OFFICE HOURS OR TIMES TO ACCESS ADDITIONAL HELP OUTSIDE OF INSTRUCTIONAL TIME?**

Office hours for your instructor can be viewed from your BLC dashboard. To access additional help, your student can schedule directly with your instructor via email.

## **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 Academy 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 elementary and middle school are textbook-based and provided by Bridgeway. Required materials for high school are digital and can be accessed directly from the course login.

## **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.

## **WHO CAN PARTICIPATE IN “MEET UP” SESSIONS?**

Meet up sessions are only for elementary students.

## **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.

