



BRIDGEDALE ACADEMY

**STUDENT/PARENT
HANDBOOK**

BRIDGEDALE ACADEMY STUDENT/PARENT HANDBOOK

Bridgedale Academy
6690 Route 53
Woodridge, Illinois 60517

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It is expected that all parents are familiar with and understand the content of the Bridgedale Academy Student/Parent Handbook prior to their signing and accepting the terms of the Contract for Admission to the School. The formal signing of said contract will witness this fact.

This Handbook is subject to alteration without previous notice by the Headmaster. In each instance, such changes will be formally communicated to the parents in a timely manner.

MISSION AND PHILOSOPHY

Bridgedale Academy Mission Statement

Bridgedale Academy develops in its student-athletes the personal and intellectual habits and skills upon which responsible, independent, and productive lives are built. Bridgedale Academy strives to develop character through both its academic curriculum and its athletics training regimen. The realization of each child's full potential is the goal - with a constant view to the future adult. In both academic enrichment and athletic development, the fundamentals are stressed. We utilize the time-honored and proven liberal-arts curriculum of prestigious Hillsdale Academy (Hillsdale, Michigan). This curriculum directs student achievement toward mastery of the basics, exploration of the arts and sciences, and understanding of the foundational tenets of our Judeo-Christian and Greco-Roman heritage. It is by purpose and design a survey of the best spiritual, intellectual, and cultural traditions of the West as they have been developed and refined over countless generations. In our athletics, the precepts and concepts of USA Hockey's Long Term Athlete Development (LTAD) are followed for proper and scientific athletic development of all our student-athletes.

Bridgedale Academy Educational Philosophy

Bridgedale Academy seeks to represent a partnership among the students, parents, faculty, administration, and staff, united in the commitment to the common objectives outlined in our Mission Statement.

We want and expect our student-athletes and their parents to respect our teachers as role models and instructors. Our teachers in turn earn that respect by their commitment to truth and by their genuine respect and concern for our student-

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athletes and their parents. We expect intelligence, creativity, responsibility, and loyalty to be characteristics of our faculty.

Parents expect and appreciate direct and regular communication from faculty regarding their children. Reciprocally, it is important that parents are responsive to suggestions from teachers and administrators for helping students.

The Headmaster oversees the implementation of the Mission Statement in the school. And through our respect for policies and leadership, we advance the School's role as an institution dedicated to providing the best academic and athletic development for our student-athletes.

Bridgedale Academy recognizes each student-athlete as a person who, by virtue of his humanity first and foremost, is a "teammate" with all the other student-athletes in the School. We provide moral and ethical standards designed to prepare our student-athletes to accept the privileges and responsibilities of leadership. Every child entrusted to us is capable of realizing his potential to the fullest when afforded respect, fairness, kindness, discipline, and appropriate instruction.

NO FORMAL RELIGIOUS INSTRUCTION OFFERED

Although Bridgedale Academy offers no formal religious instruction to its student-athletes, we are a school that recognizes and respects the broader Judeo-Christian traditions that are the foundation of our national identity and culture. And so those traditions broadly guide our course of study, especially as they relate to western civilization generally and the USA specifically.

BRIDGEDALE ACADEMY PARENTS ASSOCIATION

All parents of Bridgedale Academy student-athletes are invited to become members of the Parents Association, which exists to promote friendly relationships among parents, to acquaint them with the spirit of Bridgedale Academy, to obtain their cooperation with its objectives for the development of their children and to initiate the parents' involvement in, and support for, projects and functions that further the Academy's goals and mission.

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ENROLLMENT

Acceptance of student-athletes into Bridgedale Academy is pursuant to a formal Application for Admission and is based on a combination of the following factors: a) demonstrated academic commitment as shown by performance in prior schooling; b) demonstrated athletic commitment as shown by performance in prior athletic endeavors; c) personal references attesting to demonstrated commitment levels; and d) direct in-person interviews with the prospective student-athletes and their parents.

To apply for admission to Bridgedale Academy, parents must submit a formal Application for Admission, including references. Interviews with these families are then conducted, after which notification of each new candidate's status is made. If the applicant is accepted into the school, a deposit of \$500 is required to hold the spot. All deposits are non-refundable and are applied to the tuition of accepted student-athletes.

All enrollment decisions are at the discretion of the Headmaster.

To apply for admission to Bridgedale Academy's summer programs, parents must submit a formal Summer School Application for Admission. No deposit is required. Applications are made available in the administrative office and are due by March 31st preceding the summer program.

TUITION AND FEES

Bridgedale Academy's base tuition for the 2013-14 school year is \$21,000.00. Four payment plan options are available for the payment of tuition. Incentive Plan A offers families a 5% discount off the tuition amount due if a single lump sum payment is made by May 31st preceding. Incentive Plan B offers families a 2.5% discount if the tuition is paid in two installments due May 31st preceding and September 30th respectively. Incentive Plan C offers families a 1.5% discount if the full tuition is paid in four installments due May 31st preceding, September 20th, November 15th and January 10th. Bridgedale also offers a Monthly Payment Plan, payable through enrollment in the FACTS Tuition Management program. The link for enrolling in FACTS is available from the homepage of Bridgedale Academy's website (www.bridgedaleacademy.com).

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Partial scholarship assistance is available on a limited basis for demonstrated financial need. Application for financial assistance must be made through FACTS Tuition Management's financial aid analysis program, also accessible from the Bridgedale website. Applicants for partial scholarship assistance should submit their requests as early as possible in the application process. Recipients of financial assistance will be notified as soon as possible thereafter.

Parents who voluntarily withdraw their child from Bridgedale Academy are responsible for the balance of the tuition for the current school year. Prorated refunds are issued for students excused by Bridgedale Academy.

ACADEMIC POLICY

Pursuant to our educational mission, Bridgedale Academy establishes policies to promote good study habits, clear communication of student progress with parents and recognition for outstanding achievement.

Grading

Parents receive both interim reports and full report cards regarding their children's academic standing and citizenship. Teachers give most assignments and all tests numerical designations, which then guide the teachers in assigning interim report and full report card grades. Teachers in Grades 6 to 8 assign letter grades according to the following scale:

100% A+	73-77% C
93-99% A	70-72% C-
90-92% A-	68-69% D+
88-89% B+	63-67% D
83-87% B	60-62% D-
80-82% B-	below 60% F
78-79% C+	

An "A" is defined as excellent; "B" as above average; "C" as average; "D" as below average; "F" as failing. Typically, students receive number grades for most assignments and letter grades on report cards.

Achievement is based upon understanding of the subject as judged by tests and teacher observation.

Effort is judged by teacher observation. An "O" is defined as outstanding; "S" as satisfactory; and "U" as unsatisfactory.

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Honor Roll

After each report card is issued, the Headmaster releases the list of students who have qualified for Honor Roll (above 3.30 GPA) and for High Honors (above 3.60 GPA). Certificates noting these honors are also given to

Academic Warning and Probation

A student is placed on *academic warning* for receiving one *F* or two grades of *D* or lower in a marking period. A student is placed on *academic probation* for: 1) receiving two *F*s or three or more grades of *D* or lower in a marking period; or 2) being placed on *academic warning* for two consecutive marking periods. Students on *academic probation* may be temporarily restricted from athletic training until his grades improve. Any student who is placed on *academic probation* for an entire year must repeat that grade.

Conferences

Parent-teacher conferences are held once a year during the first trimester. Times are designated for discussing the student's overall achievement at the Academy. Other trimester conferences are need-based only and can be requested by a teacher or a parent. Both parents are expected to attend when possible. Of course, parents and teachers are welcome to request conferences throughout the year.

Attendance

Regular school attendance is important to a student's academic success and also promotes good work habits and self-discipline. Apart from extreme circumstances, excessive unexcused absences in a given trimester may result in a student repeating that trimester. Also, a student-athlete who has had a proper night's rest is better prepared to learn and train than one who is tired due to a late night. Establishing a regular bedtime helps students understand and appreciate that each day at Bridgedale is an important endeavor that requires adequate rest.

Parents are asked to report all unplanned absences to the administrative office by 6:45 AM. Students are not to report their own absences. Students who are dismissed from school early, for any reason, must receive permission. Further, any student coming in late due to illness or appointment must give notice to the Headmaster or administrative office. Assignments for absent students may be obtained through the student's Gradelink account.

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Prearranged Absences

Parents who know in advance that their child/children will miss school or class for an appointment are required to give notice to the Headmaster and/or administrative office. This notice should be given at least two days in advance of the requested time off from school. When deemed reasonable, the Headmaster will approve parent requests for absences for medical and dental appointments. Extended time missed from school is discouraged.

It is ultimately the student's responsibility to make arrangements with teachers for completing and turning in any missed assignments.

Illnesses

Students who become ill in class are required to proceed to the Headmaster's office, with assistance, for parental notification. They will be required to remain on campus until they are picked up or released by a parent.

Students who are deemed by a teacher or administrator to have, or to have potentially, a contagious illness will be isolated from other students and will be taken home by a parent. No such student will be permitted to return to school until a physician's note has been submitted to the administrative office, indicating that the student may safely return to school.

Bridgedale Academy is able to provide only routine first aid for students who become ill or injured at school. Tylenol or ibuprofen can be administered in the administrative office pursuant to a parent's permission upon completing and turning in the Student Information Form, which is due at orientation. Prescription medicine is kept and administered in the administrative office.

Morning Tardies

Students are expected to arrive prior to the start of school each day. Arrival after the start of class or athletic training is considered a tardy. Students are allowed only **three tardies per trimester**. Tardies beyond this number may result in a detention. Emergencies, inclement weather and driving delays will be taken into account. Unexcused classroom tardies may also result in disciplinary action being taken.

Homework

Meaningful homework assignments are an important part of the Academy's curriculum. Total homework assignments for each school night should be within the following guidelines:

1. Grade 6 and 7: 40 to 60 minutes

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Grades 8 and 9: 60 to 90 minutes

2. From Friday to Monday is considered one school night for homework purposes; however, Friday to Monday is considered three school nights for major projects.
3. Homework may be assigned during long weekends, but it is not assigned the day of a vacation period to be due the day classes resume (Vacations include Thanksgiving, Christmas and Easter Break).

Students are expected to document assignments in their assignment pads each day. Teachers may initial the assignment pad each day to ensure that the student has accurately copied the assignment from the chalkboard. This procedure assists parents in their work with their children. If a student spends more time on homework than designated above, the teacher who assigned the homework should be promptly informed so that corrective measures can be taken. While, occasionally, homework assignments will require more than the designated time, if a student is spending excessive time on homework with little likelihood of satisfactory completion, the parent should help the student find a reasonable stopping point and then attach to the homework a note detailing the time spent on the incomplete assignment. The teacher will accept the homework and will then contact the parent to review the circumstances. The Headmaster should next be consulted if these steps do not remedy the situation.

All homework assignments are to be completed before the beginning of the class for which the work was assigned. Students are encouraged to learn to meet deadlines, and teachers work closely with parents to ensure that they do. The failure to complete homework on time results in the loss of a full letter grade on that assignment provided the homework is made up by the next class meeting. If the homework is not made up by that time, it is completed in an after-school detention and graded for a maximum of 50 percent credit.

Academic Honesty

Bridgedale Academy seeks to nurture absolute respect for intellectual property. Any willful misrepresentation of another's work or ideas as one's own — cheating or plagiarizing — will be treated with utmost gravity. Bridgedale teachers understand that students need coaching and careful guidance in such matters.

Off-Campus Educational and Cultural Programs

Bridgedale Academy recognizes that off-campus educational and cultural programs can provide students with an opportunity to use previously acquired knowledge

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and skills, while gaining new knowledge and skills. In the event that such an off-campus program is scheduled, Academy faculty and/or administrators will always be included as chaperones on these trips.

Whenever students are off campus on school-sponsored trips, they are subject to the Academy's rules and are expected to observe the Academy's standards of politeness and civility. Parents or family members of both students and teachers may be invited to accompany any class or group of students on such an off-campus program. However, adults should recognize that participation in these events will always include duties as chaperones assisting the teacher in maintaining general order among all participants. Families should not participate in these outings in any other way than as members of the Academy class or group involved in the program. Families should not expect teachers or Academy administration to provide the scheduling of transportation, room and board beyond what is necessary for student participation. Finally, teachers have final authority regarding the number of participants and chaperones.

CONDUCT AND DISCIPLINE

The role of discipline at Bridgedale Academy is to create an environment conducive to learning and maximum development. It is to provide an atmosphere of civility in which due respect will be given to teachers and to individual students, as well as to all institutional and private property, so that all Bridgedale student-athletes are able to pursue their learning and development without distraction. In addition, discipline at the Academy ought always to uphold the essential virtues established in the school's Mission Statement and professed in its curriculum. The Academy recognizes that the good conduct of students in school promotes their education. This requirement will also promote good behavior off campus and prepare students for good citizenship in adulthood. Accordingly, students will be expected to adhere to the general rules of the school as well as those rules established by each teacher within his or her classroom.

Disciplinary Action

Disciplinary action usually proceeds as follows:

1. Policy Reminder or Reprimand with possible loss of privileges
2. Demerit
3. Detention (i.e. In-School Suspension served in Headmaster's office)
4. Suspension (Out-of-School)
5. Expulsion

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To create an optimum learning environment, Bridgedale Academy maintains a policy of demerits and detentions with parental notification. The Academy's goal is to work closely with parents to uphold standards of respect and good behavior.

Demerits may be issued for the following:

1. Leaving an assigned seat without permission
2. Speaking without permission
3. Showing disrespect to an adult or another child
4. Teasing, roughhousing, fighting
5. Disrespecting or damaging another's property
6. Lying or creating a false impression
7. Incessant tardiness for class
8. Displaying conduct deemed by the teacher or Headmaster to be unbecoming of a Bridgedale Academy student

A student who receives more than one demerit in a single marking period must serve a detention (in-school suspension). The Academy notifies parents when a detention is required, and a day during the next three-day period is selected for the student to serve the in-school suspension. Students are relieved of all demerits at the conclusion of each marking period.

Any student who is subject to a fourth detention during one marking period serves, instead, a one-day out-of-school suspension. Suspended students are required to submit all missed academic work at the beginning of the next school day. The Headmaster may suspend any student when, in his judgment, circumstances necessitate it. Any student who demonstrates a general unwillingness or inability to abide by classroom or Bridgedale Academy rules is subject to expulsion. After meeting with parents, the student and involved faculty, the Headmaster will decide if expulsion is warranted. All disciplinary actions are conducted at the discretion of the Headmaster. Instances of academic dishonesty are regarded with the utmost gravity and handled separately for disciplinary purposes.

Prohibited Items

Any introduction of a weapon, an illegal drug, tobacco, alcohol or sexually explicit material will be treated as grounds for immediate expulsion. Any use of the same either at school or outside school will similarly be treated with utmost gravity and may be grounds for immediate expulsion.

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School Uniform

Our school uniform seeks to achieve a proper, business-like appearance for our students and to free them from fashion trends and peer pressure. The only authorized emblem on clothing is the Bridgedale Academy emblem, which is available through Bridgedale Academy's website. No other decoration or designation is allowed. A full description of the school uniform, including athletic training uniform and outerwear, is available on our website. Uniform is to be worn at all times during the school day and on field trips unless special instructions are provided. Hats are not to be worn inside the building. Dress code infractions will result in a policy reminder and may require that a parent bring approved clothing to the Academy office before a student may rejoin his class.

Jewelry and Hairstyle

Neck chains and watches should be removed during athletic training sessions. Hair is to be neat and clean. All questions of jewelry and hairstyle are at the discretion of the Headmaster. (See Uniform Code on the website for details.)

MISCELLANEOUS

Arrival Procedures

Students are to arrive at school no earlier than 6:30AM. Classes and/or athletic training sessions begin at 7:00AM.

Departure Times and Procedures

The regular school day ends at 3:25PM. Tutoring, Study Hall and supervision is provided until 5:00 PM. For liability reasons, any student not remaining on-site to participate in a club team practice must be picked up by 5:00PM. Students are dismissed from school through the Seven Bridges Ice Arena lobby and out the north-facing main doors. Students who are not to be picked up by 3:30PM must remain in a supervised classroom for Tutoring or Study Hall. When a child is to ride home with someone other than the customary driver, the parent must notify the teacher and/or Headmaster no later than 2:00PM. The parent must specify both the driver's name and a description of the vehicle. Students who walk or ride a bicycle to school are encouraged to go directly home following dismissal.

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Academy Communications Primarily by Email

The vast majority of Academy communication is accomplished via email. Parents are asked that they provide accurate email addresses for the purpose of consistent, relevant communication. Regular emails will be sent to teachers, staff and families. All members of the Academy community are asked to pay attention to these emails as this communication is vital to the success of our schoolwork and extra-curricular activities. On occasion, announcements will also be sent touching on special events or important announcements. These too will most often arrive via email, but may also arrive at homes through the post.

Messages to Students from Parents

Messages of an emergency nature will be delivered to students during the school day. All non-emergency messages are delivered after the school day ends.

Delivery of Items by Outside Vendors

Except when permission has been granted, students are not to interrupt the school day by ordering and arranging for the delivery of items from outside vendors. Parents should inform the administrative office if food is to be delivered for a student. Items delivered to the Academy and not immediately claimed will be kept at the administrative office until the end of the school day.

Food

Aside from scheduled Lunch and Snack Break, students are allowed to partake of food and drink only during specified times. When permission has been granted in a prior announcement, students may bring food for consumption during school events and activities that occur after school. Parents should note that chewing gum is never permitted.

Lost and Found

Lost items should be reported to the administrative office. Found items should be turned in to the administrative office.

Telephones

Students must obtain permission at the front office for using the Academy's telephone. Outgoing calls should be of an *urgent* nature and should be kept brief. Students do not have permission to use **cell phones** during the school day.

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Electronic Equipment

Students are not to bring electronic equipment to school, except for class use as authorized by the teacher.

Fire Drills

When the fire alarm sounds, all students go quickly and quietly by class to the approved exit displayed in the classroom. The last person exiting the classroom turns out the lights and closes the door. Students proceed to the back of the parking lot nearest their exit. They stand silently while the teacher takes attendance. When the return signal sounds, everyone returns to class quietly. In case of an actual fire, students will remain in a designated area in the parking lots until they receive further directions and parent notification has taken place. A copy of the fire emergency procedure with evacuation plan is posted in each classroom.

Tornado Drills

When an announcement is made, all students go quickly and quietly by class to the approved school location in the facility. Students then position themselves on their hands and knees, facing the exterior walls. Students are told when to return quietly to their classrooms. In case of an actual tornado, students will remain in their approved locations until they receive further directions and parent notification has taken place.

Inclement Weather Announcements

Delayed openings and school day cancellations will be announced through email correspondence as early as possible.

Visitors

All visitors, including parents, must report to the Headmaster prior to entering a classroom.

Age-Grade Placement Guide

Placement of incoming students in other than their scheduled grade level will only be considered after consultation with the Headmaster and relevant teachers. A careful review of the child's placement test results, previous education and curriculum, standardized test scores and assessment of personal readiness must be accomplished before any exceptions will be considered. All admissions decisions are at the discretion of the Headmaster.