

The Bridge Tutorial

Policy Handbook

2026-2027

Macon Road Baptist Church

11015 US-64

Arlington, Tennessee 38002

 (901) 451-9857

 admin@thebridgetutorial.com

 thebridgetutorial.com

Campus Policy

As a matter of safety and security for all tutors, students, and staff at The Bridge Tutorial, students are to be on campus solely for the purpose of attending classes or study hall. Students must be in class at all times unless they are transitioning to another class or arriving or departing from campus.

- Students are to remain in the Bridge Tutorial building at all times (no roaming around other areas of campus).
- No weapons of any kind are permitted on campus, including pocket knives.
- Students may not sit in cars in the parking lot without an adult present.
- No student is to remain in the Study Hall during a class period, unless they are enrolled in Study Hall.
- Once dropped off by a parent, students will not be allowed to leave the building until class is dismissed. Classes will not be dismissed early as the general rule.
- Any student not taking a class or Study Hall is to be picked up by a parent or leave the campus if driving themselves.
- Tutors and students are responsible to leave the facilities clean and ready for use for the next class.
- If a parent (and younger children) desires to remain on the campus during classes, please see the Study Hall monitor for designated areas.

Attendance Policy

Classes meet on Tuesdays and Thursdays at Macon Road Baptist Church, 11015 US-64, Arlington, TN 38002. Classes meet at 8:30am, 10:15am, 12:15pm and 2:00pm and are 1.5 hours in length, with a 15-minute break between classes and a lunch period from 11:45-12:15pm.

The school year at The Bridge Tutorial is 32 weeks in length, 16 weeks per semester.

The Bridge Tutorial recommends the following:

- For successful completion, courses require a joint effort among students, parents, and tutors.
- Occasionally, students will need to be absent from class. Be mindful of known absences, their quantity, and the effect they will have on the classroom experience. One class literally covers a week's worth of material.
- Please let tutors know as soon as possible about an absence. Absences are considered unexcused until excused by a parent's note, email, or phone call. An email/explanation from a child is not sufficient to excuse an absence.
- If a student is absent for any reason, please notify the tutor for missed assignments. Students are responsible for requesting missed assignments, obtaining missed notes from another student, and completing missed assignments.
- Always check with your child's tutor for specific attendance requirements.

- Graduating Seniors are required to attend class, take tests, and submit assignments through the last day of class. Tutors will not excuse assignments and tests missed or not completed. Tutors will post grades based on work completed.

Sick Policy

Please keep your child at home if they are sick. If your child has a temperature or has had a temperature within the last 24 hours, please keep them at home. You, as the parents, are ultimately responsible for determining your child's ability to actively participate in class and to notify the tutor of the absence. We strive to provide a healthy environment for all students attending classes at The Bridge Tutorial.

As stated above, if a student is absent for any reason, please notify the tutor for missed assignments. Students are responsible for requesting missed assignments, obtaining missed notes from another student, and completing missed assignments.

Behavior Policy

While on the campus of Macon Road Baptist Church, all staff and students will be expected to conduct themselves in a Christ-like manner. Students will be expected to adhere to all guidelines set by The Bridge and individual tutors.

- Students will behave respectfully toward one another.
- Students will behave respectfully toward the church building and grounds. As stated in our Medical Release, any damage resulting from an accident caused by a student will be the sole responsibility of the student and their parents.
- Students will be expected to follow all set guidelines given by tutors in each class.
- Students will refrain from any public displays of affection (PDA). Students may not hold hands, embrace, hug or kiss other students, or maintain close body contact.

Dress Code Policy

It is our desire that all students exhibit Christian character in their dress; therefore, neatness and modesty should govern all forms of attire.

- Students may wear fingertip length Bermuda shorts and skirts, blue jeans, slacks, or capris. Please no short shorts or skirts.
- Leggings can be problematic because they are tight-fitting. No spandex exercise tights are allowed. Girls may wear leggings ONLY if a loose-fitting shirt comes down at least fingertip length and covers the derrière.
- All students should refrain from wearing tank tops without an over-shirt, low-cut or midriff shirts/blouses, and any exposed undergarments.

- Students may not wear offensive t-shirts on campus.
- Young men should not wear make-up while on campus.
- Students will be warned for the first violation and the parent emailed of the indiscretion. If needed, the Study Hall monitor will ask a student to put on a sweater or pair of sweats we keep at The Bridge if the student is wearing immodest attire.

Study Hall Policy

Study Hall is provided for students needing a designated area to study during each period of classes. Study Hall fee will be \$100 per semester per student for one class period on one day.

Students must be registered in Study Hall as part of The Bridge registration. However, students may need a Study Hall from time to time as a 'drop-in.' Students may drop-in for a nominal fee of \$10 per class hour. Please notify the monitor ahead of time (if possible) with which hour and fee agreement.

Photo Release Policy

During the year we like to take photos of the students in class and other happenings during the class day. Sometimes we use photos on our website, on our bulletin board, in the MHEA yearbook, on social media, and in publications to inform the public of our program. Permission can be granted or denied on our registration forms.

Parental Responsibility Policies

Parents are considered the primary teachers and are ultimately responsible for the education of their children. Classes at The Bridge are supplementary and designed to enhance, not replace, the teaching of the parent in the home. Parents are expected to play an active daily/weekly role in oversight of the following areas:

- New material presented in class
- Assignments given for each class during the week
- Preparation for the next week's class
- Assurance that assignments are turned in on time

Parental follow up and daily involvement are vital to the success of each student.

The Bridge Tutorial is NOT an umbrella school; therefore, parents are responsible for registering with one of the Tennessee umbrella groups for all legal educational requirements and cumulative records.

IMPORTANT: Sharing assignment sheets, class notes, tests, or class notebooks with non-enrolled families is strictly prohibited and is defined as 'theft of services' as well as a violation of copyright laws of the distributors of materials used by The Bridge Tutorial. Parents are required upon registration to sign a commitment not to share any Bridge materials.

Student Responsibility Policies

- Behave respectfully
- Dress modestly

- Prepare for each class by completing all assignments and turning them in on time
- Participate in class
- Be on time
- Let the tutor know of any absence and arrange to get all missed handouts/assignments
- *Cell phones and other electronic devices are required to be turned off during classes. In an emergency, parents may contact the tutor of the student's class.*

Tutor Responsibility Policies

- Be prepared for each class
- Maintain order and require respect from each student
- Provide parents with enough material and necessary helps to follow through with students' assignments during the week and ensure a student's success
- Start on time and do not dismiss until the class period is over. Parents contract with individual tutors for services. In the event that a tutor is unable to complete the year, a prorated fee for tuition and the materials fee will be refunded to The Bridge to pay a contracted substitute tutor for the remaining scheduled classes.

Tutor Sick Day Policy

Tutors are allowed one emergency day per year per class without refund or make-up of the class period. Weekly assignments and homework will be required even if the tutor is absent. Any other class cancellation will require a make-up class or prorated refund of tuition. Tutors may use a qualified substitute tutor to teach during their absence.

Conflict Resolution Policy

If a student or parent has a conflict that needs attention, please call the tutor immediately to address the problem. It is usually necessary for us to talk to a parent by telephone or conference rather than by email in this situation. If the parent or tutor does not reach a satisfactory resolution, the director is to be notified as soon as possible for a conference between the parties involved.

Discipline Policy

If a student violates the code of conduct, dress code, or tutor guidelines, they will receive one warning. They may be sent out of the room in order for the tutor to resume teaching the other students if the misbehavior warrants. The parent will be emailed and/or phoned during the week. Subsequent warnings will require a call from the tutor to the parent. Any further need for discipline will require a conference between student, parent, and the director before returning to class. The director of The Bridge reserves the right to suspend or expel a student due to behavioral issues. There will be no refund of tuition due to suspension or expulsion.

Financial Responsibility Policy

Registration Fees

A non-refundable registration fee is due upon registration. Registration Fees are paid online by credit card, or by check to Macon Road Baptist, within one week of Registration.

All Bridge Registration Fees are non-refundable after May 30, 2026.

Tuition Deposits and Tuition Fees

You are contracting with each individual tutor for classes. Classes require a minimum of 5 students. Tuition Deposits and Tuition Payments are paid directly to individual tutors. Tuition Deposits are non-refundable after May 30, 2026, unless a class does not make.

The exception to this rule is the ACT Prep class since it only meets for six weeks. Registration is available online for ACT Prep. No registration fee is required if ACT Prep is the only class taken.

Upon your completed registration, tutors will contact you via email for each class. As tuition payments are made directly to the tutors, each tutor will discuss class Tuition Deposit and Tuition Payment options at this time.

Payment Schedule:

- Tuition Deposit payable to individual tutors: dated current date
- Two Tuition Payments payable to each tutor: August 8, 2026; January 5, 2027

Tuition will not be prorated for missed classes since tuition serves to reserve class space and to compensate for preparation the tutor has already completed. However, a class may be dropped by June 30th with the understanding that Registration Fees and Tuition Deposit are non-refundable. Tuition checks will be destroyed or returned as directed by the parent.

After June 30th, NO REFUNDS will be given for Tuition Payments even if a student must drop or withdraw early.

Students will not be considered 'fully registered' until the Registration Fee, Tuition Deposit, and Tuition Payments for each class have been received.

NO refund will be given for Tuition Payments after the June 30th drop date.

Early Withdrawal Policy

Early withdrawal will require written notice to the tutor and The Bridge Tutorial Director. There will be no refund of Registration Fee, Tuition Deposit, or Tuition Payments.

***Tuition Payment refunds will be considered for extenuating circumstances on a case-by-case basis only.*

Director's Policy

Statements and Policies are set by The Bridge Tutorial Director and reviewed on a yearly basis.

The Director of The Bridge Tutorial reserves the right to:

- Decline a family registration application for membership and class participation
- Suspend or expel a student due to behavioral issues
- Make changes to this policy as necessary without notice

For questions or additional information, please contact:

The Bridge Tutorial

 (901) 451-9857 •  admin@thebridgetutorial.com

 thebridgetutorial.com

♥ Updated January 2025