

# T.E.A.C.H. Elementary Guidelines

## 1. FINANCIAL INFORMATION AND COSTS

### ADMIN-FACILITY FEE & LIABILITY FORM:

- Admin-Facility fee will be paid in CASH. **\$200 per student, annually.**  
(Covers heating/cooling/administrative expenses)
- No student will be allowed on campus without the liability release and Admin-facility fee forms completed.

### TUITION:

- Tuition is paid to teacher on the **first class period of the month.**
- A **\$10 late fee** will be charged if the payment is not received that day.
- It is important for our teachers to teach and not be distracted with collecting payments.
- If paying in cash, please have the exact amount.
- Tuition reminders will be updated through Remind 101.
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## 2. BEHAVIOR

### BEHAVIOR:

Students are expected to complete infrequent homework on time and be respectful. No foul language, excessive class interruptions, or other inappropriate behavior are allowed. Should a student persist in any inappropriate behavior, the teacher will arrange a conference with the parents. Afterwards, however, if the behavior continues, the teacher reserves the right to expel that student from class.

**Bullying** is unwanted, aggressive behavior that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time.

### Types of Bullying

Verbal bullying is saying or writing mean things:

- Teasing
- Name-calling
- Inappropriate sexual comments
- Taunting
- Threatening to cause harm

Social bullying involves hurting someone's reputation or relationships:

- Leaving someone out on purpose
- Telling other children not to be friends with someone
- Spreading rumors about someone
- Embarrassing someone in public

Physical bullying involves hurting a person's body or possessions:

- Hitting/kicking/pinching
- Spitting
- Tripping/pushing
- Taking or breaking someone's things
- Making mean or rude hand gestures

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**Bullying Policy:** If a student accuses another student of bullying, that student **must put the accusation in writing**, with the help of a parent if necessary. This statement must include what happened, where it happened and the times/dates on which it happened. Then it should be given to the student's teacher or to Mrs. White. Once the teacher receives the statement he/she will contact the parents of both students to arrange a conference. All parties **must** attend the conference. If the accusation proves true, then the bully will be expelled from T.E.A.C.H. If the accusation proves false, the accuser will be expelled.

## **RESTRICTED BUILDING AREAS FOR STUDENTS:**

- Students are to remain in the wing where classes are held.
- Students are not allowed in the sanctuary, upstairs, office area or children's wing unless escorted there by a teacher or parent.
- Students must be in either their classroom or with their class at all times.

## **LUNCH PERIOD:**

- The lunch period is thirty minutes.
- Must stay on campus during the lunch period.
- All uneaten food must be thrown away each day.
- Students must clean up after themselves.
- All food must be eaten in the designated lunch area.
- **NO FOOD IN THE CLASSROOMS.** Only water is allowed in the classrooms.

## **3. CLASS ATTENDANCE**

### **STUDENT PICK UP AND DROP OFF:**

- Pick up your student within 10 minutes of release. **If parents have not picked up student within TEN minutes, student will be sent to study period, and parents will be charged \$10 for the supervision.**

### **TARDY:**

- Students should arrive on time for class.
- When a student is late, he will not only miss part of the lesson, but will also disrupt the class.
- If student will be tardy, please call or text teacher before class.

### **ABSENCES:**

- Call or text the teacher before class, if student will be absent. If you forget to contact the teacher before class, please do so as soon as possible.
- Since T.E.A.C.H. classes are only two days a week, we discourage planned absences because the student misses several hours of class relative to the total offered.
- If, however, you do vacation during the school year, please contact your teachers well in advance to arrange make up lessons.
- If your student has had a fever, vomited or diarrhea in the last 24 hours, please stay home.

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## **BAD WEATHER DAYS/CANCELLATIONS:**

- No classes when CISD cancels; CISD delayed starts are at the discretion of teacher.

## **4. SAFETY**

### **DROP OFF/PICK UP POLICY:**

- *Ten minute parking maximum.*
- *If a friend or relative will be picking up your student, please inform them of our policy.*

### **DOORS:**

To prevent unauthorized entrance into T.E.A.C.H., the main entrance will remain locked during school hours.

## **5. ELECTRONIC AND OTHER COMMUNICATION**

### **INFORMATION SOURCES:**

#### **T.E.A.C.H. WEBSITE:**

<http://www.teachcleburne.com/teach-elementary.html>

#### **T.E.A.C.H. FACEBOOK PAGE:**

<https://www.facebook.com/teachelementary/>

#### **REMIND 101:**

Every parent must sign up for the Remind 101: We will use Remind 101 to send one way communications about important updates.

#### ***Instructions to register for our Remind 101:***

Text " \_\_\_\_\_ " to phone #

#### **USE OF TECHNOLOGY IN CLASSES:**

Use of technology in the classroom is at the sole discretion of the teacher. Any distractions created by phone calls or texting will be dealt with on an individual basis.

## T.E.A.C.H. Elementary Guidelines

I have read and will comply with all T.E.A.C.H. Elementary Guidelines. The parent is responsible for his student obeying the guidelines.

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(Parent Signature)

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(Date)

**I agree to allow photos or videos taken of my student(s) that may be posted online.**

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(Parent Signature)

(Date)