

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 Tuesday 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.

2. 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

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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

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.

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, parents will be charged \$10 for the every 10 minutes parents are late – unless prior arrangements are made.**

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 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.

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ILLNESS

If your student has had a fever, vomiting or diarrhea in the last 24 hours, please stay home.

BAD WEATHER DAYS/CANCELLATIONS

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

Since tuition is **annual (not per day)**, monthly tuition installments remain the same.

TEMPORARY SCHOOL CLOSING DUE TO A HEALTH CRISIS

If a majority of our students are ill at the same time, T.E.A.C.H. will close for the week.

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4. CELL PHONES

Students are NOT allowed to bring cell phones on the T.E.A.C.H. Elementary campus. If a student brings one, it will be confiscated and a \$10 fee charged to redeem it. Only the parent can redeem a phone.

5. TOYS

Students are not allowed to bring toys to school unless the teacher has specifically requested them.

6. SAFETY

DROP OFF/PICK UP POLICY

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.

6. ELECTRONIC AND OTHER COMMUNICATION

INFORMATION SOURCES

T.E.A.C.H. WEBSITE

<http://www.teachleburne.com>

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.

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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.

(Parent Signature)

(Date)

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

(Parent Signature)

(Date)