

T.E.A.C.H. Guidelines

1. FINANCIAL INFORMATION AND COSTS

ADMIN-FACILITY FEE & LIABILITY FORM:

- Admin-Facility fee will be paid in CASH. **\$200 per student.**
(Covers heating/cooling/administrative expenses)
- Due **at Mandatory Parent Orientation.**
- No student will be allowed on campus without the liability release form and Admin-facility fee paid.

TUITION:

- **Tuition is annual**, but parents can pay by semester or in monthly installments. See our online “Tuition Fees and Schedule” for payment details.
- The nonrefundable registration fee covers Aug/Dec tuition payments. No tuition is due in Dec.
- Tuition is paid to each teacher on the first class period of the month.
- A \$10 late fee will be charged if payment is not received on due date. No grace period unless student is absent due to sickness.
- If paying in cash, please bring the exact amount.
- Contact teachers to arrange electronic payments.
- Tuition reminders will be updated through Remind 101.

TUITION CONTRACT & WAIVER

- One parent/guardian must sign the **Contract for Payment** at registration, agreeing to pay the full year’s tuition. (See above payment plans.) Parent will print out two copies to bring to registration.
- The **Contract Waiver** may **also** be signed if parent/guardian is unsure a class will be a doable fit for the student. Parent/guardian will print out two copies to bring to registration. Parent/guardian has **four weeks from the first class** to decide.
- Should the **class NOT be compatible** for the student, then a penalty fee of \$100/class will be payable to the teacher, and any remaining annual tuition due after the date of withdrawal will be waived.
- If the **class IS compatible**, the waiver will be voided, and the contract will remain in place.
- **Behavior Code Violation:** If a student persists in violation of the T.E.A.C.H. Behavior Code, the teacher reserves the right to expel the student. The Contract for Payment will NOT be voided; parents will still owe the full year’s tuition.
- Should a parent withdraw a student and violate the **Contract for Payment** by not paying the remaining annual tuition per class, that student will **not** be allowed to return to T.E.A.C.H. in the future.

2. BEHAVIOR AND DRESS CODE

DRESS CODE:

- Shorts & dresses must be knee-length
- No cleavage or midriffs showing
- No public display of affection (PDA)

T.E.A.C.H. Guidelines

BEHAVIOR:

- Students are expected to complete 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 and/or not turning in homework, the teacher will arrange a conference with the parents. Afterward, however, if the behavior continues, the teacher reserves the right to expel that student from class.
- If a student has a complaint about a teacher, he/she should address that with the teacher and his/her parents. The student may also share the concerns with the Director. The student must **never bring complaints to another teacher or gossip those complaints to other students** – that will be grounds to expel the student
- Students are **not** allowed to wear **earbuds** in class.
- Students are **not** allowed to wear any head coverings that **cover their ears**.
- **No sodas** are allowed **on campus**.

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

Bullying Policy: If a student accuses another student of bullying, that student **must put the accusation in writing**. 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.

T.E.A.C.H. Guidelines

- Students must be in either their classroom or enrolled in paid study hall.

LUNCH PERIOD:

- The lunch period is thirty minutes.
- Must stay on campus during the lunch period unless parents provide a written exemption.
- The students may use the microwave.
- 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 is allowed in the classrooms.

PHOTOGRAPHS:

Pictures will be taken throughout the school year for our annual showcase and website. By signing our guidelines signature form, parents are permitting their student(s) to be photographed. **To opt out of pictures, please submit a letter to the teacher(s) to that effect.**

3. CLASS ATTENDANCE & MAKE UP CLASSES

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.**
- Students who drive themselves must leave when their class is over. Students with an empty time slot between classes must leave or sign up for a paid study period.

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 the student will be absent. If you forget to contact the teacher before class, please do so as soon as possible.
- Since T.E.A.CH. classes are only one or two days a week, we discourage planned absences because the student misses too many lessons with accompanying homework. If, however, you do vacation during the school year, please contact your teachers well in advance to arrange make-up lessons and homework.
- If you are running a fever, please stay home.

MAKE-UP CLASSES:

- No charge for absences due to illness or funerals.
- Make-up classes for a student's absences are at the discretion of each teacher.

BAD WEATHER DAYS/CANCELLATIONS:

- No classes when CISD cancels; CISD delayed starts are at the discretion of teachers for 8:00 classes.

T.E.A.C.H. Guidelines

TEMPORARY SCHOOL CLOSING DUE TO A HEALTH OR WEATHER CRISIS

- In the event of a local/state/national health or weather crisis, T.E.A.C.H. will close for the time recommended.
- Teachers will provide instruction via electronic means for each class.
- Since tuition is **annual (not per day)**, monthly tuition installments remain the same.

4. GRADES AND ADMINISTRATION

THINKWAVE:

- T.E.A.C.H. classes use ThinkWave to post grades and homework assignments. You will receive an email invitation to create an account. You can link all your T.E.A.C.H. classes for one login.
- Please check ThinkWave weekly to stay updated on your student's progress and assignments.

PRINTING PROBLEMS:

- Classes may require the student to print out homework. Ensure that your printer is functional and provide a supply of ink and paper.
- If your printer is nonfunctional, the student is required to write homework by hand or print homework out elsewhere (before class). Do not wait until just before you leave for class to print out homework. If you have printer problems, then you will not have homework to turn in.
- If your printer is broken, arrange with a friend or family member while you resolve your printer issues. The public library is also an option.

5. ELECTRONIC AND OTHER COMMUNICATION

INFORMATION SOURCES:

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

<http://www.teachcleburne.com>

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

<https://www.facebook.com/TEACHCleburne13>

USE OF TECHNOLOGY IN CLASSES:

All cell phones must to put on silence and placed in the container provided by the teacher upon entering the classroom. **NO exceptions.** Students may use cell phones for class instruction at the teacher's discretion. Afterwards, though, the cell phones **must** be returned to the container.