

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 new parent mandatory orientation meeting for new students or first day of school for returning students, of each semester*
- No student will be allowed on campus without the liability release and Admin-facility fee forms completed.

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.

2. BEHAVIOR AND DRESS CODE

DRESS CODE:

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

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. Afterwards, however, if the behavior continues, the teacher reserves the right to expel that student from class.

T.E.A.C.H. Guidelines

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.
- 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 enrolled into paid study hall.

LUNCH PERIOD:

- The lunch period is thirty minutes.
- Must stay on campus during the lunch period.
- The students may use the refrigerator and microwave(s).
- 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.

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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) 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 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 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.
- For all other absences, there is a \$25/hour charge.
- 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.

TEMPORARY SCHOOL CLOSING DUE TO A HEALTH CRISIS

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

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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. SAFETY

DROP OFF/PICK UP POLICY:

- Pull up to the curb **all the way to the end of the block** (or as far as the cars ahead of you permit).
- If the curb is full, please go around the block or park on Wardville Street.
- Do **Not** drop off in the middle of the street.
- Do **Not** stop on Henderson.
- 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. A hall monitor will be stationed at the door to open it for incoming students or parents. However, the doors will be open for exiting.

6. 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:

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. Guidelines

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

I understand that photographs and videos will be taken of my child that might be posted on the T.E.A.C.H. website or social media.

(Student Signature)

(Parent/Guardian Signature)

(Date)