

# 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 annual**, but parents can pay by semester or in monthly installments. See our online “Fees & Tuition” document 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 remaining 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

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.

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## 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**, 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

### 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.

### 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.

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## 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 by other means for each class. Since tuition is **annual (not per day)**, monthly tuition installments remain the same.

## 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. PHOTOGRAPHS

Pictures will be taken throughout the school year for our Face Book page and yearbook. 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.**

## 7. SAFETY

### DROP OFF/PICK UP POLICY

- **Enter the SECOND driveway** and drive around the U-shaped road to the T.E.A.C.H. entrance.
- Do NOT enter the building. A teacher will escort your student to/from the building.
- Parent/guardian who picks up student **MUST** show student **color-coded card** provided by the teacher.
- If a friend or relative will be picking up your student, please inform them of our policies & provide them with the color-coded card.
- Pick up your student **within 15 minutes** of release.
- **LATE PICK UP:** If parents have not picked up student within 15 minutes, parents will be charged **\$10 for the every 10 minutes parents are late – unless prior arrangements are made.**

### 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.