

# 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 the due date. No grace period unless the student is absent due to sickness.
- If paying in cash, please bring the exact amount.
- Contact teachers to arrange electronic payments.

### TUITION CONTRACT

- 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.
- **Behavior Code Violation:** If a student persists in violation of the T.E.A.C.H. Behavior Code, T.E.A.C.H. reserves the right to expel the student. The Contract for Payment will NOT be voided if the violation occurs AFTER the grace period is over; parents will still owe the remaining year’s tuition.
- **Parent Expectations Violation:** If a parent violates the T.E.A.C.H. Parent Expectations, T.E.A.C.H. reserves the right to expel the student(s) of that parent. The Contract for Payment will NOT be voided if the violation occurs after the grace period is over; parents will still owe the remaining year’s tuition.

## 2. PARENT EXPECTATIONS

- T.E.A.C.H. is a partnership with parents. We teach the lessons, and we expect the parents to insure that their student(s) complete their homework.
- Parents are expected to get their students to T.E.A.C.H. on time for their first class of the day.
- Parents must insure that their student(s) do not miss their classes unless the student is ill or absent for a prescheduled vacation or event in which the teachers have been notified in advance.
- If the student or parent has an issue with a teacher, the parent is expected to go DIRECTLY to the teacher; NOT to the director, NOT TO GOSSIP to other parents, and NOT to use the teacher group communication app to announce your issue. If the parent-teacher meeting regarding the issue cannot be resolved, then the teacher will schedule another meeting that includes the director.
- If a parent has an issue with a T.E.A.C.H. at-large concern, that parent must arrange a meeting with the director; NOT TO GOSSIP to other parents, and NOT to use the teacher group communication app to announce your issue.

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

## 3. 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. 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 about 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**.
- **No food** is allowed in the classroom unless it's a class party.

**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:

- Inappropriate sexual comments
- Threatening to cause harm
- Physical bullying involves hurting a person's body or possessions:
- Hitting/kicking/spitting
- Taking or breaking someone's things
- Making 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 the Director. 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 must be in either their classroom or enrolled in paid study hall.

### 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.**

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## 4. 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 the student will be tardy, please call or text the 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.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.

### 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 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.

## 5. CELL PHONE USAGE

- Cell phones **MUST** be OFF and **IN THE STUDENT'S BACKPACK** while on campus. The only exception is if the teacher permits cell phone usage for an **IN CLASS** assignment.
- If a student **VIOLATES** this policy, T.E.A.C.H. reserves the right to charge a \$25 fee and will confiscate the phone. **ONLY THE PARENT** will be allowed to pick up the phone and pay the fee.

## 6. 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.

[teachcleburne.com](http://teachcleburne.com)

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