

# ***Home Education Learning Partnership*** **Statement of Commitment and Agreement**

Revised for 2009-2010

## **Parent and Student: Read Carefully and Sign to Affirm on the Registration Form**

### I. I understand and agree to abide by the following **Code of Conduct**:

1. Students are expected to willingly obey and respect all teachers, assistants and staff. This corporate learning experience is a privilege to share, not a right. Our standard is excellence and we are choosing to invest this time in learning, not in conflict resolution.
2. Students are expected respect the values held by this ministry in speech and conduct  
Kind speech and respect among peers is expected at all times.
3. Students will address all instructors and adults by the titles Mr. or Mrs. followed by a surname (for example, Mrs. Coward not Mrs. Anita).
4. All students shall arrive at class with clean, well-fitting and modest attire. We do not want dress to be a distraction to anyone. Excessive piercings would not be appropriate. We want students to be “dressed to learn”; therefore, faddish or trendy clothing is discouraged. If Director deems your clothing to be inappropriate, you will be required to wear a painting smock during your time with us. Parents will not be called to provide alternative clothing.
  - a. We prohibit tank tops, tops that reveal bare shoulders, spaghetti straps and mid-drifts. If raising your hand in class reveals skin below your shirt, that shirt will not be appropriate.
  - b. No short shorts or short skirts. Our main concern remains to be good coverage. Shorts must extend past the fingertips.
  - c. No T-shirts with an offensive message.
5. No student shall attend class within 24hrs of fever, vomiting, presence of colored mucus or of any communicable illness.

### II. I understand and agree to the following **Attendance, Preparation and Respect for Time Policy**:

1. Students shall arrive promptly at class time prepared for class with completed assignment and any necessary materials. Student should exhibit a willing and teachable spirit. Students who become characterized by not completing their work (and completing on time) will be instructed NOT to return to class for the remaining part of the year. This will not however, release them from their financial obligation to the program.
2. Parents are responsible for arranging supervision of their children at all times. Our staff is not equipped to supervise children who are not in class. At no time will children be allowed to loiter in the halls of the building. This is for safety reasons as well as for the consideration of classes in progress. Please note lunch supervision (1<sup>st</sup>-12<sup>th</sup>), Gap Care and Monitored Study hall (9<sup>th</sup>-12<sup>th</sup>) on the registration form. These services are available for a small fee to assist you in securing supervision at all times. These services will be made available to your family unless they are abused in which case you would have to make other arrangements.
3. Parents may not remain in the building while their child is in class. Congregating mothers and siblings are a disturbance to classes in session.
4. Parents who need to speak with the Director are encouraged to call ahead for an

appointment to receive undivided attention. A telephone appointment might be a better option for those who would have a child with them at the time of the appointment.

5. Parents may not approach any instructor at the start of class with any information that could have been shared prior to class or that could wait until the following day.

6. Students must remain in the building and be picked up promptly at the end of class by parent or other authorized adult. Fines will be assessed for late pick-up. No student shall leave class and escort himself to any other city location. The student that currently enjoys the Driving Privilege would be the exception.

7. I have read and signed the release form as part of Registration.

III. I understand and agree that by registering for the class indicated that I am making a **Financial and Time Commitment** to the class for 8 months (7 payments).

1. Following are the only valid reasons for breaking this agreement:

1. Death of a Parent
2. Moving 30 miles farther from class
3. Parent becomes unemployed

2. Following are NOT valid reasons for breaking this agreement:

1. Student re-enrolls in school.
2. Student loses interest in the program.
3. Student/Parent has too many other activities.

**\*It is vital to the success of both students and classes that parents make a serious commitment to the class and become familiar with classroom assignment/techniques and give full support at home.**

3. Tuition payment is due to Director by the first class time of each month.

September's tuition must be postmarked by September 1.

Registration fee and lab fees are non-refundable and required to secure your space.

IV. I understand and agree to the following **Procedure for Conflict Resolution**:

1. All concerns of the instructor shall be promptly discussed by instructor, parent, and student.

2. All concerns/questions of parents and students shall be directed to the class instructor and will be addressed accordingly. We wish to hear your questions and comments, including constructive criticism. Your feedback is a valuable source of information and evaluation for us.

3. Any conflict that does not meet with satisfaction for all parties may be brought to the attention of the Director.

4. Instructors reserve the right to dismiss any student presenting habitual discipline issues.

V. I understand that my family must comply with all of the policies outlined in the Parent/Student Handbook.

1. I understand that this Statement of Commitment form represents a brief summary of select policies to help families gain a minimum understanding of this partnership during registration.

2. I understand that the opportunity to withdraw due to a policy is during the **group** orientation after the Director has presented the policies to the group.

**Sign to affirm this commitment on the Registration Form and retain this copy for your records.**