



## Statements and Policies 2018-2019

### **Mission Statement:**

We strive to work hand in hand with parents to challenge, inspire and empower students to fully glorify God with their gifts and talents. We endeavor to inspire young men and women to embark on a path of becoming lifelong learners. We believe that as such they will more fully bear God's image to the world.

### **Statement Of Purpose:**

- To support and encourage parents as they endeavor to prepare their children to become responsible, mature adults.
- To assist parents in teaching their children to distinguish truth from falsehood.
- To reinforce parents' God given role in their children's character development through teachers who teach from a biblical worldview.

### **Statement Educational Philosophy and Faith:**

Teaching from the heart will communicate more than just facts and figures. Our philosophy reflects that. We strive to teach in the area of our passion. That way we feel we can inspire our students to consume the truths from each subject we teach. Our teachers are committed to teaching from a biblical worldview. We believe that God's word is inherent, and that He teaches us in His word to use our gifts to bear His image to our students. All of our teachers have professed to be followers of Christ and have signed a statement of faith. We do not however require our students to be a believer of Christ in order to participate in our classes at The Cordova Tutorial.

### **Statement Of Responsibility:**

- Parents are primarily responsible for the education of their children. We strive to create classes to enhance not replace your role in your child's education. This being said parents are expected to be aware of the material covered and assignments given to their students and assist them to complete all their assignments. Parents are expected to get the students to class on time with supplies and assignments. Parental involvement is the key to the success of their student. \*High School parents are responsible for verifying their student's curriculum is acceptable with your cover school.

\_\_\_\_\_ Parent Initials

- Students are expected to act in a responsible manner, this includes being on time, having all assignments on assigned dates, being respectful to all teachers, adults and fellow students, respecting all supplies and the facility and adhering to the dress code. Unbecoming behavior will not be tolerated. This includes dress, speech and actions. There will be no weapons (including knives) electronic devices; Ipods, phones or any other device that can distract the learning environment. (I-pods played very quietly will be allowed in study hall with parents permission only) Cell phones must be off. An emergency contact number will be provided to the parents. Any device that distracts class will be taken at the teacher's discretion and will be returned to the parent of that student.

\_\_\_\_\_ Student Initials

- Tutors preparation for each class will be done in a timely manner. Classes will start on time and finish on time. Tutors will require respect from each student and will discipline the student and the class as needed to maintain order. Tutors will provide parents with enough information and material necessary to help their students achieve success in the given subject. Tutors will cover the subject materials outlined in their descriptions for the class.

# FINANCIAL COMMITMENT

I understand that enrolling in classes at The Cordova Tutorial is a **yearlong commitment**, and in signing up for a class or classes I am committing to the tutor/tutors to pay for the entire year regardless of my situation or my child's attendance.

\_\_\_\_\_ Parent Initials

I also understand that classes may be dropped before July 1st with the understanding that registration fees and class deposits (supply fees) are non-refundable. Classes dropped after July 1st will receive **no refund of tuition, fees or deposit.** \_\_\_\_\_ Parent Initials

I have read and agree with the above statements and understand my commitment to the tutor/tutors of The Cordova Tutorial is for the complete fiscal year. I understand that failure to do so will result in default of contract and result in fees/credit reporting, and restrictions to admissions to TCT in the future.

Parent Signature \_\_\_\_\_

Print name of Signature \_\_\_\_\_

Date \_\_\_\_\_

**Financial Policies:** A \$50 per student Registration fee (\$140 per family cap) is due at the time of registration and the check needs to be made payable to Megan Powell

Tuition Checks should be postdated for and will be cashed on the appropriate dates (see below). Make checks payable to the tutor of the class – Due at the time of registration. (See tuition payment schedule below) Registration fees and class deposits (supply fees) are non-refundable.

**Late Payments Policy:** Payments over 15 days late will be assigned a \$30 late fee. Payments over 30 days late will result in students missing classes until all fees for that class are paid.

**Tuition Payments:** Payments are paid to the tutor at time of registrations. Checks should be post-dated in the following manner

- 1 payment - July 1, 2018
- 2 payments – July 1, 2018 & January 1, 2019
- 4 payments – July 1, 2018; October 1, 2018; January 1, 2019; March 1, 2019
  - *Payments for insufficient funds will result in \$35 insufficient funds fee*

**Grading:** In our classes we will provide the instruction, hands-on and cooperative learning activities that will reinforce the new skills and knowledge the students will be acquiring. When appropriate tutors will administer tests and grades to assess student's mastery of the subject taken, ultimately however the parents have the responsibility to report their child's grades. Students are responsible to complete all missed assignments. Please contact the tutor for missed assignments.

**Tutor Sick Day:** Tutors are allowed one sick day per year without refund or make-up of class. More than one will require scheduling a make-up class arranged by the tutor.

**Attendance:** We work as a team with you the parent to help your child to complete the class successfully and we know that you are aware that attendance in class is expected. If you have to miss a class for illness or other important event please contact your tutor to receive missed assignments so they can be completed. While on campus students must be in class or in transition to another class. Students are not to leave the main hall for any reason without permission. There are to be no students sitting in cars or outside designated class area without a parent or supervising adult present.

\_\_\_\_\_Initial

**Dress Code:** All students will be expected to wear blue jeans, slacks, leggings with tunic type tops that must cover to finger tips, Capris or knee-length shorts/skirt (no short shorts, cut off shorts, short skirts, low riding pants [that show their underwear], tank tops, midriff, low cut tops, or T-shirts with unacceptable sayings, etc.). Neatness and modesty should govern all forms of dress.

Students must carry a book bag to hold all their materials and possessions and keep it with them at all times.

\_\_\_\_\_Initial

**Behavior Expectations:**

- Our Students are expected to conduct themselves in a respectful manner to all teachers, parent helpers, students and facilities.
- The building and grounds will be left the way we found them or cleaner. If an accident results in the damage of any kind payment to replace or repair will be the responsibility of the student and their parents.
- In each class the student will receive behavior expectations and will be expected to meet them.

\_\_\_\_\_Initial

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**School Day Expectations:**

- **Students are to remain in their classrooms until period ends.**
- **They are to remain in designated areas only; they are not allowed to wander the halls of the facility.**
- **Bathrooms and hallways are to be left clean after use.**
- **No guns, knives, or weapons of any kind can be brought into the facility**
- **Students who are on site but are not taking a class that period must be scheduled for the study hall or picked up by an adult.**
- **If the student is a licensed driver with their own transportation they will be allowed to leave the premises by themselves unless arranged beforehand with the administration or the study hall tutor.**
- **Failure to do the above can result in suspension, or expulsion**

**Student Signature \_\_\_\_\_ Parent Initials \_\_\_\_\_**

**Mode of Discipline:** If a student violates the code of conduct, dress code, or tutor guidelines, he/she will receive one warning. They may be sent out of the room in order for the tutor to resume teaching the other students if the misbehavior warrants. The parent will be phoned during the week. Subsequent warnings will require a call from the tutor to the parent. Any further need of discipline will require a conference with the student, parent and an administrator before returning to class. The Administrators of *The Cordova Tutorial* reserve the right to suspend or expel a student due to behavioral issues. There will be no refund of the tuition due to the suspension or expulsion.

**Photo Release:**

I hereby grant *The Cordova Tutorial* permission to publish my child's/children's photographs in publications and or on *The Cordova Tutorial* website. I understand that this photo may be used in agency publications or on a website designed to promote the agency's services as well as offer information and resources. By signing below, I acknowledge my understanding of the above and grant my permission for the use of the photographs.

\_\_\_\_\_  
(signature)

\_\_\_\_\_  
(date)

Dear Student and Parent,

Our Policies have been reviewed by the staff and will be reviewed yearly. The Tutorial reserves the right to:

- Decline a family from registering and participating in class
- Suspend or expel a student based on behavioral issues.
- Remove child from classes if there is a failure to pay fees

Signing below means you have read and understand the Statements and Policies of *The Cordova Tutorial* and you intend to follow them.

Parent's Signature \_\_\_\_\_ Date \_\_\_\_\_