***Lakeway Heritage Community Co-op 2018-2019 Parent/Student Contract***

This form is to be read very carefully by parents and students. There is a more complete explanation of these rules in the Co-op Policies document. This should be read by each family. Parents, please initial at each parent space to indicate your understanding of the material. Please have students read and initial all student blanks indicating their understanding of the material.

**I. STUDENT CONDUCT AND BEHAVIOR** While on campus Students must:

1) Show appropriate respect to all teachers, volunteers, facility staff, and other students.

2) Comply with the published “Discipline Guidelines” found in the Co-op Policies document.

3) Abide by Dress Code guidelines:

• No offensive text/graphics on clothing.

• No exposed underwear, midriff, or cleavage.

• Shorts, skirts, and dresses must be no shorter than 3” above the knee.

• Leggings may be worn, but only with a skirt or dress that meets the dress code length.

• All shirts (boys & girls) must have sleeves.

• The Board reserves the right to determine unacceptable dress.

4) Remain in the building during school hours unless otherwise directed by Lakeway Heritage Community Co-op teachers/staff. Students may only be outside with adult supervision.

5) Comply with all guidelines/rules of the facility we are using.

6) No visitors are allowed to accompany students to classes without board member approval.

7) **Children not in LHCC classes must be supervised**and should not be allowed to disrupt classes or roam hallways. **ONLY** parents who are on the premises teaching or working their volunteer hours have the option of using the childcare room for younger siblings. Fee is $3/hr per child payable to the Childcare Volunteer at the beginning of the shift. Childcare is not a babysitting option while your older children are in class.

8) Respect the church property. They are allowing us the use of their facility, any damage to done to church property will be the charged to the family responsible.

Parents are expected to impress upon their students the need for compliance with Lakeway Heritage Community Co-op behavioral rules and guidelines. In the event of violations, parents will be contacted and expected to expeditiously remove their students for correction and parental counseling. If needed, the Board will follow our student discipline guidelines**. \_\_\_\_\_\_\_\_\_(parent(s)**

**initial)\_\_\_\_\_\_\_\_\_\_\_\_\_(student(s) initial)**

\*If repeated non-compliance to rules, student will no longer be allowed to attend co-op.

**lI. STUDENTS’ SAFETY/SUPERVISION** Lakeway Heritage Community Co-op’s last class ends at 2:30 pm, and children need to be picked up by then. **.\_\_\_\_\_\_\_\_\_\_\_(parent(s) initial)**

**lII. HOMEWORK RESPONSIBILITIES** Enrichment classes will offer limited homework and only serve to enhance the family’s home schooling experience. Course grades are not generally given for Enrichment classes, unless requested by the parents. Requested grades will be for class participation only. Students enrolled in Academic classes will most likely have weekly assignments/projects. These assignments should be a priority for the student because it hinders the entire class if the student doesn’t keep up. If a teacher feels that assignments are not being done, and that the student’s lack of preparation is a hindrance to the class, we reserve the right to ask the child to withdraw from the class for the rest of the semester. In this case, no further monies will be due. Grades will be emailed at semester end to our email on record**.\_\_\_\_\_\_\_\_\_\_\_(parent(s) initial)\_\_\_\_\_\_\_\_\_\_(student(s) initial)**

**IV. COOPERATIVE “VOLUNTEER” REQUIREMENTS** Every registered family is required to fulfill a Adult Cooperative (“Volunteer”) Commitment each semester, Please read Volunteer Contract form **. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(parent(s) initial**

**V. FINANCIAL RESPONSIBILITES** 1) Tuition for LHCC is based on a monthly payment schedule, due and payable on the FIRST Tuesday of September, October, November, February, March and April. Should tuition not be paid at that time, a $**5.00 late fee per student, per class, per week** must be paid with regular tuition payments. **\_\_\_\_\_\_\_\_(parent(s) initial)**

2) During semester registration all Co-op registration/class material fees/ first months’ tuition/ extra study hall/insurance/building supply fees are to be paid. In addition, all Plan B Cooperative Shift payments are due. **\_\_\_\_\_\_\_\_(parent(s) initial)**

3) The entire tuition for the semester (14 weeks) is owed to the teacher **unless you drop the class(es) by the end of the third week.** This is our drop deadline. Classes missed due to illness LHCC. will not be discounted in any manner. The only exceptions to the above statement must be approved by the Lakeway Heritage Community Co-op Board. **\_\_\_\_\_\_\_\_(parent(s) initial)**

4) Should a class be dropped after the 3 week (3rd day of classes) trial period, all tuition associated with the class is still owed to the teacher for the entire semester. Once registration has been processed, all pre-paid monies are non-refundable. **\_\_\_\_\_\_\_\_\_\_(parent(s) initial)**

5) Should payment of **tuition fall behind more than one month**, your child will not be allowed to attend classes. Unless arrangements have been made with Lakeway Heritage Community Co-op Administration/Board, tuition and related late fees must be brought current for student to return to class**.\_\_\_\_\_\_\_\_\_ (parent(s) initial)**

6) Parents will be held financially responsible for any damages caused by their child/ren to the building, grounds, or equipment. **\_\_\_\_\_\_\_\_\_(parent(s) initia**l)

**Required Parent Signature and Date**

 **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** A Statement of Faith is not required; however, Lakeway Heritage Community Co-op is Christian based and staffed. Christian material is covered in classes, giving the freedom for teachers & staff to discuss their faith with LHCC students.