

# Sunshine Learning Center Agreement Between Parent, Student, and Teacher

*Print this page, sign it, and mail it to the center along with your Enrollment Form. Please retain a copy of this agreement for your records.*

## Parental Section

1) Punctuality: Since the classes are only an hour and a half long, it is important to be prompt. We cover a lot of information in that time. It is better to have the students here a few minutes early than a few minutes late. Students that come in late will miss information and possibly slow down the class.

2) Attendance: It is expected that students will attend scheduled classes. If a student is absent, it is possible that he or she will fall behind. Throughout the school year, students may have to miss scheduled class days for a variety of reasons such as illness and vacation. In the event that a student will have to miss a class, we need to be notified as soon as possible to set up extra time for help. Student's missing more than 6 classes in one school year may be charged for additional help.

3) Behavior: The center is to be used as a place of study, not a place of socialization. If students need to wait between classes, this is not a problem, but they must either be doing their homework or reading a book. Socializing could distract other students who are working and will not be tolerated. If students continually misbehave, they will be warned and the parent notified. Continual disruptions could lead to a suspension and an eventual expulsion.

4) Payment: The year's tuition along with the registration fee and book fees must be paid in full when enrolling. Families that attended the center during the 2009-2010 school year may elect to break tuition payments down into thirds if desired. Refunds are not given once classes begin.

5) How Discipline Problems are Handled: Infractions against our policy will result in a Student Write-Up. Write-Ups must be signed by a parent and brought back to the center. After the third Write-Up, the student will be suspended. A fourth write-up will result in expulsion. The Sunshine Learning Center reserves the right to expel students on a first infraction if it is serious such as acts of violence or illegal behavior

Signature of Parent: \_\_\_\_\_ Date: \_\_\_\_\_

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## Student Section

1) The student is expected to learn all the material from class before returning the following week. Most of the time, doing the problems once isn't enough. Students must do the problems and exercises until the concept is mastered. If at any time the student cannot work out a question from homework, he or she can call or e-mail their teacher to resolve the problem. Reviews and workshops are also available throughout the week for extra help with homework. If your teacher deems it necessary for you to attend additional workshops during a particular week, you must attend.

2) Returning to class without mastering a previous homework assignment is not acceptable. This could potentially slow down the class, and that is not fair to your classmates. The rule of thumb is that we are not asking you to just do the homework problems; rather, we are asking you to learn the homework problems. Always come prepared. Teachers ask a lot of questions during class, and they give quizzes and tests frequently. Remember, we are all here to help you whenever you need it. Work hard and you'll do great!

3) Behavior: The center is to be used as a place of study, not a place of socialization. If students need to wait between classes, this is not a problem, but they must either be doing their homework or reading a book. Socializing distracts other students who are working and will not be tolerated. If students continually misbehave they will be warned and the parent notified. Continual disruptions could lead to a suspension and an eventual expulsion.

4) Students are not permitted to leave the building at any time. Lunches, snacks, and concessions will be made available within the center.

5) Lunch must be consumed in the cafeteria area. Lunch must be eaten between 12:00 pm and 12:30 pm. Snacks can be brought into the workshops as long as they do not present a distraction.

6) Cell phones will be used to call parents for pick-up only. Students are not to use phones for texting and calling friends and / or video games.

7) Profanity will not be tolerated. Even "soft" curse words that are heard on TV are unacceptable.

8) Dress Code: Please use discretion:

*For young men:* no tank tops or pants pulled down exposing underwear

*For young women:* no half shirts exposing midriff, no low cut shirts exposing cleavage, and no shorts, skirts, or dress shorter than 3 inches above the knee.

Signature of Student: \_\_\_\_\_ Date: \_\_\_\_\_