

Hope Springs Christian Learning Center
1239 Braselton Hwy., Lawrenceville, GA 30043
Parent/Student - School Contract
2020-2021 Academic Year

Dear Hope Springs Parents,

A constructive relationship between the school and our families is key to ensuring that the students' well-being is at the core of an effective educational experience. It is beneficial for both parties, the schools and the families, if these constructive relationships are based on agreed upon terms and conditions set out clearly in a contract form.

In addition to this contract, schools should have effective procedures to address and mitigate parental concerns and complaints; while at the same time parents should also be recognized and treated as a valuable resource in the educational experience of their children.

To ensure that all parties in this relationship are aware of their duties and responsibilities, parents are encouraged to read this document carefully and to sign it only after all queries have been addressed by the school. The terms and conditions stipulated in this contract are a reference for dispute resolution. Hope Springs Christian Learning Center (hereby referred to as HSCLC) will uphold the agreement stipulated in this contract when a party refers a matter to the HSCLC governing body (school board) for deliberation and endorsement.

1. Enrollment:

Hope Springs Christian Learning Center is pleased to offer probationary enrollment for the academic year (2020-2021). This probationary enrollment will be in effect for the first nine weeks of the academic year. At the end of this probationary period, full enrollment privilege will be determined and granted by the staff and governing body (school board) of HSCLC. The following criteria will be considered in making the decision regarding full enrollment: student compliance with school rules/policies, student assimilation and willingness to be mediated, parent compliance with responsibilities spelled out in parent contract, and consistency in meeting financial obligations.

Enrollment criteria is endorsed by HSCLC and consequences resulting from failure to meet enrollment expectations will be upheld by the HSCLC governing body (school board).

Parent-school contract 2020/2021

_____ I understand that probationary enrollment is a trial period in which conditions of this parent-school contract must be met in order for full enrollment rights to be granted. Full enrollment is granted at the discretion of the governing body (school board) of HSCLC.

2. Communication:

Our school believes the key to communication with parents is no secrets or surprises. Effective communication is essential to building a school-parent partnership which will strengthen the student's learning experience. Communication can and should happen through different means such as school handbook, emails, reminders/newsletters sent home with student, assignment sheets, event reminder board placed at drop-off/pick-up area, and texts between teachers/parents. This combination of communication should ensure that all parents are informed regarding school events, policy/calendar changes, projects/tests/homework assignments, academic progress, and scheduled meetings.

A. The responsibilities of the school include:

1. Communicating to parents all policies, possible changes, and immediate announcements.
2. Using all contact details provided by parents to communicate key messages.
3. Updating the information about school policies, expectations, programs, staff and any other information deemed necessary by the school.
4. Informing parents of their child's progress through regular assessment reports (at least (number) per year) and meetings. The school will exercise fairness, objectivity, transparency and credibility in the assessment reports shared with parents.
5. Providing parents the opportunity to see and review all of their child's work and assessments.
6. Informing parents that use of cell phones by students during the school day is strictly prohibited unless express permission is granted by the teacher.

B. The responsibilities of the parents include:

1. Supplying the school with valid and updated contact details, including home and mobile numbers, e-mail addresses and home locations.
2. Updating the school about any changes in the contact information.
3. Referring regularly to established means of communications for any updates about the school.
4. Being courteous in their approach to staff when inquiring about their child.
5. Attending all meetings, conferences, and reviews related to their child's progress and performance. ***Parents' level of participation, involvement, and responsibility in their child's learning will affect his or her chances for full-enrollment the second semester of the current academic year and for re-enrollment the following academic year.**
6. Communicating with students by cell phone during the school day should be directed through the school or your child's teacher.

Communication criteria is endorsed by HSCLC and consequences resulting from failure to meet communication expectations will be upheld by the HSCLC governing body (school board).

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_____ I agree to uphold the school's decision to levy consequences for parent behavior which does not fit the communication expectations set by HSCLC.

3. Attendance and punctuality:

Students' absenteeism and/or tardiness affects the school's ability to provide effective educational services, the achievements of the consistently absent or tardy student, and the learning experiences of other students in the school. Parents, students, and the school must work together to improve and maintain high attendance rates.

A. The responsibilities of the school include:

1. Sharing and implementing a school policy on attendance and punctuality which stresses that attendance for all students is mandatory on all the days the school is declared open.
2. Clarifying to parents and students the definition of a full school day (including study hall and therapy), the school's expectations in relation to attendance through the entire school day, the definition of absenteeism, and a list of what is considered excused and unexcused absenteeism.
3. Assessing and limiting time spent in the restroom if it is determined that time is being used to escape a particular class or assignment rather than to take care of an actual physical need. Habitual tardiness to a particular class will not be allowed.

B. The responsibilities of the parents include:

1. Reading, signing and implementing the school's policy on attendance and punctuality.
2. Promoting their child's attendance and punctuality and abiding by the timings set by the school for the start and the end of the school day.
3. Understanding and upholding the school's policy which states that continued tardiness and absenteeism will result in disciplinary measures and will affect the students' chances of full enrollment for the second semester of the academic year.
4. Addressing the use of excessive bathroom time as a way to escape a particular class or task should the school determine abuse of bathroom privilege.
5. In case of repeated tardiness and absenteeism the following applies:

Tardiness – this refers to being late in coming to school at the start of the school day and to instances of being late to lessons within the school day.

- a. **The first five (5)** incidents of tardiness in a 9 week academic term will result in a written warning to student and parents.
- b. Tardiness will be noted in the students' progress report.
- c. If the student acquires an **additional three (3) tardies** in the same 9 week academic term as the written warning, parents and student will be called to a meeting with the principal and will be asked to sign a written pledge not to repeat the offense.
- d. **Any additional tardies** acquired during the same 9 week academic term as the written warning and meeting with principal may result in one or more of the following consequences:
 - * Community service hours at the school.
 - * Extra work assigned
 - * A written notice warning parents that the student is in jeopardy of not being considered for full enrollment for the second semester of the current academic school year or for re-enrollment for the following academic school year.

Absenteeism – this refers to frequent or habitual absence from school or from lessons without a valid medical or family related excuse.

e. **The first four(4)** incidents of absenteeism in a 9 week academic term will result in a written warning to student and parents.

f. Absent days will be noted in the students 'progress report.

g. If the student acquires an **additional three (3)** instances of absenteeism in the same 9 week academic term as the written warning, parents and student will be called to a meeting with the principal and will be asked to sign a written pledge not to repeat the offense.

h. **Any additional absences** acquired during the same 9 week academic term as the written warning and meeting with the principal may result in one or more of the following consequences:

* Community hours at the school.

* A written notice warning parents that the student is in jeopardy of not being considered for full enrollment for the second semester of the following current academic school year or for re-enrollment for the following academic school year.

These criteria are endorsed by HSCLC and consequences resulting from continued tardiness and absenteeism will be upheld by the HSCLC governing body (school board).

Parent-school contract 2020/2021

_____ I agree to uphold the school's decision to levy consequences for parent or student behavior which do not fit the attendance/punctuality expectations set by HSCLC.

4. Attitude and Behavior:

Schools strive to offer all their students a hazard free and emotionally safe environment in which they can achieve their full academic and personal potential. In order for schools to achieve this objective, the responsibilities of students and parents include:

A. The responsibilities of the school:

1. Providing a clear, behavior policy that explains the expected code of behavior for any and all school events, school trips, and student's participation in social-media forums.

2. Presenting behavioral expectations and consistently enforcing consequences when behavioral expectations are not met.

3. Enforcing a strict policy regarding bullying in all its forms. Bullying is the intentional and deliberate intimidation of another person through emotional, physical, psychological, and/or cyber means. Instances of **proven and intentional** bullying will result in immediate consequences for the aggressor. The aggressor will not be allowed to rejoin the student body until the problematic behavior has been remediated. The aggressor must agree to and practice replacement behavior and offer an apology to the victim. After remediation, a second act of intentional bullying will result in immediate suspension. Any future acts of intentional bullying will result in expulsion.

4. Discerning and providing replacement behaviors when bullying is determined to be unintentional.
5. Aligning with the above, any form of defamation or intentional harm practiced through social media forums will not be tolerated.

school
school personnel)

- a. Parents and students in all grade levels using any social media forum must, at all times, demonstrate respect for the members of the community (including all students, their families, and
- b. Parents and students must not breach confidentiality, defame, or make threats to any person in the school community.
- c. Instances of proven and intentional breach of the above will result in consequences that may include expulsion from the school. The will be referred to the HSCLC governing body (school deliberation and endorsement.

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B. The responsibilities of the parents include:

1. Abiding by the school's behavior policy which is attached with this contract. This policy will cover expected code of behavior during any and all school events, during school trips, and during participation in social-media forums.
2. Ensuring the student understands the school's expectations and possible consequences that may arise due to breach of the behavior code.
3. Ensuring that your student understands our strict policy for bullying in all its forms. Bullying is the intentional and deliberate intimidation of another person through emotional, physical, psychological and/or cyber means. Instances of **proven**

and intentional bullying will result in immediate consequences for the aggressor. The aggressor will not be allowed to rejoin the student body until the problematic behavior has been remediated. The aggressor must agree to and practice replacement behavior and offer an apology to the victim. After remediation, a second act of intentional bullying will result in immediate suspension. Any future acts of intentional bullying will result in expulsion.

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be restricted to,

5. Aligning with the above, the school will not tolerate any form of defamation or intentional harm practiced through social media forums. The school must set a clear policy for parents and students about the use of and participation media outlets and/or forums. This policy must include, but not the following:

school
school personnel)

- a. Parents and students in all grade levels using any social media forum must, at all times, demonstrate respect for the members of the community (including all students, their families, and
- b. Parents and students must not breach confidentiality, defame, or make threats to any person in the school community.
- c. Instances of proven and intentional breach of the above will result in consequences that may include expulsion from the school. The will be referred to the HSCLC governing body (school deliberation and endorsement.

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These criteria are endorsed by HSCLC and consequences resulting from attitude and behavior will be upheld by the HSCLC governing body (school board).

Parent-school contract 2020/2021

_____ I agree to uphold the school's decision to levy consequences for parent or student behavior which does not comply with the attitude and behavior expectations set by HSCLC.

5. Optimal health habits, media safety, and work habits:

It is the responsibility of the school and the parents to secure a safe and healthy environment for all students at HSCLC. In this regard, the school shall issue and implement various health and safety guidelines that parents are expected to abide by and ensure their children do so as well.

A. The responsibilities of the school include:

1. Providing students with appropriate care for existing medical conditions made known, in writing, to school personnel by parents.
 - a. Providing students with medical conditions the care and attention they deserve while treating cases with confidentiality.
 - b. Administering medication, if required, according to the written instructions provided by a medical professional and/or parent.
2. Providing students with care for emergent conditions that may arise at school and notifying parent if follow-up care is deemed necessary.
3. Providing a safe, well-maintained, structured learning environment with designated times of academic, spiritual, physical, and social instruction. HSCLC understands that a student's well-being must focus on the whole person, and that academics is only part of a well-rounded school program. Students are provided the opportunity throughout the day to participate in physical activity, to practice life skills like daily chores, and to learn about social interaction that produces positive results with peers. All learning in our school environment is Biblically based and practical for instruction.
4. Promoting and reinforcing awareness about healthy lifestyle habits, including choice of food, exercise, and age-appropriate responsibilities both at school and in the home.
5. Requesting parents limit screen time and use of electronics during the school week. Demonstrating the need to emphasize and prioritize the conscientious completion of homework before screen time and electronics are permitted.
6. Protecting the sensitivities of our younger students by asking parents to limit exposure to media content that is not age appropriate for the cognitive age of all students represented in our student body.

B. The responsibilities of the parents include:

1. Sharing with the school all information pertinent to their child's medical condition and history. Notifying school personnel if changes arise with treatment or condition.
2. Ensuring that meals and snacks provided to students adhere to the school's policies and guidelines in this regard and upholding the school's decision to confiscate food and drink items which do not fit the expectations set by the school.
3. Providing opportunity for your child to practice supervised age appropriate responsibilities in the home. (homework completion, requesting parental signature on assignment sheet, compliance with school dress code, responsibility for school books/ back pack, therapy books/bag, lunchbox, and completing chores in the home)

- 4 Reinforcing healthy eating habits, including choice of food and drink for lunches and snack. It is a proven fact that protein is brain food and provides good fuel for thinking!
5. Limiting screen time and use of electronics during the school week. Actively encouraging the conscientious completion of homework and prioritizing homework over screen time and electronics.
6. Restricting exposure to media of mature content. Our student body represents a wide range of age, so it becomes problematic when older students share media content that is too mature for our younger students.

These criteria are endorsed by HSCLC and consequences resulting from failure to comply with health, safety, and work habit criteria will be upheld by the HSCLC governing body (school board).

Parent-school contract 2020/2021

_____ **I agree to uphold the school’s decision to levy consequences for parent or student health habits, media safety, and work habits which do not fit the expectations set by HSCLC.**

6. Appeal process:

Every school must set up an appeals process to ensure parents and students the right to fair and impartial decisions affecting their educational experience at the school. It is best to solve issues informally through meetings and discussions; however, at times, there are concerns and complaints that need further deliberations. It is expected that parents refer to this process for any conflict resolution within the school:

- a. If a student/parent wants to question a decision made by the school at any level, then the parent should meet the person directly involved in the decision such as a teacher or supervisor;
- b. If the parent is still not satisfied, then he/she should meet with the director;
- c. If the issue is still not resolved after this stage, then the parent shall write an official letter to the governing body of HSCLC (school board);
- d. The governing body of HSCLC (school board) will be required to set up a committee comprised of a teacher, a parent, and a member of the school board. None of the members of the committee shall have any connection to the original concern or complaint;
- e. The committee shall study the matter and within 10 working days issue a written report to both the director of the school and to the parent. Its final decisions are binding to both the school and parents.

These criteria are endorsed by HSCLC and consequences resulting from failure to comply with the appeal process criteria will be upheld by the HSCLC governing body (school board). This contract contains the entire agreement between the school and the parents. It supersedes all prior or subsequent agreements, and understandings between both parties including school policies which may conflict with its clauses.

Declaration

I/We/ the parent/s of (name of student) _____ hereby certify that I/we have read the above terms and conditions and all related school policies and agree to abide by them. I/we agree to support the school in all aspects of our child's education and any sanctions that may be deemed appropriate concerning my child.

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Please note that signing and returning this contract implies full acceptance of all the above terms and conditions.

Father's name _____ Father's signature _____

Date of signature _____

Mother's name _____ Mother's signature _____

Date of signature _____

I, (the student's full name _____), acknowledge reading the contract and I agree to abide by its terms and conditions.

Student's Signature _____ Date of signature _____