

Mission Statement: Education is a process encouraged by God. God created our minds and designed that a child who grows to maturity should increase in knowledge, wisdom, and skills (Proverbs 1:1-5). Memphis Homeschool Tutorial (MHT) provides a nurturing, Christian environment for home-educated students to receive college preparatory course work to supplement the education designed by the parent.

EDUCATIONAL PHILOSOPHY: Foremost, we are committed to the educational philosophy that defines the homeschooling movement: parents are a student's primary source of learning. We are a support to the homeschooling family, not a substitute for instruction at home. Therefore, we have outlined a few commitments of responsibility:

1. **Parents are still the primary teachers and ultimately responsible** for the education of their own children. For families residing in Tennessee, parents are expected to register their children with their choice of an umbrella school. Our classes are designed to extend home education, not replace it. We are a curriculum provider, not your legal liaison with the state. In addition, it is the parent's responsibility to be aware of material covered in class, weekly assignments and due dates, and to work with their child(ren) to prepare them for each week's class. ***Most classes will require 1-1 ½ hours of work per weekday per class at home per class.*** Parents are expected to oversee their child's progress, so they may be prepared to turn in all assignments and have the maximum benefit of instruction time.
2. **Students have educational and behavioral expectations to meet.** Students do not need to be a believer of Christ in order to participate at MHT; however, they need to respect Christian values and morals in behavior, dress, and conduct. If absent from class, it is the responsibility of the student, with the support of the parent, to contact the tutor and request information and assignments missed. It is the responsibility of the student to complete all assignments, and/ or contact the tutor for additional clarification when confusion arises during the week. Finally, if an e-mail response has been assigned or web tutorial has been provided, it is the responsibility of the student to access this technology and use it effectively to complete the assignment given.
3. **Tutors are responsible for class preparation, communication of expectations, classroom discipline, and evaluation.** MHT adheres to the morals and values as displayed by Jesus Christ, operating from a distinctly Biblical worldview. As such, we have a responsibility to provide an excellent educational experience for your child (Col. 3:23). Our tutors are highly qualified in their area of academics, with each holding education and experience within their specific disciplines. Tutors regularly provide homework helps (assignment sheets/ assignment calendar), so students and parents understand teacher expectations. Tutors will maintain an orderly classroom environment conducive to learning. Tutors are always available for a phone call, email, or conference to provide additional feedback or answer questions.

GRADING

Tutors provide a semester evaluation in the form of a numeric score as well as letter grades; averages are also available by request if your homeschooling organization works on the quarter system. Course tests and grades will be assigned by the tutor for work completed in class; however, the final grades given to the student are ultimately under the discretion of the parent-teacher. In addition, it is the parent's responsibility to report their child's final grade(s) to their umbrella school.

ATTENDANCE

We offer yearlong courses designed in two semesters each consisting of 16-to-17 weeks depending on the class/ curriculum. Classes will meet for 32-35 weeks. Attendance is vital to performance; therefore, unexcused absences are discouraged. If an attendance problem arises, it will be addressed first by the tutor before involving the director.

REGISTRATION FEES

There is a required registration fee, which covers the administrative costs necessary to run this program. For every child registered, there is one \$40 check written to Leah Simpson. For families with 3 or more children, the total fee is capped at \$120. There is a building fee payable to Bellevue Baptist Church for \$60 per student with no cap.

MATERIALS/ SUPPLIES

Unless otherwise stated by the individual tutor, all text books, materials and supplies are the responsibility of the parent. Any curriculum chosen by a tutor at MHT is for use within the course and each parent-teacher may choose to supplement these materials at home with curriculum of their choice. Each tutor may choose to add a copy fee, which is not to exceed \$40 for the year, or a lab fee, which is not to exceed \$150 for the year. These fees are considered part of the curriculum and the responsibility of the parent. Due upon registration, these fees are NOT subject to a refund if the student/ parent chooses to drop a class.

RULES AND REGULATIONS *"Show respect to everyone" 1 Peter 2:17*

While in the classroom on Bellevue's campus and between classes, all students are expected to handle themselves in a Christ-like manner. Students are required to treat their tutors, classmates, and Bellevue Baptist Church facility with respect. A few rules have been established:

Students are to remain in their classroom until period ends.

· § All school supplies are to be secured in a book bag.

· § There are to be **NO Electronic devices** on campus and all cell phones must be turned onto vibrate or silence mode.

Students are to remain in MHT's designated area only.

· Bathrooms and hallways are to be left clean after use.

· Students are not to leave building or grounds unless picked up by a parent.

· Students will not sit in their car unless accompanied by an adult.

· Students who are on site but are not taking a class that period must be picked up by adult or scheduled for the tutorial room if availability permits.

· Students are not to deface or damage any part of Bellevue Baptist Church. If an accident results in damage of any kind, **payment to replace or repair will be the responsibility of the student(s) and their parents.**

DRESS CODE

MHT dress code allows pants, knee-length short/ skirts, collared shirts for boys, and sleeved shirts for girls. Cleanliness and modesty, which display Christian character, is expected at all times. No tank tops, T-shirts with sayings, flip-flops, or Crocs are allowed on campus.

DISCIPLINARY ACTION

In rare cases a more assertive disciplinary approach may be necessary due to violations in behavior, tutor/church guidelines, or dress code. In these situations the following procedures have been established:

1. One warning from the tutor for any violation.
2. Upon next violation, student maybe asked to leave classroom and tutor will contact the parent.
3. Upon third violation, a conference will be scheduled between tutor, parent and director before student is allowed back in class.

MHT reserves the right to suspend or expel any student for behavioral reasons.

REFUND POLICY

Courses dropped before the drop date of July 9 will be eligible for a 100% tuition only. MHT registration fees, class deposits and material fees are **NOT** subject to this refund since most tutors use these monies to purchase needed supplies over the summer months. Likewise, classes dropped any time after the drop date are **NOT** subject to a refund. Parents enter this agreement with the understanding that our tutors are contracted for the amount of time the course indicates and full payment is expected for services.

RESOLUTION OF CONFLICT

We seek to follow the conflict resolution principles as given in Matthew 18:15-20. If the parent has a problem with a tutor, we ask that it first remain a private matter between the parent and the tutor. If no agreement can be made between the parties, then the director will become involved to arbitrate.

SCHOOL CALENDAR/MAKEUP DAYS

All notices and/or closures for inclement weather or other similar school issues will be placed on The MHT website (www.memphistutorial.com) as needed. Please check the website frequently.

If a tutor is sick, it is at his/her discretion to make up the class. Parents and students will be notified as soon as possible if a class will be canceled due to illness. An optional makeup day in the schedule may be utilized by tutors for canceled school days.

STUDY HALL

Students who are not enrolled in a class and remain on campus must sign up for a Study Hall. This small, quiet area will be staffed by our Hall Monitor Coordinator. There is a nominal fee of \$75 per semester. Students must arrive at Study Hall with materials and course work to work on and remain in Study Hall the whole period. Parents may sign up students for Study Hall at Registration or any time during the year as the need arises. Study Hall payment will be made out to Leah Simpson and will not be prorated or subjected to payment options.

THE LUNCH PERIOD

Students are encouraged to bring a sack lunch to eat at tables in the lobby/lunch area. Please note: there is NO refrigerator, microwave, or reheating of any kind available on campus. For a small fee MHT will offer a variety of prepackaged snacks and bottled water for purchase each day during the lunch period. Bellevue may offer a lunch; details to come.

PHOTO RELEASE

Throughout the year your child may be photographed by his or her teacher or designated photographer. By signing below you grant MHT the right to publish your child(ren.)'s photograph(s) in publications or on MHT website. You understand that this photo may be used in the tutorial' (Ms publications or on a website designed to promote the tutorial's services as well as offer information and resources. By signing below, you acknowledge your understanding of the above and grant your permission for the use of the photograph(s).

The Goals and Objectives written herein are yearly reviewed and approved by all tutors, and we reserve the right to:

1. Decline a family from registering or participating in any class.
2. Suspend or expel a student based on behavioral issues.

Memphis Homeshcool Tutorial

2015-2016 Goals & Objectives

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Parent/ Student signatures: By initializing & each items specified below, you, the parent and student(s), are agreeing to abide by the procedures and expectations outlined in the 2015-2016 Goals & Objectives; work in conjunction with the tutors of MHT.

Parent	Student	Goal
_____	_____	EDUCATIONAL PHILOSOPHY: I understand I am responsible for my Child(rens) own education and agree to meet the responsibly outlined.
_____	_____	MATERIALS/ SUPPLIES: I understand that I am responsible for acquiring my own materials before classes begin, unless otherwise specified, and have them with me for each class.
_____	_____	REFUND POLICY: I understand that after the July 1 drop date my tuition is Not subject to a partial or full refund even if I drop the class after that date.
_____	_____	SICK DAY POLICY: I understand it is my responsibility to contact each tutor if I miss a regularly scheduled class. Furthermore, it is the student's responsibility to e-mail and request the missed homework/ work from their tutor.
_____	_____	SCHOOL CALENDAR: I understand that MHT will follow Shelby County Schools cancellation policy for all vacation and weather related closings.
_____	_____	PHOTO RELEASE: I understand that my child's photo may be taken in and outside of a MHT class, and I agree to allow MHT to use such photos on their website, and school related publications.
_____	_____	DISCIPLINE: I understand I will be held to a high standard in communication, classroom participation, and personal responsibility. Items not allowed on campus will be adhered to and dress code will be followed. I further understand my parents can and will be called for any infractions to this policy.
_____	_____	RESOLUTION OF CONFLICT: I agree to bring any issues or problems first to the tutor involved before involving anyone else in any disagreement. I understand the director's role is that of a mediator, to assist in resolving any conflict between the two parties.

Parent Signature: _____ Date: _____

Submit this signed form by both parent & student(s) to complete registration.