

H.O.M.E. Classes  
*Homeschool Learning Center*



**2024/2025**

**ELEMENTARY HANDBOOK**

H.O.M.E. Classes  
Homeschool Learning Center  
2150 N. Hwy. 190 Suite 1A  
Covington, LA 70433

Phone: 985.705.0939

Website: [www.home-classes.com](http://www.home-classes.com)

Facebook: [www.facebook.com/h.o.m.e.classes](http://www.facebook.com/h.o.m.e.classes)

Facebook Group: Parents of H.O.M.E. Classes Students

Instagram: @homeclasses

Owners of H.O.M.E. Classes: Bob and Dionne Mefford

Cell Phone: 985.705.0939

E-mail: [dionne@home-classes.com](mailto:dionne@home-classes.com)

Administrative Assistant: Kayla Rhea

[Info@home-classes.com](mailto:Info@home-classes.com)

## Welcome to H.O.M.E. Classes!

H.O.M.E. Classes is a unique and exciting opportunity, for Christian, home-schooled students. HC is a private, non-denominational approach to education, offering families options for educating their children in a non-traditional setting.

## Our Mission Statement

We are dedicated to helping families educate their children. We endeavor to provide affordable, excellent, academic instruction, in a Christ-centered atmosphere to home-schooled students and to inspire in them a love for learning. The parents of our students are ultimately accountable for the instruction, education, and training of their children as the Bible stipulates in Deuteronomy 6:4-9. H.O.M.E. Classes is an approach to education, which will enhance your level of success!

*"We believe partnering with parents to provide an excellent, Christ-centered education, to be a privilege!"*

## Statement of Faith

### We Believe:

- In the truths of which the Christian faith is founded upon.
- The Bible is the absolute truth and is God's holy, inspired infallible word. It is the foundation of the Christian faith in knowing Jesus Christ as Lord and Savior is the only way to Heaven.
- There is only one God, internally existent in three persons: God the Father, God the Son, and God the Holy Spirit.
- In the Deity of our Lord Jesus Christ, that He, was born of a virgin and lived a sinless life.
- His death, burial, and resurrection, His ascension, and His bodily return to power and glory.
- Man is created in the image of God, fell into sin, and is therefore lost. Only through salvation and putting your trust and faith in Jesus Christ, can a man be saved and redeemed from a life of sin.
- Salvation is a free gift from God. It cannot be purchased, but rather received through faith, as a gift from God, because of Jesus Christ's payment for the penalty of mankind's sin.
- The ministry of the Holy Spirit is to bring conviction for sin, indwell in the believer, and empower the believer for godly service.
- We are not of any one denomination or faith, but rather a community of Christians coming together to raise and educate our children according to the Bible.

## Statement on Family and Education

### FAMILY

We believe that the family is the basic governmental, social, and spiritual unit created by God. In it the child learns self-government, and social relationships, and develops a relationship with the Lord Jesus Christ, according to John 3:5 and 16, Ephesians 6:1, and Colossians 3:20. The family also provides protection from over-extensive government and over-stimulating social involvements.

We understand "family" to mean one male and one female parent, legally married, with one or more children (Genesis 1:26-28). We recognize single parents and foster children as "family" in accordance with James 1:27. We reject homosexual practice or homosexual marriages because it is contrary to Scripture and the intentions of God in creation (Romans 1:18-32), and we believe such relationships are destructive to children and the very idea of family. Further, we reject transitory, co-habitational relationships as being equally in violation of God's laws and incapable of providing long-term nurture and instruction needed by children and commanded by God (Proverbs 1:8-9, 2:1-11; Colossians 3:21; and Eph. 6:4). Given this, no homosexual or merely cohabiting "parents" are eligible to enroll their children in HC or participate in any of its functions and activities.

### EDUCATION

We believe that the ultimate responsibility for the education of children belongs to parents (Deuteronomy 4:9, 6:1-25, and 4:1-4). Thus, we believe this is an inalienable right given by God, which the State cannot create, destroy, or alter. Parents may allow others to teach some of the cognitive information that children need to know, but all education must be under the ultimate control and supervision of the parents.

We believe that all education is religious in nature since one's view of the world and life is inevitably involved in teaching (Proverbs 2:1-8 and 3:1-2, with 6:20-23; and Matthew 28:18-20). Every discipline of knowledge, whether it be a subject such as mathematics, English, science, or history will have its final reference point a theistic or, in the alternative, a humanistic view of reality (Colossians 1:15-20 and 2:8-15), and that there is no neutral academic discipline. We believe that the religions of Secular Humanism and Christianity are mutually exclusive.

### Dress Code Will be Strictly Enforced

We desire to honor Christ and to show respect. Each person will dress in conformance with one's biological sex according to the Bible.

- Uniforms or garments with another school or homeschool program wording or logos are prohibited. The only exception is that of a university.
- Shirts, sweatshirts, hoodies, or any other garment with secular writing or images that could be considered offensive are prohibited.
- Undergarments are not to be visible or noticeable at any time. Low-riding pants or shorts are not acceptable.
- No hats are to be worn inside the building.
- The hood part of a hoodie is not to be covering the head inside the building.
- Pajamas are not allowed, except for a day designated as "pajama day."
- We strongly suggest that students wear long pants or jeans. (girls, leggings are an option)

- Girls: shorts and skirts must be long enough that when you bend over, you are not exposing yourself. Shirts and blouses must cover your mid-drift and overlap at least one inch over the tops of your pants, shorts, skirts, capris, etc. with no skin visible when arms are raised. Tops must be buttoned modestly and may not be cut, strapless, or see-through. Bras must be worn and not seen. No tube tops, strapless shirts, tank tops, camis, or one-shoulder shirts.
- All pants and shorts must ride at the waist, should not expose undergarments, and must be a modest length.

Any student not in compliance will be written up and sent home.

## ADMISSIONS

H.O.M.E. Classes is non-discriminatory in its admission policies and does not offer preferential admission based on race, color, national origin, or ancestry. Admission to HC is a privilege granted to qualified students whose families desire a quality Christian educational experience. The admissions process normally takes 10 days once the incoming student's family submits all necessary information.

Enrollment for the elementary program requires a completed application, a year-to-date report card plus report cards from the two most recently completed academic years, standardized achievement test scores from the two most recently completed academic years (if applicable) a completed teacher referral form. Additionally, parents should provide results from any relevant diagnostic testing. Questions on the part of administrators may dictate additional testing requirements. HC reserves the right to determine appropriate grade levels for incoming students and admit students under conditional or probationary terms.

Completing all necessary financial arrangements is a required part of the enrollment process. Parents of applicants are reminded that enrollment agreements are contracts between HC and the parents. Therefore, parents must present themselves as financially responsible and eager to cooperate with HC policies, programs, and decisions.

Students are accepted upon evidence that they can succeed academically and contribute positively to the spirit and morale of HC.

An interview of both students and parents by the administrators and/or a designated representative is conducted.

Assurance that at least one parent (or guardian) is in regular church attendance should be evident. Academic and behavioral requirements include:

- An average stanine of no less than 4.5 on standardized achievement tests.
- A grade point average of no less than 2.0 on a 4.0 scale.
- No record of expulsion over the past two years.

Incidents of suspension must be explained to the satisfaction of the administrator.

## ACADEMIC PROGRAM

### CURRICULUM

The curriculum of H.O.M.E. Classes is that of a private school. However, all curricular content is filtered and presented within a Christian worldview in keeping with the school's purpose. The Bible, God's Truth, is integrated into our entire curriculum. Resources and textbook selections have been chosen with careful consideration and research. Our spiritual emphasis is foundational to H.O.M.E. Classes. Academically, HC is both traditional in that we stress reading, writing, and arithmetic, and progressive in that we put in place current methods, that support true educational value. Curriculum offerings include Bible, reading, Language Arts (comprised of spelling, English grammar, handwriting, and composition), mathematics, social studies, and science.

Teachers may assign homework as a tool to help students advance in their studies. Following classroom explanation, illustration, and drill, homework will assist in the mastery of a concept. As instruction progresses, various weak points may become evident, and homework may be given to help overcome such difficulties. The classroom teacher may assign enrichment projects in a particular area of study. In each case, the student is expected and required to complete homework assignment(s) on time. Failure to complete homework assignments may result in the student receiving a disciplinary notice to be signed by the parents indicating that their child was not properly prepared for class.

## TEACHER/PARENT COMMUNICATIONS

### **COMMUNICATION**

Communication is a two-way street. At HC parents are encouraged to call teachers with questions about HC issues. Appointments with teachers may be arranged via email with the individual teacher. Parents may call teachers at home but are asked to be considerate of the teacher's right to privacy and family time. (weekdays after 5:00 p.m., and weekends should be off limits for contacting a teacher for outside help.) Information is provided to students at the beginning of the year including course syllabi, test schedules, project deadlines, supply lists, etc.

Teachers are to call or email a note to the student's parents if a student:

- Misses three homework assignments
- Consistently lacks materials
- Misses a project deadline
- Does not cooperate in the learning process
- Appears to need special assistance or tutoring
- All teachers maintain Jupiter where grades and other important information will be posted.

Jupiter Grades - H.O.M.E. Classes uses Jupiter Grades as a safe and easy way for teachers, parents, and students to share information online.

H.O.M.E. Classes will use Jupiter Grades to:

- Post weekly grade reports
- Post weekly work in case of an absent student needing to obtain missed work
- Post announcements
- Post calendars
- Post-school policies including HC handbooks
- Post HC newsletters and other pertinent information
- Email Parents
- Parents will receive their Jupiter Grades login link via email

Every parent and student must have separate Jupiter Grades accounts. Jupiter is the primary means by which teachers will communicate with parents and students regarding their syllabi, rules, grades, and homework.

## FOLDERS

All elementary school students are required to have two folders, designated for homework/graded work for every class. Students will turn in their homework in one folder and will receive graded work to be brought home in the second folder. Other communication from the HC office and classroom teacher may also be included. Parents should review the contents of the folder carefully, sign any appropriate forms, and return the folder to class the following day.

## ASSESSMENTS

### REPORTING PROGRESS

Parents have twenty-four-hour access to their child's grades via JupiterEd

### GRADING SCALE

HC uses the following grading scale:

A.....	90 -100
B.....	80 - 89
C.....	70 - 79
D.....	60 - 69
F.....	00 - 59
I.....	Incomplete

### PROMOTION AND RETENTIONS

Students are promoted or retained based on their total preparedness to enter the next grade level and do satisfactory work. Ability, achievement, developmental maturity, and social factors are all taken into consideration. Students who show academic deficiency that will impede future progress, especially in the areas of math and reading will be considered for retention. The decision to promote or retain a student will be made jointly by the teacher involved and the principal. In conjunction with St. Tammany Parish Pupil Progression Plan, a H.O.M.E. Classes student may not be promoted to the next grade for any one of the following reasons:

1. A grade of 'F' in reading; a grade of 'F' in mathematics.
2. A grade of 'F' in three (3) of spelling, language, social studies, or science.
3. Students reading below grade level (as determined by the teacher and principal).

### GRADING CRITERIA FOR WRITTEN WORK

Grading criteria at HC are established to hold the student accountable, to accurately reflect the level of achievement, and to increase understanding of the requirements for excellent work. All responses, unless otherwise indicated, must be written in complete sentences. Basic rules of grammar will be expected. Points will be taken off for not applying basic grammar rules that have been taught in the language curriculum. Students will be responsible for correct spelling of grade-appropriate words. Written work,

particularly short answer or essay questions, final drafts of reports, or creative writing may be given two grades; one for the subject content and another for applied spelling and grammar rules.

#### ANNUAL ACHIEVEMENT TESTING

A Standardized Achievement Test is administered to elementary students each year, by request of the parents, in the spring for an additional fee of \$100.00

#### TEXTBOOKS

All curricula, textbooks, and other materials are the property of HC.

#### PLEDGES

Each day will begin with pledges and prayer. Each student shall know and recite these pledges.

American Flag: "I pledge allegiance to the flag of the United States of America, and to the republic for which it stands: one nation under God, indivisible, with liberty and justice for all."

Christian Flag: "I pledge allegiance to the Christian flag, and to the Savior for Whose kingdom it stands, one Savior, crucified, risen, and coming again, with life and liberty for all who believe."

#### EMERGENCY PROCEDURES

##### FIRE SAFETY

Fire drills are conducted monthly to practice specific procedures in the event of a fire. All students are taught the importance of fire drills, the necessity for absolute silence, and an orderly evacuation system.

##### WEATHER SAFETY

Local and national weather stations are monitored on campus. In the event of a weather warning, the administration may decide to use any one of three separate alarm systems. States of emergency will be defined as either Green, Yellow, or Red and communicated to classrooms

*Code Green:* A Code Green call indicates a response window of seven to ten minutes. All students will be moved to the inner part of the building and follow the teachers' directions until the administrator communicates an "All Clear" signal.

*Code Yellow:* A Code Yellow call indicates an expected response window of five to seven minutes. Code Green regulations apply.

*Code Red:* A Code Red call indicates little or no response opportunity to a perceived threat of weather or violence. Teachers will close the doors, and guide the students through "drop and tuck" procedures. A high state of emergency is maintained until the administration gives an "All Clear" signal.

##### CLASS CANCELLATIONS

Circumstances such as severe weather or loss of water supply may require HC to close. H.O.M.E. Classes will usually follow the lead of St. Tammany Parish Schools in this regard. As such incidents occur, parents will be contacted by text message and email. In the



event of a hurricane, snow, or freezing temperatures, parents are encouraged to tune in to local television and radio stations rather than calling teachers or the HC office.

### VIOLENCE

Any threat of violence to our HC family is regarded as serious and dangerous. Students who make threats of violence or physical harm violate the law and may be prosecuted for assault. Any threat of physical harm is to be reported immediately to the administrator. The presence of someone on campus who has a weapon and/or threatening any member of the HC family constitutes a Code Red emergency.

### GUIDELINES FOR STUDENT BEHAVIOR

### CODE OF CONDUCT

At the beginning of each academic year, teachers provide parents with a written classroom management outline. The same rules will be addressed in first through sixth grades in two areas: (1) Christian Attitudes and Conduct and (2) Work Habits. Specific policies for behavior within the classroom, in addition to the expectations listed here, will be covered in the teacher's classroom management plan and explained at Parent Orientation.

- Students must be respectful of the rights and property of others and the authority of the principal, teachers, and other adults in authority.
- Pupils who remain after classes must be under adult supervision.
- Students are expected to enter the building and classrooms quietly with the supplies needed for the day.
- Students should listen while others are speaking and raise their hands for permission to speak or leave their seats.
- Class assignments are to be turned in promptly on the day they are due.
- No electronic devices are allowed on the premises. If a child forgets and brings their phone, they must be checked in with the receptionist.
- Skateboards and rollerblades are not permitted at any time.
- Students should keep our facility clean by placing trash in the trash containers and picking up trash even if they are not responsible for littering.
- Each student in H.O.M.E. Classes has the right to his dignity and individuality. Thus, any student found harassing or demeaning another student will be disciplined and may be suspended or expelled.
- Students who damage or destroy HC property will be required to repair, restore, or replace the property. Any malicious destruction will result in the student being considered for expulsion.
- THREATS: A threat is considered assault under LA Criminal Code R.S. 14:36. HC maintains a No-Tolerance policy toward any kind of threat (verbal, written, gesture, picture, or otherwise). Any student making such a threat will

be immediately suspended or expelled. Local authorities will be called, and consequences determined in a meeting attended by the offending student, parents, school personnel, and a police officer.

#### DISCIPLINE PROCEDURES

Our discipline procedures strike a balance between disciplinary consequences and positive reinforcement. Students learn that they are responsible for their actions, and if they choose to follow the rules they will enjoy the privileges and rewards that go along with being cooperative. Students will be given time at the beginning of each year to learn the details of the classroom management program and understand how it works. Instruction teaches expectations, limits, or boundaries. A warning tells the student that the adult in authority is aware of the violation and a future violation will result in additional disciplinary action. Correction is firm action taken to be consistent with the instruction and the warning.

#### ACCOUNTABILITY

Student accountability for behavior may be achieved through a variety of interventions. Interventions include but are not limited to student conferences with the teacher regarding positive solutions, parent contact made by the teacher (phone call, note, personal conference) regarding the problem and solutions, withholding privileges, detention, and/or student referral to an administrator's office where parents may be contacted to support the teacher and administration.

#### SUSPENSION

Upon accumulating multiple detentions [or by the decision of the administration], a student may be suspended from school. The Administrator may assign suspensions *including but not limited to* blatant disrespect, fighting, severe personal or property injury, having a weapon of any sort in a student's possession (including hand-made weapons or items that can be used as a weapon), cheating, vandalism, theft, and inappropriate language. Suspensions may be from one to three days in duration. All work missed during a suspension period must be completed and the days missed will be recorded as unexcused absences.

#### Cheating

Copying another student's work, whether it is homework, quizzes, or tests, is cheating and results in an automatic suspension. Having a notebook, notes, or anything about the schoolwork visible during a quiz or test (whether on the desk or the student's person) is considered cheating and will result in automatic suspension and a zero on the quiz or test.

#### EXPULSION

Expulsion from the HC program will result when a student has shown, by repeated violations of HC conduct that he/she is unwilling to function within the parameters of acceptable behavior as established for students of H.O.M.E. Classes. No refund of tuition occurs when a student is expelled.

## BULLYING POLICY

One of our primary responsibilities as an academic program to our mission statement is to create and sustain a safe community – so that all of our students can focus on their work and do their best. To achieve this goal, we must acknowledge that bullying sometimes occurs within our community and that is harmful to everyone involved—perpetrators, bystanders, and victims alike. We have outlined the characteristics of bullying as follows:

- Both boys and girls can engage in bullying behavior. We, as a community, will not tolerate an attitude of “boys will be boys” or “girls will be girls” to excuse cruel behavior.
- Bullying can be direct or indirect, blatant or subtle; and it involves an imbalance of power, repeated actions, and intentional behavior.
- Bullying is any behavior considered physical aggression, social aggression, verbal aggression, written aggression, intimidation, sexual harassment, or racial/ethnic harassment.
- Bullying is cutting someone off from essential relationships.
- Bullying includes isolating the victim by making them feel rejected by his/her community.
- Bullying is malicious gossip and rumor spreading.
- Bullying often occurs outside of the physical grounds, yet these actions still impact the safety of our students as if they have occurred on our facility grounds. Any bullying behavior demonstrated at HC or outside of classes, that impacts our HC community, will be addressed by the administration. Examples of bullying outside the classes can be (but are not limited to) the following: E-mails, text messages, or Instant messages that include physical threats and/or malicious gossip and slander; “Hit lists” via e-mail or other methods of communication naming specific students and/or teachers; Changing other people’s e-mail personal profiles.

As an academic program, we will take seriously any report of bullying behavior. To communicate concerns about bullying to the administration parents are asked to contact the office and immediately email, outlining any grievances. The administration will notify parents whose children have been involved in bullying behavior. Bullying will be responded to through a continuum of consequences and interventions up to and including suspension and/or social probation (such as suspension from extracurricular activities or HC functions) depending on the frequency and severity of the behavior.

While we recognize that disagreements/conflicts between students occur and can resemble bullying behavior as defined here in our policy, HC makes a distinction between the two. Most students will experience some degree of age-appropriate peer conflict during their childhood years. We consider whether the issues of aggression, power, domination, humiliation, and control play a role in the situation in question. The Administration will investigate the situation thoroughly to determine whether a behavior fits the characteristics of bullying.

## CARPOOL LINE

The morning carpool line is open for students arriving between 7:45 a.m. and 8:00 a.m. Afternoon carpool lines are open between 2:15 p.m. and 2:30 p.m. Students not picked up by 2:15 p.m. will be charged a late pickup fee of \$10.00 for each minute they are late.

## SNACKS

Concessions are available for students to purchase.

## TARDINESS

To maximize learning time, all students are expected to be in their classes by 8:00 A.M. A student will be counted as tardy if he/she enters the classroom after the 8:00 A.M. bell and will receive a zero in classroom etiquette for each tardy. Students arriving after 8:30 A.M. must be accompanied by an adult to the office.

## EARLY PICKUPS AND CHECKOUT

During the day, no child may leave the premises without both written authorization of the parents and permission from the HC office. If a parent must pick up a child before the official end of the day, the parent or designated adult must come to the office. Please send a written note, text, or email in the morning to the office stating the time you will be picking up your child. While you are signing him/her out at the reception desk, a staff member will call for the child. *To minimize disruptions, please do not go to the classroom.*

## OFF-CAMPUS APPOINTMENTS

Parents are encouraged to schedule their child's doctor/dentist appointments around regular class hours. If this is not possible, please send a note with your child on the morning of the appointment stating the time you must pick up your child. This will create less interruption in the classroom instructional time.

## ADMINISTERING MEDICATION

A Medication Consent Form must be signed and on file in the office.

## LICE POLICY

Parents must notify the office when they discover their child has head lice. Children may not come back to classes unless they have a letter from a professional that says their child's head is cleared of nits.

## EMERGENCY INFORMATION AND CONTACTS

Current and updated personal information, such as telephone, cellular, and work numbers or change of address should be on file in the office. Persons who are authorized by the parent/guardian to check a student out should be documented and on file as well. *Please email [homeclasses@icloud.com](mailto:homeclasses@icloud.com) if someone other than the people on your list will be picking up your child.*

## ILLNESS

The general rule is that the child must be well and completely recovered from any illness before returning to classes. *This means fever-free and vomit-free for 24 hours.* If your child develops a fever of 100 degrees, you will be notified and expected to pick him/her up from classes. Current telephone numbers and emergency contacts must be on file in the office. Your consideration of the well-being of all students is appreciated.

### SERIOUS INJURIES

In the event of a severe injury or acute illness, the student will be transported immediately to St. Tammany Parish Hospital, accompanied by an HC employee. The parent or guardian will be called and informed of the circumstances and where the child has been taken. In the event a parent cannot be reached, an emergency contact (listed on the child's information card) will be called. Written accident reports will be submitted to the elementary principal and a copy placed in the child's file.

### MISCELLANEOUS

#### SCHOOL PICTURES

Pictures are taken each year and are produced by a private photographer. Parents may choose to purchase pictures.

#### TELEPHONES

Cell phones at the elementary level are prohibited on campus at any time. Students abusing this policy will have their cell phones taken and they will only be returned to the parents. Students may use the office telephone only with permission of a teacher or when cleared by the office secretary.

NOTE: Because it is our policy for elementary students, grades K-6, not to have cell phones, all monitoring of social media, texting, photos, apps, etc. is the responsibility of the parents and not H.O.M.E. Classes. If there is an issue among/ between students using cell phones, it will be the responsibility of the parents to contact one another to settle the issues outside of classes as cell phones are not allowed on campus or during the time of day in which HC is responsible for the students at these grade levels.

#### VISITORS ON CAMPUS

All parents, friends, and visitors must check in at the reception desk with their I.D. A visitor's badge will be given to indicate permission to be on campus. This is for the safety of all children as well as to maintain the instructional climate. As a courtesy, parent volunteers who are on campus for a scheduled activity are asked to check in at the reception desk. We welcome visitors and volunteers and appreciate your cooperation in this request.

#### SCHOOL DIRECTORIES

School directories that include phone numbers, e-mails, and addresses for all teachers and administrators are available. It is requested that students respect the teacher's and principal's need for uninterrupted family time.

#### CLASS PARTIES AND ACTIVITIES

HC chooses to emphasize the Christian aspect of all holidays. H.O.M.E. Classes officially recognizes four holidays: Thanksgiving, Christmas, Valentine's Day, and Easter. Thanksgiving celebrations often involve feasts, Christmas celebrations honor the birth of Christ, Valentine's Day festivities emphasize God's love and the sharing of His kindness to our world, and Easter celebrates the resurrection of Jesus. Other activities such as birthdays and special events are celebrated in a simple fashion and done so near the end of the day. Students who plan to invite the entire class to a birthday party outside of classes may do so by issuing invitations on campus. Students who are inviting a select few classmates must send their invitations through the mail, off campus, and after program hours.

## PARENT VOLUNTEERS

Parents are encouraged to become involved through our Parent Volunteer Committees. Each section has a coordinator who directs the various events held during the academic year through a committee structure. Parents are given a list of school activities and events at our Parent Orientation. Committee chairpersons will communicate with any interested families before each event. This allows parents to focus their time and energy on areas of personal interest.

**Please scroll to the next page and fill in the information requested.**

# H.O.M.E. Classes

2150 N. Hwy 190 Suite 1A

Covington, LA 70433

(985) 705-0939

## 2024/2025 Acknowledgement of Elementary Handbook

I acknowledge that I have read and agree to comply with the contents of the H.O.M.E. Classes ~~High School~~ Handbook. I understand if my child brings any electronic device on campus it will be confiscated, and I will be required to pay \$100.00 to have my device returned. I also agree that if my child is caught with a cell/smartphone, smartwatch, or earbuds my child will be required to check in said device every class day. If your child will not be bringing a device with them to classes, you will need to notify us in writing.

Family Name: \_\_\_\_\_ Father: \_\_\_\_\_ Mother: \_\_\_\_\_

Father's Signature: \_\_\_\_\_ Mother's Signature: \_\_\_\_\_

Student's Name: \_\_\_\_\_ Student's Name: \_\_\_\_\_

Student's Name: \_\_\_\_\_ Student's Name: \_\_\_\_\_

**Turn in to the office at orientation or upon registration**