

Parent/Student Agreement 2021-2022

Carefully read through the following expectations and policies with your student(s) so everyone is aware and ready to have a successful year at BTM. You keep the first four pages for reference and return the signature page to the BTM Leadership Team as a part of the Registration process..

BTM Expectations:

Bridge Tutorial Ministries helps homeschooling families by providing:

- middle and high school level classes using structured curriculum
- skilled tutors with knowledge of subject areas
- an interactive classroom environment (with lecture, discussion, projects and instruction) for students two days a week
- weekly assignment sheets, due dates, and grades
- a positive learning environment for students
- an overall grade for the class
- prayer for BTM and encouragement towards strong, healthy relationships within each home and with Christ

Parent Expectations:

It is the responsibility of parents to:

- be the primary teacher for their child for all state required courses
- purchase all texts and supplies required for their student's classes prior to the first day of class
- check email from BTM Administration/Tutors multiple times/week and respond promptly
- make sure their child is completing assignments to their best ability and according to deadlines
- create an environment in the home that is conducive to learning and set up for the best possible success of the student
- **make sure your student(s) arrive to their classes on time and fully prepared**
- ensure that your student is picked up on time, 2:30 sharp if student does not have a period 6 class
- communicate information regularly with your Tutors and the Leadership Team in order to promote a positive learning experience
- pay Tutors according to the agreed schedule/ specific guidelines of the Financial Agreement
- fully complete Designated Parent responsibilities at BTM, including arriving on time and staying for the allotted duty time until dismissed by a BTM administrative member
- ensure that your student(s) is following all BTM policies, including adhering to the BTM Dress Code, Electronics, Student Center, Plagiarism, Late Work, Dismissal and Safety Policies
- pray for your student(s) academic and social experiences at BTM
- comply with BTM Leadership disciplinary/restorative measures asked of your student(s)/family
- allow flexibility in your schedule in the event that your student loses Student Center privileges and your presence may be necessary for him/her to continue taking BTM classes
- ensure your student is using the Student Center only for the appropriate number of periods according to the Student Center policy

Failure to comply with these responsibilities will result in possible dismissal of your student from the tutorial.

Student Expectations:

It is the responsibility of students to:

- **arrive on time to class and complete all assignments on time,**
- honor God and each other in everything, including verbal exchanges as well as written or electronic communications; do not use curse words or take God's name in vain; no vulgarity, harsh words, or suggestive sexual rhetoric is permitted in word, deed, pictures, videos or any other means
- help to care for our building and surrounding areas, including cleaning up after oneself in the Student Center
- NOT use sanctuary for any reason, other than walking to/from classrooms for classed in which you are enrolled and are located off the sanctuary
- be positive and respectful to oneself as well as others in speech and in physical contact, respecting others' personal space, this includes, but is not limited to: no frontal hugging, hand-holding, lap sitting, excessive bodily contact, kissing, or touching others without their consent while at BTM or anywhere on the premises
- discourage bullying of any kind and report bullying or any other serious concerns to BTM tutors and/or administration
- dress modestly and appropriately according to the stated Dress Code Policy
- adhere to all BTM policies, including the BTM Dress Code, Electronics, Student Center, Plagiarism, Late Work and Safety Policies
- display honesty and integrity in all things relating to BTM
- stay in the vicinity of an adult while at BTM and on Belcroft property, including when outside and in the parking lot
- not bring or use weapons of ANY sort at BTM
- not bring alcohol, drugs, or any smoking device to BTM; not use any illegal substances or smoking devices at BTM, or arrive at BTM under the influence of any illegal substances; to report the use of drugs, alcohol, or any smoking device at BTM to tutors and/or administration
- attend all registered classes while at BTM; do not skip class
- return to class or Student Center immediately after restroom use
- gather and keep all belongings **with you** prior to and during the last class period of the day

Plagiarism Policy

Plagiarism will not be tolerated and will result in dismissal from class.

Acts of plagiarism can include, but are not limited to:

- using words or ideas from a published source or the internet without proper permission
- using the work of another student (e.g., copying another student's homework, composition, or project in entirety **or** in part)
- using excessive editing suggestions of another student, teacher, or parent
- using any words from a source verbatim without using quotations and citing the source
- using someone else's ideas from a source and passing them off as your own, without using proper citations
- changing words but copying the sentence structure of a source without giving credit
- copying so many words or ideas from a source that it makes up the majority of your work, whether you give credit or not

Failure to comply with these responsibilities will result in possible dismissal of your student from the tutorial.

Late Work Policy

Tutors will provide clear due dates and expect students to complete and turn in their work on those designated days. Work is due at the beginning of the class period, or per the tutor's instruction.

Many times the work assigned prior to class time is necessary to prepare the student to participate in the class. Below are the expectations for completed assignments.

- ❖ Students are to complete their work on the day it is assigned and to turn it in on the due date.
- ❖ Parents are to **review and approve** their student's work before it is turned in to the tutor.
- ❖ As students are to turn in their assignments to the tutor at the beginning of class (see above), students should not be working on homework assignments during class time unless approved by the tutor.
- ❖ **It is the tutor's discretion whether to accept late work. Their policy for accepting and grading late work will be explained in each class welcome letter and syllabus. The tutor may choose to take a percentage off of homework/tests/projects for being handed in late.**
- ❖ In case of absence from class, parents are asked to communicate with tutors as a matter of common courtesy to explain the reason for their child's absence. An email, note, phone call, text, or in person conversation are all acceptable means of communicating a student's absence. In these instances, the tutor may provide an additional grace period beyond the one class day.
- ❖ Long term assignments (assignments given to students at least two weeks in advance of their absence) and short term assignments are due the day of the student's return from an absence.
- ❖ If a student is carrying an "F" grade for at least 2 quarters in a class, BTM will withdraw them from that class, but not their other 'passing' classes.

Safety Policy

Bridge Tutorial Ministries has a Child Protection Policy in place that all Tutors and Leadership Team Members have agreed to follow. Parents may request a copy of this policy.

At the request of Belcroft Bible Church, students must be supervised by an adult **at all times**. BTM's Leadership Team agrees that this is for their safety and accountability, as well as importance for compliance with our liability insurance. Students **may not** wait for a ride outside alone or be outside for any reason without **direct** adult supervision. Students, who are not

siblings with each other, may not gather in vehicles in the parking lot without direct adult supervision. Any student in a car should be so with the intention of leaving the BTM premises within several minutes. They may not be in a classroom or any room, aside from the restroom, alone or without the presence of a nearby supervising adult. There must be an adult close enough to see and hear the students for proper supervision.

Students should not enter a room with only one adult present. Wait for another student or adult before entering.

Electronics Policy

- Electronic devices may be used while at BTM in the Student Center and classrooms **for academic purposes only**. They may be used in the Student Center at designated tables and in class under the direction of the tutor. Devices, including earbuds/airpods, may not be shared for any reason. Misuse of this privilege will result in disciplinary action and possible loss of use of the Student Center.
 - In rare cases and at the discretion of the leadership team member on duty, permission to share one device may be granted to students working together during free periods on a group assignment when assignment details and due dates are presented from the tutor in writing.
- Cell phones left on vibrate are permitted, but **must remain stored while at BTM, both in the classroom and Student Center**. Cell phone use in the hallways or restrooms is prohibited. They may only be used to communicate with a parent/ family member, for emergencies while standing with the Designated Parent or Leadership team on duty, or at the designated tables for academic purposes.
- Electronic devices/cell phones used to record, play video games, watch videos, access social media, listen to music, (unless music is being played at the designated academic tables with earbuds at a volume that is not heard by or disruptive to others), or for any other non-academic purpose is prohibited at BTM. If used in any of the above manners, the device will be taken until a parent retrieves it upon pick up.
- Reading for pleasure on Kindle or electronic reader devices is permitted in the Student Center.
- BTM will not be held responsible for **any** lost, stolen or damaged electronic devices. Bring them at your own risk.
- During class time, each tutor reserves the right to collect all student phones at the beginning of class and return them at the end of class.
- No headphones, earbuds or airpods are to be in your ears at all while in Belcroft Church, except when used for school work at the electronics table.
- It is possible that a parent or student may request to use a device to voice record class. The tutor must be notified prior to class being recorded. Should any other students not

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want their voices recorded they should notify their tutors and the leadership team at the beginning of the year. In this case the class discussions will not be recorded.

Student Center Policy

- Uphold all items listed in the Student Expectations section of the Parent/Student Agreement while in the Student Center.
- The Student Center may only be used for an equal number of periods that a student is registered for classes. For example, 2 classes = 2 periods in the Student Center.
- Uphold all items listed in the Electronics Policy.
- Respond immediately and respectfully to any requests that are made of you by the DP on duty, any tutor or LT member.
- Assist in cleaning up the table that you use, as well as the surrounding floor areas, immediately after finishing your lunch/snack. Encourage everyone at the table to clean up immediately. If asked to clean up an item that is not yours, please cooperate immediately.
- No loud talking, yelling, horse playing, throwing of food/water bottles/food wrappers or extensive physical contact while at BTM.
- No videos/recordings of anyone or anything is permitted at BTM, unless under the supervision of a tutor.
- Not adhering to any of the above guidelines could result in the loss of use of the Student Center and a parent's presence during a student's free periods.
- Thorough completion of all Designated Parent Duty days are necessary for a family's use of the Student Center.

Dress Code Policy

Modest clothing is to be worn at all times while at BTM or BTM sponsored events including educational and parent led outings. The basic guideline is that all private body parts must be well covered while standing or moving around. Students must dress appropriately to show respect to others and to keep others from distraction by dressing modestly. If a student is in violation of these requests, they may be asked to leave the classroom or tutorial until the student is in compliance.

Not Permitted:

1. excessively tight or loose clothing
2. excessively short clothing (see below for how to check length)
3. exposed waistline, cleavage, or underwear
4. excessively ripped clothing or see-through clothing - especially in areas that should be covered according to the basic guidelines mentioned above

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5. excessive dirt/grime on clothes
6. strapless tops
7. profanity or offensive advertisements

Remember:

- tops must have some sort of strap going over both shoulders (this does not include a bra strap or a jacket/sweater)
- skirts and shorts hemline must fall below your fingertips when your arm is straightened out at your side not just at your fingertips
- that hemlines can ride up when you are moving around and that all private areas should be covered while in motion too
- no hoods are to be worn on your head at all while in Belcroft Church
- no headphones, earbuds or airpods are to be in your ears at all while in Belcroft Church, except when used for school work at the electronics table
- ripped jeans must not be excessively ripped (see rule #4) and any rips need to be below your fingertips
- leggings are excessively tight (see rule #1) so if you wear leggings as pants, cover your whole backside with your shirt/top/sweater- which should be well below your derriere.
- if someone makes a fashion mistake, show respect and look away

Dismissal and Parking Lot Policy

- Students must wait in the foyer until their ride is actually on Belcroft's premises. They may **not** wait on the walkway or in the parking lot, even if parents have let their students know that they are close by
- If a student does not have a period 6 class, which begins at 2:30, he must promptly **check out and must be picked up at 2:30 sharp, even if their sibling has a class after then.**
- Students are **not allowed** to be in the parking lot for any reason, unless they are getting into a vehicle and leaving the premises immediately
- If older siblings are responsible for transporting BTM students, they must not linger in the parking lot long before that sibling's dismissal time, nor after that time.
 - No other BTM students are permitted to wait in cars with anyone except their parent or sibling
- If a parent is waiting for a student to finish class, but has agreed to supervise one of their other children/other BTM students outside, the parent **MUST** sit/stand outside their vehicle and be in **VERY** close proximity to where their student is playing outside
 - When that parent is ready to leave, he must ensure that the other students are securely with their own parent or back in the foyer
- **Once students check out and leave the foyer, they must take ALL of their belongings with them and will NOT be permitted back into the building**

Failure to comply with these responsibilities will result in possible dismissal of your student from the tutorial.

- Please arrange to use the bathroom facilities and bring extra water for the end of the day
- In the event a family has an emergency and is unable to arrive promptly at the end of their student's last class, the parent is expected to inform the leadership team ASAP.
 - Please consider getting to know other BTM parents as your first line of assistance when these situations arise.

Virtual Learning Policies

In order to maintain the integrity of the virtual classroom and minimize distractions, the following guidelines must be observed during all online courses with Bridge Tutorial Ministries:

1. If cameras are on, students must be fully dressed and present in a well-lit room throughout the entire class period. Students should adhere to the BTM dress code while online. It will be up to the individual discretion of each tutor if they require cameras and audio to be on or off during class time.
2. Students must sign in with their real name, first and last, and must not change their screen name during class.
3. Only registered students should appear on camera at any time during class.
4. If online classes are recorded, parents and students agree to neither forward class recordings to non-class participants, nor post any class recordings outside of the virtual classroom for that course.
5. Any virtual backgrounds that are used must be one solid color without images or text. If a solid virtual background is used, once selected it must not be changed during class time.
6. Do not take any photos or screenshots of classmates or tutors.
7. If you need to leave the screen for any reason during class, turn off your video until you return to the screen.

Thank you for making BTM a respectful environment for everyone attending.



Parent/Student Agreement Signature Page
2021-2022

Both parent **and** student(s) are to sign below to say you have ALL read and accept the responsibilities and expectations listed on the 2021-2022 Parent/Student Agreement document, the Plagiarism Policy, the Late Work Policy, Safety Policy, Dress Code Policy, Electronics Policy, Dismissal/Parking Lot and Student Center Policy. Keep those documents for your reference and return this Signature Page to the BTM Leadership Team.

It is extremely important that all parties involved understand these requirements. You and your students will be held accountable to this agreement and subsequent consequences as needed for failure to comply.

Date: _____

Family Last Name (print): _____

Parent signature: _____

Parent signature: _____

Student 1 signature : _____

Student 2 signature: _____

Student 3 signature: _____

Student 4 signature: _____