

Please keep this form for your records.
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Discipline Policy

- Because our class time is limited, it is vital that students be attentive, cooperative, and respectful.
- Disruptive behavior is discourteous to both teachers and students.
- Students who are disruptive in class will be warned by the Instructor.
- If the behavior continues the student will be sent to the monitor for the remainder of the class, and his or her parents will be notified.
- Continued behavioral issues may result in dismissal from the Schola program with no refund of tuition or fees.

Academic Integrity Policy

All Schola students are expected to conduct themselves with integrity. When you cheat or aid someone else in cheating, you violate a trust.

Cheating is presenting another person's work or ideas as your own and includes:

- Copying assignments in part or in whole from another person.
- Submitting work completed by another person.
- Copying answers/solutions out of an answer key.
- Giving your assignments to another person.
- Doing someone else's assignment for him or her.
- Telling someone, in detail, what answers to enter on an assignment.

- Glancing at nearby test or quiz papers.
- Copying answers from nearby test or quiz papers.
- Talking with others during a test or quiz.
- Letting someone copy your answers on test or quiz papers.
- Using technology to get answers during a test or quiz.
- Looking at a take-home test before taking it.
- Using textbooks, answer keys, technology, or other sources while taking a take-home test.
- Changing answers on a take-home test after taking it.
- Possessing an unauthorized copy of a test.

- Plagiarism of any kind.

You will receive a grade of zero on the work on which the cheating occurred. This grade cannot be dropped.

Students are encouraged to help each other learn but NOT to give answers. One way to help is to DISCUSS the assignment (if permitted in the assignment) but not to GIVE your answers or solutions. Helping others to cheat is the same as cheating yourself. You will receive a zero as well as the person you "helped."

**Please don't cheat! It cheats YOU of the education your parents are paying for.
If you feel the need to cheat, please talk to your teacher about why, and we will find an honorable solution.**

Schola Dress Code

Students and teachers are engaged in serious endeavors at Schola and should dress accordingly. Please keep in mind the following guidelines which apply to ALL Schola activities including classes, field trips, Spring Picnic, Open House, etc.

General Guidelines:

- Students should dress in a manner that is modest and shows respect for their teachers and fellow students.
- Students should dress in a manner that is not distracting in a classroom educational environment.

Specific Examples:

- All skirts (girls) and shorts (boys and girls) must be at least knee-length. Leggings must be under knee-length dresses or skirts.
- No tank tops, spaghetti straps, halter-tops, off-the-shoulder tops, or tops with inappropriate or offensive decorations.
- No hats, sunglasses, or other distracting accessories.
- No visible undergarments.

Schola teachers and monitors may, at their discretion, ask students to don t-shirts or sweat pants if they find a student's apparel to be inappropriate.

Study Hall Policy

For the convenience of parents and students, Schola provides a Study Hall ONLY for registered Schola students at least 12 years of age by September 1st during free periods between classes or while waiting for siblings in class.

- Students MUST be registered for Study Hall in order to be in Study Hall
- Students may be in Study Hall ONLY during periods for which they are registered.
- No fee is charged for the use of the study hall; however, our facilities are limited, and we ask that study hall be used only when necessary.
- To apply for a study hall seat, complete a Study Hall Application. Be sure to include the reason why you are requesting a seat in study hall. Applications that do not state a reason will not be considered. Study Hall seats will be assigned on a first-come-first-served basis.
- Mail Study Hall Application form with your Registration Form.

Study Hall Rules:

- Students should come to Study Hall prepared to work quietly and bring sufficient work to fill the time they are in Study Hall.
- Students must remain in the Study Hall room. They may not wander through the church or be outside.
- Students may eat in Study Hall.
- iPod use is permitted with ear buds.
- Cell phone conversations are not permitted.
- No Internet access is available for students.
- 2nd period study hall students will be given a 30-minute lunch break at the beginning of the period.
- Students are responsible for keeping the study hall clean, neat, and free of trash.
- **Parents will be called to pick up students who are disruptive in Study Hall. Those students will not be permitted to return to Study Hall for the remainder of the quarter.**

Tuition

Tuition is paid **to instructors** in ten monthly installments, with the first and last installments due by Orientation in August.

- The last month's tuition payment will serve as a drop fee if the class is dropped after Orientation.
- If your family drops a class and is no longer eligible for a TGC Package price, your tuition payments will return to the full amount for the remaining months of the school year.
- Your registration is a ten-month agreement with the instructor and precludes another student from taking that spot in the class. Please choose classes carefully and remember that there is a one-month's tuition drop fee for any class dropped after Orientation.

Indicate a tuition payment method on the Registration Form.

- **By Semester:** Pay six months total tuition by Orientation (includes last month's tuition) and remaining four months tuition by the first class meeting in January.
- **By Month:** Set up automatic bill pay for the first day of each month September through April (August and May payments due at Orientation).
- **By Month:** Provide instructor with eight checks dated the first of each month September through April (August and May payments due at Orientation). **Instructor will cash each check after the check date.**
- **By Month:** Pay tuition monthly by the first class meeting each month.

You agree to include a late fee of \$10 if checks are not received by instructors by the first class meeting of each month.