

Harlingen Homeschool Academy

...Providing options for Christian homeschooling families.

Dear Parents,

April 2018

We are excited to announce our Academy classes for the 2018-19 school year. **Registration is available to all students who are 9th grade or above and 14 years old by Sept 1, 2018.**

Room 5 or 6 (TBD)	Time (Tues / Thurs)
English (with world literature) & Speech	8:30-9:45
Algebra 2	9:55-11:10
World History	11:20-12:35
Lunch	12:35 - 1:00
Biology	1:00 - 2:15

Teachers:

Joann Hawkins : English and World History

Algebra 2 : Sarah McDonald

Biology : TBD

Important Dates:

May 11: Registration by this date insures your space in the class. (After this, preference will be given to students who register for multiple classes)

June 1: You will receive a book list to purchase books for next year.

Aug 21: *Mandatory Orientation. All tuition money due at this time*

Sept 4: First day of school.

May 16: Last day of school

The following pages contain more details about the program, and if you have any additional questions, feel free to contact me. This cover letter and the Parent/Student Guidelines are for you to keep. The Registration Form and the signature page will be given to me. There is a cap on these classes, so if you plan to have your child attend, you should register as soon as possible.

Thank you,

Joann Hawkins

901 E. Williamson Ave

Harlingen, TX 78550

956-357-3086

johawkins7@aol.com

(Keep this for your records)

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Parent/Student Guidelines

Class Placement : Students must be at grade level age as of September 1st of the school year.

Daily Assignments : In addition to the class meeting, each student will be required to do Daily Assignments for two/three additional days per week.

Fees :

- Registration fee is \$25 per family. An additional \$20 fee per class covers classroom supplies for the year. These are paid upon registration, payable to Harlingen Homeschoolers.
- **Tuition for each class is \$40 per month** made payable to the individual teachers.

Tuition Policy: In order to facilitate the process of tuition payment, we will collect all checks for the year at the Mandatory Orientation on Tuesday, Aug 21. Please make all checks payable to the teacher (student's name in the memo portion) and postdate each check for the month that it will be deposited. Joann will hold all checks until the first Tuesday of each month, at which time they will be given to the teachers. If you prefer to pay for the entire year at once, you may do that on Aug 21 as well. Students will not be admitted unless all checks have been received.

Dropping a class : When you sign up for a class, you are committing to it for a year. Please register for classes carefully. Teachers are making a commitment to teach your children for the full time frame based on the number of students who have registered. If, for any reason, you decide to withdraw your child from HHA, the money for that month and any book or lab fees will not be refunded. In addition you will be asked to pay a withdrawal fee (equivalent to two-months tuition) to each teacher.

Supervision Policy : Teachers will be in the classroom prior to the start of class, but please do not drop off your student more than 10 minutes early. The teachers need this time to prepare. Your student must be picked up as soon as the class ends regardless of the age or responsibility level of your student. If you are late, you will need to pay the teacher \$1 for each minute over 5 minutes that he/she has to stay with your kids. This late fee is due as soon as you arrive.

Visitation Policy : Potential HHA students and parents are free to visit any class (no siblings, please), but they must stay the entire class time and should make arrangements with the teacher in advance.

Illness Policy : If a child will be absent, it is the parent's responsibility to inform the teacher either by phone or email. Please do not bring children to HHA who have had a fever, diarrhea, vomiting, or other contagious conditions in the last 24 hours. If your child requires any medication, please keep it with you and administer it yourself. Teachers are not required to make up classes that your student may miss. Parents should request make up work from the teachers and work with the child at home to insure they are caught up prior to the next class.

Late to Class : \$10 will be charged for every 3rd tardy to class.

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Weather Policy : If the weather is bad enough for Harlingen CISD to close, HHA will be closed.

Dress Code : All clothing should be conservative and inoffensive. Shorts should be mid-thigh or longer. No bare midriffs, tank tops, cleavage, tights without shorts or a skirt, and no profane language or graphics on clothing. Skirts and dresses should be knee length.

Student Conduct Policy

- Show respectful obedience to all teachers, parents and adults. All words and actions should promote unity and encouragement of other people and families.
- Be good stewards of the church facilities and parking area by leaving each in better condition than you found it. Chairs and furniture should be put up and all trash deposited in the trash cans. Our care of the facilities is a reflection on the entire group.
- Students must be dropped off and picked up in the church side parking lot or in the alley between the church and the classroom building. Students may not walk off campus or across the street to meet a parent or to go to the store, etc..
- With boy/girl friendships we ask that your behavior be above reproach. HHA has the right to make determination on what interaction is not satisfactory.
- Inappropriate language or conversations is not allowed.
- Electronic equipment is not allowed unless specifically requested by the teacher. Cell phones must be set to off, rather than vibrate.
- No knives, guns, water guns, laser pointers or any other dangerous or distracting items are allowed on the property. These items will be collected by the teachers.
- HHA property and/or church property may not be taken from the building.
- HHA is not responsible for your personal belongings. Lost and found items will be donated to a charity at the end of the month.
- Advertising, surveys, or printed materials may not be distributed or left in any facility without permission from the Steering Team.
- The possession of literature, pictures, posters, or recordings presenting an indecent or immoral activity or ungodly belief or philosophy is prohibited.
- Use of tobacco, alcohol or narcotic drugs, or the implied use of these is prohibited.

Disciplinary Consequences

- All disciplinary actions should occur first between the teacher and the student, then the parent.
- If the student does not respond to the teacher's discipline, a suspension of one class may be implemented by the teacher.
- If the problem persists, the teacher may submit a written request to the Steering Team, for the student to be expelled from the class. This may be followed by a parent/teacher meeting with the Steering Team. The Steering Team has the right to remove any student from the HHA program at any time if they are not acting in accordance with the expectations of the group.

(Keep this for your records)

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Student Application 2018/2019

Student Name: _____ D.O.B. _____
 Age (on Sept 1, 2018) : _____ Grade (for the 2018/19 school year) _____
 Father: _____ Phone: _____ hm/wk/cell?
 Mother: _____ Phone: _____ hm/wk/cell?
 Father Email: _____ Mother Email: _____
 Address: _____ City, State & Zip: _____
 Student Email: _____ Student Cell: _____
 How long has the student been homeschooled? _____
 Are you currently a member of Harlingen Homeschoolers? _____
 If you are not a member of Harlingen Homeschoolers, you will have to join the group before you can participate in HHA. Go to www.HarlingenHomeschoolers.com to do so.

(Please fill out one for each student you are enrolling.)

Please tabulate the fees for the classes your child will be taking.

Class	Time (Tues / Thurs)	One-Time Materials Fee	Total Due
English	8:30-9:45	\$20	
Algebra 2	9:55-11:10	\$20	
World History	11:20-12:35	\$20	
Biology	1:00-2:15	\$20	
Family Registration Fee (If you have multiple students, only add this on one form.)			\$25
Total Payable to Harlingen Homeschoolers			

***Please mail or bring the registration and payment by May 11, 2018.**

***NOTE- There is a cap on all classes. Please register as soon as possible to insure your child's place.**

Registration Checks payable to:
 Harlingen Homeschoolers

Mail to:
 Joann Hawkins
 901 E. Williamson Ave
 Harlingen, TX 78550

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Please read the Parent / Student Guidelines with all of your children who are enrolling in HHA. After reviewing them, please sign below and return this page with your registration form and check.

I have read and agree to abide by the Parent/Student Guidelines for Harlingen Homeschool Academy.

Date _____

Signature of Dad _____

Signature of Mom _____

Signature of 1st Student _____

Signature of 2nd Student _____

Please review and sign the following financial obligation statement:

I understand that the annual tuition is \$360 per student per subject and that registration implies my commitment to the full year. The total cost will be paid up front as 9 post-dated checks (or cash installments) to be held and deposited by the administrator throughout the year.

If, for any reason, I must withdraw my child from a class, I will be charged a withdrawal fee (equivalent to two months tuition) to be paid to the teacher of that class.

Signature of Parent _____ Date _____