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1. Vision

Cornerstone Tutorial Center was founded as an outreach to Christian home school families of all denominations, and operates as a 501C-3, non-profit organization. Our goal is to provide a common learning center environment where classes are offered that are difficult to teach in a home environment. Many courses require either specialized knowledge/equipment or a group dynamic that makes them a challenge for parents to teach at home. Students attend classes once or twice a week at CTC, and then the parents are responsible for supervising homework assignments and teaching students the other days of the week. In this way the tutors and parents combine their efforts to meet the challenge of teaching difficult subjects.

CTC's primary focus has always been junior and senior high-level classes, however, we offer several classes for elementary level students.

To the greatest extent possible, classes offered at CTC are multi-media in presentation. By using a variety of interactive methods (group activities, lab or experiments, lectures, videos, oral reports, and projects) it is easier to involve students of all learning patterns and temperament styles:

- 1) *Actual spontaneous learner* (prefers to learn from experiences);
- 2) *Actual routine learner* (likes consistent, clearly defined procedures and organization, lots of structure);
- 3) *Conceptual specific learner* (learns by creative thinking, does not enjoy a structured environment);
- 4) *Conceptual global learner* (not interested in technical details, but the significance of what people think and feel).

Because of the multi-denominational make-up of CTC, no Bible classes are offered, and no CTC tutor or leader raises any controversial theological issues. This policy has worked well to build unity and harmony within the varying Christian beliefs at CTC.

2. Notice of Nondiscriminatory Policy

Cornerstone Tutorial Center (a home school resource) admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the center. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, and any other center-administered programs.

3. Corporate Structure

A board of directors, consisting of administrators and CTC family representatives governs CTC. This board meets at least four times per year.

The board oversees admissions, infractions, disciplinary actions, contracts, finances, facility, policies and other areas of business as needed.

Board members:

Robert Craig
Tammy Mattox
Jerrylene Birchett

Russ Hurst
Raeann Heath
Susan Strelow

Louis Sanchez
Valerie Sturgeon

If you are interested in serving as a board member, please pick up an application in the office.

If you would like to contact the board, please email Robert Craig at Robert.Craig@magellanlp.com.

4. Administrators

The administrative staff handles day-to-day operations.

Director of Administration and Finance	Jerrylene Birchett
Assistant Administrator	Kelli James
Tutor Liaison	Desiree Hurst
Facility Director	Raeann Heath
Publications	Desiree Hurst
Webmaster	Kelly Huckaby

Division of administrative duties:

Director of Administration and Finance: Lead administrator, board member, bookkeeping, collection of class fees, achievement testing, office management on Tuesdays.

Assistant Administrator: office management on Thursdays, record keeping.

Tutor Liaison: Coordinate and supervise tutors, class schedule.

Facility Director: Coordinate volunteers, supervise building maintenance, purchase supplies/snacks.

Publications: Produce and update student handbook, class catalog and business forms.

Webmaster: Design and update the CTC website.

5. Statement of Unity

All tutors, staff members, and one parent from each family having students enrolled in classes at CTC are asked to read and show their agreement by signing the Statement of Unity, as shown. This assures that each family involved with CTC has the same basic spiritual standing. Knowing that the CTC families represent a wide range of beliefs and doctrines, the Statement of Unity only covers the “unarguable” truths of the Bible.

STATEMENT OF UNITY

We - the parents, tutors, and staff - come into agreement that the goals and objectives of Cornerstone Tutorial Center are as follows:

1. To provide a loving, wholesome environment where each student is seen as unique and valuable.
2. To provide assistance and support to parents and students needing help with academic challenges, through the offering of specific classes.
3. To provide a positive atmosphere for social development that would encourage each student's growth - spiritually, physically, and academically.

To accomplish these goals, God invites us to come into agreement with His word:

*“...The first of all the commandments is
Hear, O Israel, The Lord our God, the Lord is one.
And you shall love the Lord your God with all your heart,
With all your soul, with all your mind, with all your strength.
And the second, like it, is this:
You shall love your neighbor as yourself.
There is no other commandment greater than these.”*

Mark 12:29-31 NKJ

To walk out this law of love, we admit that we need help, and that God has the answer:

"...for all have sinned and fall short of the glory of God."

Romans 3:23 NKJ

"...if you confess with your mouth the Lord Jesus and believe in your heart that God has raised Him from the dead, you will be saved. For with the heart one believes unto righteousness, and with the mouth confession is made unto salvation."

Romans 10:9-10 NKJ

Cornerstone Tutorial Center is founded on the Lordship of Jesus Christ and His commandment to love one another. Upon this foundation - the parents, tutors, and staff - form a bond of unity. We trust God for His guidance, wisdom, protection, and blessing. In the name of our Lord Jesus Christ, we agree.

6. Enrollment Process

Step 1: Application (\$15 application fee per first new student, \$10 second, \$30 maximum)

Complete **both** sides of the *Student Application* for **each** student. Submit completed application by mail (948 S. 91st East Ave., Tulsa, OK 74112), fax (664-9542), or email (ctcademic@cox.net). After application is received, the CTC office will schedule the family interview. Application fee per new student is due prior to the family interview. **All applications are subject to approval by the CTC board of directors.**

Step 2: Interview

After the student application is received, new families will be called to schedule an interview. (Returning families do not need to interview unless requested by the office.) You may attend orientation-but not registration-before completing your interview.

NOTE: ADDITIONAL REQUIREMENTS

- a. Students must have been home schooled the previous year.
- b. Parents must be in agreement with the CTC *Statement of Unity*
- c. One parent must not work outside the home during school hours.
- d. CTC requires at least 3 hours per enrolled class (maximum of 9 hours per family) of volunteer service per family each year.

(Any request for an exception to these guidelines will be considered only after an interview between the parent/s and student/s with the administration.)

Step 3: Orientation

Attend *one* of these orientation meetings.

Saturday, June 5 9:30-12:30 PM

Tuesday, Aug. 3 6:30-9:30 PM

NOTE: You must attend orientation *before* registration.

Step 4: Registration

Attend *one* of these registrations.

Thursday, June 10 9-Noon (**Returning Families ONLY**)

Thursday, June 10 1:30-3:30 PM

Tuesday, Aug. 10 10-Noon

NOTE: Registration is *"first come, first served."*

Step 5: Payment

Application fee: Due before interviewing new family

Registration fee: Due at registration

Supply fee: Due by July 8

Operational fees: First of 9 installments due August 5

Tutor fees: First of 9 installments due August 5

All of the above fees must be paid in full by Sept. 7 or the student will not be eligible to attend classes.

7. Student and Family Commitments

a. Christian Self-government

- 1) Show respect to and for all persons and property
- 2) Report to class promptly
- 3) Work quietly and independently as required
- 4) Listen to and obey those in authority
- 5) Complete homework on time
- 6) Resist negative peer pressure
- 7) Follow the rules set forth in this student handbook

CTC is a tutorial center, not a school. We do not have the time, resources or mandate to constantly supervise and discipline students. We are structured to assist families who are committed to the concepts of Christian self-government and home schooling. This means that each student is responsible for his or her own behavior and learning under the guidance of a parent or tutor.

b. Attendance

Parents are responsible for calling the CTC office to report any absence prior to the time their student's class starts. If the CTC office has not received a phone call, after the absence is reported, the office will call the parents to confirm the absence.

Because most CTC classes only meet once a week, work cannot easily be "made-up" as it can in a normal school or home school environment. Absences not only place a heavy burden on the student, but also presume greatly upon the time and resources of the tutors. ***It is the student's and parent's responsibility to contact and work with the individual tutors regarding missed work.*** In the event of unavoidable absences due to illness or emergency, tutors generally are able to make arrangements to help students "catch-up." Each tutor shall establish their own policy for handling absences, both avoidable and unavoidable. ***Additional individual tutor fees may apply to help students individually make up work missed.***

c. Financial

Once the academic year has begun, parents are responsible for the whole year's individual tutor and operational fees. There will be no refunds of registration, supply, and operational or individual tutor fees. Tutors and staff have made their plans based upon your initial commitments.

CTC's board of directors will approve any tutor change after classes begin and replacement will meet education, skill and experience requirements.

Families with unpaid balances (from previous year) will be prohibited from applying for the 2009-2010 school year.

If there has been a history of late payments, prepayment by semester may be required.

8. Financial Responsibilities

a. Application Fee

A **non-refundable** application fee of \$15 per new student (\$10 second, \$30 maximum) is due prior to the family interview.

b. Registration Fee

A **non-refundable** registration fee of **\$80.00/student** (max. \$280.00 per returning family) is due when you register on June 9 or Aug. 6. A registration fee of **\$100/student** will be due on any other date. New student mid-year enrollment begins on Jan. 4, 2011.

c. Supply Fees

All classes except study hall require a supply fee. All fees are due July 8, payable to CTC. (Those registering in August will need to pay all fees – application, registration, operational, tutorial, and supply - on the day of registration.)

d. Tutor and Operational Fees Payment Options

Individual *tutorial and operational fees may be paid in 9 installments.*

All checks for payment to the tutors should be made out to individual tutors. All checks for operational fees should be made out to CTC. If you choose to pay with cash, PLEASE pay with the correct denomination of bills for each tutor and CTC.

Installments: Individual tutor and operational fees are **due the first Thursday** of each month. Check the due dates on your *Payment Schedule* for August and September payments. Starting in October, payment envelopes will be placed in the family folders prior to the last week of the month. Payment envelopes must be returned to the CTC office the following week.

Advance Payments: You may pay in advance at any time. However, it is impossible to offer any discount for advance payments without penalizing those who pay in installments.

e. Late Fees

A \$5 fee *per class* and a \$5 *per operational payment* for each week (or any portion of the week) will be charged for all late payments.

Example of class fees plus late payment charges:

Class fee	Mo 1 Wk 2	Mo 1 Wk 3	Mo 1 Wk 4	Mo 2 Wk 1	Mo 2 Wk 2	Mo 2 Wk 3	Mo 2 Wk 4
\$25	\$30	\$35	\$40	\$70	\$80	\$90	\$100
\$38	\$43	\$48	\$53	\$96	\$106	\$116	\$126
\$42	\$47	\$52	\$57	\$104	\$114	\$124	\$134
CTC \$14	\$19	\$24	\$29	\$48	\$58	\$68	\$78

f. Returned Checks

A \$25.00 fee will be charged for all returned checks.

g. Class Changes

A \$10.00 fee *per class* will be charged for **any** class changes made after you complete the registration process. This includes moving a class to a different time or adding a class. It is possible

that all of the supply fee may no longer be refundable. The *only* exception will be changes initiated by the administration.

h. Dropping Classes

A \$20 fee *per class* will be charged for any class dropped. No money will be returned that has been paid at that time. **After Sept. 22, you are responsible for payment until the end of the year.** Enrollment is limited in each class. Dropping the class after registration creates a permanent empty seat for the entire year in some classes.

i. Financial Statement

An annual financial statement is available upon request.

j. Growth Incentive Program

Earn credit toward your operational fees by spreading the word about CTC. Each student who signs up for classes (and lists your name on their application under "referred by") earns you a \$25 credit toward your operational fees. All eligible credits will be applied in the month of November 2010. Credits are deemed eligible if the new student is still enrolled in classes and current with all payments on November 5, 2010.

9. Student ID's

For the safety of all students, students will wear their STUDENT ID's plainly visible at all times. The first ID will be issued at no charge, however, parents will be asked to purchase replacement ID's at the cost of \$10/ID. If students forget their ID, they must check in with the receptionist and wear the generic ID for the day.

10. Family Volunteer Service

If a family has not completed their hours of service for the 2009-2010 school year, they will not be allowed to register for the 2010-2011 school year until those requirements have been met.

For the 2010-2011 school year, each family is required to volunteer at least **3 hours per enrolled class (maximum of 9 hours per family)** of service. While we certainly appreciate and depend upon your generous donations and gifts, our center also relies on every family's gift of time and service. Therefore, required volunteer hours cannot be waived for any reason without the board's approval.

Families can choose to volunteer in the following areas:

- 1) Intercessors (Praying for CTC in our prayer room during school hours.)
- 2) Lunchroom assistant
- 3) Provide food preparation or serving at tutors' luncheons
- 4) Provide food preparation for board meetings, scheduled 4 times per year.
- 5) Building maintenance and improvements
- 6) Computer set up and networking
- 7) Bulletin board displays
- 8) Standardized testing
- 9) Fundraisers
- 10) Study hall monitor
- 11) Workday volunteer (several will be planned during the school year)
- 12) Substitute teacher
- 13) Drama night helpers (make-up, monitors)
- 14) Recycling

Please note that hours worked on the 2011 graduation do not count toward meeting the 3 hours per enrolled class (maximum of 9 hours per family) service, if your student is graduating.

For busy families, an optional buy-out program is available at the rate of \$20/volunteer hour.

11. Academic Responsibilities

a. Parental Academic Responsibilities

The CTC program is set up to come along side of the parents to educate their children. Parents are required to

1. Determine which classes meet their student's needs by reviewing materials and textbook during orientation
2. Talk with each tutor prior to registration to ask questions and communicate concerns or academic challenges
3. Communicating with tutors during the year
4. Supervise homework and student progress

b. Communications with Tutors

Parents are responsible for reading all materials sent home by the tutor. Some tutors will require the parents to initial the assignment sheet indicating the completion of homework assignments or grade the homework and report the grade.

c. Homework Responsibilities

The tutor will call the parents to discuss any homework not completed on a timely basis or other classroom problems. A recommendation may be made to the administration for the removal of any student from class, if they habitually fail to complete homework assignments in a timely manner. The administration fully supports the tutor's decision **not** to tutor a particular student.

Due to the fact that we only have 30 weeks of classes, tutors may assign work to be done over a holiday break. We understand family time is important, please schedule homework around planned family activities.

No fall break is scheduled. Students have a four-day break every week (from Friday to Tuesday).

d. Academic Achievement Standard

CTC wants every student to succeed and prepare them for the future. The board of directors has set a standard of an overall "C" average for classes taken at CTC. The board will review the standing of any student whose work fails to meet this goal and, at their discretion, the student may be placed on probation or dismissed.

12. Academic Evaluations

Each tutor provides written student evaluations at the end of each semester. The first semester evaluations will be placed in the family folders; the second semester evaluations will be mailed. Tutors send out progress reports mid-term to inform parents of their student's progress. In the event of any questions, parents are *strongly encouraged* to contact the tutor directly. Contact information for tutors is listed in the class catalog.

13. Record Keeping

Please remember CTC is **not** a school. We are assisting you in your efforts to home school your student. Therefore, **it is the responsibility of each family to keep records of classes taken, grades received, etc.** As a home schooling family, you also have the authority to make adjustments to your student's grade for reasons determined by your family. CTC does not keep any records of student's grades, classes attended or graduate students. We do, however, facilitate a graduation ceremony in which parents can present a graduation certificate to their student.

14. Personal Displays of Affection (PDA)

No PDA's will be tolerated on CTC property or at CTC sponsored events. Parents will be notified immediately. PDA's can be described as, but not limited to, handholding, kissing, embracing, and snuggling.

15. Communication with CTC Families

Communications are processed in the following ways:

- a. **Website** is located at www.ctctulsa.org. Current information is posted on a regular basis.
- b. **"Family folders" should be checked weekly by parents or students.** Newsletters, grade reports, and other correspondence and information will be placed in these folders on a regular basis. *It is the parents' responsibility to stay informed of CTC events, policy changes, announcements, news, etc.*
Folders are limited to staff use only!
- c. **Email** correspondence has become vitally important to save time and money. Please keep the office informed of your current email address.

16. Communications with CTC Staff

Our families are the primary and best source of information and ideas. Please feel free to bring any matter to the attention of our office staff during regular business hours. Email addresses for the office staff are listed in the class catalog and on the website.

To communicate academic challenges or classroom problems:

- Communicate any concerns or problems immediately as they occur (Don't wait until the problem is urgent)
- Talk with the tutor directly before bringing the problem to the administrators
- Contact the administrators if the problem or concern cannot be resolved with the tutor

Contact information for tutors is listed in the class catalog and on the website.

17. Special Events

Fundraisers, drama productions, and workshops are planned during the school year. These family oriented events *may* be held in the CTC building. CTC **will not** sponsor dances. With administrator's approval, students may be allowed to publicize student events by displaying posters or selling tickets during lunch.

18. Lunch

a. **Students must pre-order lunch by 10:00 a.m.**

Because of health codes, CTC is unable to prepare lunches for the students. CTC will bring in prepared lunches with an average cost of \$3.00, such as: Arby's, Taco Bueno, Mazzio's, and Charlie's Chicken.

- b. Students may bring a sack lunch. A microwave, refrigerator and toaster oven are available in the student prep area.
- c. Students should not be in the classrooms during lunch unless a tutor is present.
- d. CTC has an open campus lunch period. It is not CTC's responsibility to monitor who students go out with. This is a matter between parent and child. CTC will take all steps reasonably possible to insure the safety of a student while they are on the premises, but cannot take responsibility for a child who has left the premises.

19. Infractions and Incidents

Depending on the incident, the following actions may be taken in any order:

- a. The adult (tutor, monitor, or staff) observing the infraction/incident will decide whether to review the CTC rules with the student or take them to the administrator's office.
- b. An incident report *will* be completed on any student sent to the office and a copy will be sent to their parents.
- c. The parents *may* be contacted immediately.
- d. Two administrative team members *will* meet with the student to discuss the incident or infraction. Meeting notes will be sent to the parents.
- e. An additional meeting *may* be scheduled with the parents, student and administrative team.
- f. Reasonable consequences *may* be enforced.
- g. The administration *may* limit the student's participation at CTC or dismiss the student from *any* involvement at CTC. In the case of dismissal, *all* ties will be severed to CTC activities.
- h. Student *may* be required to appear before the board of directors. The board will have the right to suspend or expel students from classes at CTC. No class work will be accepted during a suspension.

20. Right to Search

Cornerstone Tutorial Center reserves the right to search backpacks, purses, automobiles or any personal items without any notice, for any reason that the CTC administration deems necessary. There is a *no tolerance* policy at CTC dealing with weapons, drugs (including cigarettes, chewing tobacco, cigars, etc.) and alcohol. Parents will be called about any violation of this policy and the Tulsa police may be called depending on the severity of the offense. Immediate suspension or expulsion from CTC will occur for any violation. *No class work will be accepted during a suspension.*

21. Tardiness

Every tardy will be considered "unexcused" without a written note or verbal communication from the student's parent. Tardiness is very disruptive to the classroom and demonstrates a lack of respect for tutors, staff, and other students. Parents are expected to be diligent in getting students to CTC on time for their first class. Once on campus, students are expected to be on time for the remainder of their classes.

Parents will be notified of excessive tardiness and points may be deducted from the student's semester evaluation.

If a student continues to be tardy after the first notification, students may be suspended or a meeting may be scheduled with the CTC board of directors.

22. Study Hall

Each student is allowed to take up to two study halls per day, but may not take more study halls than he has classes that day. Study halls will be in room #302 (See class schedule). Students must abide by the general rules listed and any other rules designated by the study hall monitor.

Students may enter study hall with a drop-in fee of \$4 per class.

- a. The first half of the study hall class time (40 minutes) will remain quiet enough for students to study. Students need to bring homework or reading material to study hall each day in order to remain busy during the study portion of the class.
- b. During the second half of the class time, students will be allowed to interact with other students quietly (study, talk, or play board games).
- c. No musical instruments.
- d. No gum.
- e. No gaming (such as poker) will be allowed.
- f. No gameboys, computers, or internet access. Music will be allowed in study hall, but cannot be shared with anyone. Student must wear headphones.
- g. Students may use cell phones during study hall, but may not share photos, ringtones, text messages or phone messages with other students.
- h. Students need to clean up their area before class ends.
- i. All parents must check in the office and with the study hall monitor before sitting down with students.

23. Cell Phone Policies

- a. Cell phones must be turned "OFF" during class time and only used between classes.
- b. Students will not be allowed to use cell phones during class times (If a parent needs to reach students during class time, please call the office at 664-9527).
- c. Students may not share photos, ringtones, text messages or phone messages with other students.
- d. CTC staff members have the authority to confiscate phones at any time if they become a distraction or the student is in violation of the cell phone policies. **If a cell phone is confiscated, parents are responsible for picking up the phone in the office.**

24. Dress Code

Students are expected to dress modestly in a way that will not distract or offend other people, discredit the Tutorial Center, or negatively affect our Christian witness.

1 Corinthians 6:19-20

"Do you not know that your body is a temple of the Holy Spirit, who is in you, whom you have received from God? You are not your own; you were bought at a price. Therefore honor God with your body."

Also, we recommend reviewing the following scriptures: 1 Timothy 2:9-10, 1 Thessalonians 4:3-5, Romans 12:1-2, 1 Thessalonians 5:11, and Hebrews 3:12-13.

The CTC dress code shall apply equally to students, tutors, staff, visitors, and those participating in CTC sponsored activities. Therefore:

- a. No hats, caps, visors, bandanas, sunglasses, etc. are to be worn in the **building**. Students will be asked to surrender these items in the office and they may be picked up at the end of the day.
- b. No short tops (no exposed skin).
- c. No low cut dresses, shirts or blouses (make sure you cannot see cleavage or bra when bending over)
- d. No sleeveless dresses, shirts or blouses. Sleeves must be inset. Cap sleeves are not permitted.

- e. No shorts, skirts, or dresses shorter than 6 inches from the floor when kneeling.
- f. No sheer, clinging, or tight fitting clothing
- g. No excessively baggy clothing or "sagging" (no exposed underwear)
- h. No clothing with large tears or holes (higher than 6 inches above the knee)
- i. No clothing with inappropriate words or graphics
- j. No body piercing jewelry, ears only
- k. No gothic attire, chains or dog collars
- l. No sleepwear, pajamas or slippers
- m. No costumes (such as Halloween)
- n. Not more than 6 pieces of jewelry (safety issue and distraction)

Dress code infractions will be handled in the following manner:

1. Any adult can file a dress code infraction report in the office.
2. Staff members will question student (in private, if possible) and verify that a dress code infraction exists.
3. Staff member will make a judgment on how to handle the infraction.
Possible actions:
 - a. Student will be asked to change or add clothing.
 - b. Parents may be contacted.
 - c. Student may be asked to sit in the office until a solution to the infraction can be resolved.
 - d. Student may be required to check in with the office staff each day before attending their class.
4. The CTC board may be advised of repeated infractions. Parents and student may be required to write an explanation and plan of action or appear before the board.
5. Points may be deducted from the student's semester grade.

Please note that it is impossible to make a comprehensive list of inappropriate dress. In the event a judgment needs to be made, the administrative team member present will make the determination of appropriateness.

25. Computer Lab Fees for Occasional Use

If students need to use a CTC computer to print assignments or use word processing software to complete assignments, there will be a minimum charge of \$3. An extended lab time of more than 15 minutes will require an additional payment of \$2 per each additional 15 minutes. These charges pay for software, printing supplies and maintenance.

26. Illness Policy

Based on the CDC recommendations, if your student has an influenza-like illness, they should remain at home until at least 24 hours after they are free of fever (100° F [37.8° C]), or signs of a fever without the use of fever-reducing medications, even if they are taking anti-viral medication.

"This is a change from the previous recommendation that ill persons stay home for 7 days after illness onset or until 24 hours after the resolution of symptoms, whichever was longer. The new recommendation applies to camps, schools, businesses, mass gatherings, and other community settings where the majority of people are not at increased risk for influenza complications."

"The new recommendations emphasize the importance of the basic foundations of influenza prevention: stay home when sick, wash hands frequently with soap and water when possible, and cover noses and mouths with a tissue when coughing or sneezing (or a shirt sleeve or elbow if no tissue is available)."

Source: <http://www.cdc.gov/h1n1flu/schools/schoolguidance.htm>

Please remind your students of the importance of keeping their hands clean and doing other things to keep their immune system strong: get plenty of sleep, eat lots of fresh fruits and vegetables, and be careful around those who are sick. CTC has provided instant hand sanitizer in the classrooms, office, study hall, and lunchroom.

27. Inclement Weather

In the event of inclement weather, CTC **will follow the Broken Arrow school system** decisions regarding closings. The notice will be posted on the CTC website as soon as possible once the decision is made by BA schools. Normally snow days are not made up, however, tutors are instructed to cover the missed material. If numerous days are missed due to inclement weather, missed days are made up (at the discretion of the board) during the second week of spring break.

27. Visitors

- a. All visitors (including parents, siblings, and volunteer workers) must check in with the office worker located in front of the elevator on the third floor.
- b. All visitors must wear an ID badge.
- c. For our students' protection, **no visitors** (other than family members of CTC students) are allowed in any classroom (includes study hall and lunch break).
- d. Guests must wait in the office (not in the lobby or hallways) until classes have been dismissed.
- e. Alumni and former students are included in our "no visitor" policy.

28. Arrival and Departure

- a. Students may be dropped off **no earlier than 8:00 am.**
- b. Students must be picked up **no later than 4:30 pm.** \$1 per minute will be charged after 4:30 pm. Please note that any student not picked up by 4:30 p.m. will be brought to the office. The parent or authorized driver will need to come upstairs and pay the late fee in order to pick-up their student(s).
- c. Students **arriving more than 15 minutes** before their class will be charged \$4 to cover the cost of a study hall. Students will not be allowed to wait in the lobby area or stairwell. During the 15 minutes prior to class, students may wait *quietly* in the third floor landing area.
- d. Students **must be picked up no later than 15 minutes** after their last class. If your arrival is delayed more than 15 minutes, you must pick up your student from study hall. The charge will be \$4.
- e. If students need to wait at CTC between the time their last class ends and another activity, students must join study hall and pay the required \$4 drop in fee.
- f. Except for an emergency, students should not leave any class before the allotted ending time. It is very disruptive for the tutor and classmates when a student leaves class before the class hour ends. For this reason, we require families to schedule appointments and sports activities so that they do not interfere with the class session.
- g. Exceptions may be made for emergencies. Please follow these steps if a student has an emergency and must leave early:
 1. Contact the tutor as soon as possible
 2. Contact the office (a parent must contact the office before the student can be released)
 3. Student must let the office know they are leaving the building

29. General Classroom Rules

- a. Once class has begun, students may not leave the classroom without the tutor's permission unless there is an emergency.
- b. No food or drink in the classrooms. (Water is allowed in a sealed container). Tutors are exempt from this rule.
- c. No gum allowed in the building.

30. General Facility Rules

- a. **Food or drink is allowed only in Room #315---Not in hallways or classrooms** (Tutors are the exception during their break)
- b. **No gum** allowed in the entire building.
- c. **Students should not be in the classrooms during lunch** unless an adult is present.
- d. **No electronics** are allowed in the building. Staff cannot monitor content of games, music, text or images if the student decides to share them with others. CTC will not be responsible for lost or stolen items.
- e. **Cell phones and pagers must be turned off** or be put on silent ring during class. All return phone calls should be made during a break time. Students cannot share photos, ringtones, text messages or phone messages with other students. Failure to abide by this policy may result in the confiscation of the device by the CTC staff.
- f. **No skateboards** are allowed on the CTC campus.
- g. **There will be no tolerance for speeding and reckless driving.** 91st East Ave. is very busy and parking is very tight.
- h. Students are **not allowed to engage in non-CTC related fundraisers** on the CTC campus unless approved by the administrative team.
- i. For our students' protection, **no guns or knives** of any form (including water guns and pocketknives) are allowed on CTC property.
- j. Each campus pedestrian is expected to act in a safe and reasonable manner without endangering him/herself or other students nor causing drivers to take defensive actions. Any infraction of this policy, reported by an adult, will result in a \$ 5.00 fine per incident.
- k. **Elevator use** is restricted by Eastwood Baptist Church to those who are carrying heavy loads or have a medical reason. Please apply for an elevator pass in the office if your student's medical condition requires them to use the elevator. Please note that back packs do not qualify as a heavy load.
- l. **Pranks** or actions intended as jokes will not be tolerated in the parking lot or in our building.
- m. **Students must visibly wear their student ID's on campus.**

Please note: Infractions are normally handled with reasonable consequences, however, repeated infractions or infractions of a serious nature could result in the student being suspended or expelled from classes at CTC. For additional information, check the "Infraction and Incidents" section on page 13.

31. Graduation

CTC facilitates a graduation ceremony for home schooled students in which parents present a graduation certificate to their students. CTC does not keep records of student's grades or classes attended. Students are not graduating from CTC. CTC offers tutoring for individual classes as needed by our families and is not designed as a full high school program. Therefore, our corporate name cannot appear on graduation certificates, programs, memory books, videos or other materials developed for the graduation families.

If you are interested in participating in the graduation ceremony, your family will be required to meet your CTC service hours before graduation, serve on graduation committees, attend monthly meetings, and pay for required elements and extras approved by the majority of participating families. Please note that hours worked on the 2011 graduation do not count toward meeting the 3 hours per enrolled class (maximum of 9 hours per family) of volunteer service required per family.

32. Campus Driving Privileges

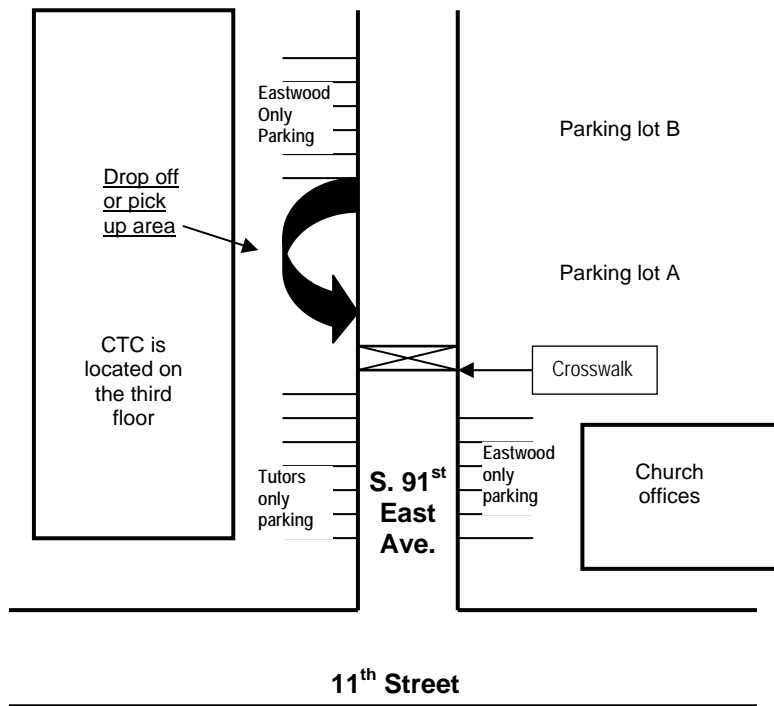
Every student must register his or her vehicle. A vehicle registration form must be turned in to the office prior to enrollment.

- a. Driving on-campus is a privilege, not a right.

- b. Each student is expected to drive in a responsible, legal manner and not endanger passengers or bystanders.
- c. Each vehicle must have a completed and signed vehicle registration form on file in the office for EACH vehicle on campus.
- d. Each student is expected to have a current legal license, tag, and proof of insurance.
- e. **Parking lot speed limit is 10 MPH.**
- f. Examples of inappropriate and unacceptable driving practices include but are not limited to:
 - 1. Excessive speed or acceleration
 - 2. Erratic swerving
 - 3. Too many passengers piled into one vehicle
 - 4. Passengers not inside vehicle when it is moving
 - 5. Chasing, racing or tailgating another vehicle
 - 6. Parking in the opposite direction of other cars
 - 7. Pranks or practical jokes of any kind
 - 8. Failure to give right of way to pedestrians in the cross walk
 - 9. Returning late for class after driving off of campus for lunch
- g. Any infraction of the above policies, when reported by an adult, may result in a fine of \$5.00 per incident.
- h. Failure to register your vehicle by Sept. 10 may result in a fine of \$5 per week.

Please note: Only the CTC board of directors will have the authority to waive these fees.

33. Student Drop off and Pickup Instructions



- a. **To drop off students:** Turn around in parking lot B, drive south and use only the lane between the pylons and the building (indicated by the arrow).
- b. **To pick up students:** Please DO NOT pull into the pick up lane (indicated by the arrow) until your student is waiting by the door. If you arrive early, please wait in parking lot A or B until your student is visibly ready to leave CTC.
- c. Use the crosswalk to go from our building to parking lot A or B (indicated by “x” inside the rectangle).

- d. If a crossing guard is on duty, students must follow the guard's instructions before crossing the street.

34. Parking (See diagram above to locate parking lots)

- a. Handicapped parking is located north of the "tutor's only" parking and in parking lot A.
- b. Students must park in lot A or B.
- c. Tutors can park in spaces as indicated on the west side of S. 91st East Ave. or in lot A and B.
- d. No one is allowed to park or wait in the "Eastwood only" parking spaces (indicated on the above diagram).

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