

WHHE PREP
Parent-Student Handbook

These guidelines help our program run smoothly and help us maintain a good relationship with our host facilities. Please read them carefully then sign and return the last page only OR sign electronically and upload.

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Student Behavior

Student Honor & Dress Code

Males

- *No piercing
- *No baseball caps

Females

- *Piercing in ears only
- *No spaghetti straps
- *No visible midriffs
- *No visible cleavage
- *No skin-tight clothing

All

- *Required: Polo shirts, appropriate length, not form fitting. In addition to polos, students may also choose to wear a buttoned-up, collared shirt (i.e. not worn as a jacket).
- *No underwear visible at any time.
- *No tattoos
- *Appropriate footwear must be worn (no bare feet or slippers)
- *Hair must be neat, clean, and conservatively styled.
- *All clothing must be knee-length or longer

*Visible logos or artwork must not promote drugs, alcohol, rebellious or inappropriate behavior

PREP Administrators, Teachers, and Staff reserve the right to address any student who they deem inappropriately dressed.

Students who fail to follow our dress code will be asked to wear a modesty t-shirt . If necessary parents will have to come to campus with appropriate replacement clothing.

Honor Code

I will show respect to my fellow students, teachers, and adults in authority over me while at PREP.

My speech and my actions will reflect standards of Christ-like behavior.

My dress and appearance will reflect modesty and consideration for those around me.

My work will reflect honesty because it is my own and not borrowed or copied from another person or

source. My test scores will be my own because I did not use unacceptable resources or cheat.

I will speak truthfully.

I will not do anything to bring dishonor to the name of PREP or more importantly, to Jesus Christ.

Cell Phones/Electronics

PREP is a “cell-phone-free zone.” We have found that the presence of student cell phones to be an unnecessary distraction and temptation. Cell phones should be left at home, in the car, or in the basket provided in the PREP office (Cypress study hall.) If a student needs to call a parent, teachers, study hall monitors, and coordinators have cell phones and will allow a student to call a parent if needed. Parents may contact students by calling the PREP cell phone at 713-303-1400 at the Katy campus or 832-444-4340 at the Cypress campus.

If a student is found with a cell phone on their person or in their backpack (even if turned off), the phone will be confiscated, given to the campus admin (or teacher) and the parent will be notified.

CD players and mp3 players may be used only during Study Hall for music only as some students find them a help to filter out background noise. Using devices to view videos, tv, or movies is not allowed. Taking pictures is not allowed. At all other times and/or locations these devices are considered “toys” and should be left at home or out of sight, in a backpack.

Any student desiring to bring a laptop to campus may use it only for academic purposes and only if the screen is within full view of the teacher/study hall admin.

Discipline

If reckless behavior, even outside of PREP, is brought to our attention and the WHHE Board of Directors (“Board”) deems it to be detrimental to our

student population, then you may be asked to leave PREP Classes. This includes unbecoming conduct witnessed on social networking sites such as Facebook, Twitter, or MySpace.

Discipline of students will be at the discretion of the teacher or PREP representative involved. Dismissal from PREP Classes will be at the discretion of the teachers and PREP Coordinators involved or any member of the WHHE Board of Directors.

Our disciplinary procedure will be as follows:

First warning: Student will be corrected and parents will be informed of the situation (either by note, email or phone call) and the consequences. If necessary a student may be removed from class and the parent called to pick the student up. If a student is sent out of class for disciplinary reasons they will first be sent to Study Hall and the parent agrees to pay all charges. Parent is expected to be sure that the situation does not arise again and contact the appropriate teacher if a teacher is involved.

Second warning: Student will be required to have a parent with him or her at all times or will be subject to dismissal from PREP.

NOTICE:

In addition to the behavior listed above, no alcohol, drugs, tobacco, weapons (including pocket knives), video games, roller blades, skate shoes, skateboards, water guns or any other potentially distracting items will be allowed at PREP.

General Facilities Information for Parents

All students must be in one of the following places at all times; in class, with their parents, in Study Hall (if available) or under adult supervision. There will be no loitering about the facilities at any time by unsupervised students or other children. Be sure you and your children leave all areas neater than you found them. No one is to enter any buildings other than those designated for PREP use. At Cypress Bible Church the ONLY buildings designated for PREP use are Cabins A, B, and C. No PREP students may enter another building at any time. Both Kainos Community Church and Cypress Bible Church have limited facilities available for our use. For that reason there is no waiting area available in the buildings for parents or siblings. Parents are always welcome to visit classes by making arrangements in advance with the teacher. In addition to this conduct agreement individual teachers may have conduct agreements that must be signed and adhered to for their classes. Realize that you, the parents, are responsible for any damages caused by your child.

Siblings

During PREP classes parents must supervise their children who are not in class. Please be certain if your children are playing outdoors that they respect other children in the area and church property. **Playgrounds at Cypress Bible Church are not to be used by PREP students or siblings or anyone under the supervision of a PREP parent or teacher.** Parents and siblings waiting to drop off or pick up students from class should wait outside the buildings. There is no space available for families to wait that will not disturb other classes.

Drop-Off/Pick Up

Students need to be left **no more than five (5) minutes early** for class and be picked up on time. All students must be with parents or off campus within 10 minutes after class has ended. **This includes High School Students who are driving themselves.** (See Students Out of Class below) If a student is being picked up by an **older sibling or friend** of the family that teenage driver may not loiter on the property while waiting to drop off or pick up the PREP student. If an older sibling or friend is being sent to pick up a student at PREP and will be coming onto campus to pick up that student, we ask that they respect the families that are represented there and dress modestly while they are on campus. As a parent of a PREP student the dress and behavior of your student or guests coming to a PREP campus is your responsibility.

All elementary students (1st-5th) must be accompanied to and from class by a responsible adult.

Student Drivers-

Must have a special permission/liability form signed by their parents allowing them to come and go from campus at will and assuming responsibility for the student's actions while driving. **Students driving themselves cannot loiter on campus before or after class.** To remain on campus outside of class they must be in study hall.

Parking & Traffic

No parent or student may park in the row of spaces designated "Teacher Parking."

The speed limit through the parking lot is 5 mph. Please follow the traffic arrows and be mindful of pedestrians, especially little ones!

When dropping off your students at the door, there is no parking/waiting for any purpose. If your child is not ready yet, please park in a space while he gathers his things. If you need to talk to another parent or go in to speak with a teacher, please park in a space while you do this. If your child is not waiting at the door, ready to get in your car, please park in a space and wait or go in to find him/her.

No passing in the carpool line. Parents, this is dangerous because you cannot see little ones who may dart out from the sidewalk.

All these rules are for the safety and well-being of everyone at PREP! We take our traffic rules very seriously and ask that you do as well.

Students Out of Class

The teachers, PREP Coordinators and Kainos Community Church or Cypress Bible Church will not be responsible for any students except those counted as present in a class and only during that class time nor will they be responsible for any students after class time has ended. The teacher cannot leave her class to determine why a student is absent. The parent's emergency number listed on the Medical Information Form or Registration Form will be used if we need to reach you for any reason during a class.

If Study Hall is available and a student is left on campus without adult supervision, they will be sent to study hall and the parent agrees to pay all study hall charges. If no study hall is available, parents agree to pay \$5 per quarter hour to help compensate the individual who must stay with that student. If for some reason a class ends early or is cancelled after students are already at PREP for the day, those students will be sent to Study Hall and parents will not be expected to pay for that time.

Study Hall

Study Hall is provided as a service to our families. The monitors are not responsible for making sure homework or assignments are completed. Parents, it is up to you to furnish your student with adequate work to fill his/her time in study hall. Please keep your child's personality and abilities in mind when you decide how long to have him wait in study hall. It is NOT a baby-sitting service. If your child will be more apt to socialize than to study, perhaps it would be a better use of your time to pick him up and wait at the nearest library or else get schoolwork done in your car. **We ask that you not leave children under 9 years old in study hall for more than 30 minutes.** Two classes that are specifically for the younger ages are back to back at both campuses for your convenience, and if your young student needs to wait longer than 30 minutes for a sibling to be out of class, please pick him/her up and wait with him/her. PREP's main purpose has always been to help high-schoolers prepare for college. Because our space is limited and we can only have one study hall area, it needs to be conducive to quiet study for our older students. Children under 9 tend to have difficulty studying on their own for longer than 30 minutes. Thank you for complying with this.

Study Hall is available at both the west and northwest campus. Specific hours for study hall will be determined according to the overall need and their availability. Generally, they are available during the mid-morning to mid-afternoon hours. The early morning and late afternoon varies according to need.

If your student will need to stay in Study Hall during a break in their classes, you should be sure we have a signed permission slip for our records. Those permission slips are available online.

The monitors check students in and out of Study Hall. Parents then pay them directly for the time their student spent in Study Hall. The cost for study hall is \$1.25/half hour.

If your student has a one time need for study hall they may stay as long as there is space available and they should pay before they leave. If there is an emergency, or a class is canceled unexpectedly we will find a way to accommodate every student involved.

Snacks and sodas are available in study hall for \$.50 . There is also a microwave oven in study hall for heating lunches, etc.

Food

Please no eating or drinking inside of the church's buildings except where designated. Please be sure to clean up afterwards.

Financial Agreement

We agree that by registering our child(ren) in WHHE PREP, we are agreeing to certain financial obligations. Fees include family registration fee, supply fees, and yearly tuition. While each teacher is free to set his/her own payment guidelines, payment must be received in a timely manner. Withdrawal after the first month of class will result in a drop-fee of 2 months' tuition. Failure to stay current with all fees will result in dismissal and will prevent registration the following year. In the case of emergency circumstances the family may be released from fees at the discretion of the teacher/staff.

Methods of Payment

Please see individual teachers for their requirements and preferences for collecting tuition.

I/we agree to the tuition and payment terms of WHHE PREP as set forth herein.

Parent or Guardian

Date

Parent or Guardian

Date

The undersigned have read and agree to the policies outlined in the PREP handbook for 2011-2012.

Signed:

Parent _____

Student #1 _____

Student #2 _____

Student #3 _____

Student # 4 _____

Date: _____