

WHCT Parent Honor Code 2021-22

Our program cannot succeed without your help. We ask your assistance in the following ways:

1. Please go through the West Harpeth Christian Tutorial Family Handbook with your student before their first class.
2. It is necessary for the operation of this type of program that both tutors and parents make a commitment for the entire academic year. Therefore, **all tuition and fees are non-refundable after the last registration date in May.** Although late registration is possible through the summer, all checks collected at the time of late registration are non-refundable. Please prayerfully consider your class selections and read registration forms carefully.
3. **Families who have registered in April have the opportunity to drop classes up to the last day of registration in May. Tuition, lab fees, and operational fees for the dropped classes will be refunded. Registration fees and application fees will not be refunded, and no other refunds will be possible after the last registration date in May.**
4. It is the responsibility of the parent to assess their student's ability to work within the standards of the program, particularly if your child has special needs or a learning disability. We ask that you prayerfully consider your child's limitations before choosing classes.
5. Check assignment sheets far enough ahead of time that students will have all materials needed for their classes. Many families have found it helpful to go over assignment sheets in the afternoon after classes and break the assignments down into four equal daily parts. This will help your student stay on track, especially if you meet again at the end of each day to check their progress. By enrolling your student in WHCT you are committing to provide the needed accountability to make sure that your student completes all the assignments given to them by their tutors.
6. If a problem arises between your child and a tutor, please contact the tutor first. Most problems are the result of a misunderstanding and are easily resolved by talking. If you cannot resolve the problem in this manner, contact the director. Avoid participating in any gossip or criticism.
7. Please administer take-home tests in the manner prescribed by the tutorial. If a tutor has asked your assistance in checking daily assignments, please do not give up your right to do so. Your student will benefit from catching errors early, but not from copying answers out of a key. Please be fair to your child and do not place this temptation in front of even the most honorable students.
8. Please communicate with tutors and board members in the least obtrusive way. Use written communication whenever possible. Right before class is not the best time. If you must use the telephone, please be sure to leave your number and a brief, specific message.
9. Pray for our tutors and students. It is not easy to cover a lot of material in a short class time, but it is possible. Your prayers can help tutors know what to cover and help students understand.
10. WHCT recognizes that many students today have access to the internet (without adult supervision) on their phones and devices. Permission for use of the internet at WHCT is up to the parents, therefore it is the responsibility of the parent to instruct their student on the use of the internet and personal responsibility. Appropriate internet access at WHCT implies NEVER viewing or sharing music, images or videos which contain graphic / explicit language, suggestive sexual material or nudity. Violations of these guidelines may result in dismissal.

I have read the West Harpeth Christian Tutorial Family Handbook and the Parent Honor Code and agree to comply with the guidelines that are listed.

Date: _____

Mother (printed name) _____ Father (printed name) _____

Signature: _____ Signature: _____