

**Houston Learning Academy – Central Campus
Summary Policy for Summer School 2009**

Registration and Books: Payment is due prior to a class start date. Registration is on a first come first serve basis. Registration form, fees and signatures by all parties are mandatory for enrollment. Books are included as part of the tuition and must be returned at the end of the session. Students are responsible for damaged or lost textbooks. Students must supply pen/pencil and a “college ruled 80 page, or larger, spiral notebook” for each subject. **Textbooks are to remain in the classroom; however, if necessary, a student may sign out a textbook overnight.**

Attendance: First day and continuous attendance along with completion of all required work and test are necessary. **Three tardies equals one absence. There are no excused tardies. Due to state regulations, any student missing more than one class in a session will be dropped from the class without refund.** HLA is a closed campus, meaning that students may not leave the building once entered without the written consent of the student’s teacher and the principal. Due to our new security policy, the local police or sheriff’s department will be notified of all students who leave campus without permission. Students must work and stay in their assigned class.

Disclosure: Any special needs or circumstances must be discussed with the Director at the time of registration. _____ Please Initial

School Sponsored Contests/Events: A student shall be excused only if it is varsity, i.e.: senior play, debate tournament, band or game. Students will not be excused for practices, meeting, rehearsals, or scrimmages. Student, parent and school sponsor must complete an Event Participation Form prior to scheduled events. Assignment are still due and must be made up at the next class.

Grades and Finals: Grades will only be granted when all student requirements are met. “Incomplete grades” are not allowed. All work is to be done by the student, as scheduled by the teacher, or zeros will be given for “refusal to work”. A minimum score of 70 is considered passing. One-half credit will be granted for each subject passed. The final is 25% of the grade. Finals will be completed on the assigned day and time. Grade reports will be mailed to the student and their home school at the end of the June summer sessions and again at the end of the July summer sessions. **Report Cards will be mailed out after the 2nd and 4th session. At the end of the first 5 days of each session, parents will be notified by fax if a student is in danger of failing. All grades are final.**

Curriculum: HLA follows Texas Essential Knowledge & Skills (TEKS) and course requirements for a high school diploma.

Attire: The attire of all students must be neat, clean and modest. The judgment of the appropriateness of attire rests with the principal. Blue jeans, shorts, t-shirts, and sandals are acceptable. The following are unacceptable: tank tops, halter tops, strapless tops, spandex, cut offs, questionable printing/slogans, and obvious distractions.

Substance-Free Campus: HLA will not tolerate substance abuse. Possession of any substance or drug (prescription/non prescription drugs, alcohol, or tobacco) is cause for immediate expulsion without refund. The no smoking ban extends to 500 feet of the campus in all directions. Disciplinary action will be taken immediately for a student’s disrespect, defiance, profanity, disruption, verbal or physical abuse, cheating, truancy, theft, malicious mischief, reckless driving in the parking lot, unauthorized departure, and other conduct or acts deemed unacceptable by HLA or law authorities. All cell phones and pagers must be turned off and kept out of sight during class time. Food & drinks cannot be brought to or consumed in class. Students cannot distribute or solicit items, pamphlets, events or services.

Internet Use: Use of the internet will be closely monitored by the teacher to keep it within established HLA guidelines.

Parking Lot: Students and vehicles in the immediate campus area, including visual site, are under HLA rules and regulations. Safe driving in the HLA parking lot is 5 MPH. Students should enter the facility immediately and not remain in the parking lot. Unsafe driving in the parking lot is cause for dismissal without refund.

Service Charges: A \$25 fee will be assessed for late registration, class, campus or subject changes, and NSF checks. An NSF check will result in the student being placed on financial suspension and grades will not be released until restitution is made. _____ Please Initial

Credit Card Refund Policy: I understand that if my child withdraws from Houston Learning Academy, I will not receive a refund of my tuition, less the \$50 registration fee per class, unless I have given the required notice prior to the class start date.

Should my child withdraw prior to the class start date, I will receive a refund of any tuition paid in advance less the \$50 registration fee per class. Any resulting credit balance will be refunded to my credit card within thirty (30) days of the transaction which resulted in the credit balance. No cash refunds will be given.

I understand that no refund will be given once a class starts. Except as expressly set forth above, refunds will be granted only for billing errors. To request a refund due to billing errors, I understand that I must do so within thirty (30) days of the date of the first credit card statement reflecting the erroneous charge. Refunds requested after 30 days will not be granted.

No credit/refund will be given for holidays, professional in-service days, student absences or illnesses, or if Houston Learning Academy must close because of emergency or inclement weather. I understand that Houston Learning Academy does not refund for days missed.

Courses may contain multiple subjects. _____ Please Initial

My name and signature certifies that all submitted information on any HLA application and paperwork is true and correct. Enrollment constitutes acceptance of HLA school policies.

I acknowledge that my failure to follow all rules may result in disciplinary action up to and including dismissal.

Student’s name (print) _____ Signature _____

Parent’s name (print) _____ Signature _____

Date _____