

Student Name (last) _____ (first) _____

CHET Policy Acknowledgment Form

Academic Policy: In the event that a student has 2 or more missed assignments or unexcused absences, the teacher will contact the parent to notify them of the problem. If there is an additional missed assignment or absence in the same school year, the parent will be contacted by the Student/Teacher Liaison as a second warning. In the event of continued missed assignments/absences the student will be subject to dismissal from that particular class and potentially the CHET program (without refund).

Should a student's grade fall below a 'C' in any class, the teacher will notify the parent and the Liaison. If the grade is not brought up to a 'C' within two weeks, the liaison will consult with the parent and student and see what corrective measures can be taken, including possible removal from the class. If a student ends the year with a grade less than 'C' in any class, that student will be required to interview with the Director prior to registration the following year.

Behavioral Policy: If the student does not respond to verbal correction, the teacher will email the parent. Should the misbehavior continue, the Student/Teacher Liaison will contact the parents. If the Student/Teacher Liaison needs to make a second call to the parents, a conference will be arranged with the parents, teacher, and director, and an incident report will be required. Students whose behavior is a continual problem will be dismissed permanently from class and/or the CHET Program after the parents have been notified. No refunds will be given, and the parents will remain responsible for the balance of tuition after dismissal. *The student code of conduct, dress policy, and behavioral policy may be found in the CHET handbook.*

Tuition Payment Policy: All student accounts must be current prior to the start of classes. Payments may be made in full at the beginning of the year (\$50 discount), made twice (August 15 and December 15), or in 10 installments (automatic debit only in the 15th of each month). **Should the student withdraw for ANY reason except relocation out of the commuting area, the parent will still be responsible for the remaining balance due.**

I have read and fully understand, and agree to abide by CHET's academic policy, behavioral policy, and tuition payment policy.

Parent _____

Parent _____

Student _____

Date _____