

ONE FORM PER FAMILY

## Teenworks Parental Responsibility Form

I understand that the following points are my responsibility as a parent using the HomeSchoolWorks Tutoring program:

1. I understand I have a God-given responsibility to provide for the education of my child.
2. I understand I will oversee and make myself available to further the process of my child's education at Teenworks.
3. Grades 5-12: I understand I will see that my child's homework is completed each week prior to class. I will do this by asking to see the completed work and checking it.
4. I understand that I am to be in the presence of my child when he/she takes a test at home and will sign each test indicating so.
5. I understand that HomeSchoolWorks tutors' make themselves available by phone or email for extra assistance. It is my responsibility to see that the contact is made.
6. I understand that it is my responsibility to make certain my child is equipped properly for each class as defined by the tutor of that class. This includes buying all the required textual materials and supplies.
7. I understand that I need to have my child dressed appropriately according to the required dress code for his/her grade level.
8. I understand that correspondence will be sent home and I am responsible to check it so I can be informed. Each family must have a working e-mail account as most information is sent via e-mail.
9. I understand that I should plan to visit my student's classes a **minimum of once each semester or session.**
10. I understand that Teenworks is not an umbrella program, nor do they keep grades, nor issue a report card. All recordkeeping is my responsibility. (A certificate will be given at the end of the year.)
11. I understand that my child will be taught biblical principles according to the Statement of Faith in the HomeSchoolWorks Student Handbook.
12. **I understand the mission of HomeSchoolWorks is to serve home school families. Therefore, if a student is considered by the state a student then they will not be allowed to participate in HomeSchoolWorks. A student must be home schooled at least 51% to be considered a home schooler. A student may participate in the Teenworks program while enrolled in college courses if he/she is taking at least two home school classes for high school credit.**

13. I understand that when I enroll my child I am committed to **pay for the full year** regardless of whether or not my child is in attendance. The only exceptions are relocation outside a 50-mile radius of HomeSchoolWorks, doctor certified illness prohibiting attendance, or learning disabilities resulting in a student's inability to complete the assigned work.
14. I understand that the monthly payment is due on the 1<sup>st</sup> of each month. If payment is not received by the 5<sup>th</sup>, a **\$20.00 late fee** will be added to my statement.
15. I understand that my child is subject to dismissal for the following reasons:
  - a. Repeated failure to complete homework
  - b. Continual display of disrespect toward tutors or peers
  - c. Non-payment of fees as scheduled (We will work with anyone who will contact us.)
  - d. Inappropriate dress, appearance, or behavior
16. I agree that if I have a concern, I will go immediately to the tutor to discuss this and allow the tutor time to correct the situation. I will not talk to others before going to the tutor.

**I understand and agree to the above responsibilities as a parent.**

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Parent/Guardian Signature

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Date

***Make your own copy and file this so you will know what you have agreed to.***