

Students/Parents Quick Reference Sheet (May.2017)

ATTENDANCE: Students should arrive/depart on time to benefit from the entire program

- **Parent must call** office before noon should it be necessary for a student to **arrive late or leave early**.
- Program ends at 6:20 daily Monday through Thursday and 7:45 on Fridays.
- Students will be released to parent/guardian on registration form. ID will be requested
- Students may have **no more than 3 Unexcused absences** per academic year and will result in students being dropped from the program.
- Students may have **no more than 5 Excused absences** per academic year. Students heavily involved in sports or other activities will have to make a choice. *For special consideration, submit your request in writing.*

BEHAVIOR: Students are expected to respect each other and all volunteers at all times.

- **Profane language and bullying are never permitted. Also, hitting, kicking or aggressive behavior is not allowed.**
- MHFK adheres to a **progressive discipline approach** consisting of verbal and written warnings, suspension & discharge from the program (behavior exhibited/rules violated).
- Middle/High school students must agree to a **Youth Pledge**

ACADEMICS: Students are required to bring in their homework assignments and agendas. Computers are assigned in the lab and only certain websites are allowed in accordance with their school-approved websites.

- **Supplies needed for school must be ordered at least one week ahead** of when needed and certain supplies may not be ordered due to cost.

OTHER:

- **SOLICITING OR FUND-RAISING** requests are not allowed (school, clubs, etc.)
- **CELL PHONES** will not be allowed. The office number is available for any calls.
- **NO OUTSIDE** food or drinks.
- **In case of INCLEMENT** weather, MHFK follows Hardin County Schools schedule.
- **NOTIFY office** of any address and/or phone change within 24 hours.

I have read, understand and accept the rules & consequences established at MHFK. I understand the rules are in place to aid in providing an enjoyable and safe learning environment for the children.

Parent/Guardian _____ Date _____