



# Orange County Homeschool Study Center (OCHSC) GUIDELINES

OCHSC its staff are dedicated to the educational improvement of each individual who enrolls in our school. We strive to provide a safe environment that promotes learning. Through years of experience, we have developed certain guidelines to which each student must adhere to ensure a comfortable and safe environment. Please read the following rules and regulations carefully before signing your agreement.

## Code of Conduct

**All students are expected to abide by the following Code of Conduct while at our centers:**

1. Treat others the way you would like to be treated! Be respectful to both peers and staff. Disrespectful comments and/or behaviors are not tolerated.
2. Classes and clubs are constantly in session, keep your voice at a respectful volume.
3. Please be especially mindful and courteous to surrounding businesses during drop-off/pick-up time. We are fortunate to be in such a nice business complex. We must be courteous neighbors. No shouting, screaming, or running in or around the building or in the parking lot. Students may not wait for parents in parking lot or at surrounding businesses. Please be prompt for pick up.
4. In order to maintain a clean facility, students are responsible for cleaning up their lunch and snack mess.

⇒ Parent/Guardian Initial : \_\_\_\_\_ Student’s Initial: \_\_\_\_\_

## Attendance Policy

1. The student should arrive ON TIME to scheduled sessions but no earlier than 5 minutes before their scheduled session.
2. Students are not permitted to leave our center during registered class time without parental consent AND the permission of our staff.
3. Parents should pick students up on time.

⇒ Parent/Guardian Initial : \_\_\_\_\_ Student’s Initial: \_\_\_\_\_

## Dress Code

1. Comfortable, non-distracting attire should be worn at all times. Please no cut-off tops, low-cut tops or dresses, halter or backless tops or dresses, and strapless tops or dresses.
2. Please refrain from wearing clothes, badges, buttons, or other insignia which are obscene, gang-related, depict violence and/or cruelty, advertise alcohol, tobacco, and/or drugs, and advocate or express racial, ethnic, and/or sexual prejudice.
3. Appearance that may be distracting in the classroom should be avoided such as: extreme piercings, extreme hair color or styles, extreme make-up, excessive accessories, excessive tattoos, exposed under clothing.
4. Appropriate footwear is required at all times.

⇒ Parent/Guardian Initial : \_\_\_\_\_ Student’s Initial: \_\_\_\_\_

## Electronic Devices

1. All electronic devices must be labeled with student’s name.



2. Students may not share electronic devices with other students.

⇒ Parent/Guardian Initial : \_\_\_\_\_ Student's Initial: \_\_\_\_\_

### **Class Material and Supplies**

Students are responsible for bringing all required materials and supplies necessary for each session. Electronic tablets are provided for students using our curriculum.

⇒ Parent/Guardian Initial : \_\_\_\_\_ Student's Initial: \_\_\_\_\_

### **Visitors**

All persons who are not enrolled students or parents/guardians of enrolled students are not allowed in the centers.

⇒ Parent/Guardian Initial : \_\_\_\_\_ Student's Initial: \_\_\_\_\_

### **Academic Honesty Policy**

Cheating is not tolerated. Students shall not give or receive unauthorized information or assistance regarding class work or class activities. If a student is found cheating or using forgery on any school work or exam, his/her parents will be notified immediately.

⇒ Parent/Guardian Initial : \_\_\_\_\_ Student's Initial: \_\_\_\_\_

### **Computer and Internet Use Policy**

1. Students are expected to act responsibly when using a computer at our centers.
2. Computers are only allowed for class work during study time and age-appropriate material during break time.
3. One student is not allowed to show another student information on his/her computer.
3. Hardware and/or software problems on personal computers are the responsibility of the student.
4. Respect the privacy of others by not sending them unwanted e-mail messages, misrepresenting others when sending mail, or tampering with other accounts, files, or data.
5. Wi-Fi internet is available for student's use. We do what we can with firewalls to protect the innocence of the students. Please initial here if you will allow your student to access the internet at our centers. Please block the internet on your student's device if you do not allow him/her to gain access to our internet.

⇒ Parent/Guardian Initial : \_\_\_\_\_ Student's Initial: \_\_\_\_\_

### ***Students are not allowed to:***

1. Add or delete any software or files or download any software while on our Internet.
2. Use or otherwise access information on a teacher or staff member's computer without permission.
3. Use computers for illegal purposes, such as unauthorized copying of licensed or copyrighted software, images, music, movies, or other files.
4. Attempt to break a computer system, access restricted data or websites, or harass other people, either by developing programs for these purposes or by using existing programs to do so.



5. Borrow another student's computer.
6. Eat or drink around another student's computer.

⇒ Parent/Guardian Initial : \_\_\_\_\_ Student's Initial: \_\_\_\_\_

### Damage of Public Property

Students shall not cause or attempt to cause damage to the property, equipment, materials or facilities at our center, such as: fire alarm and fire extinguishers, mural decorations, furniture.... ***If school property is damaged, students and parents will assume full responsibility for the damages.*** Students may also be subjected to additional disciplinary action. Parents will be notified immediately.

⇒ Parent/Guardian Initial : \_\_\_\_\_ Student's Initial: \_\_\_\_\_

### Damage / Loss of Personal Property

OCHSC is not responsible for loss or damage to personal property. Please label everything that comes to the center.

⇒ Parent/Guardian Initial : \_\_\_\_\_ Student's Initial: \_\_\_\_\_

### Theft

Students shall respect the personal ownership rights of others. Students shall not touch or handle another person's property without his or her authorization. Students shall not take ownership of items of others. Any person who defaces, steals, damages, and/or destroys property that is not his/her own will be charged the monetary value of the item. Parents will be notified immediately. Law enforcement may be called as needed.

⇒ Parent/Guardian Initial : \_\_\_\_\_ Student's Initial: \_\_\_\_\_

### Banned Items

The following items are banned from our centers:

1. Chewing gum
2. Tobacco in any form
3. Inappropriate reading material, such as obscene books or magazines
4. Any weapon, or any item that could be used as a weapon
5. Candy, sweet snacks, and sugary drinks

⇒ Parent/Guardian Initial: \_\_\_\_\_ Student's Initial: \_\_\_\_\_

### Disciplinary Policies

We do not foresee any issues with any students. However, action will be taken against a student who violates the rules, range from a warning, detention, or suspension.

**The instructor and staff have the discretion to determine disciplinary actions for violation of OCHSC policies, misconduct, disrespecting instructors or staff. Serious misconduct could lead to serious consequences, including but not limited to expulsion. Each incident of misconduct will be noted in the student records. Three (3) incidents of misconduct will result in expulsion without refund or credit.**



⇒ Parent/Guardian Initial : \_\_\_\_\_ Student's Initial: \_\_\_\_\_

### Student Awareness Agreement

My signature below indicates that I have received and read the Rules and Regulations in its entirety and agree to all of its terms.

Parents and/or guardians should inform the school of changes in residence, custody and home, work and emergency telephone numbers.

⇒ Parent/Guardian Signature : \_\_\_\_\_

Student's Initial: \_\_\_\_\_

### Photography Acknowledgement

I, the undersigned, hereby grant permission to Orange County Homeschool Study Center the right to use and copyright photographs of my child without restriction for any purpose such as (but not limited to) promotion, advertising, and public relations. I hereby release and discharge Orange County Home School and all affiliates from any and all claims and demands arising out of or in connection with the use of the photographs, including any and all claims for libel.

Parent's initial \_\_\_\_\_

I have received a copy of the OCHSC Guidelines.  
I understand and agree to all of the above terms and conditions.

Student's Name: \_\_\_\_\_ (Print)

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent's Name: \_\_\_\_\_ (Print)

Parent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_



**OCHSC ACKNOWLEDGMENT OF RISK AND RELEASE AND WAIVER OF LIABILITY FORM** As parent or legal guardian of the child whose name appears below, I acknowledge that there are certain risks inherent in my child's participation in the OCHSC. These risks include, without limitation, risks associated with travel to, from, and in and around our centers, and my child's participation in supervised and unsupervised activities while at OCHSC. I also acknowledge that any questions I, or my child, have about activities related to OCHSC can be addressed to representatives of OCHSC, the "Center." I agree that I will inform an appropriate representative of the Center of any special information regarding the health, or physical or mental condition of my child that may be relevant to my child's participation at the Center. In consideration for permitting my child to participate at the Center, I hereby agree:

(a) to release and discharge the Center from any liability or responsibility for any personal or bodily injury (including death), and for any damage to or loss of property, however caused, that my child or I suffer as a result of or in connection with my child's participation at the Center, including, without being limited to, any injury, loss, or damage resulting from, arising out of, or occurring in connection with the negligent acts or omissions of members of the faculty or staff or other employees, agents or servants of the Center ;and

(b) not to raise any claim or institute any legal action or proceeding, on my behalf or on behalf of my child, against the Center for any cause of action that may result from or arise out of or in connection with my child's participation at the Center, for any personal or bodily injury (including death) to my child, including, without being limited to, injury, loss, or damage that may result from or arise out of or in connection with the negligent acts or omissions of members of the faculty or staff or other employees, agents or servants of the Center.

All references to the Center in this form will include, and all provisions of this form will inure to the benefit of, the Center's officers, employees, agents, servants, and representatives.

This acknowledgment of risk and release and waiver of liability are governed by and will be construed in accordance with the laws of the State of California without regard to principles of conflicts of law. I agree that I will submit to the exclusive jurisdiction of the federal and state courts located in Orange County, California, for the resolution of all disputes arising hereunder or relating hereto, regardless of the place of execution of this form.

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Student Name (*print name*) Student Date of Birth

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Parent/Legal Guardian (*print name*) Date

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Parent/Legal Guardian (*signature*) Date