



Bishop Indian Education Center

After School / Virtual Tutoring Program 2021-2022

Parents Rights

As the parent/guardian of a child enrolled in the programs offered through the Bishop Indian Education Center, I understand that my child and I have the following rights:

- **To have my child's educational and education-related records maintained in a confidential and professional manner.**
- **To be informed of my child's academic progress and plans for helping him/her to improve their progress and success.**
- **To know that my child is being provided with a safe and friendly learning environment from staff and students.**

The BIEC is a Mandated Reporting Organization, and will take the appropriate action when noticing any sign of child abuse and neglect on a minor.

Parent Responsibilities

As the parent of a student served by the Bishop Indian Education Center, I understand that I also have RESPONSIBILITIES in order to help my child be successful in the Bishop Indian Education Center Summer Enrichment program:

- **I will ensure that my child is prepared, cooperative and always has a positive attitude.**
- **I will support my child's scheduled appointments for program services and activities. I understand that my child must attend regularly (including virtually) in order to remain actively enrolled. Regular attendance means 4 days week unless it's an excused absence. IE, (sick, medical appointment, family emergency).**
- **I will notify the Bishop Indian Education Center on days my child will be absent or late, also if there are any changes in the home (phone #, addresses, guardianship).**

*By signing below parent/ guardian and student recognize and agree to abide by ALL BIEC rules and policies stated with in this application and any not included (all policies can be received from administration office). Failure to abide by policies student may be disciplined and may be removed from the program.

Student Name

Date

Parent/Guardian Signature

Date



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Standard Agreement Form

By checking each item listed and signing below, I _____, (Student Name) agree to the following standards for attendance at the Bishop Indian Education Center for the 2020-21 After-School/Virtual Tutoring Program. Furthermore, my failure to abide by this agreement may result in being disenrolled from the tutoring program:

- I will follow the Bishop Indian Education Center Rules.
- I will follow staff directions and rules.
- I will follow the Bishop Indian Education Center internet rules.
- I will follow the Bishop Indian Education Center van rules.
- I will be responsible for all personal property.
- I will participate in all required activities.
- I will maintain a positive attitude and arrive on time (at least 3 days a week, including virtual).
- I will not leave the Bishop Indian Education Center without being signed out by a parent/guardian/ approved adult.
- I will not use my cell phone during after- school program tutoring hours. I understand that upon arrival to the BIEC I will turn in my cell phone at the front office and it will be returned at departure.

Student Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

Tutor Coordinator Signature: _____ Date: _____



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Transportation Policy

Van Policy:

Unfortunately, at this time, due to staffing and scheduling conflict we will not be offering transportation for students' home from the Center. As scheduling and staff are more stable we will be providing transportation for students on a limited basis. We hope this will not cause any inconvenience for you. Please call us if you have questions regarding transportation.

Student Walking/Bike Unsupervised

I _____ am the Parent/Guardian of the student listed above, and I am requesting that my student be permitted to walk/ride a bike to the following address:

As a condition of being allowed to do so, I hereby release and discharge the Bishop Indian Education Center from ANY and ALL claims for personal injuries, property damage that my student may suffer as a result of walking or riding their bike from the Education Center to the student's designated location.

(Parent/Guardian Print Name)

(Parent/Guardian Signature)

(Date)

Pick-Up Policy:

Parent/Guardian must pick up the student by coming into the office and signing them out, and if the student will be returning the parent/guardian must sign them back in as well. **Students will NOT be allowed to "wait out front"**. The BIEC will only release a student to an adult (other than the parent) when we are given a note of permission from students parent/guardian. Please list names of adults who have your permission to pick up student.

Name: _____ Contact Number: _____

Name: _____ Contact Number: _____

Name: _____ Contact Number: _____