

PROCEDURES AND GUIDELINES

The following are procedures and guidelines for the Released-Time Christian Education.



STUDENT ENROLLMENT/WITHDRAWALS

- Upon receipt of a completed Permission Slip, an acknowledgment card containing pertinent class information will be mailed to the parent. All enrollments are permanent until the student is withdrawn from the program or changes schools.
- In most cases, Released-Time classes will begin on a specified day of the second full week of September. Classes will end on the same weekday in the last week of the following March.
- Once a student is enrolled in our program, he/she is required to attend the Released-Time class each week unless they are absent from school, have a special school assembly or have school testing.
- If the parent wishes to withdraw the student from the Released-Time program, they need to notify Christian Learning Centers (CLC) of the intentions by completing and submitting an official Withdrawal Notice to the CLC office. Forms can be obtained by our office at 236-0450. CLC staff will notify the school concerning the withdrawal after the completed form is received.

THE RELEASED-TIME CLASS

- The Released-Time teacher or assistant will wait in the lobby area (or area designated by the principal) for students to arrive.
- Students will leave their personal items in their school lockers unless told to do otherwise; they should only carry necessary items to the Released-Time classroom.
- Students are expected to enter the designated area quietly and load the appropriate bus quickly.
- Running is discouraged and students are required to keep the noise level to a minimum at all times.
- Students will either walk or ride designated buses as appropriate to the individual program. Under no circumstances are students to be transported to or from the Release Time class in a personal vehicle.

THE BIG SIX - EXPECTATIONS FOR BUS RIDERS

- Follow the driver's directions.
- Sit in a seat (wearing a seat belt).
- Keep hands, arms, legs and objects to himself
- Refrain from cursing, name calling, gestures or loud talking.
- Refrain from eating, drinking, chewing gum or littering.
- Behave appropriately; disorderly and disruptive behavior will not be tolerated.

DON'T MISS THIS!

BREAKS Since we are on a tight schedule, students should take a bathroom break before the time they are to report to the office area to leave for the Released-Time class or they will need to wait until the time the Released-Time teacher designates for restroom visits. Only a limited number of students will be allowed to visit the restroom at one time.

RULES Class rules will be established. Inappropriate conduct can lead to dismissal from our program temporarily or permanently.

LUNCH Lunch will be provided for students who attend Release Time class during their school lunch period. Students will be returned to the designated area at the school.

Released-Time Christian Education program sponsored by



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