



Family Handbook 2025.2026

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Mission Statement and Organization

The mission of the Tutorial is to provide select supplemental graded coursework from a deliberate and informed Christian perspective for area homeschooling families for the purpose of supplementing (not supplanting) the home school. (Taken from WHCT Bylaws)

West Harpeth Christian Tutorial (WHCT) consists of a Board of Directors, committees, and homeschooling families that have hired tutors to instruct coursework for grades 6th through 12th. Our goal is to aid parents of homeschooling families seeking to enhance or extend home education. Significant parental involvement is vital to student success.

The tutorial is a non-profit organization, governed by a Board of Directors. The Board oversees an Executive Director who then is responsible for overseeing the implementation of policies approved by the Board for committees including Student Affairs, Academic Affairs, Finance, Discipline, and Registration. The Executive Director serves as the primary contact for the administrative needs of the families.

West Harpeth Christian Tutorial is not an umbrella school. As such, we do not maintain official student records of grades or attendance. All home school students kindergarten through 12th grade must be registered with an umbrella organization. Parents should report records of academic performance and attendance to their umbrella school each semester.

Admissions

Our goal is to aid parents seeking to enhance or extend home education. Significant parental involvement is vital to student success. Therefore, we welcome applications from families who will accomplish the supervision and extension of class instruction, families who are active in a local church, and families who have complied with the Tennessee Homeschooling law regarding umbrella school registration (TCA-49.6). It is required that families must have homeschooled at least one year prior to applying at WHCT. We are not a school; therefore, we do not offer tutor training, academic advising, or special programs for students with special academic needs.

Academics

We strive to be a program of academic excellence. We desire to see each student progress spiritually, academically, behaviorally, and emotionally. We want each student to realize his or her full potential in Christ. If a student is not growing according to his or her individual abilities, we will schedule a conference between the parents, tutor, director and student to find ways to help the student.

If a student scores below a 70% in a class they are placed on academic probation. *If the grade stays below 70% for two consecutive quarters the student may be dismissed from the class with no refund.* A student who has been dismissed from or has dropped more than two classes in a year may not be invited to return to WHCT the following year.

All assignments are to be completed and submitted on their due date. Parents are asked to serve as the accountability to their student for the completion of assignments.

Grading

Quarterly reports including academic grades, absences, and tardiness are posted on the student's Schoology account every eight weeks. Students will be evaluated according to the following scale:

A: 90-100 B: 80-89 C: 70-79 69 and below is considered Failing

Absences & Tardies

Because of the nature of our program, there is no way to offer make-up classes following a student absence. The student will have assignments from the tutor. Students may call a friend to get notes. If the absence is planned, ask a friend to tape the class or get the class notes. After an absence, the student should check with the tutor about missed quizzes and assignments. Make up work should be completed within the same eight weeks that the absence occurred. For safety reasons, parents are requested to notify the tutor or Director before or on the day of an unexpected absence, either by email or phone. Students are only allowed to miss up to two weeks per semester per class. Students who exceed this number of absences may need to petition the Academic Affairs Committee for permission to continue in the class for the remainder of the school year. Allowances are made for sickness, family emergencies, and special circumstances when communicated and agreed upon by the tutor and/or Director.

It is important for the flow of the class for the students to be on time. A tardy is considered 3 minutes late to class and two tardies will equal an absence.

Late Assignment vs. Make-up Assignment

In the event that a student has missed class due to illness, emergency, or a pre-planned absence, the student is allowed to turn in their assignment on the following tutorial day. This is called a make-up assignment and it will receive **Full** credit. There must be communication between the student/family and the tutor or Director for the reason for the absence in order for the work to be considered a make-up assignment.

If a student comes to class unprepared and does not turn in an assignment on its DUE date, it is considered LATE. Late assignments should be turned in within one week and will not receive full credit. For example, an assignment missed on a Tuesday must be turned in by the next Monday at midnight or before. Each tutor can determine their own partial credit for late assignments.

Academic Integrity

Students at WHCT will pursue academic integrity.

Cheating

Cheating is inconsistent with West Harpeth Christian Tutorial's moral, ethical, and spiritual standards. Academic Affairs must be notified immediately when a student is caught cheating. This can be anything from cheating on tests to copying another student's homework assignments. The tutor can use his/her own discretion if it appears students were working on homework together. For the first offense, the student will receive a "0" for the assignment and a written statement/warning will be sent to the parent, Academic Affairs, and the Director. The student's other tutors will be notified. A second offense must be reported

immediately to Academic Affairs. The committee will determine the severity of the situation and will determine the appropriate action, the maximum penalty being dismissal from the class with no refund.

· If the Tutor requires the use of solutions manuals, the Tutor must stress how to use them responsibly to both the parents and students.

Plagiarism

Plagiarism is defined as:

A. The practice of taking someone else's work or ideas and passing them off as one's own.

B. In an educational setting it can include, but is not limited to – not having a Works Cited page, not including parenthetical citations, copying and pasting from internet documents, utilizing artificial intelligence to produce written work (see Generative AI below), or copying all or a portion of another person's paper word-for-word.

Types of Plagiarism

Unintentional plagiarism can occur when a student, usually 6th-9th grade, does not have a good understanding of the research process. This student is not meaning to cheat, but they have not had the proper instruction of research methods.

Intentional plagiarism occurs when a student, usually 10th grade and above, has been instructed in the proper methods of research, but chooses to take dishonest routes to finish their assignments in one of the ways described above.

Generative AI

WHCT has chosen to disallow Generative AI where it replaces the important development of creative, critical and logical thinking skills acquired by students through the effort of producing their own work. These valuable skills will benefit students long term in many areas of life beyond academics.

Generative AI is defined as:

1. A type of AI (artificial intelligence) capable of generating new, original text, images, videos, or other forms of data without human intervention based on existing data online.
2. It does not include spelling/grammar checkers such as those available in Microsoft Word or citation generators.
3. It does not include Grammarly editing for clarity, consistency, punctuation, voice and tone, correctness, dates and times and formality.

Examples of Generative AI: Generative AI models include but are not limited to the generative AI features in ChatGPT, Grammarly Assistant, Google Gemini, Microsoft CoPilot, and Grok.

Consequences of unauthorized use of Generative AI:

A. If a student is suspected of plagiarism utilizing generative AI to produce work, they may be asked to perform an alternate assignment.

B. The same consequences listed below under Plagiarism consequences will also apply to generative AI produced work.

Consequences of Plagiarism

It should be left to the tutors' discretion as to which of the above was committed, but should be based upon age, grade level, how long a student has been at WHCT, and what instruction they have received in regard to research and writing.

If it's determined that the offense was unintentional, the student will receive a warning from the tutor, the parent should be notified via the tutor, and the assignment should be rewritten with instruction on how to properly cite their sources.

If it's determined that the student was intentionally plagiarizing and/or unwilling to take the time to appropriately credit the mental work of others, the following consequences will apply: For the first offense, the assignment will receive a "0", and parents will be informed by the tutor in writing with a copy sent to the Academic Affairs Committee and the Director. The student's other tutors may be notified. The student will be given the opportunity to repeat the assignment for a new grade. A second offense will result in the assignment receiving a "0" and the student will be placed on academic probation. The student's other tutors will be notified. A third offense will necessitate the student and parent(s) meet with a panel made up of members of the disciplinary and/or academic affairs committee in order to determine the student's future at WHCT.

Financial Commitments

- After acceptance, your student will be enrolled upon the payment of all registration, operational, and lab fees.
- Tutors are paid 4 times per year (dated August, October, January and March).
- All tutor payments for the year will be collected at registration.
- It is necessary for the operation of this type of program that both tutors and parents make a commitment for the entire academic year. Therefore, all tuition and fees are non-refundable after the last May registration date. Although late registration is possible through the summer, all checks collected at the time of late registration are non-refundable.
- Families who have registered in April have the opportunity to drop classes up to the last day of registration in May. Tuition, lab fees, and operational fees for the dropped classes will be refunded. Registration fees and application fees will not be refunded, and no other refunds will be possible after the May date.

- If a child is withdrawn from the program for any reason, including issues with learning disabilities, tuition and fees will not be refunded. It is the responsibility of the parent to assess their student's ability to work within the standards of the program. We ask that you prayerfully consider your child's limitations before choosing classes.
- If a child is dismissed for academic or disciplinary reasons, all tuition and fees are non-refundable. If a parent fails to abide by the commitment made through the parent contract their students may be dismissed, and all tuition and fees are non-refundable. (see *Disciplinary Action p. 6*)
- By enrolling your student you are agreeing to purchase the books and materials needed for class prior to the first day of classes.

Student Affairs

Weather Cancellation Policy

The decision to close school for weather related issues is decided upon by members of the Board of Directors. Families should check the WHCT website and social media sites for current information on tutorial closings. Also, a school wide news blast will be sent out to the families in the case of a school closing by 6:30 a.m. of the affected day.

Device Usage Policy

The purpose of this policy is to uphold academic excellence, maintain a safe environment, and encourage in-person social interaction among students. Students are expected to demonstrate integrity and responsibility with their devices while on campus.

1. Devices include but are not limited to: laptops, tablets, cell phones, smart watches and electronic devices (any device that can access cellular data or the internet).

2. Upon entering the classroom (including social hall), every student must turn off and deposit their cell phone into a designated pocket or basket (based on the tutor and social hall monitor instructions).

- Devices are not to be used in the restrooms.
- Devices are only permitted to be used in class if students are instructed to do so by a tutor for a special purpose.
- In social hall, devices are only allowed for studying at a device table.
- Earbuds and headphones are only allowed in social hall while studying at a device table for noise canceling purposes.
- Earbuds and headphones are not to be worn anywhere else on campus.
- The Internet may need to be used to study in social hall or at a tutor's request.
- For the safety of all our students, appropriate internet access at WHCT implies NEVER viewing or sharing music, images, or videos which contain graphic or explicit language, suggestive sexual material, or nudity.
- For the privacy and safety of the West Harpeth community, taking videos, including recording videos with friends, is not allowed on campus.
- Do not take pictures of students, tutors or adults on campus without their permission.
- Social media and video games are not allowed on campus.
- All devices must be turned off during lunch and stored in the student's backpack (not on their person, such as in their pocket).

3. If students do not follow the device policy, the following actions will be taken:

First Offense: The student will receive a verbal warning and the incident will be recorded on the Incident Log.

Second Offense: The device will be collected and remain with the Director for the remaining portion of the day. An incident report will be sent to the student's parents.

Third Offense: The student will no longer have the privilege of bringing their device to tutorial for the remainder of the school year and a notice will be sent home to the parents.

For any offense, the Academic Affairs Committee and/or Discipline Committee may decide to skip directly to the third step. Violations of these guidelines may result in dismissal from WHCT.

Internet Usage Policy

WHCT takes the appropriate use of electronics and the internet seriously. We recognize that many students today have access to the internet on their phones and devices. Permission for use of the internet at WHCT is up to the parents. Therefore, it is the responsibility of the parent to instruct their student in appropriate use of the internet while at WHCT.

For the safety of all our students, appropriate internet access at WHCT implies NEVER viewing or sharing music, images, or videos which contain graphic or explicit language, suggestive sexual material, or nudity. If a parent or student is uncertain whether the content is graphic, explicit, suggestive, inappropriate, or would knowingly offend someone, then it should be considered inappropriate. (A good rule of thumb is if the material can be heard or viewed by the young children we often have on campus, then it would be considered appropriate for everyone.)

Violations of these guidelines may result in dismissal from WHCT.

To ensure a safe environment for our students, all adults and students affiliated with WHCT must report violations of the above guidelines to the Director.

Driving Policy

WHCT has a driving policy honor code. When a student begins driving to or from campus, this form needs to be obtained from the Director and signed by both the student and the parent. We share the parking lot with the church office and expect that all parent and student drivers keep their speed under 10mph while driving through the parking lot. Anyone parking their vehicle at campus should park in one of the marked parking spaces of the parking lot.

Student Dress Code

In I Corinthians 6:19, we are told that the body given to us by God is indeed the "temple of the Holy Spirit," and that young or old, we are to be an example to others "in word, in conduct, in love, in spirit, in faith, and in purity" (I Timothy 4:12). The message we communicate to others about ourselves and about our Lord can be greatly affected by our dress. While it is not our desire for West Harpeth Christian Tutorial to become the "fashion police," we do request that parent and student work together in the choice of apparel that will reflect the faith, conduct, and purity mentioned in I Timothy. We should not dress in a way that puts the body on display, but rather in a way that is consistent with Christian moderation.

Guidelines while on campus and at all WHCT events:

- Clean, modest clothing: stomach, cleavage, and undergarments must be completely covered.
- Skirts or dresses must be at the knee length.
- Mid-thigh skirts or dresses are allowed if leggings or finger-tip length shorts are worn underneath.
- Shorts should be to the length of the student's fingertips (when arms hang to the side) or longer.
- All shirts must have sleeves.
- Logos, images, and messages on clothing should be appropriate and non-offensive.
- Pants should be worn near the natural waistline.
- Leggings are allowed if worn with a tunic or long shirt /sweater that completely covers one's backside.
- Holes in pants are allowed as long as no skin is visible above fingertip length.
- Pajama pants are only allowed on themed Pajama Days.
- Visible tattoos must be appropriate.
- Shoes are required at all times. (Exceptions are made for theater performances.)
- Student ID badges are required to be worn on campus during regular tutorial days.

Formal event guidelines (ex: Christmas party, prom, etc.):

Ladies:

- For formal events & specific theater costumes only, girls are allowed to wear sleeveless or strapless dresses as long as no undergarments show.
- Backless (defined as below the bra line), or low-cut fronts (with cleavage) are not appropriate.
- Dresses must be at least finger-tip in length at the shortest point (including slits) with shoulders completely relaxed. Dresses above the knee require shorts underneath.
- Bodycon and Midriff styles are not permitted.
- ***If you have questions about your specific attire, please ask for approval from the Student Affairs Committee or the Director.***

Gentlemen:

- Gentlemen are to wear a suit or dress shirt/dress pants.

Steps taken when the dress code policy is violated:

1. If a tutor determines that a student has violated the dress code policy necessitating an incident report, the tutor will themselves write up the report and notify the Director. At the Director's discretion, the student may be asked to change or sent home and unable to attend class that day. The incident report should be signed by the parent and student and returned to the Director.
2. If a second offense should occur, a second incident report will be given to the student and asked to be returned, signed by both the student and the parents. Again, at the Director's discretion, the student may be sent home and unable to attend class that day.

3. If a third dress code violation should occur, the student will be sent home and unable to attend class that day. Every subsequent day the student is in violation of the dress code for the remainder of the year the student will be sent home and unable to attend class.

Our heart is not to focus on the outward appearance, but to create a comfortable, distraction-free environment for learning.

Gender Identity & Sexuality Policy

WHCT affirms that marriage is between one man and one woman, and that as believers we are to be committed to a lifestyle in keeping with values as set forth in the Bible. Therefore, as a tutorial, we believe that the practice of homosexuality is sinful and the outward promotion of and/or practice of a homosexual lifestyle will not be permitted at WHCT.

WHCT believes that men and women are created differently (Genesis 1:27), with intention (Psalm 139:13-16) and are to remain the gender God made them at birth. WHCT cannot support a gender transition and cannot allow a student to remain at WHCT who is clearly and intentionally engaging in a gender transition process.

We understand that a student's struggles are often different than what they believe to be right. We believe that the student's identity is not defined by a temptation, but rather by the virtues and lifestyle they embrace. Students struggling with homosexual temptations or gender identity issues are welcome at the tutorial, as long as the student abides by the handbook, dress code, and honor code that all students are subject to.

WHCT recognizes that each family's circumstances are unique, and these situations will be handled on a case-by-case basis.

Disciplinary Action

In the event that an incident occurs while on campus during a tutorial day or at a WHCT social event, disciplinary action will be taken to uphold the rules that have been mentioned above. There is not a specific set of consequences for every infraction. As a general rule, the offender will be informed that any negative behavior is unacceptable and must not occur again. Negative behavior that is repeated will be passed on to the Discipline Committee. Consequences will increase with incident repetition and/or severity of offense up to possible expulsion. A student who is expelled is not entitled to any refund of tuition or fees. Parents and students have the right to appeal discipline decisions to the Board's Executive Committee.

Conflict Resolution

Matthew 18:15-17 In the event that a conflict between persons occurs that cannot be resolved among those involved, an appeals process has been implemented to help with the resolution of conflict.

1. Persons involved meet and attempt to resolve the problem together.
2. If #1 does not result in resolution, then person(s) involved contact the Director to mediate between parties. The Chair of the appropriate committee will be contacted depending on the nature of the issue. If necessary, the issue will be brought before that particular committee.
3. If #2 does not result in resolution, then the Director will meet with the Disciplinary Committee to recommend further action, if necessary.

Registration Contract for West Harpeth Christian Tutorial

2025-2026

- I understand that parents are required to contribute to the community of WHCT by fulfilling their Opportunities to Serve.
- I understand that the Returning Student Registration fee of \$180 is non-refundable.
- Any class that is dropped between the dates of March 24, 2025 and May 15, 2025 will be charged a \$10 processing fee per class.
- All Courses registered for are considered FINAL on May 15, 2025 and the financial contract below is put into action.
- Tuition checks for each course and for social hall shall be submitted on Payment Day, April 15, 2025. If checks are not submitted, then you can no longer hold a seat in a class.

We understand that our financial contract is for the entire 2025-2026 school year and that we are responsible for the whole year's tuition. There will be no refund for tuition as long as the class continues as it has been presented. If my child withdraws from any class / classes, I understand that we are nevertheless responsible to fulfill all unpaid tuition for the remainder of the school year.

I have read the Statement of Faith and affirm that I hold to these beliefs. I understand that the administration, board, and tutors of West Harpeth Christian Tutorial also hold to his statement of faith and that courses are taught from a Biblical worldview.

Father's Signature: _____ Date: _____

Mother's Signature: _____ Date: _____

WHCT Statement of Faith

We believe the Bible to be the verbally inspired and only infallible, authoritative, inerrant Word of God.
(II Timothy 3:16; II Peter 1:21)

We believe that there is one God, eternally existent in three persons: Father, Son, and Holy Spirit.
(Genesis 1:1; John 10:30, 37-38)

We believe in the death of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His cross, in His bodily resurrection, in His personal return in power and glory.
(Isaiah 7:14; Matthew 1:23; Luke 1:35; Hebrews 4:15; Hebrews 7:25; John 2:11; Hebrews 9:12; Hebrews 1:14; John 11:25; Acts 1:11; and Revelation 19:11-16)

We believe that man is sinful by nature and that regeneration by the Holy Spirit is essential and an absolute necessity for his salvation.
(Romans 3:19,23; John 3:16,17; John 5:24; Ephesians 2:8-19; Titus 3:5,6)

We believe in the continuing ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life.
(Ephesians 5:18; Ephesians 4:30; I Corinthians 3:16; I Corinthians 6:19,20)

We believe in the resurrection of both the saved and the lost, they who are saved unto eternal life and they who are lost unto eternal damnation.
(John 5: 28,29)

We believe in the spiritual unity of believers in our Lord Jesus Christ.
(Romans 8: 9; I Corinthians 12:12,13; Galatians 3:26)

We believe in the creation of man by the direct act of God.
(Genesis 1:26-28; Genesis 5:1,2)

We believe in God-ordained authority where the parents have the primary authority over children, and we are subject to the state when it is acting under its godly jurisdiction.
(Deuteronomy 6:4-9; Psalms 127:3-5; Romans 13:14).

WHCT Parent Honor Code 2025-2026

Our program cannot succeed without your help. We ask your assistance in the following ways:

1. Please go through the West Harpeth Christian Tutorial Family Handbook with your student before their first class.
2. It is necessary for the operation of this type of program that both tutors and parents make a commitment for the entire academic year. Therefore, all tuition and fees are non-refundable after the last registration date in May. Although late registration is possible through the summer, all checks collected at the time of late registration are non-refundable. Please prayerfully consider your class selections and read registration forms carefully.
3. Families who have registered in April have the opportunity to drop classes up to the last day of registration in May. Tuition, lab fees, and operational fees for the dropped classes will be refunded. Registration fees and application fees will not be refunded, and no other refunds will be possible after the last registration date in May.
4. It is the responsibility of the parent to assess their student's ability to work within the standards of the program, particularly if your child has special needs or a learning disability. We ask that you prayerfully consider your child's limitations before choosing classes.
5. Check assignment sheets far enough ahead of time that students will have all materials needed for their classes. Many families have found it helpful to go over assignment sheets in the afternoon after classes and break the assignments down into four equal daily parts. This will help your student stay on track, especially if you meet again at the end of each day to check their progress. By enrolling your student in WHCT you are committing to provide the needed accountability to make sure that your student completes all the assignments given to them by their tutors.
6. If a problem arises between your child and a tutor, please contact the tutor first. Most problems are the result of a misunderstanding and are easily resolved by talking. If you cannot resolve the problem in this manner, contact the director. Avoid participating in any gossip or criticism.
7. Please administer take-home tests in the manner prescribed by the tutorial. If a tutor has asked for your assistance in checking daily assignments, please do not give up your right to do so. Your student will benefit from catching errors early, but not from copying answers out of a key. Please be fair to your child and do not place this temptation in front of even the most honorable students.
8. Please communicate with tutors and board members in the least obtrusive way. Use written communication whenever possible. Right before class is not the best time. If you must use the telephone, please be sure to leave your number and a brief, specific message.
9. Pray for our tutors and students. It is not easy to cover a lot of material in a short class time, but it is possible. Your prayers can help tutors know what to cover and help students understand.

10. WHCT recognizes that many students today have access to the internet (without adult supervision) on their phones and devices. Permission for use of the internet at WHCT is up to the parents, therefore it is the responsibility of the parent to instruct their student on the use of the internet and personal responsibility. Appropriate internet access at WHCT implies NEVER viewing or sharing music, images or videos which contain graphic / explicit language, suggestive sexual material or nudity. Violations of these guidelines may result in dismissal.

I have read the West Harpeth Christian Tutorial Family Handbook and the Parent Honor Code and agree to comply with the guidelines that are listed. Today's Date:

Mother (printed name) _____ Mother's Signature: _____
Father (printed name) _____ Father's Signature: _____

WHCT Student Honor Code 2025-2026 Please initial each line after you have read each line.

1. Students are expected to be on time and prepared for class. This is very important and includes having materials necessary and having completed all assignments.
2. Students are encouraged to use the restroom between classes so instructional time is not interrupted.
3. Students are to utilize designated classrooms and gender appropriate restrooms only. At no time should students be wandering through any other part of the church or the church grounds. Students should show respect at all times to the property of our host. This includes cleaning up after themselves.
4. Students who are not in class and remain on the premises must be in study hall or under the immediate supervision of their parent.
5. Students waiting for parents to pick them up, may wait in the front lobby of the building. After 8:45 am, students should enter the building through the back door and proceed to their class.
6. We will not tolerate cheating of any kind. Any student found to be cheating will face the possibility of being dismissed immediately without refund of tuition. If a student knows of other students cheating they are encouraged to report this to the tutor or director.
7. WHCT will not tolerate students participating in tobacco, nicotine, alcohol, drugs or vaping. Weapons of any kind will not be permitted on campus or at WHCT events. Any act or threat of violence will not be tolerated.
8. In regard to relationships, we ask students to treat one another warmly and make every effort to never exclude others. Students should show respect to tutors and fellow students at all times. Students should avoid participating in gossip or criticism concerning another person.
9. Public displays of romantic expression are prohibited by students while at WHCT / WHCT activities.
10. Student drivers agree to obtain and sign the Student Driver Code form before driving to WHCT.
11. Students agree to abide by all policies as set forth in the West Harpeth Christian Tutorial Family Handbook.
12. Students agree to positively represent WHCT with their behavior and reputation in the community.
13. For the safety of all students, appropriate internet access at WHCT implies NEVER viewing or sharing music, images, or videos which contain graphic / explicit language, suggestive sexual material or nudity. If a student is uncertain whether the content is graphic /explicit, suggestive or inappropriate or knowingly would offend someone, then it should be considered inappropriate.
14. Students agree to store their cell phone in the pocket holders in classrooms and in their backpacks during lunch.. Using a cell phone during class should only be done with special permission from the tutor. Air pods or head phones of any sort are not to be worn during the day, unless used specifically to study during a study hall period.

I have read the Student Honor Code and agree to abide by the guidelines that are listed above.

Student (print name) _____ Date: _____ Signature: _____



Student Driver Honor Code 2025-2026

In an effort to make WHCT a safe place for all of our students, we ask that students who are of driving age be safe and courteous especially while driving. The below points are specific to students of WHCT.

Student, please initial each statement and sign your name at the bottom.

_____ I will park in the front parking lot in a designated parking space for students.

_____ I will refrain from driving or parking on the grass.

_____ I will drive slowly while in the church parking area, being mindful of other drivers and people walking to and from the building.

_____ I will refrain from driving away from campus during Tutorial hours without written permission from my parents. I agree to give the permission note to the study hall monitor before leaving and I agree to sign out.

_____ I will refrain from sitting in my vehicle while on campus. I understand that I either need to be in class or in study hall.

_____ I will refrain from playing loud music while in or around my car while in the church's parking area.

_____ I will refrain from returning to my parked vehicle for an extended period of time with other students during tutorial hours.

_____ I will be responsible for any student passengers riding with me, and will communicate with parents of all passengers about travel arrangements.

_____ I will agree to leave promptly when my classes are over unless I pay the drop in fee to the study hall monitor and follow regular study hall rules.

Student's Name _____ Date _____

This section is for the parent of student driver. Please initial and sign at the bottom.

I _____ agree to allow my child, _____

to drive to and from WHC Tutorial and will personally hold my child accountable for their driving.

_____ I further agree that if they have other student passengers traveling with them, they are solely responsible to me as their parent and the parent's of those passengers for travel arrangements and responsible actions while driving.

_____ I realize that neither the study hall monitor nor the director are able to monitor the parking lot on a constant basis during tutorial hours. My student must act responsibly without supervision to avoid injury or accidents.

_____ I agree to send a signed written consent for my child if they are to be allowed to leave the tutorial campus during tutorial hours as a driver and will not be allowed to take other students with them unless specified on this consent form from both sets of parents. This written consent will be kept on file in the office and a copy will be given to the study hall monitor.

_____ I may write one consent form for my student to leave the tutorial campus at any time for any reason, knowing that my child is fully responsible to me as their parent for arriving back to the tutorial on time for another class and for driving responsibly on those occasions. If I allow my child to take another student as a passenger I will state that specifically in the one-time note.

_____ I agree to hold my child accountable to the above student portion of this document and will agree to meet with the director to discuss any infractions, being sensitive to the fact that driving on the tutorial campus is a privilege, not a right.

Parent's name _____,

Date _____

List other WHCT Students that my driver is allowed to have as a passenger in his/her vehicle. By listing their name below, I have consulted with this student's parents about being allowed to be a passenger under my driver's responsibility.

- 1.
- 2.
- 3.
- 4.

West Harpeth Christian Tutorial Waiver & Indemnity Agreement

In consideration of West Harpeth Christian Tutorial accepting our child or children for participation in the above-named program and activities, I hereby, for myself, my heirs, executors, and administrators, waive and release any and all rights and claims for damages that I may have against the above-named organization, Gateway Community Church and their agents, employees, representatives, successors and assigns for any and all injuries suffered by myself or my child or children that rise out of the above-named program and activities sponsored by the above-named organization.

I warrant that I have the right to authorize the foregoing and do hereby agree to hold the above-named organization and church harmless of and from any and all liability of whatever nature that may rise out of or result from such participation. For the consideration stated above, I further agree that in the event that my child or I or anyone else on my child's behalf should make any claim against the above-named organization, church or individuals for damages arising out of the above-named program and activities, I will personally indemnify, defend, and hold harmless the organization, church, and their agents, employees, representatives, successors, and assigns against any and all loss and damage occasioned thereby, including attorney's fees.

I have read and understand this Agreement and have willingly placed my signature below as evidence of my acceptance of all the conditions contained herein.

Form is housed [here](#):

https://forms.office.com/Pages/ResponsePage.aspx?id=DQSIkWdsW0yxEjajBLZtrQAAAAAAAAAAAAO__aWKfYxUQ1M5T05HR1JDSVBaSjdOODE3NIpYWTJNSy4u