

House Rules for Enrichment Classes of Carrollton

ECC maintains high standards of conduct. These rules apply to all participants and their guests, as well as ECC sponsored events, i.e., End of Semester Program, Homecoming, Fusion Events, etc. All parents and students should dress respectfully, attractively, modestly, and uphold these standards.

1. **Each family must have completed and turned in the following forms for participation in ECC during the re-registration period or at registration of each semester. Family will be asked to not participate in ECC until all forms are turned in.**

House Rules

General Agreement

Vehicle Identification

Background Check

2. **Violence of any type (including bullying) will not be tolerated. Behavior notice will be written with official warning given.**

"Bullying" includes a wide variety of behaviors but involves a student(s) repeatedly trying to harm another student. Bullying acts are intended to ridicule, harass, humiliate, or intimidate the other student. The acts can be physical, verbal, or psychological. Examples: hitting, kicking, threatening, taunting, name calling, spreading rumors, etc.

3. **Laser lights, game boys, IPODs, any and all electronic devices are not allowed. Cell phones, cameras and computers may be used during class WITH teacher's permission.** Items not allowed or items used without teacher's permission will immediately be confiscated and a \$15.00 fine will ensue for cell phones. **Parents** may pick up cellular phones and pay fine at the end of the day. Students may pick up other items the following week. **Behavior notice will be written with official warning given.**

Parents please do not use cell phones in the classroom and preferably only for emergencies.

4. **Pocket knives, guns, air soft guns, or any other weapon are not allowed.** They will immediately be confiscated. Parents may pick up items on Week 10. **Behavior notice will be written with official warning given.**
5. **Be courteous to others. Be respectful of all adults and those in authority. Refer to teachers and parents with 'yes Ma'am/Sir' and Mr. or Mrs. Verbal warning will be given; repeated violations will result in behavior notice with official warning.**
6. **Dress Code: Applies to students and adults and for all ECC sponsored events. Styles that disrupt the educational process or endanger students are prohibited. Verbal warning will be given; repeated violations will result in behavior notice with official warning given.**

- Participants must be well groomed and hair must be a natural hair color (natural color includes blonde, brunette, auburn (red), or black.)
- Hats, skull caps, beanies, and hoods may not be worn in the building except on designated days or off-site Fusion events. (They will be confiscated and returned on Week 10.)
- Tanks, sleeveless attire, halters, apparel with spaghetti straps, and tube tops are not acceptable.
- Pants (worn at the waist line), shirts, or blouses must not be excessively revealing.
- Shorts, skirts, and dresses may not exceed 3 inches above the knee. Skirts and dresses must meet dress code even when leggings are worn underneath.
- Leggings may not be worn as pants. Jeggings are leggings and may not be worn as pants.
- Spandex clothing is not acceptable.
- Exposed undergarments, cleavage, or midriffs are not acceptable.
- Translucent clothing is not acceptable.
- Sagging pants, hanging chains, sunglasses, clothing that displays profanity, violence, drugs, sexual connotation, alcohol, or tobacco are not permitted.
- Boys may not wear any pierced jewelry or pierced looking jewelry.

7. **No physical displays of affection, i.e. prolonged hugging/holding, kissing, hand-holding, sitting on laps, etc.** Verbal warning will be given; repeated violations will result in behavior notice with official warning given.
8. **Nametags are required for all participants (parents and students) either on a neck lanyard or displayed on the upper left side of the chest.** Verbal warning will be given; repeated violations will result in behavior notice with official warning given.
 - First Offense— Verbal Warning, but no fine
 - Second Offense— Verbal Warning and \$1 fine
 - Third Consecutive Offense— Warning and replacement fee of name tag: \$2 for plastic sleeve, \$6 for Photo ID.
9. **Chewing gum is prohibited** - Verbal warning will be given; repeated violations will result in behavior notice with official warning given.
10. **Be respectful of the church property - we are their guest.** Verbal warning will be given; repeated violations will result in behavior notice with official warning given.
 - No red drinks.
 - ALL Church instruments/equipment are off limits.
 - Tablecloth required at lunch.

Any purposeful acts of vandalism will result in **immediate** expulsion of the entire family!! We do not anticipate having any problems--- but in fairness to all (including our host church) we will adhere to this policy.

The Board has the final authority and will enforce all rules, with the help of all teachers/parents.

Attendance Policy

1. ECC is an all day program. We, therefore, ask everyone to attend all five hours.
2. You (the attending parent) are considered absent if you **miss more than two class periods** and/or you do not get a replacement for your cleaning/set up duties. If you have someone, i.e. spouse or approved adult, attend in your place and take care of all of your duties and replace you in classes you are not considered absent.
3. Once you have made a commitment to ECC, barring a family emergency or major illness, a family will not be allowed to re-register for ECC **after the 3rd absence in a semester**. You may reapply by getting on the waiting list.
4. A two-year penalty will apply to families who have made a commitment for the coming semester and do not withdraw before the following deadlines. No money will be refunded.
 - The fall semester deadline is August 1st.
 - The winter/spring semester deadline is Dec. 15th of the previous fall semester.
5. Seniors may choose to attend for a minimum of three consecutive hours in any combination, 1st-3rd, 2nd-4th, or 3rd-5th. However, the parent and any other younger student(s) must still attend ECC and complete all ECC duties. Seniors may not remain on campus if they are not in a scheduled class.

Homework Policy

It is our heart's desire that each student be successful in their pursuit of learning. Therefore, at ECC we take homework very seriously. Whether you are taking a Jr/Sr credit course or an enrichment class, we expect **all** homework to be completed and turned in on time. In the unlikely event that one of our ECC students does not complete their assigned homework, the following actions will result:

1. The first offense will result in a homework **notice**.
2. The second and third offenses will result in a homework **warning**.

3. If a Fourth offense occurs then the student will be asked to not participate in that class for the remainder of the semester (if one semester class) or year (if a year-long class). The student will be removed from the class and will attend class with his/her parent that hour.

If your student is having a difficult time with the material presented in any class; please **act immediately** and contact the teacher for assistance. Once again, it is our heart's desire that your child **succeed** in their education.

We understand that in the course of a semester some emergencies will occur. We have on the website a Parent Authorization for Missed Homework. You can fill this out and return, email, or hand to your child's teacher to let them know of unusual circumstances that have occurred in your family's life.

Discipline Policy

ECC students and parents should "read and heed" **all** ECC Rules. Any purposeful acts of vandalism will result in **immediate** expulsion. The following is our detailed procedure for handling discipline problems:

First Offense	No official warning given - just verbal warning.
Second Offense	Disciplinary consequences to rule infraction. Four official warnings in any given semester will result in student's suspension for two weeks. Homework for credit classes is still required during suspension.

In accordance with **Proverbs 6:16-19**, "**sowing discord**" among ECC members and students will not be tolerated. Doing so is grounds for **immediate expulsion**. Please help us make ECC a safe, enjoyable place for all of the students by being responsible for the correction of misbehavior that you see. Board Members cannot monitor everything alone. It takes everyone working together to make ECC work.

Family Responsibilities:

Each family must have 2 responsibilities to be a part of ECC. Here is the breakdown:

- Set Up = 2 duties
- Cleaning full time = 2 duties
- **Teach 1 class = 1 duty; must clean 5 extra times during semester**
- Teach two classes = 2 duties
- Co-Teach 1 class = $\frac{1}{2}$ duty; must also clean each week.
- **Teach one Credit Classes only:**
 - New Class = 2 duties
 - Repeat class = 1 full duties; must clean 2 extra times during semester
- 2 Credit Classes = 2 duties
- Co-teach credit class = $\frac{1}{2}$ duty = must clean 4 extra times during semester

Payment

Each family will pay their total class and other fees are due in full on the day of registration. There will be no refunds. This is part of your commitment to ECC and their families.

Class Changes

You may only make class changes on Week 1. You will need to pay for the new class your student is moved to and you will not receive a refund for the other class. All changes must be made Week 1.

My children and I have read the ECC Rules and we understand that if a rule is broken, the offender will receive a warning, which could jeopardize our family being a part of ECC.