



# Enrichment Classes of Carrollton Member Handbook

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## **Purpose**

Enrichment Classes of Carrollton was founded in 1995 by a dozen homeschool families who desired to form a Christ-centered co-op that not only provided academics and enrichment classes for students, but that also answered the call of I Corinthians 12 to be the body of Christ. The spirit of family and servanthood has always been the driving force behind ECC. ECC provides a safe environment for our students to learn not only academics, but character development and valuable life lessons as well. We depend on God's continual provision to draw a rich pool of gifts and talents together within our community to provide for our every need. Our goal is not only to provide interesting and challenging classes for students, but also build a community to strengthen and encourage families on their homeschool journey.

## **Statement of Faith**

Enrichment Classes of Carrollton is a Christian organization that subscribes to the basic tenets of historic, biblical Christianity.

- We believe the Bible, both Old and New Testaments, is the final, authoritative Word of God and that all Scripture is God-breathed and profitable for teaching, for reproof, for correction, for training in righteousness. (II Timothy 3:16)
- We believe there is only one triune God, existing in the persons of the Father, Son, and Holy Spirit. (Genesis 1:2, John 1:1, 10:30, 14:9; Colossians 1:15-16)
- We believe that all people are created in the image of God, are separated from God's righteousness because of sin, and cannot change this on our own. (Romans 5:6-14)
- We believe God sent His Son, Jesus, to pay for our sin through His substitutionary death on the cross, and was resurrected through the power of the Holy Spirit. (Ephesians 1:7, Hebrews 9:11-12, Ephesians 1:20-21)
- We believe the free gift of salvation, which enables us to be reconciled to God, is accepted through faith in Jesus' death and resurrection, and not by any personal works. (Acts 10:43, Romans 10:9, Ephesians 2:8-9)

## Structure

ECC meets on Fridays for ten weeks - in the Fall, September to November, and in the Winter/Spring, January to March. We begin with a morning opening ceremony at 8:40 a.m. Prayer, the Pledge of Allegiance, praise songs, scripture readings and announcements are all included in this 20-minute time of fellowship and preparation for the day. Five 55-minute class periods are offered with a 55-minute lunch break between the third and fourth periods. The day concludes at 3:00 p.m. when participants in ECC clean the building.

The ECC Board includes:

- Director
- Assistant Director
- Treasurer
- Secretary
- Nursery-3rd Grade Coordinator
- 4th-6th Grade Coordinator
- 7th-12 Grade Enrichment Coordinator
- 9th-12th Grade Credit Coordinator

## Attendance & Participation

The key ingredients to the success of ECC are COOPERATION AND COMMITMENT. At least one parent per family must be involved during the hours his/her children are in class. It is imperative to understand that once you have committed to participate, others will be counting on you. Therefore, we ask that you only submit an application if you are serious about your commitments and will stick by them.

- Duties — Each family must have two responsibilities to be a part of ECC.
  - Set Up Team = 2 duties
  - Cleaning Team = 2 duties
  - Teaching 1 Class = 1 duty, must clean 5 extra times during the semester
  - Teaching 2 Classes = 2 duties
  - Teaching 1 Credit Class = New Class is 2 duties, Repeating Class is 1 duty
  - Teaching 2 Credit Classes = 2 duties
- Absences — If you or your children are going to be absent, you must notify the Assistant Director via email (text or a phone call if it is a Friday.) Please include the following:
  - Members of family who will be out
  - Members of family who will be attending and who is responsible for them
  - Parent's class schedule
  - Who will be covering the parent's duties for the day
  - In addition to the Assistant Director, cleaners must notify the Cleaning Coordinator of absences. Teachers/assistants must notify the teacher/assistants with whom you work of your absence.
  - Absent members **MUST** get someone, either another ECC member or husband or person with prior approval from the ECC Director, to cover all of your ECC duties.
  - Only school age children (not nursery or preschool) may attend classes when a parent is absent **AND** only if another participating parent is willing to take responsibility for your children.
- Seniors — 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 must attend ECC all 5 hours and complete all ECC duties. Seniors may not remain on campus if they are not in a scheduled class.

## Classes

All ECC classes are parent taught. We believe that God has called us to this place and time to teach and train our children outside of the tradition of the public school. In turn He brings together a rich pool of talent found among our home schooling parents to provide for our students' every need.

- We provide a wide range of courses in every genre. Depending on the age group, there are typically three to five choices per hour.
  - P.E.
  - Cooking
  - Crafts
  - Fine Arts
  - English
  - History
  - Math
  - Science
  - And many more!
- Class choices are divided by grade as follows:
  - Infant/Toddler
  - Preschool
  - Kindergarten
  - 1st – 3rd
  - 4th – 6th
  - 6th – 9th
  - 7th – 12th
  - 9th – 12th
- Grade Assignments
  - All children must be 5 years of age by September 1, of that current school year to participate in Kindergarten. All children under 5 years of age by September 1, must participate in Preschool.
  - All students must remain in their grade level classes through the 6th grade. In order to move your child up a grade level (in grades 7-11), you must obtain special permission from the Class Coordinator prior to registration.
- Class Changes
  - You may only make class changes on Week 1. Please see the Director or Assistant Director to do this.
- Homework Policy
  - It is our heart's desire that each student be successful in their pursuit of learning, therefore we take homework seriously. Whether you are taking an enrichment or credit class, we expect all work to be completed and turned in on time.
  - Late or missing assignments are handled at the discretion of each teacher. Some teachers will give verbal or written notices. Some have made all of their assignments and schedules available on the website and will not continually remind students. It is the responsibility of each teacher to clearly communicate how assignments are handled and the responsibility of each student and parent to manage their classes accordingly.
  - If your student is having a difficult time with any class assignments, please act immediately, and contact the teacher for assistance.

## Member Costs

Registration Fee:	\$115 for new families (\$100 for existing members). This fee must accompany your application. It will be deposited upon receipt and is non-refundable. This fee is paid each semester and covers the administrative costs, reimbursement to the church for facility expenses, and materials used by all of ECC.
Co-Op Fee:	\$50. This fee covers: Church Appreciation - \$5 per semester End of Semester Program - \$5 per semester Insurance - \$20 per semester PE Fee - \$5 per semester Website Subscription & PayPal Fees - \$15 per semester
Name Tag Fee:	All Adults and Students (except Nursery and Preschool) are charged a \$6/person Name Tag Fee yearly.
Junior and Senior Fusion:	All 7th-12th graders are charged \$15 for Fusion Activities each semester. This is an extra way we help build community among our students. The fee provides a few lunches and a party or group activity for the students each semester.
Class Fees:	Class fees are collected at registration to cover the supplies your student will be using in that class. These fees can range from \$1 - \$40 per semester depending on the class. For example, Writing classes often only need to make a few copies of pages and may only be \$1, whereas an art or science class would require more materials and could be up to \$40. These fees are turned over to the teacher by Week 1.

Fees are due in full on the day of registration, and are non-refundable. If paying by check, your check must be postmarked within three days of registration. If you need an extension to pay, please contact the Director.

## Code of Conduct

- Behavior
  - In order to maximize the benefit of classes for all students, we ask that you instruct your student in the following behavior:
    1. Be respectful.
    2. Participate. Do whatever your teacher requests of you.
    3. Listen carefully to directions.
    4. Raise your hand for permission to speak.
    5. Do not talk when the teacher or another student is talking.
    6. Stay seated in your chair unless the teacher requests otherwise.
    7. Arrive to class on time with all required materials.
  - Violence of any type (including bullying) will not be tolerated. Bullying includes a wide variety of behaviors, but involves a person(s) repeatedly trying to harm another. These acts are intended to ridicule, harass, humiliate, or intimidate another, and can be physical, verbal, or psychological.
  - Cell phones, cameras, and computers may be used in class with the teacher's permission. Repeated problems will result in the device(s) being confiscated. Parents may collect the devices from the teacher after class.
  - Students are expected to be courteous to others and respectful of all adults and those in authority. Please refer to other ECC parents as Mr. or Mrs. and their surname.
  - Physical displays of affection are not permitted (i.e. prolonged hugging, hand-holding, kissing, sitting on laps.)
  - Be respectful of church property. We are guests here.
    - No chewing gum on campus.
    - Acts of vandalism will not be tolerated.
- Dress Code
  - Only natural hair colored is permitted - black, brown, blonde, red/auburn, and gray.
  - Tank tops, sleeveless tops, halter tops, spaghetti straps, tube tops, and crop tops are not acceptable.
  - Pants (worn at the waistline,) shirts, and blouses must not be revealing.
  - Shorts, skirts, and dresses must hang to three inches above the knee. Skirts and dresses must meet dress code even when leggings are worn underneath.
  - Leggings may not be worn as pants, and spandex clothing is not acceptable.
  - Exposed undergarments, cleavage, or midriffs, and translucent clothing are not acceptable.
  - Clothing that displays profanity, violence, drugs, sexual connotations, alcohol, or tobacco is not acceptable.
  - Hats are not permitted inside. Hats may be worn outside during lunch or PE.
- Disciplinary Actions
  - Verbal warnings are given for first offenses. If the offense is a Dress Code violation, it must be rectified immediately. Scrubs or sweats are available to wear, or someone may bring you a change of clothes.
  - Written warnings are given for second offenses. A second Dress Code violation will result in the student or parent being sent home to change clothes.
  - Three official warnings for the same infractions will result in a two-week suspension.
  - Any purposeful acts of violence or vandalism may result in the immediate expulsion of the entire family.
  - The Board has the final authority to enforce all rules with the help of all teachers and parents.

- Illness
  - A parent or child who has had any of the following symptoms within 24 hours prior to ECC should stay home: fever, vomiting, or diarrhea; a cloudy, runny nose; or a consistent cough.
  - If a child requires medication, a parent must administer it.
  - Notify teachers if your child has any allergies, especially in any class where food may be served.
  - If you believe you have Covid-19 or have received a positive diagnosis, individuals must wait 10 days from the onset of symptoms and be fever-free for 24 hours before returning to ECC.
  
- Lunch Time
  - Lunch begins at 12:00 noon and ends at 12:55 p.m.
  - Eating is restricted to the gym, cafe, and outside. There is no eating in the hallways or any other classroom.
  - No red drinks are allowed on campus.
  - Every family is required to use a tablecloth and to dispose of your trash before leaving for class. If your children eat separately from you, please make sure to provide a tablecloth for them. This also includes outside areas. Please make sure you empty the crumbs from your tablecloth into the trash can and not shake it out onto the floor.
  - Parents are responsible for the supervision of all their children during lunch.
  - Students are not permitted to be inside buildings other than the gym or cafe area during lunchtime.
  
- Personal Items
  - All personal items should be clearly labeled with a minimum of the family name. This includes but is not limited to backpacks, jackets, lunch packs, water bottles.
  - If you leave an item at the church it will be placed in the Lost and Found tub. Every family should check the Lost and Found tub often, even if you do not think you have lost anything.
  - All unclaimed items will be donated to a charity at the conclusion of the End of Semester program.
  
- Visitors
  - Families interested in joining ECC must contact the Assistant Director to schedule a visit. We allow tours on specific Fridays at 9:15 a.m.
  - Parents who are not the primary ECC parent are allowed to visit. They must check in at the front desk, sign the visitor log, and receive a name tag.
  - Any other visits will be considered on an individual basis by contacting the Assistant Director.
  
- Communications
  - The ECC directory is for the sole use of its participants while enrolled at ECC. It is not to be shared with anyone outside of our group.
  - It will be your responsibility to check your e-mail several times during the week to look for communication from teachers, notices, surveys, changes in schedule, etc.
  - Each family has a family mail folder. These are located in hanging folders in a crate on a rolling cart in the gym. Check your mail slot before leaving campus each Friday.
  - A Weekly Email is sent once a week. If you have information you would like to be included in this email, contact the Director by noon on Monday.



- Conflict Resolution
  - We are fellow believers at ECC, and each person is integral to the success of the program. If you find yourself in conflict with another member, approach the situation as Jesus would, with grace and truth in love.
    - Galatians 6:1 “Brethren even if a man is caught in any trespass, you who are spiritual, restore such a one in a spirit of gentleness, each one looking to yourself, lest you too be tempted.”
    - Colossians 3:12 “And so, as those who have been chosen of God, holy and beloved, put on heart of compassion, kindness, humility, gentleness and patience bearing with one another and forgiving each other, whoever has a complaint against anyone, just as the Lord forgave you, so also should you.”
    - Ephesians 4:1-3 “Walk in a manner worthy of the calling with which you have been called, with all humility and gentleness, with patience, showing tolerance for one another in love, being diligent to preserve the unity of the Spirit in the bond of peace.”
  - God has designed each person at ECC uniquely and each person involved may be approaching the situation with a different perspective. Seek to understand the other perspective, even if you don’t agree.
  - Dwelling on conflict without seeking resolution and involving additional people unnecessarily leads to additional conflict instead of resolution. In order to avoid this, follow the example of Matthew 18:15-20 by approaching the other individual involved first. If you cannot reach a satisfactory conclusion between the two of you, reach out to the Director to help.
  - In accordance with Proverbs 6:16-19, “sowing discord” among ECC members and students will not be tolerated, and doing so is grounds for immediate expulsion.
  - The ECC Board is always open to suggestions on how to make ECC better, but criticism should always be constructive. Send an email to the Assistant Director describing any problems you see and your ideas for a solution. The Board will consider suggestions and implement any changes if they are deemed beneficial to the entire program.
  - You are only responsible for your choices and decisions. Remember that you can not control others, and let the Fruit of the Spirit be evident in your own behavior. (Galatians 5:22-23.)

## Waiver

In consideration of being permitted to participate in the Enrichment Classes of Carrollton, (Hereinafter referred to as "Family") agree to the following:

1. Family releases, waives, discharges, and covenants not to sue either the Enrichment Classes of Carrollton or Host Church, their elders, deacons, officers, employees, board members or other families participating in the Enrichment Classes of Carrollton (hereinafter referred to as "Releasees") from all liability to Family for any loss or damage and any claim or damage on account of injury to the person or property or resulting in death of a Family member, whether caused by the negligence of Releasees or otherwise while Family is participating in Enrichment Classes of Carrollton activities or any other activities on the premises of the Host Church.
2. Family agrees to indemnify Releasees from any loss, liability, damage or cost Releasees may incur due to the presence of Family in or on the premises of the Host Church.
3. Family assumes full responsibility for and risk of illness, bodily injury, death or property damage due to negligence of Releasees or otherwise while in or on the premises of Host Church and/or while working or for any purpose participating in the activities of the Enrichment Classes of Carrollton.
4. Family expressly agrees that this release, waiver, and indemnity agreement is intended to be as broad and inclusive as permitted by the laws of the State of Texas and that, if any portion of the agreement is held invalid, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect.
5. Family, in consideration of being permitted to participate in the Enrichment Classes of Carrollton, for Family, and Family's heirs, executors, administrators, and assigns, releases and forever discharges all Releasees, and their heirs, administrators, and executors of and from any and every claim, demand, action or right of action, of whatsoever kind or nature, either in law or in equity arising from or by reason of any bodily injury or personal injuries known or unknown, death or property damage resulting or to result from any illness or accident which may occur as a result of participation in the Enrichment Classes of Carrollton or any activities in connection with the Enrichment Classes of Carrollton, whether by negligence or not.
6. Family states that both Mother and Father of Family has carefully read the above release and knows the contents of the release and signs this release as Family's own free act.
7. Family releases all officials and professional personnel from any claim whatsoever on account of first aid, treatment or service rendered Family during participation in the Enrichment Classes of Carrollton.
8. The parties to this agreement are Christians and believe that the Bible commands them to make every effort to live at peace and to resolve disputes with each other in private or within the Christian church (see Matthew 18: 15-20; 1 Corinthians 6: 1-8). Therefore, the parties agree that any claim or dispute arising from or related to this agreement shall be settled by biblically based mediation and, if necessary, legally binding arbitration in accordance with the Rules of Procedure for Christian Conciliation of the Institute for Christian Conciliation. Judgment upon an arbitration decision may be entered in any court otherwise having jurisdiction. The parties understand that these methods shall be the sole remedy for any controversy or claim arising out of this agreement or any dispute arising out of any activities or events associated with the Enrichment Classes of Carrollton and expressly waive their right to file a lawsuit in any civil court against one another or against another Enrichment Classes of Carrollton family for such disputes, except to enforce an arbitration decision.
9. This agreement shall be binding on each member of the Family, their personal representatives, assigns, heirs, and next of kin.
10. This release contains the entire agreement between the parties to this agreement and the terms of this release are contractual and not a mere recital.

Enrichment Classes of Carrollton  
Signature Page

Our Family: \_\_\_\_\_ Date: \_\_\_\_\_  
Family Name

We understand that it is a privilege to be a part of ECC. We have read and understand the ECC Handbook and agree to follow all rules for ECC.

\_\_\_\_\_  
Father's Signature

\_\_\_\_\_  
Mother's Signature

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Child's Signature

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