

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)*

- *We believe in the creation of mankind as male or female by the direct act of God. (Genesis 1:27, 2:7, 2:21-22, Genesis 5:1-2)*

- *We believe that marriage, sanctioned by God, joins one man and one woman in a single, exclusive, covenantal union. (Genesis 2:24, Matthew 19:4-6)*

Structure

ECC meets on Fridays for ten weeks - in the Fall, August or 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
Secretary
Treasurer
Prayer Coordinator
Cleaning Coordinator
Stage/Sound Coordinator
Nursery-3rd Grade Coordinator
4-6th Grade Coordinator
6-8th Pre-Credit & 9-12th Credit Class Coordinator
6-12th Enrichment Class Coordinator
Database Coordinator
Set-up 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 also clean all 10 weeks of the semester.*
  - *Teaching 2 Classes = 2 duties*
  - *Teaching 1 6th – 8th Credit Class Pre-Credit Class = 2 duties*
  - *Teaching 1 9th - 12th Credit Classes = 2 duties*
  - *Serving on the ECC Board = 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 or Set-up 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.*
- ***Each family is allowed a maximum of three unexcused absences per semester. Absences may be excused in cases of illness or genuine emergencies.*
- ***Families exceeding three unexcused absences (sports or vacation-related, etc.) in a semester will be required to register last for the following semester and will not be eligible to enroll in credit classes.*

- *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.*
- *Last Year Senior Parents – A parent whose only child at ECC is a senior may also choose to only be at ECC for the three hours their student is on campus. Parents must also leave campus for the hours that they are choosing to be off duty while their senior is not on campus.*

Classes

All ECC classes are parent-led. 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 homeschooling 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 – 8th*

- *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*
  - *If you would like to request a class change after Class Registration Day, please complete the form on the website under the "Registration" tab. Families will be charged for both classes for any changes made. All changes must be requested by 11:59 pm on the Friday of Week 1.*

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:	*$60. This fee covers:* *Hospitality - $15 per semester (Church Appreciation, End of Semester Program, Parent Coffee Bar, etc.)* *Insurance - $20 per semester* *PE Fee - $2 per semester* *Website Subscription - $8 per semester* *Administrative Costs - $15 per semester*
Name Tag Fee:	*All Adults and Students (except Nursery and Preschool) are charged a $6/person Name Tag Fee yearly.*
JR and SR Fusion:	*All 6th-12th graders are charged $20 for Fusion Activities each semester.* **This is an extra way we help build community among our students. The fee helps pay for several activities or parties throughout the semester.*
Class Fees:	*Class fees are collected on Class Registration Day 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 – We ask that all behavior and speech of both students and parents reflect love, respect, and ultimately our best attempts at following Christ.*
    - *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 of teacher and classmates*
        2. *Participate. Engage with teachers in discussions, activities and classwork.*
        3. *Listen carefully to directions and follow teacher expectations.*
        4. *Arrive to class on time with all required materials.*
    - *Violence of any type (including bullying) will not be tolerated on campus or at any school-related event (see discipline plan below).*
    - *Bullying includes a wide variety of behaviors, both in person and digital, and 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. Bullying includes any of these kind of acts that happen on campus, at a school-related event, or an outside event that affects a student's ability to be successful when they come to ECC.*
        - *Bullying includes the use of racial slurs, which will not be tolerated.*
    - *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.*
        - *Drinks that are any color (blue, red, purple) will only be allowed during lunchtime. If your student has one, please make sure they are careful and that they do not take it back to class.*
        - *No slime, playdough, glitter or anything of the like on campus*
        - *No engaging in the use of derogatory language, drugs, alcohol or pornography*
        - *No gossip*
        - *Acts of vandalism will not be tolerated.*

- *Policy on Cell Phones, Smart Devices and Earbuds*

  FOR STUDENTS:

    - *To promote an optimal learning and social atmosphere, student cell phone, smart watch, tablet and earbud use will be prohibited between the hours of 8:40 a.m. and 3 p.m. Student's cell phones should be left at home or given to a parent before our 8:40 a.m. morning assembly.*
        - *Exceptions to this rule:*
            - *If a student needs access to their phone for medical purposes, they are allowed to keep them, but they should remain in the student's backpack unless needed for that medical purpose.*

- *If a teacher asks students to bring devices for a specific purpose, those students will retrieve that device from their parents before that class and then the device will be returned to their parent after that class hour.*

…policy on Cell Phones Continued:

***All parents are permitted to take up devices/earbuds if they are seen out. If that happens, the devices will be given to the Director/Assistant Director and can be obtained again at the end of the school day.*

FOR PARENTS:

- *We would like for parents to model the ability to be present and not on a device as much as possible between the hours of 8:40 a.m. and 3 p.m. We understand that adults have outside responsibilities or may need to handle emergencies. Please plan ahead to take care of those responsibilities outside of ECC as much as possible. As a reminder, if you need to handle something because it is urgent, please ask a board member to step into the class you are in so you can step outside and take a phone call.*
- *At lunch and during "down time", we also encourage parents to refrain from checking your phone as much as possible. We understand that there will be times when you may need to respond to a work message, check on a family member, or touch base with your spouse. We just ask that you do this with discretion.*
- *A parent in a classroom may need to use their phone for taking pictures of class activities, taking roll, or communicating with the board if an issue arises. Assistants should always be engaged and never on their phone for a different purpose.*

- *Disciplinary Actions for Behavior that goes against ECC's Code of Conduct*
  - *Parents and Coordinators should be informed of any issues the day they occur.*
  - *Verbal warnings are given for first offenses. You will receive a notice in your box to indicate that you have been given a warning for a first offense.*
  - *Official write-ups occur for second offenses. You will receive notice that you had an official write-up in your mailbox.*
  - *Three official warnings for the same infractions will result in a two-week suspension.*
  - *Any offenses committed following a suspension will result in expulsion.*
  - *The Board has the final authority to enforce all rules with the help of all teachers and parents.*

  Please be aware that:
  - *Any purposeful acts of violence, bullying or vandalism will not be tolerated and will result in immediate write up, and depending on the severity, the board reserves the right to vote for suspension or expulsion.*

- *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 a student consistently does not complete the assignments as given, the student will be asked not to participate in that class for the remainder of the semester or year, if it is a year-long class.*
- *We expect our students to operate with integrity, and cheating will not be tolerated. If a student is caught cheating on a homework assignment or test, he/she will be removed from the class and will attend class with his/her parent that hour. A second offense will result in the student being asked to not participate in that class for the remainder of the semester or year, if it is a year-long class.*
- *If your student is having a difficult time with any class assignments, please act immediately, and contact the teacher for assistance. Once again, we desire that each student succeed in their education.*

- *Dress Code*
  - *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 mid-thigh. Skirts and dresses must meet dress code even when leggings are worn underneath. Jeans cannot have any rips or holes above your mid-thigh (including no pockets hanging out).*
  - *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 permitted inside. Please remove hats for the pledge and prayers during morning assembly. Teachers may remove hats if they are becoming a distraction in class (or any other items that are a distraction).*

- *Disciplinary Actions for Dress Code*
  - *Please inform a board member of your concern*
  - *A verbal warning will be given for a first offense, and it must be rectified immediately. Scrubs or sweats are available to wear, or someone may bring you a change of clothes. You will receive a notice in your mailbox to indicate that you have been given a warning for a first offense.*
  - *Official write-ups occur for second offenses and again must be rectified immediately. You may be provided something to wear or may have someone bring you a change of clothes. You will receive notice of your second offense in your mailbox.*
  - *A 3rd infraction for dress code will result in the student being sent home for the rest of the day and staying home for the following week as well to fulfill the two week suspension that occurs after a 3rd violation.*
  - *Any offenses committed following a suspension will result in expulsion.*
  - *The Board has the final authority to enforce all rules with the help of all teachers and parents.*

- *Expectations for Parents*

- *Please respect deadlines. Meeting deadlines helps our co-op run smoothly. Many behind-the-scenes tasks depend on information, forms, payments or responses being received on time so others can do their part. Meeting deadlines shows respect for others volunteering their time as well as models responsibility and dependability for our children.*
- *We understand that unexpected situations can arise in which you may not be able to meet a deadline. Please communicate that with the appropriate person as soon as possible.*
- *Accountability matters. When a deadline has been clearly communicated and ample opportunity has been given to complete it, consequences may apply, including but not limited to:*
  - *Missing out on your family or extracurricular pictures being in the yearbook*
  - *Not being allowed to teach again if course descriptions, lesson plans or receipts are not turned in*
  - *Extra fees for failing to turn in ID photos*
  - *Missing out on some special senior activities if material is not turned in on time*

- *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, productive 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.*

- *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 ball playing is allowed in the gym until 12:30.*
  - *Every family is required to use a tablecloth and to dispose of your trash before leaving for class. 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. If your child eats separately from you, please ensure that they are cleaning up after themselves. If students repeatedly leave the facilities a mess after lunch, we will enforce a "sit with your own family while you eat" policy.*
  - *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 set up a tour.*
  - *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.*
  - *Former students of ECC may visit during lunch. No roaming the halls or sitting in on classes.*
  - *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.*

- *Safety*

  - *Security:*
    - *During each hour of the school day, a designated parent will be outside walking the main area to keep an eye out for anyone approaching the building that we don't know. That person will have their phone on them and can notify board members inside if there is a situation that needs attention. If there is an active shooter situation, board members will immediately get word out to teachers to shut and lock doors and turn off classroom lights.*
  - *Fire Safety:*
    - *In case of a fire inside a building or if the fire alarm goes off at anytime: each class will exit the building and meet in the parking lot behind the cars. Please follow the exit signs in your classroom. They should be located on the wall by each classroom door.*
    - *We need to know who is missing in each class each hour, please make sure you and your assistant are always aware of how many students you have each hour. Parents - please allow teachers to lead the classes to the parking lot. Do not run from the class you are assisting to look for your students. The teachers will make sure they get to the parking lot safely.*
  - *Tornado Safety:*
    - *If there is a tornado sighting we will take classes to places where there are no windows, "inside rooms". Please take your students to the closest "safe area" in the building you are in.*

- *All adults should keep their phones on so we may contact you in case we need to. This will be the fastest way and most effective way to communicate in this situation.*

- *Conflict Resolution*

    - *We are fellow believers at ECC, and each person is integral to the success of the program. Everyone involved in this program is a volunteer, and gives of their time and talents to make ECC a success.*

    - *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 Class Coordinator of the grade level for the children involved, or the Director if the situation is between parents.*

    - *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
Child's Signature	Child's Signature
Child's Signature	Child's Signature
Child's Signature	Child's Signature