Rules and Guidelines for N-TECH
North Texas Enrichment Classes for Homeschoolers

A. Dress Code

1 Parents and students, especially teenagers, need to be careful to dress modestly.

2 Shorts, skirts, and dresses must come down at least to the fingertips when arms are fully extended.

3 Leggings must be paired with a top that comes down to at least the fingertips when arms are fully extended.

4 NO skin-tight clothing, see-through clothing, pajama pants, tank tops, halters, midriffs, fish-net tops, plunging necklines, split-side skirts or clothing that advertises illegal or immoral acts shall be permitted.

5 Students' hair must be clean and well groomed.

6 Students must be dressed appropriately for the classes they are attending. (i.e., tennis shoes for any physical fitness class, no skirts in volleyball, etc.)

7 Name tags must be worn by every N-TECH participant and must be displayed on the upper chest. At the end of the day, please return the name tags to the appropriate color basket. Replacement cost of a name tag is $1.00. Parents and high school students can wear lanyards.

B. Supplies

1 All elementary and middle school students need to bring a backpack or tote bag to carry supplies.

2 Make sure that your child's backpack is stocked every week with the correct supplies needed for his/her classes.

3 Clearly label all items with at least the family last name, especially those things belonging to a nursery, preschool, or kindergarten child.

4 Check the child's bag for notes sent home from your child's teachers each week.

C. General Behavior

In order to maximize the benefit of classes for all students, we ask that you instruct your child in the following classroom behavior:

1 Participate

2 Do whatever your teacher requests of you.

3 Listen carefully to directions.

4 Raise your hand if you want to say something.

5 Do not talk when anyone else is talking, especially the teacher.

6 Stay seated in your chair unless your teacher requests you to do otherwise.

7 Be respectful of all adults and students.

8 All adults are to be referred to as Mr. or Mrs._____

9 Use your best manners at all times, (i.e., Yes Ma'am, no thank you, please, etc.)

10 We expect older children to be exemplary in their attitude of cooperation.

11 Students are expected to complete all homework assignments. Notices will be placed in file folders to inform parents of incomplete work.

12 Students and adults need to be in their assigned classes at all times and should arrive in a timely manner.

13 No gum is allowed by students in the facility.

14 If you have a special needs child, please notify his/her teachers before classes begin.

15 No food or drink is allowed in any classroom unless brought by the teacher of that class. (Bottles of water and assistants' drinks are the exception to this rule.)

16 Two adults must be with the children at all times. When assisting a younger child (k-5th grade) to the restroom, please notify another parent of your absence.

We realize that young children will need to be reminded of these rules often, however, by third grade we expect the children to carefully follow these rules.

D. Discipline Policy

Co-op students should "read and heed" all co-op rules and guidelines. Discipline notices can be written by any adult member of N-TECH during the N-TECH day on Fridays or on additional class days. Discipline notices can also be written during N-TECH functions such as end-of-semester programs. Discipline notices are reserved for blatant disobedience and disrespect toward an adult or for physical harm to anyone. Warnings may or may not be given before issuing a discipline notice for these offenses. Students above the 2nd grade are expected to be able to understand and follow all of the rules and guidelines without excessive reminders.

Our four-step procedure for handling recurring discipline problems within the classroom is as follows.
*First offense: Verbal warning during class time. Teachers are encouraged to verbally inform the parent of the warning either in person during co-op that day or by telephone during the week after the verbal warning was given. A written communication slip can also count as a verbal warning.

*Second offense: The second offense is to be documented by a written discipline notice. The written discipline notice is given to the parent and the N-TECH board. The student may be removed from class activities depending on his/her conduct.

*Third offense: The third offense requires a second written discipline notice. After the second discipline notice is received, the family will receive a written summary letter from N-TECH's director. If necessary, a conference will be held with parents, director, teacher, and age-group coordinator.

*Fourth offense or third written discipline notice: The third written discipline notice warrants expulsion of the student, with the Corporate N-TECH Board reserving the option of expelling the family. The N-TECH Corporate Board reserves the right to expel any student receiving 2 discipline notices per semester for 3 consecutive semesters. Any purposeful acts of vandalism will result in immediate expulsion! We do not anticipate having any problems, but in fairness to all (including our host Church) we will adhere to this policy.

E. Lunch Time

1 Lunch time is approximately 40 minutes from 12 noon to 12:40pm. Mandatory assemblies occur at least 3 times per semester on Friday from 12:40pm - 1:00pm. Attendance is required of all members. At that time, necessary information is announced, and all participate in the Pledge of Allegiance. A warning will sound at 12:30pm to signal when to begin clean-up and prepare for assembly. A bell or announcement will sound again at 12:35pm at which time everyone should move to the designated location for assembly.

2 Eating inside the building is confined to designated areas. At our current host location these areas are the Gym, rooms specifically designated as high school lunchroom and middle school lunchroom, and Student Council lunch/meeting room.

3 Food and drinks are not allowed in any other areas of the church.

4 No red beverages allowed. If possible, drinks should be either light or clear in color.

5 Families must bring a plastic tablecloth to spread out while eating. Be sure to clean up all food and paper fragments from lunch. Clean off tables if you are sitting at a table.

6 Preschool and nursery children need to be picked up immediately following third period.

7 Have a designated spot where your children know to meet you for lunch.

8 Parents are responsible for monitoring their children during the entire lunch period. No roaming.

9 All classrooms, except those designated in #2 above as lunchrooms, will be closed during lunch. Please abide by this rule and do not force N-TECH to develop a "lunch patrol" to enforce the lunch hour rules.

10 Children are allowed to play outside during lunch with their own parent supervising. No food is allowed on the playground.

F. File Folders and Announcements

1 Each family has a family folder in the file crates in the foyer.

2 Please check your family folder prior to leaving N-TECH to ensure that you have received all current notices and vital information.

3 If you have any announcements or information of interest to the majority of the other families, talk with the director to decide how to disseminate the information. Flyers in the folders, email, and the web site all work well.

4 Students under 12 are not allowed to pick up mail.

G. Class Change Policy and Procedure

1 Class changes for the spring semester can be made from January 2 until approximately 3 weeks prior to the start of the regular 10-week semester. Actual date will be determined by VP of Operations and announced each semester. Class changes for the fall can be made from August 1st until approximately 3 weeks prior to the start of the regular 10-week semester. Actual date will be determined by VP of Operations and announced each semester.

2 After the regular 10-week semester starts, student class changes can be made from Friday evening of week one until Friday evening of the third week of classes. Class changes during this time MUST be requested between Monday and Friday. A request received on the weekend will not be processed until the following Tuesday. The actual date will be determined by VP of Operations and announced each semester.

3 Class fees are not refunded when a student transfers out of a class**.

4 Once a class has reached its maximum number of students, the class is closed.

● Students cannot transfer into a closed class.

5 If previous item numbers 1, 2, 3 and 4 are understood, and if the class change is inside the student's age group, then please follow the actions listed below:

● Email the VP of Operations of the class transfer request. She will:

    ○ Confirm that the class being transferred into is open for new students.

    ○ Make the change in the database, if necessary.

    ○ Email a confirmation of the change to the parent, both teachers, the Administrator, and the Treasurer. This email will include the amount owed for the class.

● The parent should mail the additional class fee to the Treasurer or drop it in her file folder on Friday.

● The front desk staff will change the N-TECH record books to show the student’s new location. The parent will change her/his name tag and the student’s nametag to reflect the location change.

6 If the class change involves a student taking a class which is higher than his registered age group, then the parent needs to discuss the class change with the age group coordinator of that higher age group before beginning this class change process. The age group coordinator will confer with the teacher before giving approval for the student. The parents are not to contact the teacher regarding their

student taking a class in a higher age group. Any time a student takes a class from an older age group, he/she must have prior approval from the higher age group coordinator.

7 When class changes are made after the semester starts, the treasurer will mail all checks for class changes to the teachers week 4.

**This policy is made to protect our teachers who receive their class headcount shortly after family registration each semester. The teachers, who then have their student headcounts, begin shopping for X number of students. When your child drops their class and N-TECH pays them for X minus 1 student, then the teacher potentially could be out a good deal of money on that lost student. N-TECH's teachers are volunteers, and the N-TECH board will not put them in this financial jeopardy. In addition, there is a significant amount of work for our volunteer staff in each class change. We feel that this is the appropriate penalty to reduce the number of class changes each semester.

H. Building and Equipment Policies

1 All stages are off limits to students, except under a teacher's direct supervision.

2 Only radios / electronic devices brought by teachers for classroom use are allowed. All others will be confiscated and returned at the end of the day. EXCEPTION: Students can have music in study hall as long as no one else in the room can hear it.

3 If you leave any item at the church, it will be placed in the lost and found bin and in a locked closet and won’t be able to be retrieved until the following week. All unclaimed items will occasionally be donated to charity.

4 The bathrooms are to be maintained and kept orderly.

5 Church instruments and equipment are not to be touched.

6 No weapons of any kind, including pocket knives are allowed on the premises.

7 Do not sit on the church’s tables and carts. Please sit on the floor or in chairs.

8 Do not open the church doors to anyone not wearing an N-TECH name tag.

I. Visitors

1 Guests, adults, and children are welcome to visit N-TECH one time only.

2 Visiting children must be school age (NOT nursery or preschool) and must be accompanied by their parent.

3 Inform your guests that there may not be supplies for them in certain classes. Visitors are there to observe.

4 Please have your visitors check in at the front desk so that they may receive a visitor name tag.

5 If you have a friend that wants to visit, ask them to email the director. The Director will notify the teachers who will have visitors at least two days before co-op.

6 If an N-TECH family has a child in public/private school and that child is out for the day, they are always welcome. Families inquiring about N-TECH are always welcome. We discourage families from bringing other students to N-TECH classes.

7 The Director will let the 1st hour front desk moms know who to expect as a visitor. If someone brings a guest and we were not expecting them, then we will show them around and let them ask questions. This should eliminate the problem of children showing up in a class without advance notice to the teacher.

J. Attendance and Homework Requirements

Consistent attendance is vital for the co-op to run efficiently. One absence counts for a ten percent loss in class instruction. It is not only hard on the student but is difficult for the teacher, especially those working on an on-going project.

1 Only two absences are allowed each semester, barring a family emergency or major illness.

Students are permitted up to two absences per semester. Exceptions may be made in cases of family emergency or major illness.

Leaving early by up to two hours will count as a half-day absence.

Excessive absences will result in placement in a lower registration group and could ultimately lead to loss of membership.

2 School age children may attend classes when a parent is absent. This is only if another participating N-TECH parent is willing to take responsibility for your children. Please make every effort for either you, your husband, or possibly even a grandparent to attend with your children and fulfill your co-op duties.

3 If you are going to be absent, you must notify the Administrator as soon as possible, as well as have all of your co-op duties (teaching, cleaning, babysitting, or setting up) covered by another participating parent. You may leave messages with the Administrator on the day of the co-op between 6:45-7:45 a.m. concerning your absence.

4 Once commitment (registration) is made to the co-op, barring a family illness or emergency, we will be counting on you. Should you change your mind about participation, your family will be unable to reapply for two years. See Admission Policy for further details.

5 Students must turn in all homework assignments to the appropriate teacher on time. Three homework notices equals one discipline notice. Homework notices should be written for the parent with a copy for the N-TECH Board file.

6 Each student must participate in at least three hours of N-TECH classes.

7 While children are attending N-TECH classes, parents must stay on-site. It is not necessary for a parent to be in every classroom with each of their children, but they cannot leave the building if even one of their children is attending classes at N-TECH. The only exception to that is an officer or operations committee member taking care of N-TECH business or the mom that coordinates our hot lunches. During co-op hours, the parents assist teachers in classrooms while the children attend classes.

8 Each family must attend mandatory assemblies.

9 The parent attending N-TECH must attend the annual All Family Meeting. No-shows or last-minute cancellations (barring genuine emergencies) will result in registration group change by 1 level. (Example: Anyone originally in group 2 moves to group 3.) Further unexcused absences will result in possible loss of N-TECH membership.

K. Illness

1 Please do not bring your children who have had fever, vomiting or diarrhea within the last 24 hours.

2 If your child has a cloudy, runny nose or a consistent cough, please do not bring him or her.

3 If your child requires any medication, please keep it with you and administer it yourself.

4 Notify teachers if your child has any allergies, especially in a class where food may be served.

L. Nursery and Preschool

1 Moms with children in nursery and/or preschool must work a minimum of one hour per each child in these departments if needed.

2 If you ask anyone to pick up your child (i.e., husband, grandparent, etc.) please notify the AGC of the nursery/preschool and have the visitor check in at the front desk.

3 If you have a special needs child, please notify his/her teachers.

4 Two adults must be with the children at all times. When assisting a younger child to the restroom, please notify another parent of your absence.

5 Nursing mothers please use discretion around other children.

6 Babies must be left in the nursery. It becomes disruptive and at times dangerous for the baby to be in the other classrooms.

7 Any time you are working with children, especially in the nursery or preschool, please follow proper sanitary policies by washing your hands thoroughly after contact with any diaper, bathroom or other situation which may require special precaution to assure that we do not pass any infections between families.

M. Tardiness

1 We monitor tardiness through the Tardy Notices that are located in each classroom packet. Five minutes after the class starts, a tardy notice will be issued by the teacher or assistant for each child or adult that is not in the classroom.

2 Everyone will occasionally have a problem, so each family will be allowed one "free" late arrival. However, we encourage promptness.

3 This policy is in place out of respect for our teachers and student body. One late arrival to a classroom can waste precious time and disrupt the flow of the teacher's lecture. Please be considerate of others.

4 Upon a family's second late arrival, either at first hour or fourth hour, the family will receive a warning notice. After four late arrivals, your family will lose the privilege of taking first hour classes or fourth hour classes the next semester.

5 After the fifth late arrival, your family will be moved to the waiting list. We aren't trying to be harsh but trying to develop good stewardship habits in our families and our children.

6 Students or assistants arriving after 9:15 each co-op morning should wait in the foyer until the bell rings for first hour dismissal.

N. Miscellaneous

1 Our teachers work hard to prepare fun, interactive, exciting lesson plans in order to enhance classroom learning opportunities. Please do not allow your children to bring anything that would be disruptive or distracting for them or the other students.

2 Students' cell phones must be turned off and left in backpacks or purses during co-op. Teachers may reserve the right to collect cell phones at the door of their classroom. There will be no tolerance for cell phone use during class (this includes texting).

3 Parents' phones should be turned off or on silent and adults should not accept calls during classes unless it is an emergency. If you are expecting an urgent call, notify the teacher you are assisting that you may have to excuse yourself during class.

4 All parents and students should remain in their assigned classrooms during the day. The parents are assigned to a class in order to assist the teacher as may be needed. In addition, our classroom assignment system allows the front desk to locate any mom or child quickly in the event of an emergency.

5 Any accidents should be reported to the front desk immediately.

6 Use gloves when dealing with any blood.

7 All open wounds must be covered before the student can return to class.

8 On rare occasions, a high school student may assist in a 5th grade or younger class if approved by the appropriate age group coordinator – K-2nd, 3-5th, or preschool.

9 If you are teaching a high school credit class or teaching a class with excessive amounts of grading, you may request a study hall to grade papers.

10 If you have a child taking an outdoor class, be prepared to assist in at least one outdoor class.

11 If you have a special needs child, please notify his/her teachers before classes begin. Special needs can include food allergies, asthma for outdoor classes, dyslexia, or other learning issues. If your child cannot read by the second grade, please report this to the teacher. Many of our students learn to read late, but in order to assure your child is treated with kindness and respect, the teacher needs to know. Otherwise, the teacher might assume he/she can read and spontaneously call on the child to read during class.

12. All fees including registration fees and class fees must be submitted in a timely manner. Application / registration fee must accompany application / registration paperwork. Class fees must accompany Class Summary and arrive on or before the treasurer designated deadline. Failure to meet this deadline will result in the following:

- 1st time late fee is $25.
- 2nd consecutive offense will result in a $50 late fee and your students will be removed from class rosters / unregistered from all classes. You will be unable to register your students again until the time period referred to Section G1.
- 3rd consecutive offense will result in loss of membership with N-TECH.

13. Please make sure that all communication is glorifying to the Lord. We are a Christian organization for the whole family, and we want to be a blessing to each other. Grumbling, gossiping, and critical comments will not be allowed by anyone. (See Agreement for Mediation and/or Arbitration).

O. Academic Class Policy

1 We do not allow students to “audit” an academic class. The N-TECH academic classes are only for those students who are prepared to do all assignments required by their instructor.

2 Some of the academic classes meet twice a week, even when N-TECH is not in session. For these longer classes, the attendance policy is: Classes that meet 2 days per week will have a maximum of 4 allowable absences per semester. Classes that meet 1 day per week will have a maximum of 2 allowable absences per semester. Students will still be responsible for work assigned on days they are absent. The work is to be turned in within one week of the absence or sooner if the teacher has a specific classroom policy on late homework.

3 Due to the concentrated teaching time for our academic classes, it is important for a student to make attendance a priority. Students failing to meet the attendance requirements of the academic classes will be dropped from the class and their family will be placed in the last registration group. Please only register your student for these classes if you are willing to make every effort for them to attend scheduled classes. Every absence will count toward the total regardless of the reason for the absence.

4 N-TECH will annually take Spring Break annually. Most often this will align with the Spring Break of Allen School District.

5 Joining a continuation academic class during the spring semester will be allowed on a case-by-case basis. The parent and/or student must be able to demonstrate to the instructor that the student has sufficient skills to be able to step into the class midway through the year and be able to keep up with the rest of the class.

6 All N-TECH academic classes require homework to be completed outside of the scheduled class time. Students are required to turn in their homework on time. Failure to turn in homework will result in a homework notice being issued. Nine homework notices during one semester will result in a student being removed from N-TECH. A discipline notice is issued after three homework notices. Refer to Section J of this document for the specific homework notice policy. Late assignments may receive a failing grade which could affect the student's final grade in the class.

7 By utilizing the talents of N-TECH moms and dads, our co-op is able to offer a variety of academic courses for our high school students. These classes currently consist of science, math, literature, history, and foreign language options. Each of these classes may require 4-5 hours or more of homework assignments each week, to be completed by the student outside of co-op hours.

8 Assignments will be graded, and the student will receive a final grade upon completion of the class. Many of these classes meet for 32 weeks, instead of the regular 20 weeks that N-TECH is in session.

9 Extra classes that meet one day a week will meet on Friday. If a second meeting day is required, the second day will be determined by the teacher. Please see the course description for a detailed description of each course and its requirements.

10 Parents would be wise to keep up with the material their child is learning. If their child falls behind, it is the parent’s responsibility to bring him/her up to speed. Co-op teachers are not available to privately tutor students, and it is the parents’ responsibility to ensure that their student receives proper help with any areas of individual difficulty.

11 Cheating will be grounds for immediate dismissal from the class and perhaps grounds for withdrawal of a family from N-TECH. The situations will be handled on a case-by-case basis, but we will not allow our program to be compromised by cheating. Our teachers, board, and families come to N-TECH because we have high standards. Everyone is expected to cooperate to maintain the integrity of our program.

12 N-TECH’s for credit/academic teachers reserve the right to have homework signed by each parent before accepting the homework from a student. Students who continually turn in sloppy or incomplete work may be required to have a parent initial their homework before it will be accepted by a teacher.

13 A room fee may be charged for each academic class, over and above the class fee. If a class meets twice a week for more than 12 weeks per semester, the room fee will be $50 per semester. If a class meets once a week for 12 weeks or more per semester, the room fee will be $25 per semester. If a class meets once a week for up to 12 weeks, the fee will be $25 for the year. These fees will be used to pay rent for classroom space outside of the standard ten-week N-TECH semester. N-TECH has always subsidized some portion of the additional fees for rent. If collected fees are not enough to cover the

extra rental amount, then the N-TECH Board reserves the right to charge an additional room rental fee in the spring semester for each of those classes. Academic classes which involve labs may be charged an additional $5.00 per semester in room fees.

14 Classes which meet outside of the N-TECH ten-week semester must continue to comply with the two adult rule regardless of the age of the students and the location of the meeting. The teacher will assign a schedule for the parents to work the extra meetings at the beginning of each semester. It is the parent's responsibility to cover that extra meeting OR to trade with another parent and notify the teacher. Please do not ask the teacher to rearrange the schedule; they are already giving over and above of their time, talent, and energy to our students, i.e., your child.

All N-TECH members are required to read and understand these rules and guidelines and commit to abide by them cheerfully and respectfully. In the event an issue arises not addressed in this document, N-TECH leadership will determine a resolution, course of action, etc. These rules and guidelines apply to both regular and extra N-TECH classes. These rules and guidelines also apply to any N-TECH sponsored event, regardless of location.