

Rules and Guidelines for N-Tech

North Texas Enrichment Classes for Homeschoolers

Updated 8/31/07

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 at side.
3. NO skin-tight clothing, see-through clothing, pajama pants, tank tops, halters, midriiffs, fish-net tops, plunging necklines, split-side skirts or clothing that advertises illegal or immoral acts shall be permitted.
4. Student's hair must be clean and well groomed.
5. Baseball caps and other hats must be removed inside the building—for both boys and girls
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. High school students can wear lanyards*

B. Back Pack and Supplies

1. All students need to bring a backpack or tote bag to carry supplies.
2. Clearly label all items with at least the family last name, especially those things belonging to a nursery, preschool or kindergarten child.
3. Make sure that your child's backpack is stocked **every week** with the correct supplies needed for his/her classes.
4. Check the child's bag for notes sent home from your child's teacher 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.
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 outside food or drink is allowed in any classroom unless brought by the teacher of that class. (bottles of water and assistant's 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 Mondays 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 another student. 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 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 40 minutes from 12 to 12:40 and assembly begins at 12:45 on days when we have it. A warning bell will sound at 12:30 to signal when to begin clean-up, when to put away any tables and chairs which your family used during lunch time and when to prepare for assembly. A bell will sound again at 12:40 at which time everyone should move to the Sanctuary for assembly.
2. Eating inside the building is confined to designated areas. At Four Corners, these areas are the Preschool hallway, Rooms 119, 120, and the Warehouse.
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 lunch rooms, 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. Skateboarding is confined to the south side of the church with the student's own parent supervising.
11. Children are allowed to play outside during lunch with their own parent supervising.

12. After eating lunch, children WITH CLEAN HANDS are allowed to play in preschool rooms with their own parent supervising (rooms must be picked up before leaving)

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 insure 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. N-Tech's Class Change Policy and Procedure, added on 8/29/01:

- 1) Student transfers between classes are permitted each semester until 3 pm of the third week of classes.
- 2) Class fees are not refunded when a student transfers out of a class**.
- 3) Once a class has reached its maximum number of students, the class is closed.
 - It will not reopen even if a student drops out of that class.
 - Students cannot transfer into a closed class.
- 4) If previous item numbers 1, 2 and 3 are understood and if the class change is inside the student's age group, then please follow the actions listed below:
 - o Notify the computer director of the class transfer request. They will confirm that the class being transferred into is open for new students.
 - o Once a class opening is confirmed, then the parent must confirm the class change with both teachers affected by the change. The parent must contact the teacher of the class that the student is transferring out of and the teacher of the class that the student is transferring into.
 - o Once communication with both teachers has taken place, then the parent should visit the front desk to complete a class transfer request form and to pay for the new class. At this time, the parent is asked to verify that both teachers have been notified.
 - o The transfer form and money are filed with N-Tech's treasurer who will change her records and pay the teacher for the new student's class fees.
 - o 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.
- 5) 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 and teacher.

**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 and tape players 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.
4. If you leave any item at the Church, it will be placed in a locked N-Tech cabinet and won't be able to be retrieved until the following week. All unclaimed items will occasionally be donated to charity.
5. The bathrooms are to be maintained and kept orderly.
6. Church instruments and equipment are not to be touched.
7. Pocketknives are not allowed on the premises.
8. Do not sit on the church's tables and carts. Please sit on the floor or in chairs.

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)
3. Inform your guests that there may not be supplies for them in certain classes.
4. Please have your visitors check in at the front desk so that they may receive a visitor name tag.
5. The teachers who will be having your guest children in their classes should be called two days before co-op if at all possible.
6. During spring break and other local school district holidays, we ask that all visitors be accompanied by their parents. If the guest is a sibling of one of our students, then that sibling is always welcome. Families inquiring about N-Tech are always welcome. We discourage families from bringing other students to N-Tech classes.

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.)
2. School age children may attend classes when a parent is absent. This is only if another participant parent is willing to take responsibility for your children. Please make every effort for either you, or 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 family must participate in at least three hours of N-Tech classes.

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 director 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, four months and older, must be left in the nursery. It becomes disruptive and at times dangerous for the baby to be in the classrooms after that age.
7. As in anytime that 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 attendance sheets in each class. It is the teacher or assistant's job to record tardy children or assistants with a T in the present or absent column and leave those forms in the room for monitoring during the day by a Board member. Five minutes after the class starts a tardy notice will be issued for each child or adult.
2. Everyone will occasionally have a problem, so each family will be allowed one "free" late arrival. However, we encourage promptness.
3. This new 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, we will move your family to our waiting list, which is still rather long. We aren't trying to be harsh, but trying to develop good stewardship habits in our families and our children.
6. Our classroom packets will have a door sign to be put out after the classroom is closed to tardy students. 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).
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.
3. **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.

4. Any accidents should be reported to the front desk immediately.
5. Use gloves when dealing with any blood.
6. All open wounds must be covered before the student can return to class.
7. 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.
8. 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.
9. If you have a child taking an outdoor class, be prepared to assist in at least one outdoor class.
10. 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.

O. Academic Class Policy (Academic classes were formerly called For-Credit)

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 absences 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 take spring break the week of the HSAA Basketball tournament every year.
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. In addition, the science and math classes meet an additional day each week.
9. The extra classes traditionally have been on Monday and Wednesday or Thursday but the instructor has the final decision about extra class times and locations. 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. \$25 per academic class is charged over and above the class fee for math and science classes. Science and math teachers: please add \$25 to the amount of your fall semester class fee. These fees will be used to pay rent for classroom space outside of the standard ten-week N-Tech semester. If collected fees are not enough to cover the extra rental amount, then the N-Tech treasurer reserves the right to charge an additional room rental fee in the spring semester for each of those classes.
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.