

Christian Educators Resource Center

Parent Guidelines and Responsibilities

In order to ensure an efficient, orderly and safe environment for each teacher, parent and child at CERC, the following guidelines must be agreed to and upheld. Please initial each item:

_____ Family members agree to conduct themselves in such a way as to love and encourage one another and honor our Lord Jesus Christ. Any behavior that is disrespectful, unbecoming, rude, or unkind will be addressed promptly and privately. (1 Cor 13)

_____ Parents will be responsible for the behavior of their own children. Parents will be contacted by a teacher and/or CERC staff if your student 11 and under misbehaves according to the Student Guidelines inside or outside of the classroom. Parents agree to address the behavior of their child appropriately, promptly and privately. If your student is 12 and older, the student will be addressed by a teacher and/or CERC staff about misbehavior that occurs inside or outside of the classroom. If a student responds disrespectfully and correction is not made after the **1st offense**, then the following discipline will be implemented: (**2nd offense**) The teacher or Director of Education will notify the parent or designated responsible adult of the offense in writing. CERC expects the adult to address the offense appropriately, promptly and privately. (**3rd offense**) The student will be required to have the parent or designated responsible party with him/her at ALL times for a duration decided by the Director of Education and/or Board of Directors. The family must accept this discipline as appropriate and necessary. (**4th offense**) If no correction is made, the student will no longer be allowed to attend classes, and the Tuition and Drop Policy will be followed for a dropped class(es).

_____ Families agree to address any complaints, concerns, or disagreements directly with the involved party. Families must refrain from gossiping or complaining to other families. If an issue is not resolved immediately, families may address the concern with the Director of Education.

_____ Appeals to any decisions made by the Director may be submitted in writing to the Board of Directors. Families must recognize that the decisions of the Board of Directors are final in all matters.

_____ A student must sign in his/her self in every week for every class and provide a reliable emergency phone number if the parent or responsible adult leaves the campus. A designated responsible adult is one who has agreed, in the absence of the parent, to be responsible for a student if any need arises. The teachers and Director of Education are not automatically or personally responsible for students.

_____ Students who drive themselves to class(es) must choose a designated responsible adult, sign themselves in, and provide an emergency phone number.

_____ Out of respect for your student's teacher, families agree to be punctual to class and to pick up their student(s) promptly at the end of their class(es).

_____ Your student may not be unsupervised at any time in a classroom. If a teacher has not yet arrived, please wait for the teacher or notify the hall monitor to wait with you in the classroom.

_____ No student, under any circumstances, is allowed to leave campus without direct, written permission of the parent or designated responsible adult. A Permission to Leave Policy must be signed by a parent and be on file with the CERC in order to leave campus and return for another class.

_____ Children 11 years and under may not be left unattended or unsupervised at CERC by a parent or a designated responsible adult for more than one hour.

_____ The same parent or a designated responsible adult must pick up a student unless otherwise noted when the student is signed in. If anyone is not allowed to pick up a child, the parent is to note this on the Student Enrollment Form.

_____ Parents or a designated responsible adult may visit their student's class at any time. Visitors are always welcome to observe classes. Visitors must sign in and wear a name tag while visiting.

_____ Families agree to dress modestly. Shorts, skirts and dresses should be longer than finger-tip length. Tube tops, tops with spaghetti straps, tank tops, tops that reveal midriffs, see-through or skintight clothing are not allowed. Likewise, clothing with inappropriate pictures or slogans and excessively large or ripped clothing will not be allowed. Neither boys nor girls may wear unusually colored or styled hair or exhibit any form of body piercing (obvious exception being girl's pierced ears). The Board of Directors reserves the right to change/update the guidelines for clothing and grooming.

_____ Families agree not to bring students to campus who have had fever, diarrhea, vomiting or other contagious condition in the last 24 hours. CERC is not responsible for administering any medications. Parent is responsible for contacting the teacher(s) directly for any missed class(es) and assignments.

_____ CERC will follow Garland ISD closure schedule for inclement weather on the day of your class.

_____ The Board of Directors reserves the right to ask any family to be dismissed from class(es) for persistent violation of the Parent and Student Guidelines and Responsibilities. CERC agrees to follow Biblical principles of discipline. (2 Tim 2:24-25, 2 Cor 5:18-19)

_____ CERC agrees to communicate any changes to these Guidelines in writing.

_____ Parents will be responsible for the education of their own children. Parents agree to promptly address concerns about the performance of their child in any class/workshop/camp with the teacher.

I have read, agree with, and will uphold the CERC Parent Guidelines and Responsibilities.

Signature: _____

Date: _____