



Parent Guidelines and Responsibilities

In order to ensure an efficient, orderly and safe environment for each instructor, 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 an instructor and/or CERC staff if your student misbehaves according to the Student Guidelines. The student will be addressed by an instructor 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 instructor 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 parents or teacher of the involved party. Families must refrain from gossiping, complaining to other families, and posting grievances on social media. If an issue is not resolved immediately, families are encouraged to 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.

_____ Out of respect for your student's instructor, families agree to be punctual to class and assist your child(ren) in turning in all assignments on time. Family members agree to follow your student's instructor's grading and attendance policies.

_____ Your student may not be unsupervised at any time in a classroom. If an instructor has not yet arrived, please wait for the instructor outside of the classroom.

_____ Families agree to pick up their student(s) promptly at the end of their class(es). If any student remains longer than fifteen minutes at the end of the day, CERC's policy is to apply a \$25 late pick-up fee to the family account for each additional fifteen minutes the student remains in the building. If there is someone who is not allowed to pick up your student, 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 as long as it is not a distraction or habitual.

_____ 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, tops off the shoulders, see-through or skintight clothing, including leggings not covered by tunic at finger-tip length, are not allowed. Likewise, clothing with inappropriate pictures or slogans and excessively large or ripped clothing will not be allowed. Any clothing or grooming choices determined by Board as distractions from our educational purposes will be addressed. Students may be sent home if clothing/grooming is contrary to our policy. The Board of Directors reserves the right to change/update the guidelines for clothing and grooming.

_____ Families and CERC agree, as a Bible-believing and Christ centered organization, to recognize individuals as their biological gender determined by God.

_____ Families agree not to bring students to campus that exhibited, or been in close contact with person(s) exhibiting fever, diarrhea, vomiting or other contagious condition in the last 48 hours. CERC is not responsible for administering any medications.

_____ 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 instructor.

_____ Parent is responsible for contacting the instructor(s) directly for any missed class(es) and assignments.

_____ Families agree not to post on any social media platforms CERC events or other sponsored events held on CERC property without written permission by CERC Board.

_____ CERC will follow Terrell ISD closure schedule for inclement weather.

_____ 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.

_____ CERC's primary means of communication is electronic mail; therefore, parents must provide their own regularly monitored email address.

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

Signature: _____

Date: _____