

Living Water Enrichment at Easton Bible Church

Guidelines & Rules

Table of Contents

Section 1: Definitions.....	3
Section 2: Commitments.....	4
Section 3: Behavior and Discipline.....	5
Section 4: Building Use Guidelines	6
Section 5: Easton Bible Church Rule	7
Section 6: Dress Code for Teachers, Parents and Children	8
Section 7: Parental Oversight.....	8
Section 8: Security and Guidelines for Circle Time, Toddler Time and Nursery ...	9
Section 9: Parent Volunteers.....	10
Section 10: How to Register AND Pay	10
Section 11: Missed or Skipped Classes	10
Section 12: Family Email Address	11
Section 13: Easton Bible Church Map & Building Floor Plan	12

Section 1: Definitions

Co-op: A co-op is a shared teaching arrangement. Signing up for a co-op means you will commit to teach at least one(1) time per semester depending on the number of families involved and the directive of the facilitator of the co-op.

Facilitator: This is the individual who has responsibility for the organization of a co-op class. The facilitator will also be responsible for communications to the students and their parents for the duration of the co-op.

Class: A class is taught by one individual for the entire semester. The parent is responsible for the follow up of class work and may also be asked for reimbursement for materials, etc.

Teacher: This is the individual who has responsibility for the organization and presentation of a class.

Moderator: This individual will keep order and quiet in some defined space, such as: Hallways, Study Hall or Gym.

Classroom Helper: This individual will assist the teacher in a classroom, circle time, toddler time or nursery by working to keep order, by making sure classroom guidelines are enforced and by giving assistance to children in the class, where needed.

Extra Fees: This is a dollar amount that a teacher or facilitator may request from you in order to cover supplies for the class or co-op. It is a one time, small fee paid directly to the facilitator or teacher.

Membership Fee: This is a one time \$15 charge paid to Living Water to join LW so that you can participate in the LW Enrichment Classes.

LW Building Usage Fee: This represents Easton Bible Church's charge to LW for using the space. It is spread out over the number of LWE participants each semester and will, therefore, be subject to change.

OC Tuition: Outside class tuition – this is payable directly to the sub-contractor teacher and may be small or large, depending on the level of instruction, experience of the teacher, etc. Classes with "OC Tuition" are being taught by a non-Living Water parent.

Section 2: Commitments

This section summarizes our commitments to and expectations of our families.

Our Commitments:

1. LWE teachers and facilitators will provide all courses from a biblical worldview.
2. In all classes the Bible will be assumed to be true and authoritative, and all proposed truths will be evaluated against the Bible and empirical evidence, which shall be assumed not to contradict one another.
3. LWE teachers and facilitators will provide effective feedback on exams, essays, and class performance. This may be done via email. Families can expect some feedback that identifies student weaknesses and, where it is not readily apparent, suggests a path to improvement. A struggling student who requires regular extra assistance should make arrangements with a family member or a private tutor.
4. LWE will make frequent contact via email or through the LW website (www.lwhe.org) on any schedule changes or important announcements.

Your Commitments:

1. You and your children will abide by our rules of conduct with regard to LWE matters and discussions, and treat the Bible as the final authority in evaluating ideas during class discussions and assignments. We do not require enrolled families to adhere to our statement of faith. However, we require all families to honor a biblical worldview approach in each of our classes.
2. You (the parents) will thoroughly review the scope, sequence and standards of each desired course prior to enrollment. Review intended texts and talk to the teacher or facilitator as necessary, so you can ensure that what your child will be studying supports your educational goals.
3. You, the parent, will proactively supervise your students' progress in each course. In the spirit of home education, we assume that parents will supervise as necessary all due dates, evaluation results, and other performance issues. If an academic problem develops, we will attempt to notify parents to assist with resolution, but we will generally assume that you are supervising your child's education as necessary to achieve your objectives.

4. You, the parent, will check your email daily, go to the LW website (www.lwhe.org) to find out about any schedule changes and notify the teachers when the family email address changes.
5. You, the parent, will make your LWE Building Use Fee payments before their due dates, and pay your teachers and facilitators in a timely fashion for any extra fees they require.

Section 3: Behavior and Discipline

We hold parents responsible for the behavior of their students during class and any other time their students are at Easton Bible Church. We assume the following:

1. that parents are providing sufficient oversight to ensure their students prepare for class, remain attentive during class, and manage their assignments and deadlines;
2. that parents are providing sufficient oversight to ensure their students remain respectful and considerate during other school activities. We may occasionally require that parents be present with their students, to help us with a recurring problem.

Disruptive, disrespectful, discourteous students, and students who continually interrupt, will typically be given three opportunities to stop and correct their behavior:

- (1) The child will be spoken to by the teacher;
- (2) The child may be asked to sit outside of the classroom for a time;
- (3) The teacher will find parent and meet with child and parent to determine best course of action.

Because of the adverse impact on other students, LWE cannot continually accommodate a child with a behavior issue. No refunds can be offered to students asked to leave.

Section 4: Building Use Guidelines

1. Children age 9 and under cannot be at LWE at Easton Bible Church without a parent on the premises.
2. Children age 10 and up may be dropped off, HOWEVER, parents must come in and sign the child in with the teacher/facilitator of the class.
3. Children cannot be dropped off and signed in early. Parents, please wait for the teacher or facilitator to show up before leaving.
4. Children in Circle Time, Toddler Time and Nursery must be picked up **by an adult** promptly by Noon. Assistants in these rooms are instructed to bring your child to you, if you have not come to pick them up by then.
5. No chewing gum in the building, no exceptions.
6. No heelies, roller-skates, skateboards or balls in or around the building.
7. Students with cell phones must put them on vibrate. No text-messaging during class. Cell phones that ring during class will be confiscated and held until the end of class.
8. No game boys or other toys in the classrooms.
9. No child under 12 will be permitted outside without a parent.
10. We are required to put all rooms we use back into clean and tidy conditions, without exception.
11. All students are encouraged to pick up after themselves.
12. All students not attending classes are required to attend a mandatory quiet **study hall**. A monitor will oversee the study hall to help ensure the peaceful study atmosphere. Eating and drinking will be allowed in the study hall, if the student cleans up after himself or herself. Eating privileges can be revoked if the student does not clean up after himself or herself.
13. All young children (9 and under) who are not attending classes must be accompanied by an adult. If you are a teacher, you should make arrangements for a 'responsible adult' on the premises to supervise your children when they are not attending classes.

Section 5: Easton Bible Church Rules

1. All LWE participants are to park in the back lot and use the far left door that leads into the gym.
2. LWE participants must stay (only) in the areas that have been allocated for our use. Building map is attached.
3. The kitchen is for lunch preparation only. Use of the gas stove/oven is prohibited. We may use the microwave or convection. No one under 12 is permitted in the kitchen. Food is permitted in the kitchen, in room #1 and outside the building. No where else.
4. No students other than high school students are allowed upstairs in room 201.
5. No smoking or alcoholic beverages are permitted on EBC premises.
6. No dancing is permitted in the EBC Building.
7. All music played at EBC must reflect moral lyrics. Volume of music must not be heard outside.
8. The folding wall may not be touched. Do not try to open or close it!
9. EBC is not responsible for lost, stolen, misplaced or forgotten items. Anything found will be kept in the church office.
10. TV/DVD equipment will be operated by adults only.
11. The use of fire/heat/smoke producing devices, whether electrical, petroleum or chemical based, must receive prior approval from the church board. No-drip, encased candles and sterno for chafing dishes is permitted.
12. No balls or other objects are to be thrown other than appropriate use of basketballs and volleyballs. Kicking of balls or other objects is forbidden.
13. All trash is to be taken to the dumpster at the end of the day and bags are to be replaced.
14. The use of the stage must receive prior approval.

Section 6: Dress Code for Teachers, Parents and Children

1. All girls' shirts must have a cap sleeve – no tank tops or spaghetti straps.
2. T-shirts and blouses on young ladies and women must have a modest neckline.
3. No tank tops for boys.
4. All girls' shorts must be at least as long as the student's finger tips, skirts must be a bit longer and not have slits that open when seated.
5. Girls and women are not allowed to show belly or lower back skin, even when arms are lifted.
6. No underwear showing, anytime – boys and girls, men and women.
7. Girls' and women's pants may not gap at the back to show the lower back.
8. All students and adults must wear shoes.
9. Boys' pants are to fit at the waist.
10. No violent pictures or rude slogans or offensive stuff on clothing.
11. Any children who disregard this dress code will be asked to go home to change. No class refunds can be made for missed time due to inappropriate attire.

Section 7: Parental Oversight

We understand that homeschool parents are responsible for their children's education, regardless of the medium they choose. We assume parents will actively supervise their children as necessary in all aspects of our courses, including deadline management and performance. We also assume parents will remain aware of and responsible for their children's behavior during class time and in any correspondence with their teachers or facilitators. Our teachers will notify parents where they detect a problem or declining performance trend, but we assume that parents will already be aware of these issues because of their own active supervision of their children.

Section 8: Security and Guidelines for Circle Time, Toddler Time and Nursery

1. Pick up and drop off: A parent must pick up and drop off. No older siblings may do this.
2. No child in CT or TT is permitted to leave the room without a parent or adult supervisor.
3. Every child or baby must be signed in and out by a parent or by someone who has been given advance express permission by the parent.
4. Diapered children must be dropped off with a diaper bag, wipes, and diapers. If you do not want your child's diaper changed by assistants in these rooms, you must let them know in advance.
5. Diapers should be changed at least once during a child's stay in TT or Nursery, unless the mother has requested otherwise. The volunteer changing a diaper must initial the sign-in sheet under the diaper change column.
6. All cups and bags must be labeled with the child's name. All allergies must be reported described on the sign in sheet.
7. Visitors to this room should stand outside and knock to be let in.
8. Injuries and falls must be reported to the parent right away.
9. All children must be picked up no later than Noon. If the parent is late the child will be escorted to the gym. This will allow the volunteer attendant's time to pick up their children.

Section 9: Parent Volunteers

If you are not volunteering to teach at LWE, you will be asked to make a contribution to the enormous effort it takes to offer this opportunity to your children. This may include, but may not be limited to:

- Study Hall Monitor
- Hallway Monitor
- Gymnasium Supervisor
- Nursery Worker
- Circle Time Assistant
- Clean-Up Crew
- Classroom Helper
- Set up crew

Section 10: How to Register AND Pay

Go to the LW website at www.lwhe.org and click on Living Water Enrichment. Here you find all classes being offered. Download and complete the registration form. Mail it to the address on the form with your check for the building usage fee. This amount is subject to change. Check the website Living Water Enrichment page for the most current information.

The classes you register for may have fees. That detailed information is on the website.

If you are not a member of LW, go to the website and click on "Join Now". Download the Family ID Form and send it to the address on the form with your \$15.

Section 11: Missed or Skipped Classes

It is incumbent on the family to get any missed information from the teacher or facilitator of a class, if their child misses a class. We cannot refund any monies due to missed classes. Because we do not meet every Friday of the month, any student that continually misses classes may be asked to withdraw from the class. This is up to the individual teacher or facilitator of the class.

Section 12: Family Email Address

Our primary method of reaching families is through email. Families are responsible for maintaining their email address current in our database. Please go to www.lwhe.org and click on the leader's page for information on where to send your new email information.

General Disclaimer: Living Water Enrichment is not a substitute for the daily home education of your child and it is not a school.

Section 13: Easton Bible Church Map & Building Floor Plan

