

# Rockwall Sewing School – General Policies

V1.0 – Effective August 29, 2026

Rockwall Sewing School LLC ("RSS") is committed to providing a safe, positive, respectful, and enjoyable learning environment for all students. By enrolling in or participating in RSS classes, programs, camps, workshops, or events, students and, when applicable, their parents or legal guardians agree to comply with the following policies.

## 1. HAVE FUN!

At Rockwall Sewing School, our first rule is simple: **Have fun!**

RSS strives to provide an environment where students can learn new skills, be creative, build confidence, make friends, and enjoy sewing and related activities.

## 2. CLASS CANCELLATION AND WITHDRAWAL

The Rockwall Sewing School LLC **TUITION, WITHDRAWAL, REFUND & MAKE-UP CLASS POLICY** is incorporated into and made part of this Agreement. **Class cancellation and withdrawal** are governed by that policy.

## 3. REFUNDS AND REGISTRATION FEES

The Rockwall Sewing School LLC **TUITION, WITHDRAWAL, REFUND & MAKE-UP CLASS POLICY** is incorporated into and made part of this Agreement. **Refunds and registration fees are governed by that policy** are governed by that policy.

## 4. STUDENT CONDUCT

Students are expected to behave respectfully and safely toward instructors, staff, other students, visitors, and property.

The following are prohibited at RSS:

- Bullying, harassment, intimidation, or threatening behavior;
- Abusive, discriminatory, sexually inappropriate, or excessively vulgar language or behavior;
- Smoking or vaping;
- Possession, use, or distribution of illegal drugs or controlled substances;
- Possession or consumption of alcohol;
- Possession of firearms, knives, or other weapons;
- Fighting or threatening physical violence;

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- Unwanted, inappropriate, aggressive, or harmful physical contact with another person; and
- Intentional conduct that creates an unsafe environment for students, staff, or visitors.

Appropriate incidental contact that normally occurs during classroom activities is not prohibited by this policy.

### 5. PHYSICAL VIOLENCE

Physical assault or intentional violent conduct toward another student, instructor, employee, visitor, or other person will not be tolerated.

A student who physically assaults another person may be **immediately removed from class and dismissed from RSS**.

When appropriate, RSS may contact a parent or legal guardian, emergency services, or law enforcement.

### 6. DRUGS AND ALCOHOL

Students may not attend or participate in RSS activities while impaired by alcohol, illegal drugs, or other substances that may create an unsafe classroom environment.

If RSS staff reasonably believes that a student's behavior or condition makes continued participation unsafe, the student may be removed from class.

For a minor student, RSS will make a reasonable effort to contact the student's parent, legal guardian, or authorized pickup person and require that the student be picked up.

### 7. HEADPHONES AND EARBUDS

Earbuds, headphones, and similar personal listening devices may not be worn during class unless specifically authorized by an RSS instructor.

Students must be able to hear instructor directions, safety instructions, warnings, and other communications while participating in class.

### 8. CELL PHONES AND ELECTRONIC DEVICES

Cell phones and other personal electronic devices must be put away during class unless their use is specifically authorized by an instructor.

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RSS may permit the use of a device when necessary for an instructional activity or another approved purpose.

## **9. FOOD AND BEVERAGES**

Beverages must be kept in the designated beverage area and away from sewing machines, electrical equipment, fabrics, projects, and other classroom work areas.

Food may only be consumed in areas designated or approved by RSS.

## **10. DROP-OFF, PICKUP, AND AUTHORIZED PICKUP**

Minor students may be dropped off **no earlier than 10 minutes before the scheduled start of class** and must be picked up **no later than 10 minutes after the scheduled end of class**.

### **10.1. AUTHORIZED PICKUP**

A minor student may be released only to:

- A parent or legal guardian;
- A person identified as an authorized pickup person in the student's registration records; or
- Another person specifically authorized by the student's parent or legal guardian through a method acceptable to RSS.

Parents and legal guardians are responsible for maintaining accurate and current authorized pickup information in the RSS registration system.

### **10.2. IDENTIFICATION**

RSS may require any individual picking up a minor student to present a valid government-issued photo identification before releasing the student.

Acceptable identification may include a:

- Driver's license;
- State-issued identification card;
- Passport;
- Military identification; or

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- Other government-issued photo identification reasonably acceptable to RSS.

RSS Staff may waive routine identification checks when the individual is personally known and recognized by Staff as an authorized pickup person. RSS retains the right to request identification at any time when reasonably necessary to verify identity or authorization.

### **10.3. UNAUTHORIZED OR UNVERIFIED PICKUP**

RSS will not knowingly release a minor student to an individual who:

- Is not listed or otherwise confirmed as an authorized pickup person;
- Cannot reasonably establish their identity when identification is requested;
- Cannot be verified as authorized to pick up the student; or
- Presents circumstances that cause RSS to reasonably believe releasing the student would create an immediate safety concern.

If RSS cannot verify an individual's identity or authorization, RSS will make reasonable efforts to contact the student's parent or legal guardian using the contact information maintained in the student's registration records.

The student will remain under appropriate RSS supervision while reasonable efforts are made to resolve the pickup issue.

### **10.4. CHANGES TO AUTHORIZED PICKUP PERSONS**

Parents and legal guardians are responsible for promptly notifying RSS of additions, removals, or other changes to a student's authorized pickup persons.

RSS may require changes to be submitted through the RSS registration system, in writing, or through another method that allows RSS to reasonably verify that the request originated from the student's parent or legal guardian.

RSS may decline to act upon a requested change until the identity and authority of the person making the request can reasonably be verified.

### **10.5. CUSTODY ORDERS AND PICKUP RESTRICTIONS**

Parents and legal guardians are responsible for notifying RSS of any legally enforceable restriction affecting who may pick up or have access to a minor student.

The parent or legal guardian requesting enforcement of a restriction is responsible for providing RSS with a current copy of any applicable court order, custody order, protective

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order, restraining order, or other legal documentation necessary for RSS to understand and reasonably implement the restriction.

RSS will not attempt to resolve custody disputes between parents or legal guardians.

If a custody or pickup dispute occurs at RSS and cannot be safely resolved, RSS may contact law enforcement or other appropriate authorities.

### 10.6. SAFETY CONCERNS AT PICKUP

If RSS Staff reasonably believes that an individual attempting to pick up a minor student presents an immediate safety concern because of threatening, violent, severely impaired, or similar behavior, RSS may take reasonable steps to protect the student and others.

Depending on the circumstances, RSS may attempt to contact another parent, legal guardian, or authorized pickup person and may contact law enforcement or emergency services when reasonably necessary.

### 10.7. PARENT AND LEAGAL GUARDIAN RESPONSIBILITIES

Parents and legal guardians are responsible for:

- Keeping authorized pickup information current;
- Maintaining current telephone and emergency contact information;
- Informing authorized pickup persons that RSS may request identification;
- Promptly communicating changes to pickup authorization;
- Providing RSS with applicable custody or protective-order documentation; and
- Cooperating with reasonable RSS identification and student-safety procedures.

### 10.8. RSS SAFETY DISCRETION

When RSS Staff are uncertain whether an individual is authorized to pick up a minor student, **the student will not be released until RSS can reasonably verify the individual's identity and authorization or otherwise determine an appropriate course of action consistent with student safety.**

A delay caused by RSS's reasonable efforts to verify an individual's identity or pickup authorization will not constitute a violation of RSS's pickup procedures.

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The safety of the minor student will be the primary consideration when RSS applies this policy.

## **10.9 LATE PICKUP**

If a minor student is not picked up within 10 minutes after the scheduled end of class, RSS will make reasonable efforts to contact the parent, legal guardian, emergency contacts, and authorized pickup persons. Repeated or substantially late pickup may result in a reasonable late-pickup fee, suspension, or termination of enrollment after notice. If RSS cannot contact an authorized person within a reasonable period, RSS may contact law enforcement or another appropriate authority to assist in protecting the student. RSS Staff will not transport the student unless expressly authorized by RSS management and the parent or legal guardian.

## **11. UNATTENDED MINORS**

Minor students may not remain unattended in the lobby, reception area, or other non-classroom areas of RSS.

RSS supervision associated with a scheduled class is not intended to begin more than 10 minutes before class or continue more than 10 minutes after class.

Parents and legal guardians remain responsible for making appropriate arrangements for their child's supervision outside these periods.

## **12. CLASS CANCELLATION AND SEVERE WEATHER**

RSS may cancel or modify classes because of severe weather, unsafe travel conditions, power outages, facility problems, instructor emergencies, or other circumstances that make conducting class impractical or unsafe.

If RSS cancels a class, RSS will make reasonable efforts to provide a rescheduled class or alternative class opportunity. If RSS is unable to provide a reasonable make-up or alternative class opportunity, RSS may provide an account credit or other reasonable remedy as determined by RSS.

RSS will make reasonable efforts to notify affected students, parents, or legal guardians of cancellations using the contact information maintained in the registration system.

### **12.1 EMERGENCY FACILITY PROCEDURES**

Students and visitors must follow RSS instructions concerning fire, evacuation, severe weather, shelter-in-place, lockdown, missing-student, utility failure, and other facility

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emergencies. RSS may relocate, evacuate, shelter, or secure students when reasonably necessary for safety. Parents and legal guardians must keep emergency contact information current and should not enter a restricted or unsafe area during an emergency unless directed by RSS or emergency personnel.

### 13. ILLNESS

Students should not attend RSS classes or activities when they have a fever, vomiting, diarrhea, symptoms of a potentially contagious illness, or another condition that may reasonably present a health risk to other students or staff.

A student who has had a fever must be **fever-free for at least 24 hours without the use of fever-reducing medication** before returning to class.

If a minor student becomes ill during class and RSS determines that the student should not continue participating, RSS will make a reasonable effort to contact the student's parent, legal guardian, or authorized emergency contact.

The student may be separated from classroom activities, when reasonably practicable, while awaiting pickup.

The parent, legal guardian, or authorized pickup person must arrange to pick up the student within a reasonable period after being contacted.

If RSS reasonably believes the student's condition constitutes a medical emergency, RSS will follow its **Medical Emergency Policy**.

### 14. MEDICATION

The administration, handling, and use of medications while participating in RSS activities are governed by the **Rockwall Sewing School LLC Medical Emergency Policy**.

Parents and legal guardians should review that policy and communicate with RSS in advance concerning any medically necessary emergency medication or other medical needs.

### 15. ALLERGIES AND MEDICAL INFORMATION

Parents and legal guardians are responsible for providing RSS with **current and accurate information** concerning allergies, medical conditions, physical limitations, emergency medications, or other health-related information that may reasonably affect a minor student's safe participation.

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Parents and legal guardians are responsible for updating this information whenever a student's medical or allergy-related information changes.

Providing medical information does not make RSS responsible for diagnosing, monitoring, or treating a student's medical condition.

### **16. CLOTHING, HAIR, AND PERSONAL SAFETY**

Students must wear clothing and accessories that allow them to safely participate in sewing and related activities.

When necessary for safe operation of equipment:

- Long hair must be tied back or otherwise secured;
- Loose clothing must be secured;
- Loose jewelry or accessories must be removed or secured;
- Drawstrings, scarves, ties, or similar items must be secured and kept away from moving equipment; and
- Students must follow instructor directions regarding clothing, footwear, hair, and accessories.

RSS may temporarily restrict a student's use of equipment until a safety concern has been corrected.

### **17. APPROPRIATE CLOTHING**

Student clothing may not display images, words, symbols, or messages that RSS reasonably determines are obscene, sexually explicit, threatening, discriminatory, promote illegal drug use, or are otherwise inappropriate for a learning environment serving children.

RSS may require inappropriate clothing or images to be covered or may contact a parent or legal guardian when necessary.

### **18. DAMAGE TO RSS PROPERTY**

Students are expected to use RSS sewing machines, equipment, tools, furniture, supplies, and facilities appropriately and in accordance with instructor directions.

A student, or the student's parent or legal guardian when applicable, may be held financially responsible for the reasonable cost to repair or replace RSS property damaged



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as a result of the student's **intentional conduct, reckless conduct, unauthorized use, or misuse of the property.**

Students and families will not ordinarily be charged for normal wear and tear or equipment failure occurring during proper authorized use.

### **19. PERSONAL AND LOST PROPERTY**

Students are responsible for their personal belongings.

Personal items left at RSS will generally be held for **30 days**. After 30 days, unclaimed items may be donated, discarded, or otherwise disposed of at the discretion of RSS.

RSS is not responsible for lost, stolen, misplaced, or damaged personal property except to the extent otherwise required by applicable law.

### **20. SAFETY AND INSTRUCTOR DIRECTIONS**

Students must comply with all RSS safety policies and instructions provided by RSS instructors and staff.

RSS may immediately stop a student from using a sewing machine, iron, scissors, rotary cutter, needle, tool, or other equipment if RSS determines that the student is using the equipment unsafely or is not following instructions.

Continued unsafe behavior may result in restriction from equipment, removal from an activity, or dismissal from class.

### **21. PARENT, LEAGAL GUARDIAN, AND VISITOR CONDUCT**

Parents, legal guardians, family members, visitors, and other persons entering RSS facilities or interacting with RSS employees, instructors, students, or families are expected to conduct themselves respectfully and safely.

Threatening, intimidating, abusive, harassing, discriminatory, excessively vulgar, disruptive, or unsafe behavior will not be tolerated.

Physical violence, threats of violence, possession of weapons, intentional damage to property, or conduct that RSS reasonably determines presents a safety risk is prohibited.

RSS reserves the right to require a parent, legal guardian, visitor, or other individual engaging in prohibited conduct to leave the premises.

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Serious or repeated misconduct by a parent, legal guardian, or person associated with a student may affect the student's continued enrollment when RSS reasonably determines that doing so is necessary to maintain a safe and appropriate learning environment.

When appropriate, RSS may contact law enforcement or emergency services.

### **22. POLICY VIOLATIONS, SUSPENSION, AND DISMISSAL**

Failure to comply with RSS policies, safety requirements, or reasonable instructor directions may result in a warning, parent conference, restriction from equipment, removal from class, suspension, or dismissal.

RSS may take immediate action without prior warning when it reasonably determines that conduct presents a significant safety risk, involves violence or serious misconduct, or substantially disrupts the learning environment. When reasonably appropriate, RSS will provide notice of the reason for suspension or dismissal.

Any refund following dismissal will be determined under the Tuition, Withdrawal, Refund & Make-Up Class Policy, considering amounts already earned, classes already provided, nonrecoverable expenses, and applicable law. Nothing in this provision authorizes discrimination or retaliation prohibited by law.

### **23. RIGHT TO REFUSE OR DISCONTINUE PARTICIPATION**

RSS reserves the right, to the extent permitted by applicable law, to refuse, suspend, or discontinue a student's participation when RSS reasonably determines that continued participation would create a safety concern, materially disrupt classes, or result from repeated or serious violations of RSS policies.

#### **23.1 REASONABLE ACCOMMODATIONS**

RSS does not discriminate on the basis of disability and will consider reasonable modifications to its policies, practices, and instructional methods when necessary to allow a qualified student with a disability to participate. A parent, legal guardian, or adult student should contact RSS in advance to request an accommodation and provide information reasonably necessary to evaluate the request. RSS is not required to make a modification that would fundamentally alter the program, eliminate an essential safety requirement, or create a direct and substantial safety risk that cannot be reasonably reduced.

### **24. CHANGES TO POLICIES**

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RSS may revise these policies for legal, safety, instructional, or operational reasons. Each version will identify its effective date. RSS will provide reasonable advance notice of material changes to currently enrolled students or their parents or legal guardians. A material change will apply prospectively and will not retroactively alter payment obligations, refund rights, or other material rights that arose before the change, except where required by law. Continued enrollment after the effective date constitutes acceptance only when reasonable notice and an opportunity to review the revised policy have been provided.

### **25. RELATIONSHIP BETWEEN RSS POLICIES**

RSS policies are intended to operate together. When a specific RSS policy governs a particular subject, that specific policy controls over a more general provision addressing the same subject. The Tuition, Withdrawal, Refund & Make-Up Class Policy controls financial, withdrawal, refund, cancellation, and make-up matters; the Medical Emergency Policy controls medical-emergency matters; and the Media, Photo & Video Release controls authorization for RSS use of student images and recordings.

### **26. ACKNOWLEDGMENT**

By enrolling in or participating in RSS activities, and by electronically accepting these policies when required during registration, the student and, when applicable, the student's parent or legal guardian acknowledge that they have read, understand, and agree to comply with the **Rockwall Sewing School LLC General Policies**.

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#### **Rockwall Sewing School LLC**

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