

LIFELONG EDUCATIONAL OPPORTUNITIES

CODE OF CONDUCT

Be Safe

Be Kind

Be Fair

CONSIDERATION OF OTHERS

Every student is responsible for his/her personal language, manner, habits and behavior, because these effect the feeling and safety of others. We all have a right to be respected. It is everyone's responsibility not to tease or bother people or to hurt their feelings. Every teacher, supervisor and classroom monitor should speak and act toward pupils with respect and dignity and deal fairly with them, always mindful of their individual rights and sensibilities.

RIGHTS AND RESPONSIBILITIES

1. I have the **right** to learn. It is my **responsibility** to attend my classes regularly and to be on time. It is my **responsibility** to listen to instruction, work quietly and to raise my hand if I have a question or concern.
2. I have the **right** to hear and be heard. It is my **responsibility** not to talk, shout or make disturbing noises or gestures, or play distracting computer games when others are speaking or working in and out of the classroom. I have the **responsibility** to respect the church's space - to not run or yell in the halls or sanctuary.
3. I have the **right** to feel safe and to be respected. It is my **responsibility** not to threaten or physically harm anyone else, or to tease them or hurt their feelings. It is also my **responsibility** to respect the personal belongings of others.
4. I have the **right** to feel proud of my surroundings. It is my **responsibility** to take an active part in the care of my surroundings. Remember, we are renting this space so please respect the furniture and classrooms. If you make a mess, clean it up. Don't mark on the furniture. Don't leave your trash behind.

I understand these rules and will abide by them

PARENTS

1. Please go over the code of conduct with your children. They must understand that we are in agreement with the church that their space will be treated with the utmost respect. Should your child have to be spoken to more than twice for any infraction they will be asked to leave at once and a refund will not be given.
2. Parents, if you are dropping your children off please sign them in with a phone number where you can be reached in case of an emergency.
3. If you choose to wait for your children while they are in class we will have a common area setup for you. The playground is also available for use.
4. All parents, children, and instructors are to enter and exit at the designated door and none of the others. These other doors are to remain locked.
5. Study Hall--a quiet study area will be available for middle and high school students not enrolled in a class. A fee of \$20 per session will be assessed for this convenience. Students are expected to work quietly and independently during this time. All rules concerning electronics and respect for others will be in force in study hall.
6. Use of electronics: Laptops and other electronics which aid a student in learning will be allowed under the supervision of teachers in class and study halls only. Students will not share information(look over the shoulder of someone) on any electronic device without the direct approval of a teacher. Students are allowed to carry cell phones but they will not be allowed to share information such as photos, videos or Internet content with other students. Teachers will set their own rules (phones turned off, on vibrate, etc) for class use. If a teacher deems any electronic use inappropriate, they may confiscate the device until a parent picks it up. Repeated violations may preclude the student from using electronic devices at LEO.

I understand these rules and policies and I have shared them with my child
