

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 when others are speaking or working in and out of the classroom. Please respect the church's space-do not run or yell in the halls.
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 go through the church's cabinets. 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 cause any damage to the facility they will be asked to leave at once and a refund will not be given. If they are spoken to more than twice for running or yelling in the halls 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.
4. The playground and gym cannot be used as it will be in use by the Church Pre-School and other groups.
5. Room 206 is not to be used. If you see anyone in 206 please inform them the room is off limits and notify one of the directors immediately.
6. The church provides space for two other groups that will be meeting during our classes. It is important that we respect their space as they will be doing the same for us. Please remind your children not to yell or run up and down the halls so as not to disturb the other groups.
7. All parents, children, and instructors are to enter and exit at the front of the building and not the side. The side doors are to remain locked.
8. On occasion the church will be holding meetings and they will ask that we park at the chapel so as the elders can have the parking places closest to the building. We will post this information on the loop as needed and we will post a note on the front door. We ask that during this time you respect their needs.

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