

## Code of Conduct 2023-24

In order to preserve the function and integrity of CLC and to provide a biblical role model to our members and the community, it is imperative that all members, adults and children, agree to and abide by the CLC Code of Conduct.

### Classroom Behavior:

- All students must be in their assigned class at all times with no cell phones or other electronic devices out during class time. They must be turned off or on silent.
- All students should come prepared with all needed supplies for class (pencils, crayons, scissors, glue sticks, pens, rulers, etc).
- All students should arrive on time to class.
- All students must follow the teacher's instructions, obey the co-op rules, and respect the teacher's authority in the classroom.
- All students must remain in their registered classes, or under certain approved circumstances, may be under the direct supervision of their parent. Parents are highly encouraged to sit in classes with their children when they are not assigned to other roles. Students should not be wandering independently in halls or outside.
- If children are a disruption in class and refuse to follow the directions of the teacher, the student may be taken aside to discuss the nature of the misconduct. If the behavior continues, the student may be removed from the classroom and sent to their parent until they are ready to fully participate. If this happens more than 3 times, the child may be dropped from the class.

### Homework Expectations:

- Parents will monitor student's progress on their homework assignments and ensure that they are fully prepared to participate in classroom activities. Parents remain their child's primary teacher and are expected to take responsibility for directing their child's work at home.

### Campus Behavior:

- No CLC students or adults are permitted in buildings not used by the co-op on the church's property. They are off-limits to the co-op. Please make sure that all children remain inside the building, unless directly monitored by you or their teacher.
- Parents/guardians will be responsible for their children at all times before, during, and after co-op has ended.
- Everyone will work together to ensure that all food/drinks are properly disposed of, areas are cleaned up, and spills are taken care of swiftly.
- No public displays of affection should be shown between students while on campus.

### Dress Code:

- Everyone, students and adults, are expected to adhere to the CLC dress code.
  - Shorts or skirts should be fingertip length when arms hang at your side.
  - Tank top straps must be at least 2 fingerbreadths wide (no spaghetti straps), shirts should not reveal cleavage or the midriff, and pants should not droop to show undergarments.
  - No clothing or accessories with inappropriate graphics, slogans, or logos.
- Proper hygiene should be maintained at times.

## **Social Media:**

- While on Social Media, all interactions must be respectful and free from offensive, inappropriate, threatening, and or illegal behavior.
  - Conversations, posts, or pictures must not be offensive, inappropriate, threatening in nature, degrading, or of concern in any way.
  - Any posts of improper conversation or anything found to be of concern will result in expulsion even if not on co-op campus.
  - Parents have the responsibility to monitor their children's social media, texts, and online activity, especially as it relates to co-op.

## **Safety Measures:**

- Please bring water bottles for each member of your family.
- At the end of each class, high contact surfaces will be sanitized. Including, but not limited to areas inside and outside of the classrooms: doorknobs, light switches, handrails, and any shared items.
- If you and your family would like to wear a mask, please do so. We ask that members respect the decisions made by each family, both those wearing a mask and those not.
- While we encourage family involvement, we ask that non-family member guests be kept to a minimum, and that co-op board members would be notified prior to guest attendance. A background check must be performed on any adult attending co-op.
- Tampering with any fire alarm, sensor, fire escape, safety doors, or other life safety system may result in dismissal from co-op and a potential fine from the local fire department. Do not block any stairwell or emergency exit during co-op hours.
- All students or parents found to be under the influence of alcohol, tobacco products (cigarettes, vapes) or illegal drugs or paraphernalia while on campus or while attending any co-op sponsored event will be immediately dismissed. If appropriate, law enforcement will be contacted. Students are prohibited from possessing firearms while on campus or attending co-op sponsored events.

## **Disciplinary Process:**

Disciplinary issues will be handled by the Board with full involvement of the parent.

Failure to comply with the Code of Conduct will result in the following consequences:

1. First offense – Parent and student will be asked to speak with the Board.
2. Second offense – Student will be required to leave co-op for the day.
3. Third offense – Board discretion will be used for up to and including expulsion.

Appropriate documentation will be maintained by the board. No refunds will be issued in the event of expulsion.

*By signing below, I acknowledge that I have read and understand the Covenant Light Co-op Code of Conduct and agree to abide by it.*

*Parent Signature:* \_\_\_\_\_

*Date:* \_\_\_\_\_