

## **Code of Conduct 2024-2025**

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. Under certain circumstances, which must be approved by a board member, students 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 roaming in the halls or wandering outside.
- Students should not have cell phones or other electronic devices out during class time. They must be turned off or on silent. Cell phones may be collected during class at the discretion of the teacher and returned to the parent at the end of the class.
- All students should come prepared with all needed supplies for class (pencils, crayons, scissors, glue sticks, pens, rulers, etc).
- All students, teachers, and teacher assistants should arrive on time to class.
- All students must follow the teacher's instructions, obey the co-op rules, and acknowledge and respect the teacher's authority in the classroom.
- If children are a disruption in class and refuse to follow the directions of the teacher or teacher assistant(s), 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.

### **Academic 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.
- Any instance of academic dishonesty, including cheating, will result in disciplinary measures as determined by the board.
- The utilization of artificial intelligence (AI) for the completion of assignments, written papers, and homework assignments is expressly prohibited, unless directed to do so by a teacher for a specific reason.
- All academic work must originate from the student's individual thought processes and ideas. Proper attribution is required for any borrowed ideas or materials.

### **Campus Behavior:**

- CLC students and parents are strictly prohibited from accessing buildings on church property not designated for co-op use. These areas are off-limits to co-op members.
- Please make sure that all children remain inside the building, unless directly monitored by you or their teacher.
- Parents/guardians are responsible for the supervision of their children at all times, including before, during, and after co-op sessions. Students must be supervised by a teacher or parent at all times.
- Bullying or threatening behavior in any form will not be tolerated. This may result in immediate expulsion.
- All members are required to work together to uphold cleanliness standards by appropriately disposing of food and drinks, tidying up areas, and promptly attending to spills.
- Public displays of affection between students are prohibited on campus and during co-op sponsored events.
- All members of the campus community are accountable for their actions and behaviors.
- All members are expected to maintain the unity and peace of the community through their conduct and interactions.

### **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 all times.

**Social Media and Texting:**

- While on social media and texting, all interactions must be respectful and free from offensive, inappropriate, threatening, and or illegal behavior.
  - Conversations, posts, or pictures shared on social media, text messages, or online platforms must not contain offensive, inappropriate, threatening, bullying, degrading, or otherwise concerning content.
  - Any instances of improper conversation or content deemed concerning, even if not occurring on the co-op campus, may result in expulsion from the co-op program.
  - Parents are responsible for monitoring their children's social media, text messages, and online activity, particularly in relation to their involvement with the 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 immediate dismissal from co-op and a potential fine from the local fire department. Do not block any stairwell or emergency exit.
- All students or parents in possession of or 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. This action may result in immediate expulsion.
- Students are prohibited from possessing firearms, knives, lighters, or any other weapon of any kind while on campus or attending co-op sponsored events. This action may result in immediate expulsion.

**Disciplinary Process:**

Disciplinary issues are not limited to students, but may apply to parents as well. All disciplinary issues will be handled at the discretion of the Board with full involvement of the parent.

Failure to comply with the Code of Conduct will generally result in the following consequences; however, discipline may be accelerated depending on the nature of the offense:

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

Immediate expulsion may be necessary in certain circumstances, subject to the discretion of the board.

Appropriate documentation will be maintained by the board.

*\*No refunds will be issued in the event of expulsion.\**

*By signing below, or via online form, 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:

**\*\*The Board reserves the right to update this document at their discretion.**

Current versions of this document may be found on our website. Paper copies are also available upon request.