

Schoolhouse Community

Code of Conduct



Individually and as a group it is our responsibility to care for the rooms that we use at the church and be respectful of the property. In addition, and more importantly, we should always be considerate of one another as Christian believers and treat each other with kindness and love (John 13:35).

We have set up the following guidelines for our Church Schoolhouse so that we will be able to put forth our best efforts in forming an organized learning community where we grow in the knowledge of our Lord and Savior, Jesus Christ, and acquire the knowledge of this world He has created that will help us be more effective witnesses for Him.

STATEMENT OF FAITH: We are a Christian organization. We operate under the attached Statement of Faith. That is reflected in using appropriate language, behavior, and dress.

VOLUNTEERS: All families are expected to volunteer in some way. Parents may volunteer to teach classes using the existing SchoolhouseTeachers.com curriculum. Parents may also work with the Director to set up extracurriculars such as banquets, field trips, holiday events, yearbook committee, high school graduation, mentoring moms, science fair, art gallery, field trips, public speaking club, drama club, entrepreneur track, sports/field days, etc. Parents and students may also be needed to assist with cleaning or other helpful tasks.

SUPERVISION: Parents are required to stay onsite unless other arrangements have been made because of an unforeseen event (e.g., one child is sick and must stay home, but the others are healthy and can be under the supervision of another adult, chosen by the parent, as long as the Director is informed). Please stay with your own children whenever possible. Parents are not permitted to drop-off children without adult supervision. Older children attending classes cannot be supervising adults. Teachers cannot be supervising adults for children who are not their own because their responsibility is to manage the class.

ABSENCES: If you know that your student will miss a class, notify the Director as soon as possible so that we can ensure they receive their work ahead of time. If you or your child(ren) are ill, please stay home and notify us as soon as you are able that you missed class due to illness or emergency. If you are teaching and will need a replacement, please call the Director immediately.

LUNCH AND SNACKS: Students are allowed to bring a sack lunch or snacks each day. Students should also bring a refillable water bottle. Please make sure that both are labeled with the student's name. Please make sure that food is eaten in the designated areas and teach your children not to share food as some students may have allergies. Children should be trained to pick up after themselves and in general leave the room neat and tidy at the end of each lunch/class time, etc. A cleaning rotation (for bathrooms, vacuuming, wiping tables, etc.,) will be set up by the Schoolhouse or church.

CLOTHING: It is recommended that children wear comfortable closed-toe shoes, such as sneakers, and clothes that can get messy. During the winter months, make sure your student dresses appropriately. If the weather is cold, we will not allow students outside if they are not dressed warmly. We also require that students dress modestly (no spaghetti tanks, cropped tops, super short shorts, etc.) and respectfully (no vulgar Ts, gang paraphernalia, etc.).

TOYS AND TECH: Please stress to your children that video games, tech items (iPads, iPods, phones, tablets, AirPods, earbuds, or headphones of any kind), playing/trading cards, and all other toys must stay at home. Any such items that arrive with a child will be confiscated by the Director or teacher and the item will be returned to the parent.

LOST AND FOUND: Items left at our location after class (e.g., jackets, water bottles) will be held for pick up. Students can retrieve items at the next class day, except for prohibited items, which must be claimed by a parent.

BEHAVIOR: Respecting others and the property of others is the key to having a great time at class. Students are expected to behave appropriately and promote a safe, fun, and healthy environment through productive participation. Teachers will go over class rules at the beginning of each semester, use a positive approach to discipline, and seek parental support to resolve behavior issues and to encourage positive behavior. We ask students (and adults) to behave in a way that respects the children attending class as well as the church property, our classmates, instructors, and other policies set forth.

Parents, if your child in attendance is disruptive, please excuse yourself from the group to handle the situation. If you are in another room with other children, you may be contacted to come and take care of an issue with your child.

Purposely attempting to damage class property or the property of other students is not allowed. Public displays of affection (PDAs) beyond brief hugs are not allowed. Crude language or cursing is not allowed. Disrespectful speech, inappropriate discussions, or inappropriate outbursts are not allowed.

Children are not permitted to roam the church in areas not being utilized for classes or to go outside without permission.

Any act of physical violence, or invasion of personal space will be met with immediate attention. The parent will be contacted and the student will be sent home for the rest of the day or week, depending on the decision made by the Director. Students who remain disruptive after consultation with the parents will be dismissed from the program.

ILLNESS: If a child claims to not feel well, the parent will be notified. No medications will be administered, unless previously authorized in writing. It is our policy to ask all parents to keep home any student who exhibits any of the following symptoms or has had any of these symptoms in the last 24–48 hours (accordingly, we reserve the right to contact a parent or emergency contact to have the student picked up if they exhibit any of the following symptoms): diarrhea, severe coughing, difficult or rapid breathing, yellowish skin or eyes, pinkeye/conjunctivitis, vomiting, contagious rashes, unidentifiable rashes, fever (over 100 degrees temporally), loss of smell/taste, severe sore throat, severe headache, or head lice.

In the event of a minor health emergency, volunteers may perform basic first aid. In the event of a serious illness or injury, the parent will be contacted. In the case of life-threatening

emergency, the Schoolhouse will contact the guardian as well as emergency services and have the student taken to the nearest medical facility for emergency care via local Emergency Services. The Schoolhouse and church are not held responsible for the injury or any expenses caused by the required transport to the nearest medical facility for emergency care via local Emergency Services.

INCLEMENT WEATHER POLICY: The Schoolhouse or church reserves the right to keep children indoors in the event of poor weather (rain, cold, snow). All outdoor activities are suspended during serious inclement weather. Alternate indoor activities will be offered.

CANCELLATION POLICY: In the event that a class or entire day must be cancelled, the Schoolhouse will contact parents. Whenever possible, they will give at least 24 hours' notice before cancellation. Class cancellations will be done via email, phone, or app. You must make sure that your contact information remains up to date for situations such as cancellations and emergency parent contact, and reliably check for announcements.

HOMEWORK: Parents and students are expected to check with teachers each week for information, assignments, and announcements. Graded work will be returned in class. Due dates on all assignments are set forth by the instructor. Failure to turn in any type of classwork by the due date will be reflected in their grade. Extensions on homework are determined on a case-by-case basis by the instructor. Extra credit and retake opportunities will be determined on a case-by-case basis by the instructor.

In the case of an absence, you must contact the teacher to obtain missed work. Failure to obtain missed work in a reasonable time frame will result in a failing grade for those assignments.

REGISTRATION: After fully reading this document and viewing the provided class schedule, parents can fill out the registration form. Completely fill out the registration form, which has spots for multiple children. If you need to print an additional form for more children, you may do so.

Print and complete the behavior agreement form. All students and their responsible guardians need to sign the behavior agreement form. Failure to sign the behavior form will nullify your registration.

Print and complete the health form for each student. List any conditions that instructors may need to be made aware of, including special educational needs (e.g., ADHD, dyslexia, etc.).

If your student requires medication that they will self-administer, fill out the medicinal administration form concerning possession and administration of medications by your student.

Even if your student does not have any allergies or health conditions that you feel we need to be made aware of, you must still provide a health form for your student stating that there are no health concerns.

You may turn in registration to the Schoolhouse Director. Once you have turned in the required forms, more information will be provided to you regarding the specific classes that your student has signed up for.

Parent Signature: _____

Date: ____/____/____