

CHAT

Christian Homeschool Academy of Tutoring

CODE OF CONDUCT

(The areas of conduct are arranged alphabetically)

This code of conduct is based on 5 premises.

1. **Treatment of other people (fellow students, tutors and staff) must always be respectful.**
2. **This facility and all property will not be abused.**
3. **Each student is responsible for his/her own personal possessions.**
4. **Each student is accountable for his/her own actions.**
5. **Each student's dress and actions should encourage others to godliness.**

ARRIVALS

Students should:

1. Arrive no earlier than **8:50** a.m. for the 1st period.
2. Go immediately to their class or to the study hall tables and wait quietly for classes to begin.
- 3.

BEVERAGES and FOOD

Food and beverages, with the exception of water, are not allowed during class. In the student lounge, students are free to have food and beverages.

BODILY CONTACT

Our goal is to keep all students free from physical harassment of any kind. Therefore:

1. No P.D.A.s (No inappropriate **Physical Displays of Affection**)
2. Rough housing, wrestling, lifting, punching, kicking, tickling, etc. are prohibited.

Consequences: See Major Infractions Procedure.

CELL PHONES

1. Cell phones are not to be used during class time. This includes text messaging. All cell phones are to be put away during class.
2. Cell phones may be used between classes.

Consequences: See Major Infractions Procedure.

CLASS ATTENDANCE

Students are expected to attend classes which they are enrolled in if they are on campus.

Consequences: See Major Infractions Procedure.

CLASSROOM EXPECTATIONS

Each tutor has the responsibility and authority to set behavioral expectations in order to maintain an educational setting that provides for effective learning without inappropriate disruption. In these individual settings, each student is to comply with each tutor's requirements with the understanding that there will be variances between classes.

Consequences: See Classroom Behavior Discipline Procedure.

DEPARTURES

1. **Final pick-up time is 3:30 pm on Tuesday and 2:00 pm on Wednesday (unless you have a period 4 class on Wednesday).** Thank you for your promptness.
2. **Anyone still remaining on-site 15 minutes past the final pick-up time will be charged \$15.00. If the student has not been picked up by 30 minutes past the final pick-up time, there will be an additional \$15.00 charge, with an additional \$15 charged for each additional increment of 15 minutes that the student remains on-site.** This reimburses our on-site administrator for her overtime.
3. Students must wait at one of CHAT's approved entrance and exit doors at the front of the church (either the main front doors or the Fellowship Hall entrance), or just outside the doors for pick-up.
4. Students may NOT meet you anywhere else around the building. This protects the traffic flow of other groups meeting at CHF during the day.
5. On make-up days there is NO student lounge. Students must be picked up immediately after their class ends. Late fees, as mentioned above in item #2, will apply to late pick-ups.

DRESS CODE

Upper body:

1. No sleeveless shirts.
2. Tops and bottoms must overlap so midriff skin is not exposed.
3. Girls must wear bras; no straps showing.
4. Necklines should not be revealing.

Provision for infractions: Students will be offered an XL t-shirt by the on-site administrator upon entering the building that they will need to wear. This will make it possible for students to still attend class.

Consequence for not wearing T-shirt when requested by on-site administrator: Student may not attend class or sit in the study hall. See **Major Infractions Procedure**.

Lower body:

1. All lower body apparel must be knee-length or longer.
2. No underwear showing. (This includes but is not limited to boxers).
3. No rips or tears in clothing above the knees.

Consequence: See **Major Infractions Procedure**.

LUNCH TIME EXPECTATIONS

1. **Good stewardship:** Students will clean up messes, throw away trash/containers in appropriate receptacles, and accept responsibility for their own personal possessions. (bags, bottles, utensils, etc.)
2. Food may **ONLY** be consumed in the main classrooms in the fellowship hall area.

MUSIC and VIDEO

1. Personal musical devices are allowed only during study hall, and only if the headphones are worn (not hanging around neck) and the volume is low enough that it cannot be heard by anyone else.
2. Video devices such as mini-DVD players are not allowed.
3. Laptops and personal music devices with video capabilities are allowed at CHAT, but students are not allowed to watch movies or videos on them while at CHAT.

Consequence: See **Major Infractions Procedure**.

PETS

Don't bring pets or any other animals.

Consequence: See **Major Infractions Procedure**.

PHYSICAL SURROUNDINGS

1. Treat our physical surroundings (tables, chairs, walls, carpet, etc.) with the respect due another's property.
2. Appropriate use of receptacles for all types of garbage is expected.
3. Do not touch any musical, band or sound equipment located in the church.

Consequence: See **Major Infractions Procedure**.

PROHIBITED SUBSTANCES

No warning will be given in this category.

Tobacco, drugs, alcohol, weapons, and fireworks are not allowed on the premises. **Anyone discovered with possession of any of these items during the hours of 8:50 and 3:35 on Mondays or Wednesdays (whether on site or off site) will be immediately expelled from CHAT for the semester WITHOUT REFUND.**

STUDENT DRIVERS

Students are expected to drive responsibly. No donuts, intentional fishtailing, squealing of tires, or any other reckless driving is allowed in the parking lot.

Consequence: See **Major Infractions Procedure**.

STUDENT LOUNGE EXPECTATIONS

Students are allowed to be in the student lounge when not attending a class. If a student needs to be in the student lounge for more than 1 period, permission is required from the onsite overseer. Students are not allowed to be in the student lounge for more than 2 periods per day, and are not allowed to attend the student lounge on a day in which they are not registered for a class.

VERBAL EXPECTATIONS

1. Bathroom humor and crude language is not permitted.
2. Sexual orientation jokes, comments or name-calling is prohibited.
3. Inappropriate gestures with hands will not be tolerated.
4. Calling other people names other than their legal name or personally stated nickname is prohibited.

ANYTHING communicated verbally or nonverbally that is deemed inappropriate will be disciplined.

Consequence: See **Major Infractions Procedure**.

OPEN CAMPUS EXPLANATION

It is important that everyone understand what CHAT means when it says it is an “open campus.” Because CHAT is similar to a college experience with students arriving and departing for different classes during the day, there is not a system to maintain constant knowledge of each student’s whereabouts.

Note: Open Campus at CHAT is for students in grades 9-12 only. Middle school students are not allowed to leave the church grounds.

VISITORS:

For the safety of those within our rented space:

1. Unregistered friends or relatives are not welcome to attend with your student unless prior arrangements have been made with CHAT staff.
2. Other unrecognized people in our rented space at CHF will be asked to leave immediately and reported to police if unwilling to depart.
3. Parents should check in with the on-site administrator for the purpose of visiting a class in session.

INSIDE THE BUILDING:

1. Students in the building must be within the rented space. The worship center and two rooms downstairs will be used for a few classes, but students are not to be in these areas unless they are enrolled in and attending one of those classes.
2. If a student is discovered by ANY responsible adult to be beyond the rented areas, the student will be brought to the on-site supervisor, and is expected to come willingly.
3. CHAT staff and tutors will only monitor the behavior of students who remain within the rented spaces at CHF.

Consequence: See **Major Infraction Procedure**

OUTSIDE THE BUILDING:

1. We have high school students who will be driving themselves to and from the CHF campus.
2. A few students will have permission to drive away from campus between periods.
3. CHAT staff and tutors do not have the authority to give students permission to leave the church campus, but neither will we keep track of whether or not your child is permitted by you to leave the campus and/or ride with another student.
4. Students are not allowed to loiter in the parking lot or in their cars any time while CHAT classes are in session.
5. There is an area outside where students are allowed to be during a free period or lunch. Students can ask the on-site overseer where this area is.

Consequence: See **Major Infraction Procedure**

CHAT Discipline Policy

The basis for discipline at CHAT is that we are all working towards instruction in behavior that honors the Lord and respects other people and their possessions. **We retain the right to discipline a person for involvement in a situation or possession of an item that has not been previously mentioned. The discipline procedure used will depend on the perceived severity of the offense.**

CLASSROOM BEHAVIOR INFRACTIONS DISCIPLINE PROCEDURE

- 1st offense:**
- Step 1: The student will be reminded of the tutor's classroom expectations. (The student will be separated from the other students immediately, if deemed necessary.)
 - Step 2: The tutor will notify the parent of the inappropriate behavior at the end of the day by e-mail.
- 2nd offense:**
- Step 1: The student will be sent to the on-site administrator for the remainder of the period.
 - Step 2: The tutor will notify the parent of the inappropriate behavior at the end of the day by e-mail.
 - Step 3: The parent needs to respond by e-mail or by phone, to the tutor or on-site administrator, that they are aware of the concern and have discussed appropriate behavior with their student and are willing to make restitution or apologies if requested.
- 3rd offense:**
- Step 1: The student will be sent to the on-site administrator for the remainder of the period.
 - Step 2: The tutor will notify the parent of the inappropriate behavior at the end of the day by e-mail.
 - Step 3: A conference will be required with the parents, student, tutor, and CHAT directors, to determine the intentions of the student and whether or not that student will be allowed to continue attending CHAT.

Note: It is possible for a student to receive his 1st and 2nd offenses during the same class period.

MAJOR INFRACTION PROCEDURE

(Bodily Contact, Dress Code, Music & Video, Pets, Physical Surrounding, Student Drivers, Verbal, and Open Campus)

- 1st offense:** The student will be notified immediately and the parent as soon as possible.
- 2nd offense:** The parents will be called to pick up the student. The student will be expected to leave the premises with their parent for the remainder of the day.
- 3rd offense:** The student will be expelled from all classes for the semester WITHOUT REFUND.