

## South Heights Christian Classes

# Code of Conduct

This code of conduct is based on the premise that an atmosphere of respect is most conducive to learning, therefore:

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 accountable for his/her own actions.
4. Each student is responsible for his/her own personal possessions.
5. Each student's dress and actions should encourage others to godliness.

### ARRIVALS

- South Heights has been assigned the use of Door #4, located on the east side of the building.
- When dropping off students, pull vehicle into a parking space, rather than stopping to unload in the flow of traffic.
- Always use extreme caution in the parking lot, as it is often busy with SHCC students and children of the Preschool coming and going.
- Students should arrive no earlier than **8:30** a.m. on Thursdays and **8:45** a.m. on Fridays for the 1<sup>st</sup> period.
- Students are responsible to report to class on time.

### BODILY CONTACT

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

- No inappropriate **Physical Displays of Affection**. There will not be any public or private display of affection on the campus at any time. Respect, manners, and self-control are expected at all times. No physical contact to express affection.
- Rough housing: wrestling (including arm wrestling), lifting, punching, kicking, bumping, tickling pushing, hitting, tripping, etc. are prohibited.
- Simply stated: a student has no reason to touch another student.

### 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.

### CELL PHONES & COMPUTERS

- **During class** cell phones are not to be used (unless a tutor gives students permission to use cell phones during class for an academic purpose). If a phone is used during class, the tutor will take it away until the end of that class period.
- **During tests** all cell phones must be **TURNED OFF** and put in a pocket or backpack. If the cell phone is used or visible, the student will receive a ZERO on the test and the parents will be notified of the infraction.
- Students may bring computer equipment for taking notes in class, but they may not access any of the inputs located in the walls of the building, which are connected to Berean's Computer System.

### DEPARTURES

- **Final pick-up time on Thursdays is 3:35 p.m.** *Anyone still remaining on-site after this time **will be charged \$15.00.** This reimburses our on-site administrator for her overtime.*
- Students and Staff are to use Door #4 and are required to vacate the premises when South Heights has ended.
- Students may NOT meet you anywhere else around the building by exiting through any other door than door #4 or the study lounge door. This protects the traffic flow of other groups meeting at Berean during the day.

### DRESS CODE

#### **Upper body:**

1. Tops and bottoms must overlap so midriff skin is not exposed, even when sitting or raising arms.
  2. No sleeveless shirts.
  3. Tops should not be provocative nor necklines revealing.
- **Provision** for infractions: Students will be offered an XL t-shirt by the on-site administrator that they will need to wear. This will make it possible for students to still attend class.

#### **Lower body:**

1. All lower body apparel must be knee-length or longer. Clothing worn over form-fitting leg apparel such as leotards and tights must be knee length or longer. For leggings and jeggings, the clothing must cover the posterior in its entirety.
  2. No underwear showing. (This includes but is not limited to boxers).
  3. No rips or tears in clothing above the knees.
- **Consequence** for inappropriate dress: Student may not attend class or sit in the Study Hall, and the student will be required to leave the property.

#### **Jewelry**

- Students are allowed to wear up to two pairs of earrings. No other piercing jewelry is to be worn while attending SHCC.

## FLYERS & POSTERS

- Students and parents must submit any announcements to the South Heights Board one week ahead of time. Each flyer or poster must have this disclaimer printed on it: *This activity is not sponsored by South Heights Christian Classes.*

## FOOD & BEVERAGES

- Beverages are allowed in the classroom.

## LUNCH TIME EXPECTATIONS

- Students are to remain seated in the lunch room.
- Good stewardship: Students must clean up after themselves, dispose of trash in appropriate receptacles, and accept responsibility for their own personal possessions (bags, bottles, utensils, etc.). Do not leave these behind on the tables.
- Tables should be wiped clean after use. Cleaner and cloths are provided.
- Food may be consumed ONLY in the Student Center or out on the patio.

## MUSIC

- Listening to music with headphones is permitted in study hall as long as the volume is low enough so no one else can hear it.
- Playing of musical instruments is not allowed **in the building**.
- Berean's musical, band or sound equipment is NOT for South Heights' use.

## OUTSIDE PROPERTY

- Students may not climb trees or landscaping on church property, climb or sit on the compressor equipment near door #4, or do jump/flips off of the landscaping. Students may not play football or ultimate Frisbee in the church parking lot.

**PARKING LOT** – Students may not loiter in parked cars

**PETS** – Do not bring pets.

**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 8:30 and 3:36 on Thursdays (whether on site or off site) and 8:45 a.m. and 12:21 p.m. on Fridays will be immediately expelled from South Heights for the semester WITHOUT REFUND.**

## SPORTS EQUIPMENT

- Sports equipment is permissible for use outside the building only.
- Do not bring skateboards. They are not allowed inside the building or on Berean's or Byerly's outdoor property.

## STUDY HALL EXPECTATIONS – (see food & beverage rules also)

- Study Hall is provided for time not spent in class.
- Students (and/or visiting alumni) are not allowed to attend more than two Study Halls per day.
- Reasonable noise levels are expected as the Student Center is not only for socializing, but also for study.
- No Loitering in the halls during class time. Students are to be either in their class, the Student Center or off campus.

## TECHNOLOGICAL EQUIPMENT

- Students may bring computer equipment for taking notes in class, but they may not access any of the inputs located in the walls of the building, which are connected to Berean's Computer System.

## VERBAL EXPECTATIONS

1. Bathroom humor and crude language is not permitted.
  2. Sexually oriented 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.  
***Eph. 5:4 "and there must be NO filthiness and silly talk, or coarse jesting, which are not fitting."***

## DISCIPLINE PROCEDURE

**1<sup>st</sup> offense:** Remind the student of the expectation. (Separate from the other students immediately, if deemed necessary.)

**2<sup>nd</sup> offense:** **Step 1:** Send the student to the on-site administrator for the remainder of the period. Record will be made of the offense at this time.

**Step 2:** The staff who responded to the offense will notify the parent of the inappropriate behavior by e-mail at the end of the day.

**Step 3:** Parent needs to respond by e-mail to the tutor or on-site administrator that they are aware of the concern, have discussed appropriate behavior with their student, and are willing to make restitution or apologies if requested.

- Should this set of steps need to be followed two times with the same student, within one semester, South Heights reserves the right to request a conference with the parents and student to determine the intention of the student and whether or not that student will be allowed to continue attending South Heights. If expelled, it is without refund.
- In the case of a serious problem, the student will be notified immediately, the parent will be called to pick up the student, and the student will be expected to leave the premises for the remainder of the day. A conference will be requested to discuss course of action.