

# DRESS, CONDUCT, EXPECTATIONS AND DISCIPLINE

## Dress

- Dress should be clean and neat in order to promote an attitude of work rather than play.
- No hats or headscarves should be worn in the building.
- Shirts must be moderate and conservative. Shirts without sleeves should have straps that are 3 fingertips in length. All shirts should keep skin at waistline covered when a student's arms are raised.
- Skirts and shorts should be fingertip length.
- Yoga and exercise pants are allowed but should be worn with a shirt that covers the bottom.
- Hairstyles should be conservative and neat, without unusual coloring.
- Any tattoos or body piercings, other than female's ears, should not be visible while in the building.

## Conduct and Expectations

### *In Class*

- Candy, gum, food and drink are not allowed in the classroom unless directed by an instructor.
- Cell phones may be in a student's possession in class, only in silent mode (either off or on vibrate). They are **not** to be used in class to call, answer or text, or they will be surrendered to the teacher during class time.
- In the classroom, students are expected to converse quietly when directed by the instructor to do so, keep their feet on the floor (not the tables), be *respectful when the instructor or other students* are talking, and come prepared for the class session.
- Come prepared with assignments and books to class.

### *Anytime*

- No pocket knives or laser pens are to be brought into the building.
- Do not use roller blades, skateboards, etc., on church property.
- Students are expected to show utmost respect and deference for *each other*. Fighting and teasing are **not** permitted. Physical affection among students is not permitted while at CHFM.
- Elementary students 3rd grade and under must be accompanied by a parent or other designated adult at all times when not in class.
- Name tags must be worn at all times while in the building.

### *Around the Building*

- Do not open outside doors to let anyone in the building.
- Students under 16 may leave the building with an adult. Students 16 and older may leave independently.
- Obey Speed Limit of 10 MPH on church property.
- Use Entry #4 to enter and exit the building.

# DISCIPLINARY ACTION GUIDELINES

The following disciplinary actions will be implemented for students who violate the dress and conduct code set in place by CHFM.

## **First Incident**

Student will be asked to correct his (her) attitude or actions by the instructor. No one else will be involved, and the correction will be delivered with grace and in private, if applicable. For children 5th grade and below, the incident will also be mentioned to the parent and his or her help will be enlisted to insure the child understands the rules. Middle and high school students will be expected to assimilate the correction and change their actions or attitudes.

## **Second Incident**

Instructor will notify a Director of the continued violation to get direction on how to help guide the student. A Director will speak to the student and the parent(s) about the continued offense, if necessary. Director will pray with the student.

## **Third Incident**

Parent(s) will be notified to come get the student. Student will be unable to continue in the class for that day. Director will pray with the student.

## **Fourth Incident**

Student will be permanently removed from all classes with CHFM. No refunds for registration fees or class fees will be given.

We ask that parents genuinely support our policies for dress and conduct codes before placing students in classes. Your attitudes will be reflected in your children. We realize that none of our children are perfect, and we don't expect them to be. We just ask for their willingness to follow the rules and have a cooperative attitude.

The Directors of CHFM reserve the right to refuse admittance to classes to students who do not exhibit attitudes and actions consistent with a walk with our Lord and Savior Jesus Christ.