

DRESS, CONDUCT, EXPECTATIONS AND DISCIPLINE

** CHFM Leadership reserves the right to decide if certain clothing and/or behavior is appropriate. **

Dress

- Dress should be clean and neat to promote an attitude of work rather than play.
- Shirts must be moderate and conservative, with shoulders covered. All shirts should keep skin at waistline covered when a student's arms are raised.
- Skirts, shorts, and rips in jeans should be below fingertip length.
- Yoga and exercise pants are allowed but should be worn with a shirt that covers the bottom.
- Hairstyles should be neat, without drawing undue attention or distracting from learning.
- Any writing on clothing must not oppose the statement of faith and mission of CHFM

Conduct and Expectations

Cell Phones and other Electronic Devices

- Electronic Devices are not to be used during class, unless directed by an instructor.
- Outside of class, electronic devices are only allowed to be used during Lunch and in Study Hall.

In Class

- Candy, gum, food and drink are not allowed in the classroom unless permitted by an instructor.
- In the classroom, students are expected to converse quietly when directed by the instructor to do so, keep their feet on the floor, and be **respectful when the instructor or other students** are talking.
- Come prepared for the class session with all materials and assignments completed.
- **Any work discovered to be plagiarized, generated by AI, or otherwise not done primarily by the student will be given zero credit.**

Anytime

- Obey Speed Limit of 10 MPH on church property.
- Use Entry #4 to enter and exit the building.
- Do not open outside doors to let anyone in the building.
- Name tags must be worn at all times while in the building.
- No pocket knives or weapons 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 to each other. **Fighting, teasing and bullying are not permitted.**
- Excessive physical affection among students is not permitted while at CHFM.
- Elementary students in 3rd grade and under must always be accompanied by a parent or other designated adult when not in class.
- All students should either be in class or Study Hall when on campus during class hours.
- Students may only leave campus in between classes with parental permission and communication with a director.
- Any person who is not a member of CHFM must check in at the Greeter Table and wear a Visitor badge while on Campus.

DISCIPLINARY ACTION GUIDELINES

The following disciplinary actions will be implemented for students who violate the dress and conduct code set in place by CHFM. Each incident is covered in prayer by CHFM leadership. Our desire is to foster continual growth in our students that is reflected in their behavior.

Electronic Devices

If a student is caught using an electronic device (including cell phones, smart watches, earphones, headphones, tablets, and laptops) in an unauthorized location, the item will be confiscated. Offenses will be treated accordingly:

1. First Offense: A director will hold the device until the student is leaving for the day and parents will be notified.
2. Second Offense: A director will hold the device until a parent can pick up the device.
3. Subsequent Offenses: See Third & Fourth Incident consequences below.

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 in 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.

Third Incident

Parent(s) will be notified to get the student immediately. The student will be unable to continue in the class for that day.

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 do not 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.