

## CODE OF CONDUCT

(The areas of conduct are arranged alphabetically)

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

1. South Heights has been assigned the use of Door #4, located on the east side of the building.
2. When dropping off students, pull vehicle into a parking space, rather than stopping to unload in the flow of traffic.
3. **Always use extreme caution in the parking lot, as it is often busy with SHCC students and children of the Preschool coming and going.**
4. 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.
5. 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:

1. No inappropriate **Physical Displays of Affection**.
2. Rough housing: wrestling (including arm wrestling), lifting, punching, kicking, bumping, tickling, etc. are prohibited.

### 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. 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

1. **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.
2. Students and Staff are to use Door #4 and are required to vacate the premises when South Heights has ended.
3. 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 neither 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.
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 will be required to leave the property.

## **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. Berean has asked that no student or SHCC staff member eat food or drink beverages (including water) while sitting on the couches, even though they allow it for their youth groups. We are renting their space and will abide by any rules they set for us on Thursdays. Thank you for cooperating.

## **LUNCH TIME EXPECTATIONS**

1. Students are to remain seated in the lunch room.
2. 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.
3. Tables should be wiped clean after use. Cleaner and cloths are provided.
4. Food may be consumed ONLY in the Student Center or out on the patio (not on the couches).

## **MUSIC**

1. 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.
2. Playing of musical instruments is not allowed **in the building**.
3. Berean's musical, band or sound equipment is NOT for South Heights' use.

## **OUTSIDE PROPERTY**

Students may not climb trees on church property, climb or sit on the compressor equipment near door #4, or jump/flip off the stone walls on the patio.

## **PARKING LOT**

Students may not loiter in parked cars.

### PETS

Don't 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

- 1.Sports equipment is permissible for use outside the building only.
- 2.Don't 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)

- 1.Study Hall is provided for time not spent in class.
- 2.Students (and/or visiting alumni) are not allowed to attend more than two Study Halls per day.
- 3.Reasonable noise levels are expected as the Student Center is not only for socializing, but also for study.
- 4.A separate study hall is now provided for in the center of room 114, where absolute silence is required.
- 5.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."**

### OPEN CAMPUS EXPLANATION

Many parents with students attending South Heights will be encountering a new experience. Therefore it is important that everyone understand what SOUTH HEIGHTS means when it says it is an "open campus." Because South Heights 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.

### **VISITORS:**

For the safety of those within our rented space:

- 1.Any visitors, **including alumni**, must sign in with the on-site administrator.
- 2.Unregistered friends or relatives are not welcome to attend with your student unless prior arrangements have been made with South Heights Staff.
- 3.Parents should check in with the on-site administrator for the purpose of visiting a class in session.

4. Other unrecognized people in our rented space at Berean will be asked to leave immediately and reported to police if unwilling to depart.

#### **INSIDE THE BUILDING:**

1. Students in the building must be within the rented space.
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. South Heights staff and tutors are only responsible for monitoring the behavior of students who remain within the rented spaces at Berean, but will do random checks outside the rented spaces and have the authority to require compliance with all rules **on Berean property** during the hours of operation.

#### **OUTSIDE THE BUILDING:**

1. Some SHCC high school students drive themselves to and from the Berean campus.
2. Some students will have permission from their parents to leave campus between periods or at lunch. (Byerly's is a 3-minute walk and Burnsville Mall is a few blocks away).
3. South Heights staff and tutors are only responsible for monitoring the behavior of students who remain within the rented spaces at Berean, but will do random checks outside the rented spaces and have the authority to require compliance with all rules on Berean property during the hours of operation.

### **DISCIPLINE**

*Ephesians 5:10* "Trying to learn what is pleasing to the Lord."

The word *trying* is important here. God knows and we know that no one is perfect. However, no one needs to be characterized by disobedience. The basis for discipline at South Heights is that we are all working towards instruction in behavior that honors other people and their possessions.

There will be NO TOLERANCE for any behavior, clothing, or possession that does not contribute to the five premises on which this code of conduct is based. 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.

### **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 at the end of the day by e-mail.  
**Step 3:** Parent needs to respond by e-mail, 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.

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.