

# Chinese Christian Mandarin Church/FYT Children's Sunday School Code of Conduct

## Main Philosophy

The CCMC/FYT Children Ministry strongly believes that student behavior should reflect the standards of the Christian belief and consideration for the rights and well-being of others. The school has the responsibility to establish a policy which promotes fair and responsible conduct within the school. CCMC/FYT also aims to provide guidelines for students, teachers and parents to work together to establish a learning environment to honor God with love, mutual respect, trust and personal caring for each other.

## Student Conduct & Disciplinary Actions

**Part I.**--All individuals have the right to be treated with respect. In return, all students are expected to be polite and behave in an appropriate manner. Each student must adhere to the **school rules** as listed below, but not limited to:

- respect teachers and classmates
- listen when others are speaking
- raise your hand and wait for your turn to talk
- follow teacher's instruction
- talk nicely with indoor voices
- respect others' space and keep your hands and feet to yourself
- walk in the building
- be on time for Worship and Sunday School

The student who violates the school rules and causes interruption of the teaching will be handled by the classroom teachers by using a **yellow card (first warning)**, **orange card (2<sup>nd</sup> warning)** and **red card (3<sup>rd</sup> warning in the same session)** to remind the student to behave properly. The parents will be contacted if the student has received a red card.

**Part II.**--To maintain a safe school environment is everyone's responsibility. The following actions are considered **severe violations of school rules** and will result in disciplinary action.

1. Damage, destruction or theft of school property and/or personal property.
2. Use of profane or obscene language.
3. Misconduct or promotion of misconduct, interfering with others or disruption of school activities.
4. Unauthorized use of school property.
5. Fighting, pushing, spitting, yelling, taunting.
6. Setting off a false fire alarm.
7. Hazing (any activity by students for the purpose ridiculing any individual), bullying or harassment.
8. Possession of a weapon, cigarettes, lighters, drugs or alcohol.

The student who violates the school rules listed the above will be taken out of class by the Director, and the parents will be contacted to discuss the situation.

**Part III.**--If a student's misconduct is caused by his or her disability or medical condition, a school-parent's conference shall be called to set up an appropriate plan.

### **Student Appearance (Dress Code) & Due Process**

Our students' dress must reflect our Christian belief of giving our best to God. It must not interfere with the maintenance of a positive teaching/learning climate and be consistent with reasonable standards of health, safety, modesty and decency.

1. Students must wear clothing covering themselves from the shoulder to mid-thigh.
2. Hats will not be worn in the classroom.
3. Students must wear shoes. Boys' athletic slides and girls' beach flip-flops are not recommended for safety reasons.
4. Students will not wear beachwear or pajamas to school.
5. Students' underwear must be covered; bare midriffs are not permitted. Backless, one shoulder, strapless or thin-strapped shirts will not be worn at school.

The student will be called and warned about dress code violations. The parents will also be contacted if violations occur.

### **Contact Information**

For any questions related to this policy, please contact any of the Sunday School administration personnel listed below:

Hui-Li Chang, Children Ministry Director  
Jean Chen, Principal

\*Please sign and return the bottom part to school. Use a separate sheet for each child.

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I have read and explained the CCMC/FYT Children Sunday School Code of Conduct to my child.

Parent Name: \_\_\_\_\_ Parent's Signature: \_\_\_\_\_

Child Name: \_\_\_\_\_ Child's Signature: \_\_\_\_\_

2006-2007 Sunday School Grade: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Emergency Number: \_\_\_\_\_

Date: \_\_\_\_\_