



Code of Conduct

This Code of Conduct is based on seven premises:

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 responsible for attending class as WEST is an open campus.
4. Each student is responsible for his/her own personal possessions.
5. Each student is accountable for his/her own actions.
6. Each student must use the restroom associated with their biological sex.
7. Each student's dress and actions should encourage others to Godliness.

Except where noted, the consequences for each category will fall under the General Infractions Procedure.

General Expectations

As a Christian organization, WEST is committed to respect the Bible and its teachings. WEST is committed to respect the Church of the Open Door, whose facility we are renting. Staff, students and families agree not to engage in any activities or promote any teachings that would bring scandal to God and His word, WEST and/or the Church of the Open Door.

WEST is an open campus and therefore, students and parents hold responsibility for the students' attendance on class days.



Code of Conduct

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. Students are expected to attend class. If absent, students/parents are asked to communicate with tutor/CA.

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Verbal Expectations

1. Bathroom humor and crude language is not permitted.
2. Sexually, ethnically oriented jokes, comments or name-calling is prohibited.
3. Inappropriate gestures 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.

Ephesians 5:4 "and there must be NO filthiness and silly talk, or coarse jesting, which are not fitting."



Code of Conduct

Lunch Time Expectations

1. Good Stewardship: Students will clean up messes, throw away trash/containers in appropriate receptacles, wash/load dirty dishes used and accept responsibility for their own personal possessions (bags, bottles, utensils, etc.)
2. Tables should be wiped clean of any crumbs or liquid.
3. Food allergies present at WEST. **No Items with NUTS of any kind**
4. WEST is an open campus. Students are free to eat lunch in the WEST building or off campus at another establishment.

Arrivals

1. Arrive no earlier than **10 mins. prior** to the first class session of the day unless special permission has been given.
2. Go immediately to their class and wait quietly for class to begin.

Departures

1. Final pickup time is 3:45 pm on Tuesdays and 4:30 p.m. on Wednesdays in Maple Grove.
Thank you for your promptness.
Mondays: Final pick up time is 5 mins after the last class session of the day.
Thank you for your promptness.
2. Anyone still remaining on-site after this time will be charged \$15.00



Code of Conduct

Dress Code

Upper Body:

1. No spaghetti strap tank tops or strapless shirts
2. Tops and bottoms must overlap so midriff skin is not exposed, even when sitting or raising arms.
3. Girls must wear bras; no straps showing.
4. Necklines should not be revealing.
5. Dress must be appropriate to the biological sex of the student.

Lower Body:

1. All lower body apparel must be no higher than the end of your fingertips at your side or longer.
2. No underwear showing. This includes but is not limited to boxers and bras.
3. No rips or tears in clothing exposing underwear.
4. Dress must be appropriate to the biological sex of the student.

Provision for Infractions

1. Students will be given and required to wear an XL t-shirt by the on-site administrator for upper body infraction.
2. Students will be required to contact parent to bring appropriate lower body dress. This will make it possible for students to still attend class.
3. Student will not attend class and must exit premise if chooses not to comply to the above



Code of Conduct

Bodily Contact

WEST's goal is to keep all students free from physical harassment of any kind.

Therefore:

- No inappropriate physical display of affection
- No inappropriate, sexual touch
- No rough housing, wrestling, lifting, punching, kicking, bumping, tickling, etc.

Cell Phones/Technology/Laptops

1. Cell Phones, earbuds and technology of all types may not be used during classes unless tutor approved
2. iPads, laptops used for notetaking/educational purposes may be used with **tutor approval**.

Music

1. MP3 Players, iPods, phones, etc. with headphones/earbuds are permitted in non-classroom areas 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 unless in music class or permission from the Executive Director.

Physical Surroundings

Students will respect the physical surroundings of the WEST building and landscape (tables, chairs, walls, carpet, grass, parking lot, etc.)



Code of Conduct

Parking Lots

1. No sitting in cars in the parking lot without adult supervision.
2. See Parking Instructions under About WEST for further parking details
3. Be watchful of pedestrians when in parking lot - Safety First!

Sports Equipment

Skateboards are not allowed inside the building or on the property.

Pets

No pets allowed.

Beverages

Water and clear liquids only in the building.

Prohibited Substances and Weapons

No warning will be given in this category

1. Tobacco, drugs, alcohol, weapons, and fireworks are not allowed in the building or parking areas.
 - a. Weapon list includes but is not limited to jackknives, box-cutters, blades of any lengths, and any weapon that could or simulates the firing of a projectile including guns of any type.
2. *Anyone* discovered with possession of any of these items during the hours of 8:00 a.m. and 5:00 p.m. is subject to immediate expulsion from WEST for the semester WITHOUT REFUND.



Code of Conduct

Open Campus Explanation

- WEST is an open campus and therefore, students and parents hold responsibility for attendance on class days.
- WEST is similar to a college experience with students arriving and departing for different classes during the day
- Parents and students are responsible for their whereabouts on the WEST open campus

Visitors

For the safety of those within our rented space:

1. Unregistered friends or relatives are not welcome to attend with your student unless prior arrangements have been made with WEST Staff.
2. Other unrecognized people in our rented space at WEST will be asked to leave immediately and reported to the police if unwilling to depart.
3. Parents must check in with the on-site administrator for the purpose of visiting a class in session.

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 students will be brought to the on-site supervisor, and is expected to come willingly.
3. WEST staff and tutors do not have the authority to give students permission to leave the campus and neither will we keep track of whether or not your child is permitted by you to leave the campus and/or ride with another student.

Parents are responsible for this.



Code of Conduct

Outside the Building

1. There are student drivers arriving and departing from the WEST open campus
2. WEST staff and tutors do not have the authority to give students permission to leave the campus and neither will we keep track of whether or not your child is permitted by you to leave the campus and/or ride with another student.

Parents are responsible for this.

PARENTS WHO ARE CONCERNED ABOUT THEIR STUDENT'S WHEREABOUTS, SAFETY AND BEHAVIOR ON AN OPEN CAMPUS ARE WELCOME TO WAIT AT WEST

Discipline

Ephesians 5:10

"Trying to learn what is pleasing to the Lord." NASB

The word trying is important here. God knows and WEST knows that no one is perfect. WEST students are not characterized by disobedience. The basis for discipline at WEST is that we are all working towards behavior that honors God, other people and their possessions.

- There will be NO TOLERANCE for behavior, clothing, or possession that does not contribute to the seven premises on which this Code of Conduct is based.
- WEST retains 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. While our goal and intention is to use the disciplinary policy for all situations, we recognize that a situation may arise that requires immediate expulsion of a student.
- In that event, WEST reserves the right to expel a student immediately or on short notice with or without explanation.



Code of Conduct

General Discipline Procedure

1st Offense:

- Remind the student of the expectation.
- Separate from the other students immediately, if deemed necessary.

2nd Offense:

Step 1: Send the student to the on-site administrator for the remainder of the period.

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 or by phone.

Step 3: Parent/s need to respond by email or phone to the tutor or on-site administrator acknowledging the concern and having discussed appropriate behavior with their student.

Student/s will make restitution or apologies, if requested.

Step 4: Should this set of steps need to be followed two times with the same student, either by the same or different person, within fall and/or spring semesters, WEST will hold a conference with the parent/s and student/s to determine if the student/s will be allowed to continue attending WEST.

WEST reserves the right to adjust disciplinary measures as a situation requires

Major Infraction Procedure

(Bodily Contact, Inappropriate Touch, Dress Code, Music, Parking Lot, Pets, Physical Surrounding, and Verbal)



Code of Conduct

1st Offense:

The student and parents will be notified immediately.

2nd Offense:

The student will leave the premises for the remainder of the day.

- Student drivers will exit by themselves with parent notification.
- Non-Student drivers will exit by parent pick up with parent notification.

3rd Offense:

The student will be expelled from all classes for the semester WITHOUT REFUND.

WEST reserves the right to adjust disciplinary measures as a situation requires