

Wings Code of Conduct

Important notes to Wings parents: The Code of Conduct has been developed by the Board of Directors (who serve over WEST and Wings) and the WEST staff. WEST serves students ages 10 thru 18, while Wings serves ages 6 months thru age 14 (age on Sept 1). Some changes have been made to more specifically address the age groups and needs of Wings. THIS CODE OF CONTACT IS THE DOCUMENT STUDENTS WILL BE EXPECTED TO FOLLOW. A shorter printed "Rules" form which summarizes much of this document is provided to have a tangible item which students and their parents can sign together. Parent is responsible to discuss this official Wings Code of Conduct document as is deemed appropriate by the parent. Registration in Wings classes is agreement with this and all other Wings documents.

This Code of Conduct is based on 6 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 his/her own personal possessions.
4. Each student is accountable for his/her own actions.
5. Each student must use the restroom associated with their biological sex.
6. 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, Wings is committed to respect the Bible and its teachings. Wings is committed to respect Maple Grove Covenant Church, 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, and/or to Maple Grove Covenant Church. Wings students are **signed in** and dropped off into their respective classes between 12:50pm and 1pm, and remain with their tutor/helper/class until being picked up by parent/guardian (or other who is an approved-by-parent carpool ride as indicated on the emergency card) promptly at 4pm.

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.

If a student will not be at Wings on a given date, parent will notify the director so that tutor(s) can be made aware.

Verbal Expectations

1. Bathroom humor and crude language is not permitted.
2. Sexually orientated 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."*

Snack Time Expectations

1. Good stewardship: Students will clean up messes, throw away trash/containers in appropriate receptacles, accept responsibility for their own personal possessions (bags, bottles, utensils, etc.)
2. Food allergies may be present at Wings. In an effort to help reduce any reactions, leave items containing peanuts at home. PARENTS MUST ALWAYS CHECK THEIR CHILD'S SNACK FOR PEANUT AND NUT INGREDIENTS prior to arrival at Wings. (the phrase "made in a facility that processes nut..." is acceptable. Peanuts and nuts as an ingredient is not acceptable).
3. All snack time happens together with the student's class, and under the supervision of tutor, helper, or helper parent.

Arrivals

Students should:

1. Arrive no earlier than 12:50pm
2. Go immediately to their class and wait quietly in class (if tutor allows) or in the hall (for tutor to invite students in) for class to begin.

Departures

Final pickup time is 4pm sharp. NOTE: There is a \$1.00 PER MINUTE CHARGE for each minute after 4:05pm. This is payable to the tutor, helper, or other adult who took responsibility for the child until parent arrives. Late arrivals are recorded on the back side of the emergency card, as is payment to the adult who stayed to watch the child.

Dress Code

Upper body:

1. No spaghetti strap tank tops, workout bras or strapless shirts.

2. Tops and bottoms must overlap so midriff skin is not exposed, even when sitting or raising arms.
3. Girls – developmentally appropriate - must wear bras which are fully covered by clothing, no straps showing.
4. Necklines should not be revealing.
5. Hats are not to be worn indoors.
6. 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.)
3. No rips or tears in clothing exposing skin above the knees.
4. Dress must be appropriate to the biological sex of the student.

Provision for Infractions:

- Students will be given and required to wear an child or adult size XL t-shirt by the on-site administrator.
 - This will make it possible for students to still attend class.
- Consequence for not wearing given t-shirt when provided by on-site administrator:
 - Parent called, student waits in entryway with administrator for parent to pick up student. (student may change and return to class, if parent provides appropriate clothing.)

Bodily Contact

Our goal is to keep all students free from physical harassment of any kind. Therefore:

- No P.D.A. (No inappropriate Physical Display of Affection)
- No inappropriate, sexual (privacy area) touch is acceptable
- Rough housing, wrestling (including arm wrestling), lifting, punching, kicking, bumping, tickling, etc. are prohibited.

Cell Phones/Technology/Laptops

1. Cell Phones, iPods of all types are **not** to be used during the entirety of Wings classes, including passing time and snack time, and restroom trips.

2. iPads, laptops used for notetaking/educational purposes may be used only with **tutor approval**. Parents, do not send these devices unless you have been contacted by the tutor via email or phone.

Music

1. MP3 Players, iPods, phones, etc. with headphones/earbuds are never permitted during Wings hours.
2. Playing of musical instruments is not allowed in the building unless in music class.

Physical Surroundings

It is expected that the physical surroundings (tables, chairs, walls, carpet, etc.) will be treated with the respect due another person's property.

Parking Lots

1. Students are never allowed outside the building without a tutor, and may not approach any vehicle without parent or designated car pool adult.
2. When phy-ed class is outside, students must remain where the tutor dictates at all times.

Sports Equipment

Skateboards, rollerblades, etc are not allowed inside the building or on the property.

Pets

No pets are allowed.

Beverages

Water is the **ONLY** allowed beverage at Wings. Please send a water bottle, with student name, to each Wings date.

Prohibited Substances

1. No warning will be given in this category.
2. Tobacco, drugs, alcohol, weapons, and fireworks are not allowed in the building or parking areas.
3. *Anyone* discovered with possession of any of these items on the property of Maple Grove Covenant Church is subject to immediate expulsion from Wings for the semester **WITHOUT REFUND**.

Visitors:

For the safety of those within our rented space:

1. Unregistered friends or relatives are NOT welcome to attend with your student.
2. Unrecognized people in our rented space at Wings will be asked to leave immediately and reported to the police if unwilling to depart.
3. Parents interested in enrolling in Wings classes in the future are invited to contact the director or registrar to sign up for a brief 20 minute guided tour in November, March, or April.

Inside the building:

1. Students in the building must remain with their class at all times.
2. If a student is discovered by ANY responsible adult to be away from his/her class without permission, he/she is expected to return to class immediately and without complaint, or willingly go to the church entryway to speak with the administrator.
3. Wings staff and tutors will only release a student to the adults who are listed on the Emergency Card as allowed to pick up the student. Listed adults should be told to be ready with their license to prove identity, should there be concern by staff or tutors.

Discipline

Ephesians 5:10 - "Trying to learn what is pleasing to the Lord." NASB. 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 Wings is that we are all working towards behavior that honors other people and their possessions.

There will be NO TOLERANCE for behavior, clothing, or possession that does not contribute to the six premises on which this Code of Conduct is based. (See beginning of the Code of Conduct for these six premises.) 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.

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, Wings reserves the right to expel a student immediately or on short notice with or without explanation.

General Discipline Procedure:

1st Offense:

- Tutor or other: remind the student of the expectation. (Separate from the other students immediately, if deemed necessary.)

2nd Offense:

- Step 1: Parent helper or classroom helper will accompany the student to the on-site administrator to discuss the infraction.
- Step 2: The staff most closely involved and/or witness 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 needs to respond by e-mail or by phone, 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, either by the same or different person, within fall semester or spring semesters, Wings reserves the right to hold 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 Wings.

Major Infraction Procedure:

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

1st Offense:

- The student will be escorted and remain with administrator to discuss incident immediately and the parent notified as soon as possible. Parent may need to return to Maple Grove Covenant Church in some circumstances.

2nd Offense:

- The parents will be called to pick up the student. The student will be expected to leave the premises with their parent for the remainder of the day.

3rd Offense:

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