

Aquinas Twin Cities Code of Conduct for Students

Remember that the rules we have at our center may be different than the rules you have at home.

Please respect the Code of Conduct while engaging in activities at ATC.

I. The Three Zones

Our facility is divided into three zones (Silent, Study, Sound) with different rules for behavior in each.

A. Silent Zones: Church, Hallways, and Bathrooms

Very, very quiet. Walk in a straight line. No talking unless necessary.

1. You must be very quiet in Silent Zones. If you need to talk, please keep it to a whisper.
2. Always walk in a straight line in the hallways.
3. Never run in the hallways.

B. Study Zones: Classrooms

Contained conversation is permitted at mentor or director's discretion.

Students should remain in their seats and be attentive to mentors and classmates.

1. Raise your hand politely and wait to be called on.
2. Take turns with others to speak in class discussions.
3. Allow other students to concentrate by not distracting or disrupting class.
4. Be mindful of your things. Keep your area neat and tidy.
 - a) Materials needed for class can be stored at your desk for the day.
 - b) Coats and backpacks can hang on the hooks outside your classroom until the end of the day.
5. Show cheerful obedience by obeying the first time.
6. Children must stay in seats unless otherwise instructed. No child may leave the classroom without permission.
7. Mentors are prepared to be firm and will make no exceptions for sibling "fighting" in class.

C. Sound Zones: Outside, Gymnasium, Cafeteria

Noise is permitted with Respect, Responsibility, and Restraint.

Remain at your table until instructed otherwise.

1. Say grace before your meal.
2. Sit with your family for lunch.
3. Use good table manners.
4. All students will remain at their table the ENTIRE LUNCH PERIOD until they are instructed to line up for class.
5. If students finish eating before the lunch period is over they can clean up their space. This includes your table, chair, and the floor around your table. Brooms, dustpans, and wipes will be provided.
6. Ask permission before leaving the lunch area for any reason.
7. Follow directions from the P.E. mentor.
8. Play within established boundaries.
9. Use good sportsmanship and share.
10. Be mindful of younger children.

II. Respect Your Elders, Fellow Students, and School Property

Come prepared for class with all required materials. Leave electronics, toys, and weapons at home. Food and drink is only allowed in the cafeteria. Students are expected to be encouraging of one another. They should take the initiative to help peers in need. Children are not allowed in church, classrooms, bathrooms, hallways, gymnasium, outdoors, or the parking lot without a parent and/or mentor.

A. Respect your elders.

1. Complete all assignments before class.
2. Bring all required materials with you.
3. Make bathroom visits before/after Morning Assembly and before/after lunch to avoid disruptions in class.
4. Keep all electronics, toys, and weapons (including pocket knives) at home unless otherwise instructed.
5. Follow the dress code.
6. At the end of the day, students MUST walk with a parent to their vehicle.

B. Respect your fellow students.

1. Keep your hands to yourself.
2. Use kind words and actions.
3. Respect others' property by asking permission to use and/or touch something that does not belong to you.
4. Name-calling, destructive criticism, and/or rude comments will not be tolerated.
5. If any child causes physical harm to another child (hitting, pushing, biting, etc.) they will be sent out of class.

C. Respect school property.

1. Food and drink (including chewing gum) is NOT allowed outside of the cafeteria unless the mentor or director instructs otherwise.
2. Do not turn lights on/off unless instructed to do so.
3. Children are not allowed in the kitchen, or on/behind the stage.
4. Children are not allowed in the church, classrooms, bathrooms, hallways, gymnasium, cafeteria, outdoors, or the parking lot without a parent and/or mentor.
5. Be respectful of the facility. You will be held accountable for any damage caused by your actions.

D. We have a zero tolerance policy regarding drugs/alcohol, serious dishonesty, serious disrespect, endangerment of another's health or wellbeing, repeated cursing, any type of pornography, and other infractions at the discretion of the director. Any of these will result in immediate expulsion from the program.

Aquinas Twin Cities Code of Conduct for Parents

Aquinas Learning is an opportunity for parents to engage in a partnership with the mentors and director to build virtue in children. We encourage parents to use our "Virtue of the Week" curriculum and give students daily reminders to practice at home in order to train their will and prepare them for the demands of a full day at school.

III. Proximately Monitor Your Children To Ensure Everyone's Safety

Children are not allowed in church, classrooms, bathrooms, hallways, gymnasium, cafeteria, outdoors, or the parking lot without a parent and/or mentor. This is particularly important during Arrival, Morning Assembly, Lunch, and Dismissal.

- A. Dropping your child(ren) off is not an option for our Monday IHP center days; a parent or responsible adult must accompany them.
- B. Please report to Morning Assembly on time with your students fully ready for class (coats off and hung outside their classroom, snack in back packs, homework in file folders, etc) so mentors can line up their class and begin the day promptly.
- C. You are fully responsible for and expected to proximately monitor your children during Arrival, Morning Assembly, Lunch & Dismissal.
- D. During the winter months, please make sure snow boots, winter coats, and other accessories are left in the designated area. Please have dry shoes for your students to wear inside the facility.
- E. Please pick up your children from their classroom promptly at 3:00 pm for dismissal.
- F. ATC needs to be out of building NO later than 4pm. If you are not signed up as host family or in extra curricular activities please leave the building promptly after 3pm dismissal.
- G. You will be required to sign up for a minimum of 2 host days and a minimum of 4 mentor aid shifts. Hosting requires leading Morning Rosary, Morning Assembly, Noon Angelus, and end of day clean up.
- H. If you are a mentor who is teaching the last class of the day please have your class lined up at the classroom door ready to dismiss them to their parents.
- I. Gymnasium is strictly for those enrolled in extra curricular class 3:00pm-4:00pm.
- J. If you are a mentor that needs to return to your classroom, pick up your children first, then return to your classroom. They must remain with you while you clean up your classroom.
- K. Please see that all of your family's belongings are gathered before leaving the facility.
- L. Continue to be mindful of the silent zones all day, including during dismissal.
- M. Students must walk with a parent to their vehicle.
- N. As members of the Body of Christ, we should always leave the building in the same or better shape than we found it. Please be especially aware of cleaning up before you leave for the day.

IV. Parents Are Expected To Be With Their Children.

Unless mentoring or tending to another child, parents must be in a classroom at all times. Parents are in the classroom to learn from the mentor, model appropriate classroom behavior, and (in a non-disruptive manner) discipline their children as needed.

- A. Since parents are there to learn as well, please give the mentor your full attention and refrain from any activities that will distract other parents or students.
 - 1. For example, parents should not be talking with other parents in the classrooms (we invite you to the Childcare room for coffee, conversation, and fellowship), no cell phone use (except in case of emergency), no working on laptops, or knitting, etc.

2. Make sure cell phones are on "silent." Vibration is not silent and can still be a disruption.
 3. Be respectful of Silent Zone policy in the hallways and bathrooms.
- B. Assist the mentor whenever possible. Please involve yourself in class and offer help when you see it is needed. (examples include but are not limited to: help with bathroom breaks, walking students to/from P.E., Lunch & Behold, retrieve supplies for mentor, etc)
- C. If you have nursery age children you are welcome to play with them in the childcare room.
1. If your nursery age child(ren) is in the childcare room, you are responsible for them and expected to communicate with the childcare provider before leaving the room. The childcare provider is mainly responsible for the children of those mentoring.
 - a) If you are a mentor, childcare is available for you during the duration of your class time(s). When you are not teaching you are expected to return to the childcare room to check in on your child(ren).
- D. Parents are expected to discipline their child(ren) in the classroom in a non-disruptive manner, including removing the child from the classroom temporarily as needed. If a parent is not able to be in the classroom, it is the mentor's responsibility to be firm in disciplining students. If a student becomes disruptive or unmanageable, the student will be given 3 chances to listen to the mentor before being sent to the director and/or parent.
1. If a parent does not want the director to be involved in their child(ren)'s discipline, the parents must inform the director. In that case, the director will deliver the disruptive student to the parent for discipline.
 2. If the director will be disciplining the child, parents can expect the director to instruct the child in writing or discussing the offense and how to acquire virtuous behavior. Problematic items may be confiscated and turned in to the parent.
- E. We request a cooperative spirit between mentors and parents. If a parent and mentor do not agree on some disciplinary action, the director will attempt to come to an understanding with the mentor and parent in the classroom. If required, a separate meeting will be held between the parents, mentor, and the director to decide on the best course of action.
- F. In the event that a student displays continued behavioral disruptions (physical, verbal, including but not limited to destructive criticism, name-calling, pushing, jumping on others, hitting, etc.) during center days, including field trips, a meeting will be held to discuss possible suspension for up to three consecutive center days. If the issue is still not resolved, a meeting will be held to discuss possible expulsion from ATC completely.
- G. We have a zero tolerance policy for parents and students as regards drugs/alcohol, serious dishonesty, serious disrespect, endangerment of another's health or wellbeing, repeated cursing, any type of pornography, and other infractions at the discretion of the director. Any of these will result in immediate expulsion from the program.
- H. If your family will be absent, please let the director know as soon as possible. It is the parents' responsibility to get assignments from our ATC website.

V. Lunch

- A. Please pack snack, lunch, and water for your children for each center day.
- B. Lunch is a time to help our children build good table manners, graciousness, etiquette, and virtuous behavior.
- C. Please make sure students do not eat until they say Grace.
- D. Parents are asked not to use electronic devices during lunch. We need all eyes to help supervise the cafeteria.

- E. Parents are expected to sit with their students during the lunch period.
- F. Children are not allowed in the kitchen, storage closets, or on/behind the stage.
- G. After lunch, each parent is responsible for CLEANING UP after their own family (unless you are a mentor teaching immediately following lunch). This means your table, chairs, and the floor around your table. Tables and chairs must be taken down and put away in the storage closet. Brooms, dustpans, and wipes will be provided.

VI. Dress Code

Students should wear light blue (white with Logo for Alta) collared tops and navy blue bottoms. No jeans.

Parents are required to dress modestly.

- A. Hats and winter coats are not permitted in the classroom. Solid black, gray, white, light blue, or navy blue sweaters are permitted.
 - 1. Boys: Light blue collared tops, navy blue pants, or knee length shorts.
 - 2. Girls: Light blue collared tops, navy blue pants, or knee length dresses, skirts, or shorts. If wearing a dress or skirt, girls must wear leggings, or shorts underneath.
 - 3. Schola Alta: White AL embroidered polo, navy bottoms, knee length or longer.
- B. Keep hair neat and, for boys, above the shoulder.
- C. Simple and modest jewelry is allowed. Crucifixes and scapulars are always encouraged.
- D. Clean, closed toed shoes required.
- E. Other accessories allowed only with the director's prior approval.
- F. Parents are encouraged to have a change of clothes for their children in case of accidents, spills, or otherwise.
- G. Parents are required to dress modestly.

VII. Sick Policy

Be respectful of other families, and please stay home with any illness.

- A. Children/mentors/parents must be **symptom-free for a minimum of 24 hrs prior** to our center day.
- B. Please stay home if you or your child(ren) answer yes to any of the following **SCREENING QUESTIONS**.
 - 1. FEVER
 - 2. Colored nasal discharge
 - 3. Cough
 - 4. Shortness of breath or difficulty breathing that cannot be attributed to another health condition
 - 5. Chills that cannot be attributed to another health condition
 - 6. Sore throat that cannot be attributed to another health condition
 - 7. New muscle aches that cannot be attributed to another health condition or specific activity (such physical exercise)
 - 8. New loss of taste or smell
 - 9. Nausea, vomiting, or diarrhea
 - 10. Pink Eye
 - 11. Undiagnosed rashes/sores
 - 12. Any known childhood diseases such as hand, foot, and mouth, chicken pox, lice, etc.
 - 13. Strep Throat
- C. Any day when anyone in our household answers YES to any of the required health screening questions above, you or your child(ren) are not permitted to participate in our Center day.

VIII. Winter Weather and Building Issues

The facility will not close due to inclement weather. If you feel it is best for your family to stay home due to inclement weather you are responsible for teaching DAY 1 material yourself and checking the ATC website for updates.

- A. In case of inclement weather, our facility will not close.
- B. If you feel the weather makes it difficult for you to travel, know that you are responsible to teach your children “DAY 1” material for that given week and have them prepared for the following week of class by checking ATC website for any assignments.
- C. If you have a concern with temperature or a maintenance issue, please speak with the director. Do not contact St. Bonaventure’s staff regarding the facility unless it is an emergency.

PRINT & SIGN THIS PAGE

Youth Participant: *I understand and agree to abide by the Aquinas Twin Cities **Code of Conduct for Students**. I also understand that if I do not abide by it, my parents or guardians will be notified and I may lose the privilege of attending future classes and activities.*

Student Signature: _____ **Date:** _____

Student Signature: _____ **Date:** _____

Student Signature: _____ **Date:** _____

Student Signature: _____ **Date:** _____

Student Signature: _____ **Date:** _____

Student Signature: _____ **Date:** _____

Student Signature: _____ **Date:** _____

Parent or Guardian: *I agree that my child and I shall abide by the rules and expectations outlined in the **Code of Conduct**. I have reviewed them and discussed the rules and consequences with my child prior to signing this form. I agree that if my child and/or I choose to disregard the **Code of Conduct**, we may be restricted from future attendance at the center without the possibility of a refund.*

As parent or responsible guardian, I agree to pay all fees on time. Not doing so will result in removal from the center and may impact future enrollment.

Parent Signature: _____ **Date:** _____

Parent Signature: _____ **Date:** _____