

**CODE OF CONDUCT**

The parish's education goals, philosophy, and policies teach responsibility and self-discipline, which is the key to good conduct, consideration for others, and learning. Therefore, the following rules are to provide a Christian setting and a learning environment that will benefit each person in the parish community:

**General Rules:**

- To keep hands, feet, and bodily fluids (e.g., spit) to oneself.
- To respect persons in authority in all areas of the parish/school.
- To respect each other.
- To behave courteously. Boys should remove their hats when entering the building.
- To take good care of property and possessions. Children/Youth should not touch articles NOT belonging to them without permission.
- To walk in the halls in a quiet and orderly manner.
- To settle matters without violence. Therefore, no fighting, kicking, or use of inappropriate language is allowed. (As members of a Christian community, we try to settle our differences respectfully and peacefully.)
- Children/Youth will turn off all electronic devices while in class. Media usage is not allowed without permission.
- Hats are not worn in the building.

**Covid protocols:**

- Faith Formation Office will post mask requirements weekly according to the Diocese of Davenport guidelines and the CDC.
- Do not send your child/youth to class if they are not feeling well. Keep your children/youth at home; if they run a fever, coughing, chilled, or sluggish.
- Do not send your child/youth to class if any household member is Covid positive.
- If you discover your child/youth is Covid positive, notify the Faith Formation Office immediately.

**In the Classroom:**

- An orderly classroom is essential to sharing the faith. No children/youth will interfere with other children/youth's right to learn and a catechist's right to teach.
- Children/youth will keep classroom rules they set in cooperation with their catechist.
- Children/youth will, at all times, respect all property in the area they use.
- Assignments need to be completed by the children/youth that the catechist gives. Each catechist will handle accountability for projects.
- Keep hands, feet, and objects to oneself.

**Parish/School Property:**

- Show respect and courtesy to one another.
- Stay on the parish/school grounds at all times unless permitted to do otherwise.
- Follow safety rules set up by the Director of Religious Education, Catechists, and Pastors.
- A call to the parent will occur if children/youths violate these policies and/or demonstrate other inappropriate conduct unbecoming of a Christian disciple.

\*If a child/youth causes property damage, their parent(s) are financially responsible.

**Guidelines for Misbehavior**

- 1<sup>st</sup> Offense – Verbal Warning – Behavior is inappropriate and not tolerable.
- 2<sup>nd</sup> Offense – Time out with office personnel OR 2<sup>nd</sup> Verbal Warning
- 3<sup>rd</sup> Offense – Removal of children/youth from the classroom to the office
- 4<sup>th</sup> Offense – A call to the parent/s for unchanged, inappropriate behavior

If the behavior is dangerous to oneself or others, the steps above are invalid. Remove of the child/youth takes place immediately. The office is notified. The coordinator will take whatever further necessary action, including contacting the parent(s) and/or law authorities.