

## **Orientation Review & Reminders**

### **Addendum to Policy 2010-2011**

***Please Read, Sign & Date, and Return Copy of Document to The ARK***

#### **Welcome**

We are a family support group as well as educational and home school ministry. This means, providing help to families when needed, so please feel free to call. We need to support, encourage and build up one another, in word and deed. Our policy indicates that we strive to inspire and encourage one another in our God-given task of raising Godly children in an ungodly world. Let us be the example we expect to teach.

#### **Statement of Faith**

We do not assume that because someone signs a Statement of Faith that they will automatically adhere to policies or even act on biblical principles in every area of conduct. However, it means that here, we will all be held accountable to adhering to policies and especially biblical principles in every area of conduct and resolution. While our Handbook states we will be tolerant or accepting of different faith backgrounds, this is defined to mean we will not slander others, or be cruel or condemning. This also means we will not allow any other 'faith or religion' that does not explicitly agree in the biblical trinity and tenets of genuine Christianity as it is specifically spelled out in scripture, to be an influence at The ARK. This section of our Policy Handbook is being redefined so there are no questions concerning what we believe.

#### **Personal Virtues and Conflict Resolution**

All details of our Policy Guidelines apply to adults as well as children. We cannot expect to teach children these rules of kindness, truthfulness, not gossiping, healthy conflict resolution, and other positive character traits, when we do not model and believe in them ourselves. Again, let us be the example we expect to teach.

#### **Dress Code**

Guidelines in the Policy Handbook, including Dress Code are to be followed by all students, parents, visitors, friends, or whomever might be on site, picking up or dropping off children at any time. Please make yourself familiar with the guidelines below. The plain, modest and respectful standards in our dress code apply to all clothing items, indoor and outdoor wear, supplies, bags, books, and includes the dress of anyone on the premises including students, staff, volunteers, parents, friends, and those picking up or dropping off children. Our policy is an effort to maintain a positive and respectful environment that is truly focused and conducive to learning.

The ARK reserves the right to require a change of clothing or supplies if the code is not followed. The ARK reserves the right to request replacement of supplies with graffiti or anything distracting written or drawn upon folders, bags, or other supplies. Lunch boxes, book bags, notebooks, etc. should be as plain as possible plain, without characters, or images that would not fit in with the policies and guidelines set forth. Without so much as making a 'required dress code' we request that all persons on the premises follow the guidelines mentioned for dress. If it becomes too confusing to figure out what NOT to wear, we may implement a mandatory dress code of certain colors and styles of clothing to make it simple on everyone.

Our goals are to focus our attention on learning and growing. Extremes in dress, hairstyles and other cosmetic fads are distracting to this purpose and we ask for your consideration and cooperation in respecting each of these guidelines:

Clothing should be modest, clean, respectful in appearance.

When in doubt, dressing up is more in line with expectation, rather than dressing down.

No excessively tight fitting or excessively loose fitting or dragging clothing

Avoid wearing clothing with holes

No bare midriffs, halter tops, tank tops, spaghetti straps

LIST IS CONTINUED ON PAGE 2

No backless, strapless, low-cut or Tarzan tops  
No stomachs or backs showing, even when arms are raised, at any time  
Open chest, low cut shirts or visible cleavage is unacceptable, even for younger children  
Shirts and Dresses must have shoulders/sleeves

Underclothing of any kind should not be visible  
Girls: Skirts and dresses should be at or below the knee in length  
Boys: Shorts/Short Pants just above or to the knee  
Boys must always be wearing a shirt  
Shoes must be worn at all times; Unless on play mats where clean socks are required  
No Goth  
Body or face piercing jewelry [except for ear] will be removed while on the premises  
No excessive make-up  
No shirt or clothing that advertises any person or character should be worn  
No extreme 'spiked' hair styles or 'unnatural' dyed hair colors please  
Any person with questionable attire will be asked to change or wear a cover

Here are some statements from other organizations that effectively communicate our position:

*"We are striving for modesty, tastefulness, appropriateness and maintenance of gender distinctiveness. The basic standards for our policy is measured against is neatness, appropriateness and modesty. It is our sincere desire to reach the hearts of our students for achieving spiritual and academic excellence without making dress wear an unnecessary issue."*

*"Dress does affect behavior. We are to be guided by principles such as, "Let all things be done decently and in order. Let your moderation be known to all men; Let nothing be done for showing that is essentially vain in its outcome."*

*"Standards for our appearance are a means of building character and distinction in the lives of our students. The dress code is not intended to measure spirituality but is there to serve as a tool in fostering the academic and character development of the students as they participate in the business of education."*

*"Our goal is to create an atmosphere of scholastic achievement without the pressures of current fads...believing that our outward appearance is a reflection of our heart and mind... Through our clothing and hairstyles we either draw attention to ourselves or we magnify the Lord."*

If you have any concerns, please feel free to call. Thank you for your cooperation.

### **Electronics**

All staff and parents are expected to abide by all rules including use of electronics. Our time should be spent with and focusing on students. If it is absolutely essential you take a phone call, whether text or voice, please be sure someone is covering your students and then excuse yourself from the area to not disturb those studying. When possible, please plan making or taking calls at break times.

### **School Store**

We WILL set up our school store this year! More info to be out about the Teaching Store soon!

### **Box Tops For Education**

Please remember to look on household items and foods for the Box Tops and bring them in! They will help us with awards and store items!

### **Discipline Policy**

All students and adults, are expected to cooperate and abide by the policy which requires well mannered behavior, politeness, and respect. All students should understand that this is expected of them whether or not their parent is present or working with another child. We should all be accountable whether on or away from the premises. Removal from group may occur with children or adults who choose not to abide by our policy and guidelines. Please see Discipline Policy Agreement.

### **General Daily Procedures and conditions for 'warnings and consequences'**

All staff will conduct the day under the same guidelines. Students are expected to listen the first time. If they do not, they will be given a warning. Second offense will receive a consequence.

Consequences may always include one or more of the following:

- Isolated or shortened breaks for the day or more days if needed
- Game privileges revoked for the day or more days if needed
- Standing in a corner silently for a few minutes - If they are not silent, two minutes will be added for every minute they are not silent
- Writing a paragraph on consideration, respect - whatever the issue is
- Finding and writing 5 bible verses on the topic
- For serious or repeated offenses, a meeting will be scheduled with parent, and the child may be sent home. Any student who repeatedly disrupts the class or activity, and does not respond positively to first warnings and consequences, will not be permitted to stay. This may include a day of 'suspension' in hopes that when the child returns, they will understand what is expected.

### **Other expected behaviors and procedures - overview - including those in policy guidelines:**

- Library voice tones should be used at all times unless activities permit otherwise
- Students should raise their hands to ask a question and listen to instructors
- All are expected to prepare and keep their work areas neat and clean
- All students are expected to use good manners at all times
- All are expected to use good eating manners and to conduct themselves properly at the lunch table. Loud or boisterous behavior removes a student from the table to a separate chair within sight, and they may finish their lunch alone. All rules for a time-out will apply.

**Ill Policy - When Child should Stay Home**

If your child has a runny nose, especially yellow or green, child should stay home. If there is any indication of contagious illness please keep your child home.

**Security and Staff/Volunteer Conduct Agreement**

All adults who expect to be here around the children should have Biography, Conduct Agreement and Security forms filled out and turned in for the file. If you haven't done so, please get those forms in.

**What Not To Bring and What Not To Play**

Children should not bring toys from home unless it is one toy that is being brought in for show and tell. If a child has an item for security, please inform their teacher or other parent what they will be bringing. They may be permitted to bring the item, provided it does not become a distraction.

Please make yourself familiar with the policies of what should not be brought in. Children will be expected to not play games that reflect 'worldly entertainment' including sorcery, violence, etc.

**Donation Envelopes**

To avoid issuing 'bills' or 'faith commitment notices' we will be issuing donation envelopes each month as a reminder. We thank you in advance for whatever support you can offer. Your donations are appreciated and needed to run the programs at The ARK. Every cent that comes in is put back directly into programs and used to cover necessary expenses.

**Supplies Lists will be issued once we receive current registration forms or listed on web site**

Supplies should be purchased per dress and supply code which reflect plain, modest designs, not advertising people or products when possible. Even if you are coming one or two days, please make sure your child has all the supplies on the list that may be used for artwork or other class projects. They will be kept in his/her own drawer. If you prefer, we can give you a supplies list per class or course your child is participating in.

**Calendars, Addendums to Guidelines**

Calendars, Supply Lists, etc. will be completed this week or so and forwarded to everyone including the dates we have for special events, Orientation and Meet & Greet days. We are looking at official classes beginning the week after Labor Day.

***Please Read, Sign, Date and Return a Copy of this entire document***

I/We \_\_\_\_\_  
Printed Name or Names of Parent or Guardian

have read and reviewed all guidelines for participation and the updated procedures discussed in this review.

\_\_\_\_\_  
Signature of Parent / Guardian Date

\_\_\_\_\_  
Signature of Parent / Guardian Date