

Code of Conduct

The following is a code of conduct to guide participant behavior and create a safe and inclusive environment at Church of the Redeemer ("CoR") After School. Parents/guardians should promote cooperation and agreement between the home and CoR in an attempt to develop citizenship and high standards of behavior in our students.

CoR After School Responsibilities

The welfare and safety of students is the prime consideration and responsibility of CoR After School. Church of the Redeemer vestry, staff, and volunteers are committed to providing a safe, respectful, and accepting environment for every student who walks through our doors.

CoR does not permit discrimination or harassment based on race, color, national origin, citizenship status, religion, sex, economic status, age, disability, or sexual orientation. Harassment is defined as intimidation by threats of or actual physical violence; the creation, by whatever means, of a climate of hostility or intimidation; or the use of language, conduct, or symbols in such a manner as to be commonly understood to convey hatred, contempt, or prejudice, or to have the effect of insulting or stigmatizing an individual. This policy applies to all activities of CoR After School and includes all activities on Church of the Redeemer property and all after school sponsored activities.

All vestry, staff, and adult volunteers at CoR are mandated reporters in the state of Ohio. Child abuse and/or neglect are recognized as serious conditions by the Ohio General Assembly. In accordance with ORC Section 2151.421, CoR staff and volunteers will report suspected cases of child abuse and/or neglect to the proper legal authorities. CoR staff and volunteers will cooperate with community agencies for suspected cases of abuse and/or neglect.

Participant Responsibilities

CoR is open to students in grades seven (7) through twelve (12). While CoR After School primarily serves the students and families at Clark Montessori, any students from surrounding schools in the area are welcome to participate.

Each year, every student is required to complete a new Student Registration Form, which must be signed by both the student and their parent/guardian. Information on the form is entered into the CoR database, which allows CoR staff and volunteers to track participation and have access to emergency contact information for each student. Students and parents/guardians are also required to read and sign off on the teen code of conduct listed below (in alphabetical order), chief among them:

- Participants shall be courteous and respectful of staff, volunteers, and fellow participants at all times.
- Participants shall follow general facility rules.

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- Participants shall show respect for Church of the Redeemer property and personal property of others.

Belongings

Students are responsible for their own belongings and are expected to keep track of anything they bring to CoR.

Bullying, Violence, or Threatening Behavior

Bullying, violence, or threatening behavior, including but not limited to fighting, hazing, assault, battery, sexual assault, sexual harassment, sexting, and involuntary sexual advances, will not be tolerated at CoR. If a participant becomes aware of any potentially dangerous and or illegal situations regarding weapons, drugs, alcohol, fights, property damage, theft, etc., or has information regarding such, they are expected to report it to a CoR staff member or volunteer. In the event of any incident of bullying, violence, or threatening behavior, the Cincinnati Police Department may be notified, and all applicable state and federal laws will be enforced. Each student's parents/guardians will also be contacted and school officials notified. These measures are in addition to any discipline implemented by CoR staff, up to and including expulsion from participating in any CoR After School activities and events.

Cameras

We have cameras throughout our facility to maintain the safety of students, staff, and volunteers.

Check-In and Check-Out

All students are required to check in at the Welcome Desk as they arrive and check out as they leave. This serves three purposes:

- Parents/guardians, school officials, and CoR staff will be able to track when students arrive to CoR;
- CoR staff will know how many students are in the building at any time; and
- Students have the ability to check in again if they need to return to their schools for after-school activities.

It is the responsibility of parents/guardians to set guidelines with students regarding whether or not they are allowed to leave CoR After School during operating hours. CoR staff and volunteers are not responsible for enforcing students to remain at CoR as long as they go through the proper check-in process. It should be noted that CoR staff will prohibit students from leaving CoR without being picked up by a parent/guardian in the event of bad weather or if they deem conditions to be hazardous, unsafe, or specifically asked by a parent/guardian to have their student remain at CoR.

Concealed Weapons

Anyone with a weapon, including concealed weapons, will not be allowed into the center, including adults. A dangerous weapon is a gun, knife, razor, or any other object, which, by the manner it is used or intended to be used, is capable of inflicting bodily harm. In cases that clearly a gun or or any weapon is used in a threatening manner, the police will be called and the individual will be subject to immediate disciplinary procedures including permanent expulsion from participating in any CoR After School activities and events.

Dress Code

CoR After School shares the same dress code as the Cincinnati Public Schools. Students are allowed to change clothes when they arrive at CoR only if it is required for a school activity (e.g. marching band or sports practice). Students will be asked to change if their clothing does not fit these standards, and they will be required to leave if they are unable or refuse to do so. Parents/guardians will be notified.

Emergency Preparedness Drills

Periodically, CoR staff members will lead students through emergency preparedness drills to ensure all participants in CoR After School programming are aware of what to do during a variety of emergency situations (fire, tornado, active shooter, etc.). These drills are for the safety of CoR students, staff, and volunteers, and everyone who is in the center on the day of a drill is expected to participate.

Food and Drinks

Students are permitted to bring outside food and drinks into CoR After School or partake of snacks and beverages from our café cart for free as we are able to provide it. Food and drinks are permitted in all parts of the building except for the Sanctuary and Chapel areas (unless otherwise stated). All trash is to be discarded in trash cans and should not be found around church grounds or neighboring homes. If trash disposal becomes an issue, CoR's policy around food and drink consumption is subject to change. We want to ensure we are being good stewards of our resources and environment.

Gambling

All forms of gambling are prohibited within Church of the Redeemer.

Illegal Substances

Use of or possession of any illegal substance, including cigarettes/e-cigarettes/juuls, drugs and alcohol, at CoR or at any CoR-sponsored activity is grounds for immediate suspension. If a student is caught using or in possession of an illegal substance, the Cincinnati Police Department will be notified and all applicable state and federal laws will be enforced. The student's parent/guardian will also be contacted and school officials notified. These measures are in addition to any discipline implemented by CoR Staff, up to and including expulsion. Additionally, any student who appears to be under the influence of an illegal substance when arriving at CoR may face disciplinary actions up to and including suspension or expulsion from participating in any CoR After School activities and events, and parents will be contacted.

Internet Access

Use of devices connected to Church of the Redeemer internet requires that students only access appropriate sites. Most inappropriate sites have been blocked, but when asked to leave a site, students must immediately do so. Failure to comply with internet policies will result in appropriate disciplinary action.

Loitering

Students who have signed-in to CoR's after-school program must remain inside the building or in the designated outdoor areas as permitted by CoR staff and volunteers.

Media

MUSIC: CoR has access to music streaming services to play over our speaker system. With permission of CoR staff, students may choose songs from the approved playlists.

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VIDEO GAMES: Students are permitted to use any of CoR's video games. Any additional games that students wish to play must be approved by CoR staff. Games that have aggressive, violent, or other inappropriate content are not permitted.
MOVIES: Any movies played at CoR will be rated G, PG, or PG-13.

Parent Pick-Up/Closing Time

It is the responsibility of parents/guardians to arrange for your child's transportation home from CoR, whether that is by parent/guardians, Metro bus, or other arrangements made between guardians and student. Students must leave the CoR facility when staff/volunteers depart at 5pm. If you have an issue, please contact tym@redeemer-cincy.org to discuss possible arrangements.

CoR encourages parents/guardians to come into Church of the Redeemer to pick up their student and to interact with CoR staff and volunteers. Any adult, however, who wishes to engage with other students on a regular basis must complete the process to become an adult volunteer, including a criminal background check.

CoR reserves the right to prevent a student from being picked up by any person (including parent/ guardian) who appears to be impaired. It is our responsibility to practice risk management and safety for all involved. If, for any reason, CoR staff or volunteers feel that the person picking up the student may constitute a safety hazard, staff are required to retain the student and contact another authorized adult listed on the Student Registration Form.

Photos

Students are not permitted to take, look at, or share inappropriate photos. Students are not permitted to take photos of any other CoR teen without their permission.

Profanity/Cursing

Students are expected to show respect to others through both their actions and words. Students are asked to refrain from using profanity. Students will be warned several times to stop using profanity before a punishment occurs. Failure to refrain from profanity could lead to suspension, and parents/guardians will be notified.

Public Displays of Affection

Appropriate personal relationships are encouraged. However, public displays of affection (PDA) are discouraged. Hand-holding is acceptable, but sitting on another's lap, kissing, and inappropriate touching are not acceptable.

Skateboards, Scooters, Bikes

Skateboards, scooters, bikes, and other recreational modes of transportation may not be used inside the Church of the Redeemer building, or in the parking lots of the businesses and properties surrounding Church of the Redeemer, except for when being used as transportation to get to or from Church of the Redeemer for After School hours.

Smoking

CoR is a non-smoking establishment, and smoking is prohibited at all times and in all indoor and outdoor areas of CoR, regardless of age. This includes e-cigarettes and vaping.

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Social Media

Appropriate use of social media is expected while at CoR. Any inappropriate use of social media such as, but not limited to, taking and posting unwanted or inappropriate photos of others, any form of cyberbullying, or participating in social media challenges that promote stealing, cause damage to property, harm to others, or harm to self will be subject to immediate suspension from any CoR After School activities and events, and parents will be contacted

Theft

CoR is not responsible for valuables brought into the building. Participants are discouraged from bringing valuable items or large amounts of money to CoR, and all participants have the responsibility for taking care of their own possessions. Any student who believes he/she is the victim of theft should report missing items to CoR staff as soon as possible. Theft is a serious violation of the law, and the Cincinnati Police Department may be notified, and all applicable state and federal laws will be enforced. The student's parent/guardian will also be contacted. These measures are in addition to any discipline implemented by CoR staff, up to and including expulsion from participating in any CoR After School activities and events.

Transportation of Students

Transport of CoR After School participants by CoR staff or volunteers will only happen for officially sanctioned After School events. Students being transported by CoR staff/volunteers must have an additional signed permission slip specifically for transport to that event only. The only exception to this rule is for students who participate in CoR's community service opportunities and have completed the registration form with guardian signature giving consent for participation in community service projects for one (1) academic year.

Vandalism

Damaging Church of the Redeemer property or the property of others will not be tolerated. All incidents will be documented by CoR staff to keep a record of such behavior. **Parents/guardians may be liable to pay for damages.** If the damage is deemed excessive, the Cincinnati Police Department will be called to investigate, and a police report will be filed. Repair/Replacement costs will be charged to the student and his or her parents/guardians.

Violations of COR After School's Code of Conduct

Violations of these policies will be dealt with and investigated on a case-by-case basis. Parents/guardians and/or police will be called on the event of serious violations. In rare cases, the Vestry may be brought in for advice.

Violations of the Code of Conduct will be written up and kept on file. In addition, violations shall be handled as follows:

- **Violation #1:** Verbal Warning. The student will receive a verbal warning from a CoR staff member.
- **Violation #2:** Written Warning. Staff will communicate the specific violation to the student and parent if appropriate. The violation will be written up on a CoR Incident Report Form.
- **Violation #3:** Suspension. The student will be written up again and will be suspended from participating in any CoR After School activities and events (which includes regular after school programming) for a period of time designated by CoR staff. CoR staff will communicate the incident and suspension to the student's parent/guardian. In the event of a suspension, a

scheduled meeting with the student, parent/guardian, and CoR staff may be required prior to the student's return to CoR.

- **Violation #4:** Expulsion. The student will be banned from participating in regular CoR After School operating hours and all CoR After School sponsored activities and events.

Please note that based on the severity of the incident, CoR staff has the right to skip any steps in the violation process at their own discretion.