



Homeschool Codes of Conduct

BEHAVIOR POLICES:

❖ CIRCUL KC (CKC), require all students to exhibit the following minimal personal virtues at any and all CKC events and activities.

- Kindness
- Truthfulness
- Courtesy toward others and respect for their property rights and personal space
- Respect to all who represent CKC (teachers, volunteers, lunch sponsors, community partners, and transportation staff.)

In addition, to the above personal virtues, we also expect there to be:

- ❖ No excessive horseplay
- ❖ No bad language
- ❖ No hurting others
- ❖ No defacing CKC or CKC Partners property
- ❖ No inappropriate contact
- ❖ No public displays of affection
- ❖ No children, including teens, should be outside except when directly under the supervision of an adult
- ❖ Use of CKC WIFI is only available for academic use and may NOT be used for personal use.
- ❖ Designated bathrooms are to be used properly, help keep them clean, and do not loiter in them. Report any problems to your CKC educator.
- ❖ Keep all school designated areas clean by picking up litter and always leave your area better than you found it. Please pick up any trash in/outside within your eyesight or walking path.
- ❖ Food and drinks are only allowed in designated/common eating areas unless otherwise instructed.
- ❖ No physical violence, extreme behavior resulting in safety concerns, or bullying of any kind (hitting, slapping, biting, taunting, name calling, speaking negatively about another student) , writing notes about others or posting online negatively about CKC students, will not be tolerated.
- ❖ No running inside
- ❖ No climbing trees or fences on property.
- ❖ Do not bring items to class that are not related to the class.
- ❖ Parents are responsible for their child(ren)'s behavior. If there are any damages CKC property caused by a child, the parents are financially responsible for replacing or repairing items to the satisfaction of CKC board.
- ❖ No illegal drugs, and/or drug paraphernalia allowed at CKC property. No weapons are to be brought by students, including pocketknives.
- ❖ Arguing with CKC volunteers, administration or board members is not allowed.

- ❖ CKC students and families are only allowed in areas that are designated for CKC school activities.
- ❖ CKC is a place for learning and developing relationships.
- ❖ Students of the opposite sex are not allowed to be alone with one another on CKC property. Any report of sexual misconduct will be investigated by the board immediately. Investigation will include a meeting with the students involved and their parents. As discussed in the consequences section below, misconduct can result in disciplinary measures including removal from CKC Homeschool Program.
- ❖ Pornographic material of any type or format is not permitted.
- ❖ Profanity, vulgarity, and obscene language is not permitted whether verbal or nonverbal.
- ❖ Cell phones, including smart watches, are not to be used by students during classroom instruction; they should be out of sight, put away inside of the backpack.

DISCIPLINE POLICY:

The following steps will be taken in dealing with behavioral issues:

- 1st offense - The student will be spoken to by the educator, witnessed by a volunteer or CKC staff, administrator/board member.
- 2nd offense - The student's parent will be notified of the concern and a plan will be put in writing to address the situation.
- 3rd offense - Parent, student, educator, and board will meet to discuss immediate attention to the student's difficulties. Students can be removed from CKC if situation has not been fixed.
- ❖ For severe offenses, parents and/or other officials will be contacted immediately, an incident report completed and a disciplinary review will be evaluated, and disciplinary action taken.
- ❖ No corporal punishment will be administered by CKC administration/board, educators or volunteers.

SPECIAL NEEDS:

CKC IS NOT identified as a 504 Private school that accepts federal funds. CKC has a right to deny student applications for potential students with or without special needs. CKC teachers, volunteers, and or mentors are not qualified special needs educators and therefore cannot develop Individual Educations Plans (IEP) or 504 behavioral plans. If at anytime CKC identify students may have higher need for accommodation requiring a higher level of support, CKC will try to provide resources, recommend the student(s) be evaluated medical professional, and dropped student from enrollment. HOT MESS EXPRESS is not required to provide reasonable accommodations/modifications physically and or academically.

ABSENCE PROCEDURES:

- ❖ Unplanned absences (sickness/family emergency) – Student must be fever free with no medication for 24 hours before returning to class.
- Please try to contact educator 24 hours before absence

EXTREME WEATHER:

- ❖ If Raytown School District closes for weather, CKC will also be closed.

COMMUNICATION POLICY:

- ❖ Email is the primary method of communication from CKC. Families should check their email regularly to stay informed as they are responsible for the information given. CKC also uses other forms of communication, ex. text messaging, parents must opt-in to text messaging option. If email address or phone number changes, families should notify the board as soon as possible.

HANDLING CONCERNS:

Regarding concerns for CKC members or their children:

- ❖ If anyone has a concern, please contact your educator to resolve the concern as soon as possible.
- ❖ If the matter is not resolved, this concern can be brought to the attention of a board member. The board member will notify the Director(s) of the issue, then the board member will approach the person privately or together with the person who voiced the original concern. However, the Board will not step in unless an attempt has been made to resolve the concern with the educator first.
concern.
- ❖ If the matter still cannot be resolved to the Board's satisfaction, the adult and/or child may choose to leave the program. If the behavior is severe, family removal is permanent.

CKC is not for everyone, your family may not fit with our beliefs or standards, or vice versa. The decision of whether your family will be permitted to stay and/or return to CKC will be decided by educators discretion.

DENIAL/TERMINATION OF MEMBERSHIP:

- ❖ CKC expects everyone to behave in ways that enhance children's studies. Adults are to be good examples, treating all individuals with respect, courtesy, and kindness. Non-compliance with the by-laws, Handbook, Code of Conduct, and policies can be grounds for termination. Determined by the Board of Directors and effective immediately.