

## **Handbook**

**Conduct:** Children must follow their teacher and teacher assistant's directions and instructions at all times. Students are expected to practice self control, love their neighbor as themselves, and respect the property of others and the church. CBHC will adhere to a strict hands-off policy. No pushing, shoving, etc. Treat everyone as you would like to be treated. Absolutely no teasing, rude gestures, bullying, or disrespect will be tolerated.

### **Discipline:**

#### **First Offense:**

In-class verbal warning. The teacher will explain to the student what it is they have done to warrant the warning and how they can improve.

#### **Second Offense:**

A parent will be notified after class and the behavior will be explained by the teacher.

#### **Third Offense:**

The remaining class time will be spent with the CBHC Director while a parent is notified immediately.

**Participation:** All students are expected to fully participate in the classes in which they are enrolled. There are no classes offered where participation is optional. Students will not be allowed to wander the halls during class, or be in different rooms than the class they are required to be in.

**Illnesses:** If anyone in your family exhibits symptoms of contagious illness, the entire family should refrain from attending CBHC that day. Examples of symptoms of illness include, but are not limited to, having a fever above 100.3, vomiting, or diarrhea within the last 24 hours, having a runny nose, or a consistent cough that are not allergy related, COVID, stomach bugs, or the flu.

If your child develops a fever, vomiting, or diarrhea while at CBHC your child will be brought out of class while you are located. The workers will help the parent collect all of their children so that the entire family can go home and rest.

The CBHC Director reserves the right to implement a temporary change to the illness policy when an increase in major illnesses is present.

**Electronics:** All student cell phone and earbud use is prohibited during CBHC. ALL electronics will be turned off and turned in at check in.

**Dress Code:** The following guidelines are offered to assist you in determining what is considered appropriate for CBHC attire:

1. Pants/shorts must be worn at the waist.
2. Shorts, dresses, skorts, and skirts must be no shorter than 5 inches above the knee. Halter tops, crop tops, tube tops, sleeveless tops with large armholes, low-cut (front and back) tops, or tops revealing the middle section of the body are not permitted. If there is a question about attire, please err on the side of modesty.
3. Jeans or shorts with rips that come above the knee will not be allowed.
4. Pajamas or house shoes are not permitted.
5. Clothing with offensive, suggestive, obscene, or risqué writing or drawing, as well as any clothing that is meant to provoke divisiveness, will not be permitted.
6. For safety purposes, all participants of P.E. at CBHC (adults and students) must have athletic shoes.
7. For safety purposes, shoes will be worn in the building at all times.
8. Gothic and other extreme forms of makeup are prohibited. Any jewelry, body art, piercings, or hairstyle that is extreme is not acceptable.

***The ultimate goal of our dress code is to provide a safe, modest, and educational environment for our students and adults.*** The campus administration has the authority to determine any appropriateness of dress. The final decision with regard to the dress code rests with the CBHC Director.

**In everything you wear and do, let it be honoring to the Lord.**  
(1 Timothy 2:9, Deuteronomy 22:5, 1 Corinthians 6:19-20, Romans  
14:12-21)

**Classroom Food/Drink:** No outside food, drink, or gum is allowed in the classrooms except in designated spaces; however, water is permitted.

**Emergency Closures:** In the case of bad weather please listen to school closings, if the Owosso Public Schools are closed for snowfall and/or ice then all CBHC classes will be canceled. If there is only a delay or extreme temperatures then CBHC classes will meet as scheduled. We will release an email by 7am announcing this.