



PHAME's School Hours:
Mon., Wed., and Thurs.
 from 2:00 pm - 7:00 pm
Tues. from 3:30 pm - 5:30 pm
Sat. from 9:00 am - 1:00 pm

PHAME ACADEMY—STUDENT CODE OF CONDUCT

Updated 08/05/09

Student Name: _____ **Date:** _____

Dress Code:

All students are strongly encouraged to dress appropriately and to maintain good hygiene while participating in PHAME classes, events, and activities. No perfumes are allowed on the school grounds. Below are some descriptions of prohibited clothes for both men and women at PHAME:

MEN	WOMEN
Shirts that do not entirely cover the shoulders are prohibited at PHAME. Clothing and/or any accessories may not contain any disturbing or offensive images or words. Shorts must cover the knees.	Shirts that do not entirely cover the shoulders are prohibited at PHAME. Clothing and/or any accessories may not contain any disturbing or offensive images or words. Skirts, Dresses, and Shorts must cover the knees.

Dress Code Violations:

Students wearing inappropriate clothing according to this policy will be asked to cover any over-exposed skin or offensive content. Garments will be provided by PHAME for the remainder of the day if the student has no adequate form of concealment. PHAME may require parental/guardian involvement if inappropriate clothing continues to be worn by a student.

<p style="text-align: center;">RESPECT AND RESPONSIBILITY</p> <p>Be kind and polite to everyone. Don't gossip, tease, or say hurtful things. When we are respectful of others and responsible for ourselves, it makes us and everyone around us feel good.</p>	<p style="text-align: center;">PARTICIPATION</p> <p>Be prompt, be alert, be [art of the PHAME team. Do your best, and you will enjoy success! Your fellow students and participants are depending on you.</p>
<p style="text-align: center;">CLASSROOM AND CAMPUS</p> <p>Students shall be committed to keeping classrooms and campus clean and organized. When the classrooms and campus are clean, everyone is happy! No one is allowed to leave the campus while school is in session.</p>	<p style="text-align: center;">SHARING</p> <p>Share space, materials, and equipment with each other and other groups using the classrooms and facilities on campus. We all want to enjoy what we have!</p>

General Rules:

The following are some general rules for maintaining a safe and fun environment for all PHAME participants.

Violations of General Rules:

1st Offense: Student receives a warning with written notification and/or parent/guardian contact.

2nd Offense: Parents/Guardians and Student will be asked to meet with the Artistic Director in order to find a positive and constructive solution to rule violation. This may include a behavioral support plan for all parties to contribute to.

3rd Offense: Student will be asked to take the rest of the term off allowing them to identify their priorities and passions. Students will be allowed to register for the next term and try again.

The action to be taken may be modified at the staff, instructors' or Board Member's discretion.

Unacceptable Behaviors:

Students need to do their part to help staff, instructors, and volunteers keep the classroom safe and fun. Therefore, the following types of behaviors are considered **UNACCEPTABLE** according to PHAME policy and will not be tolerated.

<p style="text-align: center;">PHYSICAL DISRUPTIONS</p> <p>Hitting, slapping, kicking, pushing, etc. are <u>Unacceptable.</u> Let's make PHAME a safe, comfortable and fun place to be for everyone.</p>	<p style="text-align: center;">VOCAL DISRUPTIONS</p> <p>Yelling, cursing, and continued arguing that interrupt class or any PHAME activity are <u>Unacceptable.</u> Let's make PHAME a safe, comfortable, and fun place for everyone.</p>
<p style="text-align: center;">STEALING</p> <p>Taking items from the school, other students, staff, volunteers, or instructors is <u>Unacceptable.</u> Just remember, do not take anything that does not belong to you.</p>	<p style="text-align: center;">PUBLIC DISPLAYS OF AFFECTION AND INAPPROPRIATE TOUCHING</p> <p>PHAME is not the place for intimacy. Expressions of happiness, greetings, and a job well done are encouraged. Hugs, handshakes, and/or a pat on the back are OK.</p>
<p style="text-align: center;">DRUG & SUBSTANCE ABUSE</p> <p>Abusing prescription, over the counter, illegal drugs, and/or any other harmful substances for the purposes of "getting high" or "feeling better" is <u>Unacceptable.</u> at PHAME.</p>	<p style="text-align: center;">CARRYING/CONCEALMENT OF WEAPONS and/or FIREARMS.</p> <p>Weapons and/or firearms of any kind are <u>strictly forbidden</u> at any PHAME event. The carrying or concealment of any weapon or firearm will result in immediate expulsion.</p>

Violation of Unacceptable Behaviors:

The following are some examples of how violations of the Student Code of Conduct might be addressed according to PHAME policy:

1st Offense: Student is dismissed from class, rehearsal, event, or performance for the remainder of the week with written notification and/or parent/guardian contact. Dismissal may also affect the student's participation in current and/or future PHAME activities. PHAME's Board of Directors will also be notified.

2nd Offense: Student is suspended for the remainder of the term. Tuition paid will be considered forfeit. Additional suspension time may be authorized depending of the severity and/or frequency of the offence. PHAME's Board of Directors will also be notified.

3rd Offense: Student is expelled from PHAME and will not be allowed re-admittance. Tuition will be forfeited.

The Code of Conduct applies to participation and behavior in the classroom as well as all PHAME rehearsals, events, and performances. The action to be taken may be modified at the staffs', instructors', or Board's Members discretion.

Admittance Following Expulsion:

If a student has been expelled from PHAME for any one of the unacceptable behaviors described above, they are not permitted within 100 feet of the PHAME campus for one year from the date of expulsion. If, after the year has passed, the expelled student wishes to participate in PHAME again, he/she must first submit a letter of appeal to the Board of Directions asking for eligibility to return. Notes from doctors, psychologists, and/or therapists could help in determining re-admittance to PHAME following an expulsion.

PHAME Academy staff, instructors, Board of Directors, and volunteers are not responsible for student safety before and after school hours or if the student is absent. Nor is PHAME responsible for student transportation to and from the school and/or PHAME rehearsals, events, and performances.

Parent/Guardian/Care Provider Signature: _____ **Date:** _____

Student Signature: _____ **Date:** _____