

## **Willard PTO FLIP Code of Conduct**

The Willard PTO is pleased to offer the Foreign Language Immersion Program, FLIP, for the 2019-2020 school year.

FLIP is a PTO sponsored academic program and not administered by District 90. Please read this Code of Conduct form which outlines the safety and disciplinary policies.

### **Parent and Guardian Responsibilities**

1. The parent or guardian will notify the FLIP instructor, via email, of any absences for FLIP classes.
2. When registering, the parent or guardian will provide a reliable cell phone or home phone number in case of emergency.
3. The parent or guardian will abide by the FLIP student pick up procedures for afternoon classes and arrive within 5 minutes of class ending. For afternoon classes, children will be released to the parent or guardian's arrival to the main door at Ashland.

### **Disciplinary Actions for late pick up**

#### **AFTER SCHOOL CLASSES END AT 4:05 PM**

If a parent or guardian fails to pick up a child in a timely manner for after school programs, the following actions may be taken:

- First Offense: Provide a verbal warning restating the rules to parent.
- Second Offense: Provide a written warning restating the rules to the parent.
- Third Offense: The student will be removed from the program without refund.

### **Expected Student Behavior**

1. Student will come to class prepared. This means bringing required materials to class, being on time for class, and being ready to discuss, learn, and work together.
2. Student will treat teachers and students respectfully. This means letting others speak without interruption, raising a hand when wishing to speak, and behaving respectfully in their physical actions.

**Disciplinary Actions** If a student disobeys either of these two rules, the FLIP Instructor may take the following actions:

- First Offense: Provide a verbal warning restating the rule to the student, and a call will be made to a parent or guardian advising of the offense.
- Second Offense: Provide written warning to the child to bring home to the parent and an email sent to the parent advising of the second offense.

Third Offense: The student will be removed from the program without refund\*\*\*If the FLIP Instructor witnesses a serious infraction meriting immediate dismissal from the FLIP program, they are not obligated to take all of the disciplinary steps outlined above. Thank you for your cooperation!

## **Willard PTO**

### **FLIP Nut-Free and Allergen-Free Classroom Policy**

The Willard PTO is committed to offering safe educational environments for all students, including students with food allergies.

Instructors of both lunch and after school classes must prevent any classroom-specific allergens and products containing nuts from entering their classroom, for the safety of the students with allergies.

This is due to cross-contamination that can result from oils or residue left on surfaces. For example, if a child with a nut allergy is exposed to even a small amount of nut oil or residue, a reaction can occur--including anaphylactic shock, requiring an EpiPen and a trip to the emergency room. Oily residue can remain on surfaces such as desks, pencil sharpeners, scissors, chairs, or educational manipulatives up to 110 days, according to pediatric allergy research by the National Institutes of Health. Each time a child with an allergy is exposed to their allergen, their risk of a more severe reaction increases. Therefore, every effort to protect these children is required.

- Willard classrooms each have specific allergen rules, based on the student population. A list of any allergens will be sent via email, with your student's enrollment information, before the start of FLIP.
- Lunches and snacks must be classroom-specific allergen free AND nut-free on days your child has a FLIP Lunchtime Class.
- Afterschool snacks must be classroom-specific allergen free AND nut-free on days your child has a FLIP after school class.
- Food labels that say, "May contain peanut or tree nuts" (or similar wording) are NOT ACCEPTABLE to bring to FLIP classrooms to eat. Examples: Quaker Granola Bars Smores flavor label states, "May Contain Traces of Peanuts".

A student who brings a snack or lunch containing nuts, or products made on equipment that processes nuts to class will miss class until their lunch has been consumed and their hands have been washed. Three offenses will result in the student being removed from FLIP and you will forfeit your payment.