

# NCRCFE CROATOAN CODE OF CONDUCT

*Updated August 2024*

## **Participants**

### **Health and Safety**

- Prioritize the health and safety of fellow participants, teachers, parents, and volunteers by not attending class when sick or experiencing symptoms of contagious illness.
- Take precautions to avoid falls, slips, and other injuries by participating in warm-ups and knowing your personal limitations.
- Inform the teacher of any health concerns.

### **Respect and Professionalism**

- Represent CROATOAN in an honorable and respectful manner at all times during public performances and events.
- Treat all students, parents, teachers, and volunteers with respect, kindness, and consideration.
- Maintain a professional attitude during classes, rehearsals, and performances.
- Ensure an inclusive environment for everyone.
- Treat the practice hall with respect by not running, screaming, acting inappropriately, and by cleaning up after yourself (garbage in the trash, your chair or music stand away, and taking all your belongings home).
- Do not disturb ongoing classes, Holy Mass, or other events taking place in the practice hall.
- Parents and family members are allowed to remain in the practice hall during classes at the teacher's discretion. Parents must be silent (no talking at all) and cannot disturb or distract the class.

### **Punctuality and Commitment**

- Arrive on time for all classes, rehearsals, and performances.
- Commit to attending scheduled classes and the Annual Spring Concert.
- Inform your teacher at least 24 hours in advance if unable to attend a class.
- Answer emails and other communications from your teacher promptly.

### **Preparation**

- Bring supplies that are required or recommended by the teacher.
- Cellphones are only permitted with permission from the teacher; must be set to silent and stored away all other times.
- No food or chewing gum during class (permitted during breaks or before/after classes).

- Bring your own water bottle – use of parish supplies or refreshments in the fridge is prohibited.
- Bring indoor shoes on wet/snowy days and take your outdoor shoes off on the mats provided.

### **Volunteerism**

- All performers and parents are expected to volunteer at the November Banquet and the Spring Concert & Banquet in at least one capacity (tracked by Social Coordinator).

## **Parents**

As a parent of a child enrolled in CROATOAN you are expected to:

- Ensure your child arrives on time and prepared for all classes, events, rehearsals, and performances.
- Encourage your child's participation and celebrate their progress and achievements; work with them at home to practice their skills.
- Maintain open and respectful communication with teachers, volunteers, and other parents; respond promptly to e-mails from teachers.
- Communicate any concerns or questions to the teacher or Program Coordinator promptly.
- Ensure your child follows the Code of Conduct for "Participants" as outlined above.
- All parents are expected to volunteer at the November Banquet and the Spring Concert & Banquet in at least one capacity (tracked by Social Coordinator).

## **Teachers**

Teachers are expected to:

- Come prepared to teach every week.
- Start lessons on time.
- Attend all teacher meetings.
- Be respectful towards students, parents, volunteers, and other teachers.
- Collaborate with Program Coordinator on matters related to choreographies, plans for the year, expenses, projects, and performances.
- Collaborate with the Costume Coordinator on matters related costumes and instruments.
- Maintain regular contact with students/parents, informing them of relevant dates, deadlines, and events.
- Find substitute teachers, when needed.
- Treat the practice hall with respect, do not use the church itself for class.
- Follow the Code of Conduct for "Participants" as outlined above.