

EVANGELICAL SCHOOL FOR THE DEAF, INC.

ESCUELA EVANGELICA PARA SORDOS

Dear coming work team visitor:

We thank God for the opportunity to welcome you to our school. In time that you work with us, you will learn more about our ministry, our school and our goals. The purpose of our school is to educate deaf children. Many of our students have emotional problems or learning disabilities in addition to being deaf. They often have developmental delays and approach things from an emotionally immature perspective.

Your presence can be a great help or a great distraction therefore we are requesting your cooperation when you visit. Your dress code and behaviour will serve as an example for the students and we would like you to dress and act in a respectful and professional manner when you are in the classrooms or working outside.

Additionally, your behaviour reflects on the ESD ministry and we have worked hard through the years to maintain a position which respects the community members around us including members of various churches and government workers. Our students and staff follow the same dress code and code of conduct which is delineated below. Observe and copy what you see amongst the staff. we hope that you will collaborate with us in the following:

1. Please let the teacher or principal know you would like to visit the classroom. Please call or stop in the day before you come to check to make sure that visitors are welcomed. Call the school office if you need to leave a message.
2. Please dress appropriately for your visit
 - a. If you are working outside, you should be wearing jeans, work pants, closed-toed shoes, etc. as appropriate for the work you are doing. Safety first. Men may remove their shirts if they wear sunscreen and maintain their pants appropriately near to the waist.
 - b. In the classrooms, pants or dresses or skirts (to the knee) are acceptable for the ladies but we ask that you do not use low-cut pants or jeans. Shirts and blouses should be of a length to cover you without exposing your midriff. They should be high enough to not reveal cleavage on the ladies nor to expose the chest when bending down to attend to smaller children.
 - c. All shirts should be without distracting pictures or drawings and without words.
 - d. Shorts should be mid-thigh or longer.
 - e. Beach clothing should be modest as well. We ask the men and boys to maintain their swimming shorts within a modest distance of their navel (not letting their shorts to ride low on the hips exposing much of the lower abdomen) and ladies and girls to use a one piece, modest swimming suit. Shirts and cover-ups are required in the school vehicles.
3. We ask that you behave in a manner that is respectful to the students and staff of the school.
 - a. Do not joke and tease in a way that will distract the students or draw attention to any inappropriate behaviour.
 - b. Respect the privacy of the students – do not invite them to your room and do not seek to be invited to their home or room.
 - c. Handle information learned at the school with discretion. If you learn information about the students or staff, it should remain with you and not be shared with others. Do not give out telephone numbers, addresses, etc.



4. Work team visitors are expected to attend church services on Sundays (and may attend on Wednesdays or other times) and should come prepared to dress culturally appropriately. The Puerto Rican churches have a higher standard of dress for their services than is found in many North American churches. Please bring along and be prepared to wear
 - a. Men and boys: Dress slacks and a polo or button-up shirt, possibly a tie, definitely a pair of shoes (not running or sports shoes)
 - b. Ladies and girls: a dress or skirt (knee length or longer) and blouse (no spaghetti straps or tank tops please though sleeveless shirts are acceptable), sandals (not beach shoes or flip-flops or thongs)
 - c. A sweet attitude

5. If you are coming during a school term, we ask also that you plan to attend chapel sessions as scheduled daily with the students as well as staff meetings, staff prayer and devotional times.

6. Touching should be limited to necessary touches – no petting, kissing, or other close contact will be accepted.

7. The internet may be available but the parental controls will remain in effect. Any effort to bypass the password will be cause for removal of the privilege of Internet use.

8. No smoking or alcohol are allowed on the grounds.

9. Other issues will be addressed on an as needed, individual or group level.

If you chose to not observe these rules, you will be asked to leave the school grounds and may be denied the opportunity to visit again. Please sign the following and return it to the school office on your next visit.

Agreement

Name: _____ Telephone: _____

Address _____

I agree to submit to the rules of the Evangelical School for the Deaf and by my signature herein testify that I understand these rules as stated above.

Signature

date

ESD Staff Reviewer

date