



423 Abington Avenue

P.O. Box 486

Glenside, PA 19038

Phone: 215-884-8443 / Fax: 215-884-6315

Email: bokhyae@woncommunity.org or

wcscinfo@yahoo.com

Website: [www.woncommunity.org](http://www.woncommunity.org)

**Our mission is to nurture and empower those who are impoverished. WCSC serve low-income families and minorities in three areas: education, counseling and social work in partnership with community and school.**

### **Attendance Policy**

- Students required to attend all scheduled classes
- Classes – 2 times per week; 2.5 hours each
- Tutor sessions – 2 times per week; 2.5 hours each

### **Absentee Policy**

- Students required to attend all scheduled classes
  - Maximum 4 absences in 12 week period
- After 4 absences – dropped from the program of current session  
Re-apply for admission to next session

### **Bad Weather School Closing**

- When State of Emergency declared, school closed
- Call 215.884.8443 after 4 pm for Mon. or Wed. class
- Call 215.884.8443 after 10 am for Tues. or Thurs. class

### **Fire Exit**

- Basement - 2 exits
- Upstairs floor – 2 exits
- Fire extinguishers should NEVER be covered

### **Parking**

- Obey all parking signs
- Fire Hydrants - do not park near
- Sign “Here To Corner” – do not park
- Driveways – do not park and block

### **Smoking**

- NO SMOKING in all buildings

## DRESS CODE

- Shorts or low-cut pants that reveal underwear when sitting, standing or bending Not Allowed
- Tops revealing midriff Not Allowed
- Inappropriate Low cut tops Not Allowed
- Underwear worn as outerwear Not Allowed
- Hats or hoodies covering head Not Allowed
- Clothing displaying foul, derogatory language or pictures Not Allowed

## Non Discrimination

**WCSC shall not discriminate on the basis of race, color, religion, national or ethnic origin, age, sex, sexual orientation, marital status or disability in administration of its educational policies, admission policies, employment policies, scholarship or loan programs, and other education related programs administered by WCSC**

## ADULT AGREEMENT

*Please review this carefully before signing*

Every student is expected to show respect for his/her tutors, staff members, volunteers and other adult students at all times. Lack of respect for others will result in appropriate disciplinary action, which may include dismissal from the program.

**Won Community Service Center** will not accept any form of physical or non-physical violence in its programs, classes or facilities, including without limitation, intimidation, cruelty, harassment, mistreatment or physical harm. Any student who exhibits these behaviors during class time or while in a WCSC-operated facility or WCSC-sponsored activity will be immediately dismissed from the program. No weapons are permitted inside WCSC or tutoring sites.

**Won Community Service Center** will not accept the possession, use, presence, sale or manufacture, or being under the influence of alcohol, or illegal drugs in any of its programs, classes or facilities. Any student who is determined to be in violation of this provision will be immediately dismissed from the program.

**Won Community Service Center** will not accept profanity in the classroom or on the premises or during any WCSC- sponsored activity. Any adult education student using profanity in violation of this policy will be subject to appropriate disciplinary action, which may include dismissal from the program.

We encourage adult students to use WCSC computers for education and job search purposes. WCSC computers are not to be used for personal entertainment or social networking.

Grievances should be taken up with the Executive Director.

I \_\_\_\_\_ have read  
Print Name

and agree to each of the statements above. I understand that my failure to demonstrate appropriate behavior may result in my being dismissed from **Won Community Service Center**.

Signature \_\_\_\_\_ Date \_\_\_\_\_