Code of Conduct for participation in \_\_\_\_\_\_\_\_\_(name of program)\_\_\_\_

The purpose of \_\_\_(name of program)\_\_\_ is to \_\_\_\_\_\_\_\_\_\_(describe)\_\_\_\_\_\_\_\_\_\_. Every participant, together with staff, volunteers and parents, contribute to the success of this program. Below is an outline of expectations that we ask of all participants, their parents/guardians and program staff.

**I, \_\_(participant first name)\_\_ agree to meet these program expectations:**

● Treat my fellow participants and staff with respect.

● Plan ahead for personal needs so that I can arrive on time and participate in all activities.

● Challenge myself to learn and advocate for my needs, including requesting help or accommodation when I need it.

● Be an active bystander- do what I can to help others or find help when needed.

● Follow staff, volunteer and guest instructions and raise concerns respectfully.

● Complete assigned individual and group projects on time.

**The following may result in being dismissed from the program:**

● Bullying, harassing or using derogatory or threatening language towards another person or group of people.

● Touching a peer or adult in a physically or sexually aggressive manner.

● Possessing or being under the influence of alcohol, tobacco, drugs or weapons.

● Leaving the program area without permission from a staff member.

● Repeated absences or failure to meet agreed upon program work requirements.

**What are the consequences if I do not meet expectations of the program?**

●Staff will me give a verbal warning regarding behaviors and actions that are not allowed and in most cases, give me an opportunity to correct the behavior.

●Depending on the behavior, staff may also contact my parent or guardian.

●In some cases, staff may require me to sign a corrective action plan in order to stay in the program.

●Some behaviors may result in immediate suspension or termination.

**As the parent/guardian I will support my child’s participation in this program by:**

●Making arrangements so my child is able to attend every day of the program, and able to arrive on time and prepared; this includes avoiding scheduling appointments during the program.

●Allowing time at home for my child to complete required assignments.

●Communicating with staff prior to program start time if my child must be absent or if there is a change in who is picking up my child.

●Not making inappropriate requests of staff that conflict with program guidelines.

●Working together with program staff to resolve issues that arise with my child.

Sign below acknowledging your understanding of and a commitment to following this code of conduct.

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Participating child first and last name Parent(s and Guardian(s) first and las name(s)