



Student Code of Conduct Form

Dear Parents/Guardians:

Below are the expectations for your child while attending Prairie State College's Kids@College Program. The following goals and behavior guidelines are intended to foster a positive learning experience for all the children in attendance. Please review the requirements with your child before the first day. We will also be reviewing them with each grade level.

1. I am here to enrich my school experience by participating in a fun and creative learning environment.
2. I will support other students and respect their desire to learn.
3. I will ask questions when I need further explanation in a way that is organized and productive.
4. I will always do my best and encourage my peers as well.
5. I will be respectful to other students and staff.
6. I will not use inappropriate language and be sensitive to other beliefs and values.
7. I will not yell or run in classrooms and hallways.
8. I will keep my hands, feet, and any objects to myself.
9. I will not leave supervised areas without an authorized staff member.
10. I will only visit websites and conduct key word searches as directed by the instructor.
11. I will not bring a cell phone or other personal electronic gadgets to the school.
12. I will have fun and learn lots of things.

Parents - Children have the right to be educated in a safe and nurturing environment. PSC hereby adopts a policy of zero tolerance for weapons, inappropriate language and violence on campus.

If a student fails to follow these guidelines, he or she may be removed from their class or the Kids@College program with **no refund**.

In the event that a student behaves in a manner contrary to the guidelines stated above, Prairie State College Matteson Area Center staff will follow these steps:

1. Upon first observing the behavior, the instructor or staff member will ask the student to stop the offending behavior or language.
2. If the student continues to violate the rules after a warning, the staff will complete an Incident Report Form documenting the behavior.
3. If the disciplinary actions described in steps (1) and (2) are unsuccessful, or if the behavior is of a more serious nature (e.g., any violent or unsafe actions toward others or themselves), the Kids@College Staff will immediately remove the student from the environment and place them in a chair in a supervised area. The action will be documented in an Incident Report Form and the designated parent(s) or guardian(s) will be contacted to pick up the student. The student's continued participation in the program, as well as any further action, will be discussed at time.

The student code of conduct provides both the student and their parent/guardian due notice of the expectations and consequences of any disruptive behavior. In order to assure that all Kids@College students have a positive experience, Prairie State College appreciates your understanding and assistance with adhering to these guidelines.

Please sign after reviewing the above goals and behavioral guideline with your child.

Student printed name _____

Parent/Guardian printed name _____

Parent/Guardian signature _____

Date: _____