

# STEM Achievers Handbook

## Program Conduct Guidelines

*This agreement is to ensure that the students, parents, teachers and administrators that are part of the STEM Achievers Program should abide by the following program behavior guidelines:*

My name is \_\_\_\_\_ and I understand that my attitude and behavior are critical to the success of the program; therefore, for the good of the program, as well as my fellow students, I agree to abide by the following and understand that if they are involved in any unacceptable behavior, they will receive two warnings detailed below. Students and guardians understand if they are sent home it will be the parent's/guardian's responsibility to pick up at any time of the day or night and that any additional expense incurred will be their responsibility.

### **The STEM Achievers Program restricts the following:**

- We prohibit that the use of tobacco, alcohol, drugs and inappropriate language or subject matter will not be tolerated and that usage will result in dismissal from the program.
- We prohibit use, carry, and conceal knives, weapons or fireworks to camp.
- We Prohibit the following: bullying; jeopardize health and safety; self harm; cursing, swearing or use racial slurs; threatening of violence; entering assigned areas without permission; disrespectful or defiant behaviors; destruction of any property and will be responsible for all damages.
- We prohibit misuse of STEM Achievers equipment provided by NACCE and must be handled with care. Students understand that they will be assessed for damages to such equipment in the event that my use of it is negligent or abusive.

**Student behavior Expectations Include the following:**

- Students must cooperate with the STEM Achievers staff and be sensitive to the needs of fellow students.
- Students must participate in program activities and clean up.
- Students must respect the people and places with which I come in contact.
- Students must show respect for myself and others by being responsible for their words and actions toward other campers and the STEM Achievers staff. Students understand that teasing, intimidating and bullying other students is not acceptable behavior.
- Students and guardians are responsible for personal belongings and equipment and will not hold the STEM Achievers program responsible for their loss or damage due to student negligence or neglect.
- Students will observe all safety rules and regulations established for program, recreational and personal activities. Students and/or guardians will report all injuries or illnesses to the STEM Achievers staff.

Students and guardians also agree that this is a contract between me (my name is above) and the STEM Achievers Program. The purpose of the contract is to encourage positive behavior only. **This is a contract between the student, guardian named below and the STEM Achievers Program.**

If a student acts outside of what we have agreed to above, a representative from the program will be communicated the incident and circumstances. In the case of repeated inappropriate and unacceptable behaviors that are outside of what we have agreed to, the below action steps will take place.

The following steps will be applied for behaviors outside of what we have agreed to:

- 1. Verbal warning:** By Campus Director and Staff
- 2. Written warning and Parent conference:** With Campus Director and STEM Achievers representative
- 3. Permanently dismissed from program:** Decision determined by leadership of the STEM Achievers program.

\_\_\_\_\_  
(Print name of student)

\_\_\_\_\_  
(date)

\_\_\_\_\_  
(Print name of parent/guardian)

\_\_\_\_\_  
(date)

\_\_\_\_\_  
(Signature of parent/guardian)

\_\_\_\_\_  
(date)

**\*\*This contract will remain in possession of the Program Director and be used during conferences as needed.**

## Director's Protocol for Program Conduct Guidelines

*In accordance with the STEM Achievers Program conduct guidelines for students and parents, the Directors should follow this protocol of bad behavior as follows:*

- 1) The Director has discretion to manage the program appropriately based on the best interest of the students, instructors and mentors.
- 2) Should an incident occur, it is the Directors responsibility to assess the severity of the incident and follow the below protocol:
  - a. **Verbal warning:** Determined by the Instructor/Mentor/Director
  - b. **Written warning with suggestion of a Parent conference:** Please copy Program Lead at NACCE (calabrese@nacce.com) at this phase of communication between the child and the parent/guardian.
  - c. **Parent conference:** In person or via phone (based on parent availability) If behavior escalates to this phase, and parent meeting is determined to be necessary, it is expected that the STEM Achievers' Director has a meeting to discuss the incident and explain this is the final phase before dismissal.
  - d. **Permanently dismissed from program:** Prior to dismissal. A one on one call with the Director and Katie to discuss circumstances that led to making a final decision. (NACCE Program Lead will make final determination) If it is determined that the student must be dismissed from the program, a final meeting needs to be coordinated with the Parent, Director, and NACCE Program Lead.

\_\_\_\_\_  
(Print name of Director)

\_\_\_\_\_  
(date)

\_\_\_\_\_  
(Signature of Director)

\_\_\_\_\_  
(date)