

Winchester-Clark County, KY Entrepreneurial Academy Student Conduct and Expectations Supplement

Plain-language guide to conduct standards, consequences, and your rights as a student

This is your guide. The program has rules. This document explains them in plain language — what we expect, what happens if expectations aren't met, and what your rights are. Read it with your parent or guardian before your first session.

What We Expect From Every Student

The WCEA is a real-world program. You are treated as a young professional — which means we expect professional conduct. Here is what that looks like in practice.

- **Show up.** The attendance commitment is real, but life happens — missing one session isn't a crisis. By your second absence, the Program Director checks in with you and your family to make a plan. By three or more, you may not be able to participate in the Soft Launch Event or Pitch Night. Your Academy cohort agreement covers attendance for the Academy.
- **Do the work.** Completing your deliverables on time is your primary responsibility to the program and to your cohort.
- **Be honest.** In your customer data, your sales records, your marketing claims, and your interactions with coaches and the Program Director.
- **Treat everyone with respect.** Other students, coaches, mentors, customers, and community members — everyone gets treated the same way you want to be treated.
- **Follow the safety rules.** No exceptions, no arguments. The Two-Adult Rule, the boundary policy, and the communication standards exist for your protection.
- **Represent Winchester-Clark County, KY.** You are building something in this community. How you conduct yourself reflects on the program and on Clark County.

The Three-Level Conduct Process

If a conduct concern arises the Program Director follows a defined process based on the severity of the situation.

Level	What it means
Level 1 Minor concern	A first minor violation — an inappropriate comment, a late deliverable without communication, a policy misunderstanding. The Program Director speaks with you privately. The conversation is documented. Your parent or guardian is informed.
Level 2 Formal warning	A significant violation — harassment of another student, misuse of WCEA branding, dishonesty in sales records, a Social Media Policy violation that creates risk. A formal written warning is issued. A parent conference may be held. Required acknowledgment in writing. Possible temporary suspension from an event.
Level 3 Removal	A serious violation or repeated Level 2 violations — discriminatory conduct, boundary violations, deliberate deception, conduct creating legal risk. Removal from the program. Your parent or guardian is contacted before you are informed of the removal where possible.

Grounds for Removal From the Program

The following conduct is grounds for removal. This list is not exhaustive — conduct that creates serious risk for students, the program, or the community is grounds for removal even if not specifically listed.

- Harassment, bullying, threats, or discrimination against any person based on any characteristic.

- Sexual harassment of any participant — this is also a mandatory report to authorities.
- Deliberate dishonesty in sales records, customer data, or marketing claims.
- Serious or repeated misuse of WCEA branding after being warned.
- Attempting to communicate with a coach or mentor through personal devices in violation of the boundary policy.
- Selling a product that creates a safety risk and has not been cleared through the readiness checklist.
- Conduct that creates legal liability for WCEA or a third party.
- Retaliation against any person who made a complaint or cooperated in an investigation.

Your Rights

Being in the WCEA comes with responsibilities. It also comes with rights. Here are yours.

- You have the right to know what conduct concern has been raised about you before any formal action is taken.
- You have the right to share your perspective before a formal warning or removal decision is made.
- Your parent or guardian has the right to be informed of and involved in any conduct process.
- You have the right to appeal a formal removal decision to the Board Chair within 10 business days of receiving written notice.
- You have the right to be treated with dignity in all conduct discussions — no public shaming, no announcements to the cohort, no social media posts about your situation.
- You have the right to request an accommodation if a disability affects your participation — the Program Director handles accommodation requests confidentially.

Public Events and Disqualification

Public events — the Soft Launch Event, Pitch Night, and Demo Day — require clearance through the Student Readiness Checklist. A student who is not cleared may continue attending sessions while addressing the outstanding items.

A student may be suspended from a specific public event without being removed from the program. The Program Director makes this determination based on the specific situation.

Student signature — I have read this supplement

Parent / guardian signature

Date
