

OFFICIAL DOCUMENT

# Student Code of Conduct Agreement

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Power of Credit Institute NFP – Youth Enrollment Documents

## Student Information

Student Full Name: \_\_\_\_\_

Parent / Guardian Name: \_\_\_\_\_

Program / Class: \_\_\_\_\_

## Respect Expectations

All students are expected to treat fellow participants, instructors, volunteers, and POCI staff with dignity and respect at all times. Students must communicate courteously, listen attentively when others are speaking, and honor the diverse backgrounds and perspectives present in the program.

- Use respectful language and a positive tone with peers, staff, and guests
- Honor the ideas and contributions of every participant
- Treat all program materials, facilities, and shared spaces with care

# Student Code of Conduct Agreement

## Attendance Expectations

Regular attendance and punctuality are essential to success in the POCI program. Consistent participation ensures that every student receives the full benefit of the curriculum.

- Arrive on time and prepared for every scheduled session
- Notify a parent or guardian who must contact POCI staff in advance if absent
- Make up any missed assignments or activities as directed by program staff
- Understand that excessive absences may affect continued enrollment

## Behavior Expectations

Students are expected to maintain professional, focused, and responsible behavior throughout all POCI sessions, events, workshops, and activities — both in-person and virtual.

 **Stay Focused:** Engage actively with lessons, avoid distractions, and keep electronic devices put away unless permitted.

 **Be Cooperative:** Participate constructively in group activities, discussions, and team exercises.

 **Follow Directions:** Comply promptly with all reasonable requests made by POCI instructors and staff.

 **No Disruptions:** Refrain from behavior that interrupts learning or negatively impacts other students' experience.

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## No Bullying / No Harassment Policy

**Power of Credit Institute NFP** maintains a strict zero-tolerance policy for bullying, harassment, intimidation, or discrimination of any kind. This policy applies to all POCl spaces — including in-person sessions, online platforms, field trips, and program events.

- No physical aggression, threats, or intimidating behavior of any form
- No verbal abuse, name-calling, teasing, or demeaning language
- No cyberbullying via text, social media, or any digital communication
- No discrimination based on race, gender, religion, background, or ability
- All incidents must be reported immediately to a POCl staff member

## Equipment & Property Responsibility

Students who are issued or given access to POCl equipment, materials, devices, or resources are responsible for their proper use and safe return. Damage or loss due to negligence may result in the student or family being held responsible for replacement costs.

- Handle all program equipment and materials with care and respect
- Return all borrowed items promptly and in the condition received
- Report any damage, loss, or malfunction to staff immediately
- Do not share, loan, or transfer POCl-issued materials to others

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## Consequences for Code Violations

Violations of this Code of Conduct will be addressed promptly and fairly. POCI staff will use a progressive approach to discipline, with consequences scaled to the nature and severity of the behavior.

### Step 1 – Verbal Warning

A private conversation with the student to address the behavior and outline expectations going forward.

### Step 2 – Parent / Guardian Notification

POCI staff will contact the parent or guardian to discuss the incident and develop a corrective plan.

### Step 3 – Suspension or Removal

Serious or repeated violations may result in temporary suspension or permanent dismissal from the program.

- ☐ POCI reserves the right to remove any student from the program immediately if their behavior poses a safety risk to themselves or others, without prior warning steps.

## Signatures & Agreement

By signing below, the student and parent or guardian acknowledge that they have read, understand, and agree to uphold all terms of this **Power of Credit Institute NFP Student Code of Conduct Agreement**.

#### Student Signature:

Signature:

\_\_\_\_\_

\_\_\_\_\_ Printed

Name:

\_\_\_\_\_

\_\_\_\_\_

#### Parent / Guardian Signature:

Signature:

\_\_\_\_\_

\_\_\_\_\_ Printed

Name:

\_\_\_\_\_

\_\_\_\_\_

Date: Date:

\_\_\_\_\_

\_\_\_\_\_

Relationship to Student:

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