

# KIDS' & TEEN COLLEGE

Rules of the Road

The College of Southern Maryland has set rules to ensure the safety for students, instructors, volunteers, staff and third-party entities. When involved in any program in connection with Kids and Teen College, the following rules outlined below are always expected to be followed. Violations will be handled according to the College of Southern Maryland's policies and regulations. If a student is dismissed from any program associated with Kids' and Teen College due to behavioral reasons, there will not be a refund issued.

## **Virtual Programs**

### **Students:**

- Only communicate with participants through official program platforms.
- Respect one another by keep conversations and interactions focused on the program goals and objectives.
- Participate in all class activities.
- Create a class environment where everyone is welcomed and given the opportunity to succeed.
- Do not use foul language while attending class. Profanity will not be tolerated. Harassment will not be tolerated. Hazing and cyberbullying is prohibited.
- Do not share personal information online such email address, street address, phone number or date of birth.
- Do not share links, passwords, or social media accounts.
- Dress appropriately when on video.
- Do not record, take screenshots or images, unless directed to do so for program purposes.
- Do not use course content, contacts, images or video for personal use outside the scope of the program.

### **Parents:**

- Work with the staff and instructors to resolve issues that may arise including inappropriate behavior by participants or staff.

To ensure the safety and well-being of staff and students the following policy will be enforced:

**Minor Infractions** (i.e.: being disruptive, refusal to follow a reasonable request, inappropriate tone/attitude, recording or sharing program related information outside the scope of the program)

- 1<sup>st</sup> offense: Student will receive a verbal reminder of standard behavior.
- 2<sup>nd</sup> offense: Program Manager will remove student from the class without refund.

**Major Infractions** (i.e.: Cyberbullying, using derogatory or discriminatory language or gestures towards another person or group of people, recording or sharing personal information)

1<sup>st</sup> offense: Program Manager will remove student from program without refund.

## **In-Person Programs**

### **Students:**

- Respect one another and obey the program staff (instructors, counselors, and coordinators) at all times.
- Keep your hands to yourself. Fighting, shoving, slapping or any inappropriate touching will not be tolerated.
- Remain with the group (i.e. other students, counselor and instructor) at all times unless picked up by a parent/legal guardian.

- Remain quiet while walking through the hallways, as there will be other classes, meetings and office work going on at the same time class is scheduled.
- Respect college grounds and property by keeping them litter and graffiti free.
- Do not use foul language while attending our classes. Profanity will not be tolerated. Harassment will not be tolerated.
- Do not bring gum to class. You will be asked to dispose of it properly.
- Participate in all class activities.
- Being under the influence of alcohol or drugs is not allowed.
- Do not consume food or drinks in the computer labs and theatres.
- CSM staff recognizes that older students carry cell phones to easily communicate with parents, but these devices are not permitted during class hours. Should a student need to bring a cell phone, the device should be closed away in a backpack and only used during arrival/dismissal time. Students not adhering to this policy will have the devices removed during class. Parents must retrieve the confiscated phones from CSM staff at the end of the day.
- Tablet devices, computers, music devices, and gaming devices are not permitted in class. CSM is not responsible for lost, damaged or stolen devices.

**Parents:**

- There will be a 100% ID check every day at pick up. Please bring ID with you, there are no exceptions.
- For the safety of our students and faculty, no guests, including parents, guardians, siblings, etc. are allowed in the classroom unless they are enrollees.

To ensure the safety and well-being of staff and students the following policy will be enforced:

**Minor Infractions** (i.e.: being disruptive, refusal to follow a reasonable request, inappropriate tone/attitude, etc.)

- 1<sup>st</sup> offense: Student will receive a verbal reminder of standard behavior.
- 2<sup>nd</sup> offense: The student will be taken to the coordinator office to develop a behavior plan; parents will be contacted for plan review.
- 3<sup>rd</sup> offense: Program Manager will remove student from program without refund.

**Major Infractions** (i.e.: stealing, property damage, bullying, discriminatory and aggressive language/threats, fighting or physical contact, etc.)

- 1<sup>st</sup> offense: The student will be taken to the coordinator office to discuss behavior and develop behavior plan; parents will be contacted for plan review.
- 2<sup>nd</sup> offense: Program Manager will remove student from program without refund.

\* For more detailed Parent Information, please visit: <http://www.csmd.edu/programs-courses/non-credit/youth-family-programs/kids-and-teen-college/parent-information>