



# PROVOST SCHOLARS PROGRAM

## CODE OF CONDUCT FOR PROVOST SCHOLARS

### *The Provost Scholars are in the Relentless Pursuit of Excellence*

The purpose of the Code of Conduct for Provost Scholars is to clarify expectations for the Scholars, their parents, mentors, tutors, school personnel, program visitors, and the general public. This document details the minimum standards and particular importance of acceptable behaviors while participating in the program. It will also provide a common understanding about the high expectations of the Provost Scholars, the program requirements, and our emphasis on safety.

### EXPECTATIONS

1. Provost Scholars are to be in attendance and on time to all programming activities.
  - a. If a Provost Scholar is going to be late or absent from programming, the Program Coordinator and Program Director must be notified 24 hours before the absence. In the case of emergencies, the notification must be as early as possible.
  - b. This notification of absence or tardiness must be in writing. An email or text from a known parent/guardian is acceptable. The principals can also inform a member of the Provost Scholars Team about the absence or tardiness or emergency.
  - c. Scholars may not excuse themselves from activities. They must have parent/guardian or validation from the school principal.
  - d. Scholars may participate in other after-school activities that conflict with programming if prior arrangements have been made with the Program Director.
2. Scholars must dress appropriately. Please refer to the ECCS dress code for guidance:  
<https://www.east-cleveland.k12.oh.us/docs/dress%20code-0.pdf>
3. Visitors to the Provost Scholars activities must be approved by the Program Director.
4. Disruptive and disrespectful behavior during programming will not be tolerated, including but not limited to:
  - Inappropriate language
  - Physical violence, threat of violence, or inappropriate physical contact
  - Participating in trolling, or making insulting, demeaning, or derogatory comments about another person or their family or life situations in person, in text messages, or online.
  - Using sexual-based language or imagery or engaging in sexual advances with words or behaviors in person, through text messages, or through the Internet
  - Displaying attitudes and behaviors that require interventions by staff
  - Unauthorized cell phone use
  - Speaking when others have the floor
  - Behaving in a disruptive manner
  - Causing injury or harm to self, others, or property



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- Not picking up after oneself
  - Refusing to participate in programming activities
5. The parents/guardians of the Provost Scholars must notify the Program Coordinator and the Program Director of any changes to transportation arrangements *in writing* before the event in question. Without written permission on file, all Provost Scholars will be transported to and from Case Western Reserve University on the East Cleveland City Schools bus to their homes of record.
- a. Parents/guardians must plan to be prompt in dropping off or picking up their Provost Scholars from events.
  - b. A Provost Scholar will not be released to any other person not listed in the Provost Scholar's permission files unless express written authorization has been granted before the event by the Parent/Guardian. Verbal statements or last-minute phone calls will not be considered as approved for an alternative form of transportation.

## CONSEQUENCES

*The following are general consequences that will result from violating the Code of Conduct. However, depending on the severity of the violation, the Provost Scholars program may dismiss a Provost Scholar immediately, without providing any verbal or written warnings.*

1. First offense: Verbal warning to the Provost Scholar and written warning to be filed in their portfolio by Provost Scholars Staff. Parent/Guardian and School Administration might also be notified.
2. Second offense: Written warning and contact with Parent/Guardian and School Administration.
3. Third offense: Removal from Provost Scholars Program may be recommended, and letters to parents/guardians and school administrators will complete the process.

Parent/Guardian Signature \_\_\_\_\_

Provost Scholar Signature \_\_\_\_\_

Date \_\_\_\_\_