

The goal of student conduct during EIS programs is to ensure a safe, respectful environment for all students, and to maximize their development. Conduct appropriate to an EIS student is conduct which promotes the individual's academic and social growth, and which contributes to meeting the EIS mission.

Our mission: Inspiring a love of science and creating opportunity for diverse children and youth.

A student's conduct becomes a concern of the program if it adversely affects the academic and social interests of other members of the EIS community.

STUDENT RIGHTS AND RESPONSIBILITIES

EIS Students have the right

- To the respect and safety of personal property.
- To express themselves creatively within established guidelines.
- To expect enforcement of the EIS rules.
- To direct access of staff who can provide instruction and assistance.
- To equitable treatment when behavior is in question.
- To enjoy individual freedoms without regard to race, sex, national origin, handicap, age, religion, or sexual orientation.
- To educational and social opportunities.

EIS Students have the responsibility

- To adhere to rules and expectations.
- To comply with reasonable requests made by any EIS staff member.
- To respect the rights of others.
- To contribute positively to the community by participating in EIS activities.

EIS BEHAVIOR EXPECTATIONS AND SAFETY RULES

1. **Listening ears.** Follow EIS staff instructions at all times.
2. **Walking feet.** For your safety, only walking is allowed in ALL areas INSIDE and OUTSIDE of EIS.
3. **Inside voices.** Keep voices quiet inside and outside of EIS. Listen to EIS staff and your campmates.
4. **Raise your hand.** Wait to be called on to ask and answer questions. Listen to what others have to say.
5. **Stay with your group at all times.** If you need to use the restroom, or go anywhere else, you must ask for permission.
6. **Respect others' personal space.** Keep your hands to yourself. No physical contact for any reason.
7. **Treat others with respect.** EIS does not tolerate verbal, physical, and online behavior that is disrespectful, abusive, threatening, physically harmful, or that can be considered bullying. This includes verbal and physical fighting.
8. **No eating or drinking in the EIS labs and classrooms.** Eating and drinking will take place during the morning and afternoon snack break and the midday lunch break. Some breaks will take place inside classrooms. Eating will only be permitted after all class activities are cleaned up. Water is permitted in the EIS labs and classrooms at all times.
9. **Use equipment, games, and other items at EIS for their intended use.** Follow the instructions given by EIS instructors for lab and classroom equipment and supplies. During breaks do not throw objects outside. Due to space limitations football is not allowed.
10. **Respect the animals that call EIS home.** Don't tap or knock on their tanks, put your hands inside their tanks, or touch them without permission. Observe them with your eyes only.
11. **Follow all COVID-19 health and safety protocols.** Maintain a distance of 3 ft. from other people and a wear facial covering over the nose and mouth at all times, with the exception of eating and drinking.
12. **Clean up.** Respect EIS property inside and outside by keeping it clean. Follow the clean up instructions given by EIS instructors. During snack and lunch breaks throw away ALL of your trash in the trash cans. Place EMPTY cans, glass bottles, plastic bottles and containers, and cardboard boxes in the blue recycle bins.

DISCIPLINARY PROCEDURE

The disciplinary process begins when any individual violates any of the EIS behavior expectations and safety rules. The following three levels provide a guide to identifying rule infractions and disciplinary actions.

Level 1 - Verbal Warning & Write-Up

If a student violates an EIS behavior expectation or safety rule and the behavior is not serious, EIS staff will implement the following steps.

- Confront the student, explain the rule, the rationale for the rule, and request voluntary compliance with the rule.
- This warning will be documented on a disciplinary write-up form.

Examples of Level 1 infractions include, but are not limited to:

- Not following instructions.
- Speaking out of turn.
- Shouting.
- Other rule violations that don't pose a danger to the student, other students, or staff.

Level 2 – Formal Write-Up

If a student violates an EIS behavior expectation or safety rule and the behavior is of a serious nature, or if the student has been involved in a previous Level 1 violation, EIS staff will implement the following steps.

- Level 1 steps.
- Have the student complete a Think Sheet.
- Complete a Disciplinary Write-Up Form.
- Have a thorough discussion of the incident with the student and alert them that a Disciplinary Write-Up Form will be completed and given to the EIS Director of Education.
- The EIS Director of Education may inform parents/guardians of the incident via phone call or in person.

Examples of Level 2 infractions include, but are not limited to:

- Repeated violations of Level 1 infractions (repeatedly speaking out of turn, not following instructions, etc.).
- First time offenses of a serious or potentially dangerous nature such as:
 - Running in the halls.
 - Leaving the group without permission.
 - Misusing equipment and supplies, especially if the misuse could result in accident or injury.
 - Eating or drinking in the lab or classroom.
 - Disrespecting other students or EIS staff (put downs, causing a serious disruption in class, etc.).

Level 3 – Meet with EIS Director of Education

If a student violates an EIS behavior expectation or safety rule and the behavior is of a very serious or dangerous nature, or if the student has been involved in a previous Level 2 violation, EIS staff will implement the following steps.

- Level 2 steps.
- Send the student to the EIS Director of Education's office.
- The EIS Director of Education will call the parent/guardian or set up a time to speak with them in person about the student's behavior.

Examples of Level 3 infractions include, but are not limited to:

- Repeated violations of Level 2 infractions (repeatedly running in the halls, misusing equipment, etc.).
- First time offenses of a very serious or dangerous nature such as:
 - Theft, vandalism, or destruction of someone else's property or EIS property.
 - Fighting, abuse, assault (including physical fights, serious verbal abuse, and sexual harassment).
 - Bringing weapons to EIS.
 - Fire safety violations (including tampering with fire alarms).
 - Other rule violations that could, or do, result in a risk to the safety of the student, another student, or staff.

Zero Tolerance:

Severe violations of the EIS behavior expectations and safety rules will result in removal from the program in which the violation occurred and potential removal from future EIS programs. The following violations will result in removal from EIS.

- Physical fights that result in injury.