

CONTINUING STUDIES

Middle School Programs: Progressive Consequences and Rule of Conduct

SAIC Continuing Studies values arts classrooms in which all individuals are treated with respect, kindness, and understanding. We work together to build and maintain safe, joyful, and rigorous arts learning environments where all community members are able to learn and grow as artists and people. In order to participate in the Middle School Program, the student and his or her parent/legal guardian must agree that the student will, at all times, abide by the Rules of Conduct below and participate in the Progressive Consequences process as needed.

Part 1: Progressive Consequences

It is our expectation that youth and adults in SAIC Continuing Studies programs will work together to develop a set of community agreements for their classrooms. These agreements will serve as amendments to SAIC's Rules of Conduct and will reflect and uphold the values of our community. These agreements will also reflect the perspectives and creative voices of both youth and adults in the classroom.

When community agreements or Rules of Conduct are broken, youth and adults work together to discover the root cause of the behavior and problem-solve around a solution that works for all members of the classroom community. In such instances, the following steps will be taken by faculty and classroom/teacher's assistants (TA/CA).

REMINDER: Your teacher or TA/CA will remind you that your actions do not match your community agreement, or are not safe for your community. *We all have moments when we are struggling and/or need support or reminders. This is your chance to ask for what you need if something is not right for you.*

REGROUP: If you do not change your behavior, you will be given a chance to take a short break. *This is a chance to regroup and start fresh.* Depending on your classroom you can either take a five-minute walk with an adult or find a quiet spot to take a moment for yourself.

STEP OUT: If you continue to break the community agreement, or make choices that are not safe for the community you and your teacher, assistant, or an SAIC staff member will step out of the room with you to have a problem-solving conversation. During this conversation, you will try to figure out the cause of your behavior and work together to come up with a solution that works for you and the rest of your classroom community.

OFFICE: If you have been reminded, regrouped, stepped out of the room, and are still breaking the community agreement, or making choices that are not safe for the community you will be escorted to the office to have a second problem-solving conversation with SAIC Staff. *This will include a phone call home to explain what occurred in class and the solution that you came up with.*

TRY AGAIN TOMORROW: If you return to your classroom and still continue the behavior, you will not be able to rejoin the other students in the program for the rest of the class and your parent or guardian will be notified. You will either be sent home or will wait in the office until program dismissal.

Exceptions: Any physical violence, bullying, or other violations of the Rules of Conduct below may lead the student to be brought straight to the office and/or permanently removed from the program.

Part 2: SAIC Middle School Programs Rules Of Conduct

As stated above, classroom community agreements serve as amendments to SAIC's Rule of Conduct. These are rules which are designed to keep our community and students safe and are to be followed in all SAIC youth programs.

Disruptive Behavior: Disruptive behavior may be grounds for the start of a progressive consequences process, but may also lead straight to expulsion and/or such other sanctions as determined by SAIC in its sole discretion. Disruptive behavior includes but is not limited to the following:

- obstruction or disruption of teaching, research, administration, security, disciplinary procedures, or other school activities on or off-campus, or fire, police, or emergency services;
- failure to comply with the direction of school officials acting in the performance of their duties; violation of any federal, state or local law, any other policy, rule or regulation published in hard copy or available electronically on the SAIC website, or any terms of a disciplinary sanction imposed by SAIC;
- any form of activity or recreation that may cause harm to self or others disrupts the community, or damages any SAIC facility;
- discrimination, harassment, or retaliation;
- causing physical harm to any person;
- verbal or physical threats, intimidation, or coercion of any member of the SAIC community or any other conduct that threatens or endangers the health, safety, and well-being of any such person;
- behavior which is self-destructive or threatening to the safety of the individual;
- attempted or actual theft of and/or damage to School property or services, including but not limited to: the destruction of school publications, theft or other abuse of computer facilities/resources; theft or damage to the property (including artwork) of a member of the SAIC community on or off-campus; and/or knowingly possessing stolen property.

Alcohol: The consumption, use, possession, manufacture, or distribution of alcoholic beverages by a student is strictly prohibited. Any student who is present when another student is consuming, using, possessing, manufacturing, or distributing alcoholic beverages is subject to disciplinary action as determined by SAIC in its sole discretion.

Drugs: The following activities are strictly prohibited:

- the consumption, use, possession, manufacture, or distribution of illegal drugs;
- the use, possession, manufacture, or distribution of drug paraphernalia; and
- the misuse or abuse of over-the-counter or prescription medications by a student.

Any student who is present when another student violates any of the above rules is subject to disciplinary action as determined by SAIC in its sole discretion.

Smoking And Tobacco Products: In the state of Illinois, it is illegal for people under the age of 18 to be in possession of tobacco products and paraphernalia.

Therefore, all students are required to refrain from using and/or possessing tobacco products. If a student is found using or possessing tobacco products, including rolling papers, they may be removed from the program. Students who are 18 years old or older may only smoke 15 feet beyond the entrance of any SAIC Building. Students who are of legal age to smoke may not smoke around other students who are not of legal age. Any student found providing cigarettes or other tobacco products to underage students will be removed from the program.

Weapons And Explosives: The possession or use of firearms, weapons, fireworks, explosives, ammunition, or dangerous chemicals is strictly prohibited.

The term weapon is defined as any object or substance designed to inflict a wound, threaten injury or cause injury. Weapons may include, but are not limited to, all firearms, pellet guns, slingshots, stun guns, martial arts devices, switchblade knives, and clubs. Items used for other purposes (such as kitchen knives, scissors, etc.) may also be defined as a “weapon” if an individual engages in behavior that uses such an object in a threatening manner. The abuse of flammable substances is also strictly prohibited.

Identification: Your SAIC ID must be worn at all times for access to SAIC facilities. Students are required to present their SAIC ID when requested by SAIC staff. Failure to identify yourself to a staff member requesting proof of identification is prohibited. Students must present a valid SAIC ID when entering SAIC facilities each time they enter.

Unauthorized Use: Unauthorized entry into or use of SAIC facilities, equipment, or resources is strictly prohibited. Also strictly prohibited is the unauthorized possession, duplication, or use of keys or key cards to any SAIC building.

Acknowledgment + Agreement: The Parent/Guardian that they have read and understand the above Rules of Conduct and agree that the Student shall abide by the terms thereof while participating in the SAIC Youth Programs. The Parent/Guardian also acknowledges that SAIC may, in its sole discretion, impose sanctions against the Student if the Student fails to adhere to the rules and regulations set forth in these Rules of Conduct. Additionally, the Parent/Guardian agrees that a violation of these Rules of Conduct may, in SAIC’s sole discretion, serve as the basis for denying the Student admissions to any other program and may result in the revocation of financial aid and merit scholarships.