

**Midland Center for the Arts**  
**Youth Program Code of Conduct**  
*PARENTS PLEASE READ, REVIEW WITH YOUR STUDENT, SIGN & RETURN TO  
MIDLAND CENTER FOR THE ARTS EDUCATION DEPARTMENT.*

Welcome! Midland Center for the Arts (referred to as the Center) hopes to provide your child with a fun and positive experience they will remember for many years to come. To help us provide a safe, secure and enriching environment for participants in Center programs, all participants are expected to follow the Code of Conduct and to interact appropriately and productively in a group setting.

As a part of our programs, the Center wishes to encourage and teach responsibility and respect. The Code of Conduct has been created to encourage all minors participating in Youth Programs at the Center to foster these traits.

**Code of Conduct**

As a Midland Center for the Arts program participant I will:

- Show respect to other participants and treat them as well as I would like to be treated.
- Show respect to staff and cooperate fully with their instructions.
- Know and follow the rules of the program in which I am participating.
- Respect the rights and beliefs of others, and treat others with courtesy and consideration.
- Communicate in an appropriate manner; refrain from using foul language or gestures, harsh words or tone of voice.
- Conduct myself responsibly to avoid risky (or unsafe) horseplay, unwelcome teasing, unwelcome contact or other unkind behaviors.
- Use program equipment, supplies and facilities properly.
- Respect the property of others.
- Refrain from using electronic devices which are not a part of my program experience.
- Participate appropriately. I will not disrupt the program and hinder the learning experience of others.
- Remain with my program group at all times and not leave the program without permission.
- Refrain from deliberately causing bodily harm to other participants or staff. I understand that pushing, kicking, hitting or fighting are not acceptable and will not be tolerated.
- Be fully responsible for my actions and understand that failure to follow this Code of Conduct will result in disciplinary action or expulsion from the program.

## **Minor Communications Policy**

This policy applies to all electronic communications between authorized adults (Center staff, contractors and volunteers) and all minor program participants. A minor is defined as a participant that is under the age of 18. Electronic communication includes, but is not limited to, text messages, video calls, phone calls, communication platforms, social media platforms, and emails.

According to Midland Center for the Arts policy:

1. All Authorized Adults are prohibited from electronically communicating one-on-one with minors inside and outside of the Center.
2. All electronic communication must include at least one additional authorized adult or the parent/guardian of the minor(s).
3. Direct messages, using a Center approved platform, between an Authorized Adult and a minor is prohibited.
4. All communication must be professional in nature and there must be an educational or programmatic purpose for this communication.
5. Youth and Authorized Adults are only able to communicate via email or a Center-authorized platform unless a parent or guardian has authorized communication and there is a clearly communicated need to communicate using a different method of electronic communication.
6. Authorized adults must honor a parent or guardian's request to discontinue electronic communication with their minor, unless there is an emergency.
7. Authorized adults may not communicate with a minor participant after a Center program concludes without the knowledge and consent of the minor's parent or guardian.

### Policy Exceptions

- Emergency
- Dual relationship- The adult participant has an existing relationship with the minor outside of Midland Center for the Arts programs

## **Youth Code of Conduct**

I understand that I cannot communicate electronically with the adult program leads at Midland Center for the Arts, including staff members and volunteers, without the knowledge and permission of my parent or guardian and I can only communicate with these adults through email or a Center approved platform after permission is granted. I understand that I cannot text or call the personal phone of any adult program leads unless there is an emergency or I have a prior relationship with this adult, outside of the program I am participating in at Midland Center for the Arts.

## CONDUCT MANAGEMENT

Minor incidents of code of conduct violations will be brought to the student's attention and suggestions will be made on how to correct the behavior. Continued violation will result in a Time-out and notification of the parent. The staff will seek parental support to resolve issues and to encourage positive program participation. Participants who remain disruptive after consultation with the parents may be dismissed from the program.

## PROGRAM EXPULSION

Although every effort is made to correct Code of Conduct violations, at times it may be necessary for a participant to be dismissed from a program to ensure that other participants receive the positive experience the Center believes all participants should have.

The Center is sensitive to the safety and positive experience of all participants and as such the following will not be tolerated:

- Fighting or threatening of others (physical or verbal)
- Unwanted physical contact
- Leaving the Center program without permission
- Possession of and/or use of tobacco, alcohol, illegal drugs, fireworks or weapons of any kind
- Refusing to follow the Code of Conduct or Center program-specific rules

In such cases, the parent/guardian will be contacted by Center staff and it is the responsibility of the parent to make immediate arrangements to pick up the student.

***In the case of dismissal from a Center program, refunds or credits shall not be provided.***

Thank you for taking the time to review this information with your child and helping to make Midland Center for the Arts programs exciting and enriching for all participants.

## PARENT SIGNATURE REQUIRED:

I have reviewed with my child the Youth Program Code of Conduct. I understand and agree to all of the terms presented in this Code of Conduct document. I also agree to address any concerns about a Center program to a program staff member in a timely fashion so that it may be addressed in an appropriate manner.

Child's Name & Signature Date:

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Parent's Signature Date:

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Program Name and Start Date:

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