



Code of Conduct

STANDARDS FOR PARTICIPATING IN YOUTH PROGRAMS

(Parents/Guardians)

It is Cal Poly Pomona's (CPP) duty to safeguard the youth in our care. The following code of conduct describes the minimum expectations that we hold for parents accompanying their children to University youth programs. "Youth," "Youth Program Participants," or "participants" include any individual under the age of 18 years old participating in any youth program run or sponsored by CPP or its auxiliary organizations. "Program Personnel" includes employees and volunteers working in any youth program run or sponsored by CPP or its auxiliary organizations. "Parent" refers to both parents and legal guardians. **(NOTE: Youth Program Administrator/Director, please customize with your youth program's information before submitting or forwarding to the parents of program participants.)**

Included:

1. University Standards for Participating in Youth Programs
 2. _____ Specific expectations
 3. Confirmation of Understanding
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1. UNIVERSITY STANDARDS FOR PARTICIPATING IN YOUTH PROGRAMS

EQUITABLE TREATMENT

Expectation

- Treat all participants and Program Personnel equitably, i.e., fairly and consistently, regardless of their actions or behavior, sex, gender, sexual orientation, race, color, religion, culture, place of birth, age, class, ability, health, citizenship, language, or other identities.

Prohibited

- Do not discriminate against any participant, CPP Personnel, or Youth Program Personnel based on their sex, gender, sexual orientation, race, color, religion, culture, place of birth, age, class, ability, health, citizenship, language, or other identities.
- Violations of the University's Anti-Discrimination Policy will not be tolerated.

BEHAVIORAL CONDUCT

Expectation

- Show courtesy and respect to all participants, CPP and Youth Program Personnel, and University visitors.
- Use language in a manner that is appropriate for a healthy learning environment.
- Follow the instructions of Program Personnel and public safety officers while acting in the performance of their duties.

Prohibited

- Do not engage in violence of any kind.
- Do not speak to others in a way that is coercive, threatening, intimidating, derogatory, or demeaning.
- Do not engage in bullying of any kind (physical, verbal, or cyber-bullying).



SEXUAL MISCONDUCT

Expectation

- Understand and respect the physical and personal boundaries set by youth.
- Limit physical contact to your child only unless for a clear educational, developmental, or health related purpose, in the presence of another staff member, and with the consent of the youth.

Prohibited

Note: Discouraged behaviors are indicated by use of the word “avoid.” All other behaviors are prohibited.

- Avoid being alone with a single, unrelated youth where you cannot be observed by program staff or other adults.
- Do not engage in sexual contact of any kind (including any verbal or physical contact that can be perceived as sexual in nature.)
- Do not discuss your own or a another person's sex life or sexual activities.
- Do not share sexually explicit material with any participant or any CPP or Youth Program Personnel.
- Do not engage in disorderly, lewd, indecent, or obscene behavior at a University related activity, or directed toward any participant, CPP or Youth Program Personnel, or any member of the University community.
- Sexual harassment, sexual abuse, and other sexually inappropriate conduct will not be tolerated.

SAFETY

Expectations

- Help to maintain a safe environment for all participants.
- Report any concerns for suspected abuse or neglect of a youth to authorities per CSU and CPP policy requirements.
- Notify CPP representatives per policy requirements of any violations of these standards for interacting with youth.

Prohibited

- Do not possess, sell, distribute, use, or be under the influence of alcohol, marijuana, tobacco or illegal drugs while engaged in program activities or on site.
- Do not bring or carry a weapon into the program.
- Do not engage in any act chargeable as a violation of a federal, state, or local law that poses a substantial threat to the safety or well-being of any participant, member of the University community, or property within the University community.

TREATMENT OF PERSONAL PROPERTY

Expectation

- Respect the belongings of participants and Program Personnel.

Prohibited

- Do not take, borrow, disturb, or use someone else's personal property without clear prior permission.
- Theft or intentional damage or destruction of property, regardless of owner will not be tolerated.



ELECTRONIC USE

Expectations

- Keep cellphones and other electronic devices put away while participating in the program.

Prohibited

- Do not bring cameras, imaging and other digital recording devices, including smart phones, tablets and mobile devices, in showers, restrooms, locker rooms and any other areas where privacy is expected by others.
- Avoid texting and other forms of electronic one-on-one communication between yourself and an unrelated youth.
- Do not bring cameras, imaging and other digital recording devices, including smart phones, tablets and mobile devices, in showers, restrooms, locker rooms and any other areas where privacy is expected by youth.
- Avoids using personal cell phones or other personal electronic devices to photograph and videotape participants who are unrelated minors.

TREATMENT OF UNIVERSITY PROPERTY

Expectations

- Respect University facilities, equipment, and other property.

Prohibited

- Do not enter facilities that are not part of the Youth Program.
- Unauthorized entry, presence in, use of, or misuse of University property will not be tolerated.
- Do not remove University property from campus without proper authorization.
- Theft of University property or services will not be tolerated.
- Unauthorized destruction, or damage to University property or other property in the University community will not be tolerated. Participants may be financially responsible for damage or misuse of University property.

UNIVERSITY COMPUTER USE

Expectations

- Respect University computing facilities and resources, utilizing them in a safe and responsible way.

Prohibited

- Do not use University computing facilities and resources without clear prior permission from Program Personnel.
- Do not engage in unauthorized entry into or transfer of a file.
- Do not use another person's identification or password.
- Do not use University computing facilities and resources in violation of copyright laws.
- Do not use University computing facilities and resources to send obscene or intimidating and abusive messages.
- Do not use University computing facilities and resources to interfere with normal University operations.



EDUCATING YOUTH

Youth should be informed in an age-appropriate manner of their right to set their own physical limits for personal safety. They should be encouraged to tell an adult if someone is abusing them, or if they are in a situation or observe something that makes them feel uncomfortable.

CONSEQUENCES OF VIOLATING UNIVERSITY STANDARDS

CPP and _____ take these matters seriously. In the case of suspected abuse or neglect of a youth or violations of the Standards for Interacting with Youth, CPP and _____ will adhere to existing policies and procedures for corrective action. Actions taken will first and foremost consider the need to ensure the safety of youth participating in the program.

2. _____-specific Expectations (if any)

Some youth programs may identify additional expectations or program personnel that are necessary to ensure safe interactions with youth.

_____:

- Has Identified program-specific expectations. See attached.
- Has not identified any program-specific expectation.

5. CONFIRMATION OF UNDERSTANDING

I have read the _____ Standards for Interacting with Youth and I agree to abide by the standards as stated.

I UNDERSTAND VIOLATIONS OF _____ STANDARDS FOR PARTICIPATING IN YOUTH PROGRAMS MAY RESULT IN DISCIPLINARY ACTION UP TO AND INCLUDING DISMISSAL FROM THE PROGRAM. I ACKNOWLEDGE I AM AWARE OF MY RESPONSIBILITIES AND I HAVE RECEIVED A COPY OF THE STANDARDS FOR PARTICIPATING IN YOUTH PROGRAMS.

Print Parent Name _____

Program Name _____

Parent Signature _____

Date _____