IPSF Code of Conduct Policy

Irvine Public Schools Foundation (IPSF) is a nonprofit organization dedicated to enriching the educational experience of each child in every school. IPSF aims to provide students with a fun and enriching experience that is educational and safe for everyone. To maintain this environment, all students, parents/guardians, and IPSF staff are expected to behave in a respectful manner that promotes the safety and well-being of themselves and others.

Inappropriate behavior includes, but is not limited to foul language, teasing, threatening, name-calling, bullying, discussing mature subject matter, negative attitude, back talking to staff, not cooperating or participating, not listening or following directions, misuse of technology or school equipment, violating safety rules, fighting, all forms of physical violence, littering, stealing, and being in possession of weapons, alcohol, and/or drugs.

Behavioral issues will be addressed in the following manner*:

Offense	Action	Explanation
1st Offense	Verbal Warning	• Instructor identifies the problem, explains why the behavior is inappropriate, and asks student to stop behavior. • If behavior persists, a consequence will be defined, but not given.
2nd Offense	Verbal Warning plus consequence	• Instructor removes student from group and speaks with them about correcting the issue. • The consequence defined in the first verbal warning is given, such as moving to another area of the room, moving to the back of the line, sitting out of an activity, etc.
3rd Offense	Behavior Citation issued	• A behavior citation is written, parent/guardian is notified (either in-person, phone call, or via email) and parent/guardian must sign citation before student is allowed to return.
4th Offense	Behavior Citation issued, removal from program	• A second behavior citation is written, parent/guardian is notified and will be asked to pick up their student. • Student will not be invited back to the program (including subsequent weeks student is enrolled in). • No refunds, partial refunds, or credits will be given.

*There is a **zero-tolerance policy** for all forms of physical violence between students or staff and it will result in **immediate dismissal**. Physical, emotional, and mental abuse of any kind will not be tolerated. IPSF reserves the right to modify the order of actions taken, depending on the behavior and situation.

IPSF prohibits students from bringing any of the following to the program:

- Knives or any other weapons
- Alcohol or tobacco, non-prescription drugs, illegal drugs or substances
- Sports equipment, including skateboards and E-bikes (unless used for transportation)
- Dogs and other pets