

# Mayor's Youth Civic Academy

## Student Code of Conduct Agreement

City of Ponca City – 2025

As a participant in the **Mayor's Youth Civic Academy**, you are representing not only yourself, but also your school, your family, and the City of Ponca City. This Code of Conduct outlines expectations to ensure a respectful, safe, and productive learning environment.

### All participants are expected to:

1. **Show Respect**
  - Treat fellow students, City staff, speakers, and community members with courtesy and respect at all times.
  - Respect public and private property, facilities, and program spaces.
2. **Be Engaged and Professional**
  - Participate fully in all activities, discussions, and events.
  - Be on time and dress appropriately for each day's scheduled activities (business casual unless otherwise instructed).
  - Use appropriate language and behavior at all times.
3. **Follow Instructions**
  - Adhere to all instructions given by City staff or program leaders.
  - Remain with the group during all scheduled events unless permission is given.
4. **Maintain Integrity**
  - Refrain from dishonest behavior, including lying, cheating, or misrepresenting the program or others.
  - Represent the Mayor's Youth Civic Academy and the City of Ponca City with pride and integrity.
5. **Stay Substance-Free**
  - The use or possession of alcohol, tobacco, vaping devices, or illegal substances is strictly prohibited.
  - Any violations will result in immediate removal from the program.
6. **Use Technology Responsibly**
  - Cell phones should be silenced and put away during sessions unless use is specifically allowed.
  - No photos or recordings should be taken without permission.

### Violations of this Code of Conduct may result in:

- A verbal or written warning
- Notification to parents/guardians
- Removal from specific activities

- Dismissal from the program without refund or certificate of completion

**I, the undersigned student, have read and understand the expectations outlined above. I agree to follow this Code of Conduct during my participation in the Mayor's Youth Civic Academy. I understand that failure to comply may result in disciplinary action or removal from the program.**

**Student Name (Printed):** \_\_\_\_\_

**Student Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Parent/Guardian Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_