

## **CILLS Program Conduct and Expectations**

Program students are expected to behave in a mature manner consistent with their age and typical college peers. House managers, CILLS student mentors and staff will provide support and guidance in helping each individual to understand what is expected of them. CILLS program students must adhere to the following conduct at their homes on campus and in the community.

### **Suggested for Home:**

- Comply with requests by mentors and staff
- Respect each person's personal space
- Respect each other-no bullying or name calling
- No cooking on stove or micro-wave without supervision
- No lighted candles or other flammables permitted in the rooms or anywhere in the house
- Knock on a person's door and wait until they indicate that you may enter
- NO inappropriate physical touching contact of another person without consent
- Dress appropriately, fully clothed, while walking through the house
- Respect your roommates and the other housemates personal items- Do not borrow anything from their room without permission, return the borrowed item in the same condition as it was received
- Help maintain the house through participation in the daily/weekly chores
- Do not listen to music loudly so that it does not disturb your roommate

### **Campus/ Community:**

- Avoid drawing negative attention to oneself in public settings
- Dress appropriately
- Do not leave a building or your group without letting the group leader know
- Carry your cell phone whenever in the community
- Always know where you are

It is expected that program students adhere to these rules of conduct and behavior. Repeated violations (3 or more) of any of these rules of conduct will result in a corrective action plan.

## **Disciplinary Action Procedure**

The Disciplinary Action Procedure is designed to address issues that are related to violation of house rules and those that affect the normal operations and integrity of the CILLS program. This procedure will supersede the Supportive Intervention Process. This procedure is designed to assist a student to independently resolve an issue that could impact the student's ability to continue in the program before parents/guardians is contacted. The Disciplinary Action Procedure will be documented and maintained in the student's education record.

**Some examples for when this process would be utilized include, but are not limited to:**

- a. Failure to attend class, study groups, or other required programs
- b. Conflicts or situations at job sites that could result in termination of placement
- c. Inability to navigate campus successfully after initial orientation and support
- d. Failure to comply with campus rules dealing with the health and safety of themselves and others
- e. Behaviors seen as aggressive and detrimental to self, peers and/or staff
- f. A lack of desire and interest in participating in the program and activities
- g. Escalated conflicts with peers and/or staff
- h. Extended homesickness
- i. Inability to acclimate to campus life and CILLS Program after initial orientation and support. That is the student must be able to not require 24 hours supervision. The individual must be trusted to be able to be unsupervised for periods of time as decided by the family and the Program Director.

**Whenever possible the issue or concerns that may cause the student to be disciplined will be prevented by a designed plan of action that may include a behavior support plan. If the concern is identified and brought to the CILLS Faculty Director's attention as a concern, it will be up to the CILLS Faculty Director's discretion to determine what the severity of the student's behavior and if it will require disciplinary action.**

**Those actions/incidents that are considered to be significant will have discussed with the CILLS staff and family members. Incidents may be considered to be any action that places the student at risk of health and safety or that of his/her fellow student peers. Not all situations can be covered under this procedure, therefore the CILLS Faculty Director will have the ability to use his/her discretion to determine what category a violation falls under if it is not specifically listed above. A determining factor will be if the violation is a health and safety risk or if it is a possible risk of the program's reputation and integrity.**

**Notes:**

- The CILLS Faculty Director, or designee in the absence of the Director, has the authority to override the Disciplinary Action Procedure at any time to handle a more immediate concern that becomes escalated by the student's response after the initial meeting occurs, or in the event of a previous Intervention on file, etc.
- All meetings will occur in person, unless emergency circumstances require the use of other means of communication.
- The CILLS team (Director, Coordinator, Mentors, and SPED Department Faculty) will monitor the concern, disciplinary procedure and any implementation strategy with the student throughout the time he/she is in the program.
- In the event that the issue or concern is not resolved, the student's continued participation in the Program is jeopardized, whereas parents/guardians will be contacted by the designated CILLS staff of action to be taken towards the CILLS student.