



Civic Spirit Conduct and Behavioral Standards

Staff Conduct Guidelines:

- Civic Spirit staff may only email student participants from Civic Spirit email, never from a personal email.
- Civic Spirit staff will make every effort to obtain school email addresses from participants and will prioritize school emails over personal ones.
- Before the program begins, Civic Spirit staff will notify parents or legal guardians about the Student Delegates program and share Civic Spirit's guidelines.
- Civic Spirit staff may only communicate via group Slack or WhatsApp with student participants, never on individual texts, WhatsApps, or personal social media platforms. Civic Spirit staff will not accept "friend requests" on social media from student participants. Multiple Civic Spirit staff will be part of the group Slack and WhatsApp chats.
- Civic Spirit staff will never communicate with student participants on the Slack or WhatsApp chat, past 10PM ET, or before 7AM ET.
- If a student participant sends any electronic communication to a Civic Spirit staff concerning inappropriate information, relating to their physical, mental, or emotional wellbeing and safety, or alternatively sends any information regarding harassment, or sexual safety, the Civic Spirit staff member must notify the Executive Director as soon as reasonably possible and provide a copy of that communication.
- If a student participant dresses inappropriately or communicates inappropriately on Zoom sessions, the Civic Spirit staff member must notify the Executive Director as soon as reasonably possible.
- Civic Spirit staff will only use Zoom from an appropriate space (not bedroom or bathroom) and be fully clothed in professional attire.
- Civic Spirit Staff will aim to record Zoom sessions. These sessions will not be shared publicly, but will be made available for Civic Spirit staff to review.
- Civic Spirit staff will always work to create a safe, inclusive, and welcoming environment and treat everyone with respect at all Civic Spirit sessions.

Student Participant Conduct Guidelines:

- Participants are expected to treat everyone with respect.
- Civic Spirit does not tolerate harassment, defamation, or any slandering of individuals or groups.
- Appropriate language should always be used in group communications and during Zoom sessions.
- Participants must not share inappropriate sexual or graphically violent content with other student participants on Zoom sessions or in the group Slack or WhatsApp chat.
- Participants must dress appropriately at all Zoom sessions.
- Participants are provided with a form that they can use to submit complaints about inappropriate behavior by Civic Spirit staff or other student participants.

(Updated: 12/15/2022)