

North Carolina House Page Program

Code of Conduct

To ensure a cooperative, safe, and educational environment, the following policies will be required of all participants in the House Page Program. Parent/guardian and program participants are expected to read and review the Code of Conduct together and submit an original signed copy of this form. Signing below will serve as an acknowledgment that you and your child fully understand all expectations and agree to comply with all that is listed below.

Please note this Code of Conduct applies to all verbal and non-verbal forms of communication, including but not limited to: body language, text messaging, email, and/or social media. Any violation of the House Page Code of Conduct may result in dismissal from the House Page Program.

Reporting for Work

- All House Pages are required to work Monday through Thursday, as follows:
 - Monday - 1:00 P.M. until 5:00 P.M.
 - Tuesday - 8:00 A.M. until dismissal. Pages will be notified after arrival regarding a time frame (no later than 6:30 P.M.).
 - Wednesday - 8:00 A.M. until 5:00 P.M.
 - Thursday - 8:00 A.M. until dismissal (no later than 3:00 P.M.).
- All scheduling conflicts are to be resolved prior to arrival.
- Any House Page that does not comply with the required arrival and dismissal times may be subject to a reduction of pay or community service hours to reflect the time not served, or may be subject to dismissal.

Dress Code

- As explained and acknowledged separately, a dress code of “business professional” attire is mandatory at all times and is strictly enforced. Any House Page that does not comply with the dress code will be asked to correct the inappropriate attire and may be barred from participation or sent home.
- Name and security badges must be worn at all times during the workday.

Personal Belongings

- No personal belongings will be allowed in committee meetings or the House Chamber.
- The General Assembly is not responsible for any personal belongings that are lost, stolen, or misplaced during participation in the House Page Program. A limited number of mini-lockers are provided daily on a first-come basis.
- Cell phones and other electronic devices - the House Page Program has a “Zero Visibility” Policy.
 - Use of cell phones and other electronic devices is not permitted during the workday, unless during a time designated by the House Page Supervisor. The House Page Supervisor shall designate lunch as a time for use of cell phones and other electronic devices.
 - Social media use, including texting and emails, is not permitted during the workday, unless during a time designated by the House Page Supervisor.
 - If a House Page uses a cell phone or other electronic device during a time that is not permitted, the House Page Supervisor will confiscate the cell phone or other electronic device for the remainder of the workday. Parent/guardian will be notified immediately of the policy violation.
 - A second offense may result in dismissal from the House Page Program. Parent/guardian will be notified immediately of the policy violation.

Leaving the Legislative Complex

- The Legislative complex consists of the Legislative Building and the Legislative Office Building.
- During work hours, House Pages are not permitted to leave the legislative complex, unless released early or approved by the House Page Supervisor in advance.

Prohibited Behavior

- All House Pages are expected to display courteous and proper behavior at all times.
- Any prohibited behaviors listed below will not be tolerated, in any form, during the workday.
 - Use of threatening language, conversation, harassment, or bullying of any kind
 - Use, consumption, and/or possession of any and all tobacco products
 - Use, consumption, and/or possession of any and all vapor products
 - Use, consumption, and/or possession of alcoholic beverages
 - Use, consumption, and/or possession of any illegal drugs or non-prescribed medication
 - Threat or commission of physical violence or emotional harm against any person
 - Sexual contact, indecent exposure, sexual conversations, or any related behavior
 - Use and/or possession of weapons, firearms, fireworks, or any other explosive materials
 - Excessively noisy behavior during the workday
 - Any other behavior or conduct not listed above, but deemed inappropriate by the House Page Supervisor

Dismissal

- Any House Page that **does not** comply with the Code of Conduct may be subject to dismissal from the House Page Program. If a House Page is dismissed from the program, the parent/guardian will be notified immediately, and it is the responsibility of the parent/guardian to arrange transportation home immediately.
- Any House Page that is dismissed from the program for any reason will **NOT** be allowed to claim any participation credit.

As a House Page I agree to:

- Follow the “Zero Visibility” Policy for cell phone and other electronic devices.
- Not use social media during the workday.
- Listen to the House Page Supervisor at all times and follow all directions provided.
- Conduct myself in a reasonable manner that positively reflects my school, district, and Legislative sponsor.
- Accept full financial responsibility for all property damage(s) that occur as a result of my actions.
- Wear appropriate business professional clothing and footwear for all activities as required in the Dress Code.
- Refrain from being disruptive during any and all meetings.
- Participate in all planned activities.
- Attend all committee meetings and sessions assigned to me.
- Personally speak with the House Page Supervisor if I feel uncomfortable at any time.
- Treat others with respect by not using profanity, racial slurs, sexual conversation, name calling, teasing, or bullying, verbally or on social media.
- Have a good time and learn as much as possible from this one of a kind experience.

Acknowledgement:

I have read, understand, and agree to follow the Code of Conduct while I am a participant in the North Carolina House Page Program. I acknowledge that failure to comply with the Code of Conduct may result in me being sent home.

Printed House Page Name: _____

House Page Signature: _____ Date: _____

As the Parent/guardian of _____, I hereby acknowledge that I have read and reviewed the Code of Conduct with him/her. I agree to the compliance of the Code of Conduct by my child. I am aware that if he or she does not comply with the Code of Conduct he/she may be barred from participation or sent home. I accept financial responsibility for any damages that may be incurred as a result of the actions of the above signed participant and expenses for travel home.

Preferred method of communication in the event the Code of Conduct has been violated:

Phone: _____ Email: _____

Parent/Guardian Printed Name: _____

Parent/Guardian Signature: _____ Date: _____