

# **PCC CODE OF CONDUCT**

The Advanced Studies Program (ASP) conducted at Stonehill College (SC) is under the exclusive jurisdiction and control of the Board of Directors of Project Contemporary Competitiveness (PCC), Inc. Therefore, any inference from written information referring to or describing the ASP that SC trustees or administrators exercise any jurisdiction or control over the ASP would be invalid.

## **PURPOSE:**

To ensure that the students enrolled in the Program are in a safe and secure environment in the dormitory, classrooms, laboratories, off-campus field trips, dining room, athletic fields, recreational areas, auditorium, and on campus.

## **PHILOSOPHY:**

The emphasis of PCC is on self-discipline – it underlies the entire structure of our summer program. Self-discipline is training that develops self-control, character, and consideration of the rights of others. Our students are expected to conduct themselves as young ladies and gentlemen and to do so on their own.

Students enrolled in the Program are expected to treat all members of the Program community with dignity and respect.

Students who lack the maturity and responsibility for managing their own lives should not undertake the Advanced Studies Program. The session is brief and intensive, and separation from the Program will be necessary for students who cannot meet the responsibilities for living under the few reasonable and necessary rules.

## **RIGHTS AND RESPONSIBILITIES**

### **Expectations:**

Students are expected to meet all appointments and not neglect their work. Possession or use of controlled substances, alcoholic beverages, tobacco, possession of weapons, fighting, stealing, profanity, vandalism/destruction of property, harassment, and insubordination are forbidden. Students are expected to dress tastefully, appropriately, and informally. Students are responsible at all times for maintaining socially acceptable behavior during all Program activities.

Due process procedures are observed for serious misconduct and suspension or expulsion from the Program. The Code of Conduct is included with the Letter of Acceptance and published in the Student Handbook. It is reviewed during the scheduled orientation meetings prior to the beginning of the Advanced Studies Program and again during student orientation the first day of the Program. Enrollment in the ASP is assumed acceptance by the parents and student of the Code of Conduct.

## **RULES, REGULATIONS AND POLICIES**

PCC reserves the right to establish and maintain the Rules and Regulations of the Advanced Studies Program as delineated in the Student Handbook. In addition, the Executive Director and Program Director and his/her assistants may at any time enact reasonable rules and regulations without prior notice that are consistent with the mission of PCC and establish disciplinary procedures that insure the students enrolled in the Program are in a safe and secure environment.

## **Dress:**

Students clothing will be consistent with the Rights and Responsibilities in this Code of Conduct. Students will comply with reasonable requests of any staff member regarding hats, student dress, and/or inappropriate clothing.

## **Liability:**

Students are personally liable or responsible for actions resulting in the loss or damage of property of others or the Program or College and for behavior which interferes with the rights, education or dormitory life of other students. Any student experiencing or witnessing such violation of rights or property is expected to report incidents to a Proctor, Floor Leader, Resident Administrator, Program Director, Master Teacher or the Executive Director.

## **Unsupervised Areas:**

Students are not allowed in unsupervised areas. Areas that are not supervised by a teacher or member of the residential staff can pose a safety hazard or invite inappropriate behavior.

## **Sexual Harassment:**

Sexual, racial, ethnic, religious, and or sexual orientation harassment in any form is not allowed at the Program. If you believe you have been the victim of harassment, talk to a member of the Administrative Team as soon as possible. A discussion will take place with the alleged harasser to determine if discipline is warranted, but most importantly to ensure the behavior will stop.

The range of sexual harassing behaviors includes, but is not limited, to the use of profanity, telling off-color jokes or making sexist comments and innuendoes, leering, pinching, grabbing, suggestive verbal comments, spreading sexual gossip, pressure for sexual activity, unwanted advances and unwanted physical contact of a sexual nature.

A copy of the Harassment Policy is available from the Office of the Executive Director.

## **Electronic Equipment:**

Equipment devices that are capable of accessing the internet, including personal computers, are not allowed on the campus during the Program. A cell-phone policy will be presented at the Parent Orientation sessions in June.

## **Reasonable Search and Seizure:**

If a member of the Program staff or administration reasonably suspects that a student is in possession of contraband in violation of federal, state, or local laws and /or the Program's Rules, Regulations and Policies, a Program administrator may conduct a search of the student's dormitory room, personal effect or person. Dormitory rooms and furnishings are the property of Stonehill College, and students should have no reasonable expectation of privacy in them. Dormitory rooms and furnishings are subject to periodic inspection by authorized Program staff.

## **Minor Infractions:**

Minor infractions in the classrooms are handled by Master Teachers. In the dormitory, minor infractions are handled by the proctors and floor leaders, and may also involve the Program Director and his/her assistants. Minor infractions may also involve the Executive Director. Disciplinary action is limited to restrictions and or loss of privileges to attend social events.

## **Serious Infractions:**

Serious infractions are divided into three groups – A, B, and C.

A. Those which could involve a minimum suspension of one day

B. Those which could involve suspension or expulsion – minimum of three days

C. Those which could involve suspension, expulsion or exclusion for the remainder of the Program. Serious infractions are handled by the Program Director or the Executive Director, and may involve legal action. Serious infractions include, but are not limited to the following violations: Serious Infractions are divided into three groups – A, B, and C.

### **Group A**

- Open profanity
- Stealing (restitution will be required)
- Vandalism or destruction of property (restitution will be required)
- Any action that jeopardizes the safety of students or staff
- Projecting any object in such a way that could cause injury to another person
- Falsely reporting the existence of an exploding or incendiary device
- Misuse of campus Emergency Call Boxes, including those located in elevators
- Unauthorized departure from campus
- Behavior while traveling on a bus that in any way jeopardizes the safety and welfare of students or staff.

### **Group B**

- Disrespect or insubordination to a staff member
- Fighting
- Failure to immediately report the presence of contraband or weapons on campus or in the possession of other students
- Pulling a false fire alarm
- Tampering with fire alarms/smoke detectors in any way
- Crossing over to "off- limit" sections of the dormitory

- Plagiarism
- False statements on the application or other material submitted to the Program
- Harassing conduct

## Group C

Use, possession of, or being under the influence of contraband alcohol, drugs, narcotics, controlled substances,  
 or drug/alcohol paraphernalia  
 Possession of or setting off any type of exploding or incendiary device (including fireworks)

Fighting

Assault and or battery on a staff member or student

- Selling or distributing, alcohol, drugs, narcotics, controlled substances, or drug/alcohol paraphernalia
- Violation and/or conviction of any state or federal law
- Awaiting trial or appeal for a criminal offense
- Use or possession of a weapon
- Inappropriate sexual contact
- The use, possession and/or selling/distributing tobacco and or tobacco products.

PCC reserves the right to discipline students up to possible exclusion from the Program for any conduct not

listed above which in any way interferes with the conduct of the Program or which impugns the reputation of  
 PCC/ASP.

## DISCIPLINE PROCEDURES AND DUE PROCESS

In determining the severity of the penalty or suspension the following criteria may be considered:

- a. The student's previous disciplinary records
- b. The severity of the disruption of the Program
- c. The degree of danger to self, others, and the Program in general
- d. The degree to which the student is willing to change his/her inappropriate behavior

## Due Process Procedures

1. The Program Director and/or his/her assistants will investigate the incident.
2. The student will be advised of the evidence against him/her and be given an opportunity to present evidence  
 and fully explain his/her side of the incident.
3. For breaches of the ASP Rules, Regulations and Policies the Program Director and/or the Executive Director is  
 the adjudicator of fact, and when disciplinary action is contemplated, he/she determines the appropriate  
 disciplinary remedy.
4. The student has the right to a prompt decision.
5. The Program Director has the authority to issue discipline up to suspension up to three days. In cases resulting

in a one to three day suspension, the parent/guardian has the right to appeal the decision in writing to the Executive Director.

6. If a suspension of three days or more, or expulsion from the Program is recommended by the Program

Director, the recommendation, including the grounds for the recommendation, will be submitted in writing to

the Executive Director. The student will be temporarily suspended for one to three days pending

implementation of a further suspension period or expulsion. Within this temporary suspension period, the

student has a right to a hearing before the Executive Director.

The meeting will be conducted according to the following procedure.

a. Oral presentation of the charges against the student and a summary of the evidence supporting these

changes.

b. The right to present evidence and to fully explain his/her side of the incident.

c. The right to a prompt decision including specific grounds for the decision. If requested, the decision will

be presented in writing.

#### 7. THE DECISION OF THE EXECUTIVE DIRECTOR IS FINAL

## GLOSSARY OF TERMS

**Alcohol/Drug Paraphernalia** – any object used in the consumption, sale, or distribution of alcohol, drugs, or other controlled substances. In addition, PCC forbids students from possessing jewelry, personal adornments, or clothing with insignia, logos, decals, or other trademarks that are associated with the use of alcohol, drugs, or tobacco products.

**Appeal** – A written request by a parent or guardian for a meeting to review a disciplinary decision.

**Cooling-Off Period** – The parent/guardian is contacted and the student is sent home overnight. Final decision on disciplinary action is subject to a meeting of the student, parent, and Program Director.

**Crossing over** – Presence in the off limit sections of the dormitory.

**Expulsion** – Permanent exclusion for the remainder of the Advanced Studies Program and loss of tuition and fees.

**Suspension** – Exclusion from the Advanced Studies Program for a specific number of days. The Program Director has the right to suspend, and the parent/guardian has the right to appeal this decision in writing to the Executive Director subsequent to a one-day cooling-off period.

**Possession** – To hold on one's person or in one's belongings. This includes, but is not limited to, items located in the student's dormitory room such as in or on one's desk, in or on one's bureau, in one's closet, or on or under one's bed.

**Unauthorized departure from campus** – Leaving campus during the summer session by means other than by being accompanied by a parent, an adult authorized by the parent to remove his/her child from campus, or a sanctioned PCC employee.

**Harassment** – Words or action that create a hostile, threatening, or unfriendly climate.

**Minor infractions** – Incidents that do not impact the safety and security of oneself or others.

**Serious infractions** – Incidents that are a violation of the written Rules, Regulations and Policies adopted by the Board of Director.

**Sexual Harassment** – Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature.

**Inappropriate sexual conduct** – Any intimate behavior between students that transcends the level of holding hands.

**Program Administrators** – Executive Director, Program Director, Resident Administrator(s), and Floor Leaders.

Adopted by the Board of Directors October 15, 1996

Revised May 10, 2011 by the Board of Directors