

PCC STUDENT HANDBOOK - CODE OF CONDUCT

Dear Advanced Studies Program Students:

During our six-week program you will be the "GUESTS" of Stonehill College. For the past fifty two years, PCC students have conducted themselves accordingly. Our expectation is that you will follow their example so that the students of the future will have the opportunity to participate in our Advanced Studies Program experience.

During the course of our six-week program with an additional 4 week program, we will place emphasis on self-discipline and responsibility. As previously stated in our catalog, self-discipline is the basis of our summer program, and we believe it will help you to develop character, self-control, and consideration for the rights of others.

PCC students represent their families, their school systems, and the communities that sponsored their stay with us. We fully expect that you will make both your families and your schools proud of you and pleased with their decision to send you to our program.

This Handbook contains our Registration/Orientation Day Information, Rules and Regulations, Harassment Policy, and Discipline Code. Please review this information carefully. We look forward to seeing you this summer.

Sincerely,

Thomas Lynch
Executive Director

Jaimee Martin
Program Director

Jackie Carlson
Female Resident Administrator

Brian Leonard
Male Resident Administrator

PLEASE NOTE: The PCC Office is at Stonehill College

Office Mailing Address: PCC
Stonehill College
Alumni Hall Room 209
320 Washington Street
Easton, MA 02357-6615

ORIENTATION/REGISTRATION DAY – Early June

RULES AND REGULATIONS

I. Residence Information

A. CARE OF ROOMS AND COLLEGE PROPERTY

1. Common Room

- a. All students are expected to keep the common rooms, lounges and ground areas as clean as possible.
- b. Destruction of the college and PCC property is considered a serious offense. Vandalism, destruction of state property, or any other such illegal action will result in immediate dismissal. Students will be held financially responsible for destruction of property.

2. Individual Rooms

- a. Individual rooms must be kept in proper order; beds should be made, clothes and personal items put away, and floors swept before going to class each morning. Rooms shall be left clean and orderly before checking out each Friday.
- b. Rooms will be inspected periodically by the Program Director, Resident Director, Resident Administrator, Floor Leaders, and Proctors. Students are required to report the loss of a room key immediately. A charge of \$75.00 will be levied for the replacement of a lost key. Report any, and all, key problems to your Floor Leader.

B. EMERGENCY EVACUATION

FIRE DRILLS will be conducted during the program.

Procedure:

1. Upon hearing the alarm, walk quietly to the closest stairway and proceed to nearest exit.
2. Follow individual proctor instructions as to the area where you are to meet with him/her.
3. Elevators may NOT be used during a fire drill.
4. All fire doors must be closed at all times.
5. Fire extinguishers should never be touched nor tampered with.

II. Dress

- A. Dress will be informal for most occasions; exceptions will be specified in advance.
- B. Footwear shall be worn at all times.
- C. Good taste, neatness, and comfort should govern the type of clothing worn.
- D. Foul weather dress should be available: windbreaker, rain hat, raincoat, poncho, etc.

III. Identification Tags

- A. Non-transferable student identification tags will be issued.
- B. Student identification tags are to be worn at all times.

IV. Health Services

- A. The infirmary is located in the modular behind Pilgrim Heights Village.
- B. The health care provider will be on duty twenty-four hours a day.

C. All illnesses or accidents must be reported immediately. The health care provider or Program Director must be contacted before a call is made home or plans are made to leave the residence hall due to illness. An accident report must be submitted for all accidents.

D. In the event of serious illness or injury, the health care provider will take the action necessary. Parents will be contacted immediately. In cases that require the services of a physician, parents will be responsible for all cost of medical care not covered under the Student Insurance Program.

E. Students who become aware of any uncommon behavior on the part of a fellow student should report this behavior immediately to the Program Director, a Resident Administrator, a Floor Leader, or health care provider.

V. Absence

If a student is unable to return to classes from home according to schedule, the PCC office must be notified by **8:00 AM** and may be reached by calling 508-565-5202 or email: pcc@stonehill.edu.

VI. General

A. Students are expected to be in attendance and to participate in all formal day and evening activities of the A.S.P. This includes attendance at all group meetings, Core Course, etc. unless excused by the health care provider or the Program Director.

B. Students are not allowed to possess dangerous weapons, or use or possess tobacco, alcoholic beverages, narcotics or drugs, except as prescribed by a physician and administered under the direction and control of our health care provider. Immediate dismissal from the Program will result in cases of infractions of this policy.

C. Smoking or possession of tobacco in any form in college facilities or on campus (including field trips) is prohibited.

D. Student use of bicycles, cars, roller blades, and skateboards is prohibited.

E. Radios, clocks, and razors are approved electrical appliances. Fans must be approved prior to use. TV sets, refrigerators, microwave, pagers, laptops/computers, and other communication devices are not permitted.

F. Musical instruments are permitted and encouraged.

G. The residence hall will be open for student use from 7:00 AM on Monday through 1:00 PM on Friday.

H. All problems in the residence halls should immediately be brought to the attention of the Administrative Staff.

VII. Pedestrian Safety

Students are required to use the sidewalks and designated crosswalks to and from the residence hall, campus center, classrooms, and the library.

VIII. Off Campus Travel

Afternoons are the suggested time to schedule appointments that require the students to be off campus. Students must submit a note from a parent/guardian to his or her proctor upon return to campus on Monday morning for a dismissal. Unless the student has a written parental permission to leave with another adult, the student may leave the campus only when accompanied by a parent or/guardian. Students must return to campus by 5:00pm unless otherwise approved by the Program Director and Resident Administrator.

IX. Textbooks and Other Instructional Materials

Students are responsible for loaned textbooks and instructional materials. They should not be defaced. All books and materials are to be returned to the Master Teacher at the close of the program.

X. Library

A. MacPhaidin Library is available to Advanced Studies Students.

B. The Library should be utilized during prescribed hours except when special permission is granted by the Program Director.

C. While in the library, students are expected to conduct themselves properly and in a manner befitting P.C.C. at all times.

D. The last day for return of books and materials is Tuesday of week five.

XI. Mail

A. Incoming mail will be distributed from the main desk in the Residence Hall. Outgoing mail may be left at the main desk in the Residence Hall. Our dorms are open from 8:00AM to 9:00PM on days without drop off or pick ups.

A. All mail should be addressed as follows:

STUDENT NAME
PCC/ASP
Name of Dormitory
Mailroom: Stonehill College
320 Washington Street
Easton, MA 02357-6115

XII. Meals

A. Meals are scheduled at the following times in the Roche Dining Commons. These times are subject to change after the start of the Program.

Breakfast: 7:30-8:20 AM
Lunch: 12:20-1:20 PM
Dinner: 5:00-6:00 PM

B. Scheduled meals during weeks two through six begin Monday with lunch and conclude with the serving of lunch on Friday. The first week meals begin with dinner on Sunday and close with lunch on Tuesday. It opens again for lunch on Thursday and concludes with lunch on Friday. Week six meals begin with breakfast on Monday and conclude with breakfast on Sunday.

C. The Student ID card that you are wearing is your identification for all ASP activities.

XIII. Signing In And Out Of the Residence Hall

A. All students must sign out properly at the main desk whenever leaving the residence hall and on all Fridays. Details of signing in and out of the Residence Hall will be explained during orientation.

B. A telephone call must be made to the Program if the student is detained beyond his/her expected time of return.

XIV. Study Hours and Lights Out

A. Afternoon study hour: An organized formal study hour is conducted every day (except Friday) from 1:15 PM to 2:15 PM.

B. Evening Hours

1. All students must be in their buildings by 9:00 PM.
2. All students must be on their own floor by 9:30 PM.
3. Proctors will take individual room check by 10:00 PM and all lights are to be out at 10:30 PM.
4. Quiet will be maintained on all floors from 10:00 PM to 7:00 AM. Students are not expected to rise any earlier than 6:00 AM.

XV. Bed Linen

Each student is required to bring the following:

- ONE or more pillows with case
- TWO flat sheets single bed size, or ONE extra long fitted and ONE top sheet.
- ONE blanket
- A twin size mattress cover (6'8" x 3'6") is strongly recommended.
- A bedspread is optional.

XVI. Laundry Facilities

Washers and dryers are available at the Residence Hall and may be used with permission from the Resident Administrator.

XVII. Personal Hygiene Items

- A. Students are required to bring towels, soap, toothbrush, toothpaste, etc.
- B. Student supplies such as pencils, paper, etc., may be purchased at the College Bookstore. As use and availability of this facility is limited, it is strongly recommended that students arrive with the necessary tools for study.

XVIII. Cash and Valuables

- A. It is strongly recommended that cash on hand be limited to \$10.00.
- B. Valuables should NOT be brought to the Program.

XIX. Telephones

Special Note: The Administrative Team of PCC-ASP 2019 is keeping the cell phone policy previous instituted. This policy accommodates the needs of our students and parents, but ultimately maintains the expectations of PCC and the overall mission of PCC. A presentation of the cell-phone policy will be made at the Parent Orientation session in June.

Special Numbers:

- The PCC Main Office: 508-565-5202

XX. Field Trips

Field trips are an integral component of many of the PCC courses. If your son/daughter is enrolled in one of these classes, he/she will be transported to and from Stonehill College for said field trips under the supervision and direction of the PCC Staff who will exercise their responsibility for reasonable and appropriate care and supervision of your child. It is understood that parents have approved of said trips unless we are notified in writing or your objection.

XXI. College Facilities

Use of the facilities during the six weeks of our program is shared with other programs, undergraduate, and graduate level students. Exemplary conduct on the part of our students is expected at all times in order that we do not create problems for other programs or a disruption of adult level classes or studies.

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, vapes, possession of weapons, fighting, stealing, profanity, vandalism/destruction of property, harassment, inappropriate online usage 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(s) 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, use or possession of pornography, 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 such as gaming devices and computers (such as chromebooks or ipads) 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 travelling 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 such as vapes
- 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
- Possession or use of pornography
- 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 Director

Revised October by Program Director