



The Code of Conduct Policy for Minority Engineering Program Summer Engineering Workshops

In order to have a productive program, the Minority Engineering Program staff sees a need to ensure that disciplinary measures are fair, understood and uniformly enforced. This Code of Conduct Policy is in addition to the regulations of Purdue University and at the residence Halls in which students will stay.

The types of possible violations are listed below. For each violation, there is a standard process that will be followed to ensure that all parties understand the nature of the offense and the disciplinary action associated with the offense:

- **Step 1:** A counselor/staff member will inform the student that they are in violation of the Summer Engineering Program Code of Conduct (state violation) and there will be a write up of the violation, which can result in disciplinary action up to, and including discharge from the program.
- **Step 2:** The counselor/staff member formally notifies the MEP staff via phone call to the MEP office (765-494-3974) as well as an electronic note to MEP program management team within two hours of the violation and provides a written code of conduct violation describing the incident. The counselor/staff should use the Code of Conduct Violation form provided via the Qualtrics system to provide written documentation. Written documentation should be received by the end of the business day for Type I and Type II violations, and immediately for Type III violations.
- **Step 3:** MEP Staff designated for disciplinary action will review the violation(s). The designated MEP Staff will meet to evaluate the offense and determine disciplinary action. Parents may also be contacted. Any violations that involve conduct described below will be reported according to legal requirements as follows:
 - Any known or suspected child abuse or neglect will be reported to law enforcement and/or Child Protective Services.
 - Any injury to a minor by another minor (or adult) will be reported to law enforcement and/or Child Protective Services.
 - Any suspected discrimination on the basis of sex and/or gender will be reported to the Title IX Coordinator
- **Step 4:** The penalty will be communicated to the counselor/staff member and the student in question after consensus is reached by the designated MEP Staff.

Type 1 Violation:

These types of violations include:

- Being late to an event or activity:
 - “Late” is defined as arriving at an event 5 – 15 minutes after the scheduled time.
- Being absent for a scheduled event:
 - An “absence” is defined as arriving at an event 15 or more minutes after the scheduled time.
- Use of electronic devices (such as cell phones, iPods, laptops, iPads or other electronic personal devices) during event activities is prohibited. Electronic devices found in use will be confiscated, secured at the MEP office (ARMS 1257), and returned only at the end of the program.
- Use of social media such as Twitter, Facebook, Skype, Facetime, and other social networks unless the activities include the use of such sites.
- Disruptive behavior
- Noise
- Bad attitude or a non-cooperative nature
- Pranks or horseplay
- Practical jokes/impositions on other students

Procedure for Type I violations:

An MEP staff member gives a verbal warning to the participant, in the presence of the participant and at least one other counselor/staff member. The violation will be recorded using Qualtrics. Two occurrences will result in participant being sent to the MEP office or an appropriate location by an MEP staff member immediately for possible disciplinary action at a time designed by MEP senior staff. Parent may be notified.

*** Note: Type 1 violations may be excused with proper documentation, i.e. Doctor’s excuses, parent requests, etc. However, these documents will be researched and deemed excusable on a case-by-case basis.*

Type 2 Violation:

These violations are judgment-like in nature and will be dealt with accordingly. These types of violations include:

- Violating dormitory curfew (with exception of nighttime activities approved by the MEP senior staff)
- Being away from the (campus) without express permission from a Director. Counselors cannot grant permission to leave the dormitory area.
- These violations mainly consist of obstructive behavior (defined as any behavior that is detrimental to the success of the program and/or to others inside or outside of the program) including but not limited to:
 - a. Safety
 - b. Disrespect of others and/or the facilities of the program

- c. Public displays of affection (including, but not limited to: holding hands, back rubs, pinching, slapping, hand stroking, arms around another person's waist or neck, horse play, back-rides, and/or touching of a sexual nature).
- d. Profanity (individual or towards other students/staff) including music on iPods/computers, or other electronic medium that contains degrading or insulting language that can be heard by others

Procedure for Type II violations:

An MEP staff member gives a verbal warning to the participant, in the presence of the participant and at least one other counselor/staff member. The violation will be recorded using Qualtrics and the participant will be sent to office for possible disciplinary action at a time designated by the MEP senior staff. Parent may be notified. Additionally, any violations that involve the following conduct will be reported as noted below:

- **Conduct that must be reported to law enforcement and/or Child Protective Services Per Indiana Law:**
 - a) Any known or suspected child abuse or neglect
 - b) Any injury to a minor by another minor (or adult)
 - c) Sexual harassment and/or assault
- **Any suspected discrimination on the basis of sex and/or gender must be reported to the Title IX Coordinator**

Type 3 Violation:

- d) These violations may result in your immediate departure from the program.
 - a) Aggressive behavior/language in or outside of classroom
 - b) Fighting
 - c) Stealing
 - d) Carrying firearms & weapons - weapons that fall into this category include but are not limited to: handguns, rifles, shotguns, BB guns, pellet guns, darts, bows and arrows, knives, martial arts implements, fireworks, explosives, other materials used to create an explosive, and instruments that may not normally be considered as weapons but are used in a manner that threatens the health or safety of any individual. (Consequences may also include possible arrest, imprisonment or fine according to State and Federal laws.)
 - e) Academic cheating
 - f) Consumption (oral or otherwise) or possession of alcohol
 - g) Consumption (oral or otherwise) or possession of illegal drugs
 - h) Violation of smoking cigarettes or marijuana and/or inhaling/vaping/huffing chemicals including but not limited to: spray paint, paint thinners, nail polish remover, shoe polish, felt-tip markers, gasoline, lighter fluid, cooking spray, fabric protector, rubber cement, cleaning supplies or methamphetamine ingredients
 - i) Violation of no fraternization rule. Do NOT invite or host members of the opposite sex in your room at any time

- j) Sexual activity of any physical or electronic nature, including but not limited to: sexting, snap-chatting photos, twitter, and/or Instagram
- k) Security violation: i.e. propping the doors to the dorm, opening or permitting someone unknown to you to enter the dorm.
- l) Destruction of property (includes property of other students/staff)
- m) Falsely setting off the fire alarms (which is a federal offense)
- n) Illegal acts
- o) Harassment of any type (behavior that intentionally or unintentionally makes someone inside or outside of the program uncomfortable) will not be tolerated, including (but not limited to):
 - Groping or touching another person's body
 - Stalking
 - Bullying – physically, verbally, or electronically
 - Obscene phone calls, gestures, emails or messages (written or verbal)

Procedure for Type III violations:

Participant will be escorted from the activity and taken to the MEP Office or an appropriate location by an MEP staff member immediately. The offense will be recorded in the presence of head counselor, the participant, and at least one other counselor/staff member using Qualtrics. There is zero tolerance for Type 3 Violations. One occurrence will result in participant being sent to the office for disciplinary action. Parent will be notified. Additionally, any violations that involve the following conduct will be reported as noted below:

- **Conduct that must be reported to law enforcement and/or Child Protective Services Per Indiana Law:**
 - a) Any known or suspected child abuse or neglect
 - b) Any injury to a minor by another minor (or adult)
 - c) Sexual harassment and/or assault
- **Any suspected discrimination on the basis of sex and/or gender must be reported to the Title IX Coordinator**

Dress Code

Dress and grooming should not disrupt the teaching/learning process or cause undue attention. Students should be neat, clean, in good taste, and in styles appropriate to the educational climate of the MEP Summer Programs. Inappropriate dress will be discouraged and can result in the student being asked to change his/her clothing.

Our objective is to encourage appropriate collegiate attire that properly reflects the image and intention of the MEP Summer Engineering Workshops. As a rule of thumb, the following guidelines are helpful in determining *inappropriate* dress:

- a) Shorts/skirts shorter than mid-thigh
- b) Cutoffs; bicycle/spandex shorts and 'droopy, sagging, low riding buttocks exposed pants
- c) Pajamas, slippers, nightwear, worn to class
- d) Doo-rags, hats, and caps

- e) Clothing that is transparent or exposes the midriff, navel or cleavage or lower torso
- f) Tank, tube, halter, spaghetti straps, strapless, or backless tops/dresses (these items may be worn only with a jacket)
- g) Any article of apparel which displays obscene or racially derogatory words, pictures, or designs.
- h) Showing of underwear (male or female) whether standing or sitting.



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Signature Page

As an attendee of the MEP Program, I understand that I must adhere to the Code of Conduct Policy adopted by the Purdue University Minority Engineering Program. By my signature below, I acknowledge that I have read and understand the Discipline Policy and agree to abide by the prescribed conduct and consequences set forth in this document.

Student – Printed Name

Student – Signature

Date

Parent – Printed Name

Parent – Signature

Date