

## Summer Experiences Student Accountability Chart

This Student Accountability Chart is meant to serve as a general guide to the accountability process to promote consistency in the Summer Experiences community. This chart includes a list of program rules, policies, and regulations according to our Code of Conduct. **This document is a general guide and the Director of Pre-College Programs reserves the right to handle infractions as she deems appropriate.**

Please note that program staff will act as student advocates to correct student behaviors and have an open dialogue with students before beginning the formalized accountability process.

Program Rule, Policy, Regulation Violation	First Offense	Second Offense	Third Offense	Fourth Offense
Consumption, use, or possession of alcohol or illegal drugs	Dismissal/Expulsion from the program			
Abuse or distribution of prescription drugs	Dismissal/Expulsion from the program			
Possession of paraphernalia that can be used for illegal drug use	Dismissal/Expulsion from the program			
Possession of legal items with the intent to use for the purpose of intoxication or impairment	Dismissal/Expulsion from the program			
Possession or use of weapons, explosives, or fireworks	Dismissal/Expulsion from the program			
Sexual misconduct or harassment	Dismissal/Expulsion from the program			
Physical altercations or bullying of any kind	Dismissal/Expulsion from the program			
Disrespect of the rights or property of others	Disciplinary Probation/Limitation of Activities	Dismissal/Expulsion from the program		
Discriminatory behavior or harassment on the basis of race, color, age, religion, sex, sexual orientation, gender identity or expression, national origin veteran status, disability or genetic information	Disciplinary Probation/Limitation of Activities	Dismissal/Expulsion from the program		
Possession and/or use of tobacco products or tobacco paraphernalia	Disciplinary Probation/Limitation of Activities	Dismissal/Expulsion from the program		
Possession and/or unsupervised use of knives of any kind including pocket knives, x-acto knives, or kitchen knives	Disciplinary Probation/Limitation of Activities	Dismissal/Expulsion from the program		
Unexcused absences from class and/or required program activities	Supervisor Verbal Warning	Disciplinary Probation/Limitation of Activities	Dismissal/Expulsion from the program	

*Damage to Property	Supervisor Verbal Warning	Disciplinary Probation/Limitation of Activities	Dismissal/Expulsion from the program	
Being in the residential suite or room of student of different gender identity	Supervisor Verbal Warning	Disciplinary Probation/Limitation of Activities	Dismissal/Expulsion from the program	
Overnight guest or moving from assigned room	Supervisor Verbal Warning	Disciplinary Probation/Limitation of Activities	Dismissal/Expulsion from the program	
Leaving campus outside of approved hours without parental permission	Supervisor Verbal Warning	Disciplinary Probation/Limitation of Activities	Dismissal/Expulsion from the program	
Riding in a vehicle operated by someone other than their parent or legal guardian without parental permission	Supervisor Verbal Warning	Disciplinary Probation/Limitation of Activities	Dismissal/Expulsion from the program	
Disengagement in academic activities or not fulfilling academic responsibilities	Verbal Warning	Supervisor Verbal Warning	Disciplinary Probation/Limitation of Activities	Dismissal/Expulsion from the program
Unprofessional in the classroom (i.e. using cell phone, being disrespectful of peers, staff, or instructors, not following classroom rules)	Verbal Warning	Supervisor Verbal Warning	Disciplinary Probation/Limitation of Activities	Dismissal/Expulsion from the program
Late for class sessions or other required academic activities	Verbal Warning	Supervisor Verbal Warning	Disciplinary Probation/Limitation of Activities	Dismissal/Expulsion from the program
Late for 9:00pm residence hall curfew	Verbal Warning	Supervisor Verbal Warning	Disciplinary Probation/Limitation of Activities	Dismissal/Expulsion from the program
Exiting room during in the room curfew of 11:00pm-7:30am	Verbal Warning	Supervisor Verbal Warning	Disciplinary Probation/Limitation of Activities	Dismissal/Expulsion from the program
Being disrespectful of quiet hours from 11:00pm-7:30am	Verbal Warning	Supervisor Verbal Warning	Disciplinary Probation/Limitation of Activities	Dismissal/Expulsion from the program
Failure to sign in/out of campus	Verbal Warning	Supervisor Verbal Warning	Disciplinary Probation/Limitation of Activities	Dismissal/Expulsion from the program
Hosting a visitor in the residence hall without a staff member present	Verbal Warning	Supervisor Verbal Warning	Disciplinary Probation/Limitation of Activities	Dismissal/Expulsion from the program
Bringing or having access to a motor vehicle	Verbal Warning	Supervisor Verbal Warning	Disciplinary Probation/Limitation of Activities	Dismissal/Expulsion from the program
Cleanliness including common areas, suites, restrooms, and individual rooms	Verbal Warning	Supervisor Verbal Warning	Disciplinary Probation/Limitation of Activities	Dismissal/Expulsion from the program
Hosting a party or get-together at an off campus location	Verbal Warning	Supervisor Verbal Warning	Disciplinary Probation/Limitation of Activities	Dismissal/Expulsion from the program

\* In addition to the accountability process, students will also cover the cost of the damages.

**Verbal Warning-** The verbal warning is a conversation between a staff member(s) and a student(s) to have open dialogue about a disciplinary or behavioral problem. The purpose of the verbal warning is to correct a behavioral or disciplinary problem by bringing it to the student's attention, while educating the student about the rules, procedures, and regulations set forth by the Summer Experiences staff. The verbal warning is a formal step in the accountability process and is **documented**.

**Supervisor Verbal Warning** – A supervisor verbal warning is a documented formal conversation between a supervisor and a student about a disciplinary or behavioral problem. It is the second step of the progressive discipline process but may also be the first depending on the severity of the infraction. The purpose of the supervisor verbal warning is to correct a behavioral problem by discussing it with the student and providing written documentation of that conversation. The supervisor verbal warning is a formal step in the accountability process. The conversation is facilitated and documented by a member of the staff supervisor team.

**Disciplinary Probation/Limitation of Activities-** A disciplinary probation/limitation of activities is normally a period of one (1) to five (5) days. The student is relieved of his or her social privileges because of serious or repeated instances of misconduct. Also, these are situations where there is no specific instance of conduct that is so outrageous that justifies termination from the program; but, there is a pattern of behavior where the student has continually engaged in one minor infraction of the rules after another and has received a documented verbal and/or supervisor verbal warning for rule(s) infraction(s). At this stage of the accountability process, a behavioral agreement is created and the student's parents receive a phone call.

**Dismissal/Expulsion from the Program-** At the determination of the Director of Pre-College Programs, the student will be dismissed from the program. Parents are responsible for the travel expenses for the student to return home within 24 hours of notification of expulsion and there will be no refund, prorating of the program fee, or credit earned.