

Cornell University
University Assembly

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Agenda

Codes and Judicial Committee
University Assembly
March 7th, 2018
4:30pm - 5:45pm
163 Day Hall

I. Call to Order (Chair)

- i. Call to Order (2 minutes)

II. Approval of Minutes (Chair)

- i. November 15, 2017 (2 minutes) ^[1]
- ii. February 21, 2018 (2 minutes) ^[2]
- iii. February 28, 2018 (2 minutes) ^[3]

III. Business of the Day

- i. Working Group Update (R. Lieberwitz) (10 minutes)
- ii. For Discussion: University Hearing and Review Boards Staffing Update and Discussion (5 minutes)
- iii. For Discussion: Current Status of the Greek Judicial System at Cornell (5 minutes)
- iv. For Discussion: Concerning the Previously Passed Housekeeping Amendments to the Campus Code (30 minutes) ^{[4] [5] [6] [7] [8]}
- v. Update Concerning: UA Resolution #5 Bylaws Change Clarifying the Charge of the Codes & Judicial Committee (5 minutes)
- vi. Update Concerning: UA Resolution #7 Charter Change Supporting the Office of the Complainant's Advisor (5 minutes)
- vii. For Discussion: Discussing recent Department of Education Policy Shifts, our Quantum of Proof, Policy 6.4, Selection Questions, and the Complainants Advisor (5 minutes)

IV. Adjournment (Chair)

- i. Adjournment (2 minutes)

Attachments

- 1. CJC Meeting Minutes 11.15.2017
- 2. CJC Meeting Minutes 2.21.2018
- 3. CJC Meeting Minutes 2.28.2018

If you are in need of special accommodations, contact Office of the Assemblies at (607) 255-3715 or Student Disability Services at (607) 254-4545 prior to the meeting.

4. Language for Housekeeping Changes to the Campus Code of Conduct – President's Response Comparison with Possible Solutions (Edited 3.6.2018)
5. Sample Risk Management Policy Document #1: "CORNELL UNIVERSITY UPWARD BOUND RULES OF ACCEPTANCE"
6. Sample Risk Management Policy Document #2: "Sports School Rules and Regulations"
7. Sample Risk Management Policy Document #3: "New Visions code of conduct"
8. Sample Risk Management Policy Document #4: "Summer College House Rules"



Minutes

Codes and Judicial Committee
University Assembly
November 15, 2017
4:30pm-5:45pm
305 Day Hall

I. Call to Order (Chair)

- a. M. Battaglia called the meeting to order at 4:35pm.
- b. Roll Call:
 - i. *Present:* M. Battaglia, R. Bense, M. Horvath, K. Karr, G. Kaufman, J. Kruser, R. Lieberwitz, S. Park, V. Price, D. Putnam, N. Stetson, A. Waymack, K. Zoner
 - ii. *Absent:* C. Hodges, N. Jaisinghani
 - iii. *Others Present:* T. Malone, E. Winarto

II. Approval of Minutes (Chair)

- a. November 1, 2017
 - i. **Approved** by a vote of 6-0-1
- b. November 7, 2017
 - i. N. Stetson moved to amend the minutes to include that “the November 7, 2017 meeting was not scheduled on a regularly scheduled date.”
 1. By a vote of 6-0-1, the minutes were **amended**
 - ii. **Approved** by a vote of 6-0-2

III. Business of the Day

- a. Annual Report Presentation by Judicial Administrator (M. Horvath)
 - i. The Judicial Administrator, Michelle Horvath, presented to Codes and Judicial Committee, in which she gave an annual report. During her presentation, she noted the partnership between the Office of the Judicial Administrator and the Scheinman Institute, the implementation of a robust probation program, a new reporting process in partnership with the Cornell University Police Department (CUPD), and the amended process for late and incomplete sanctions. She also said that she and the Office of the Judicial Administrator are working to increase the readability and clarity of their documents.
 - ii. After the presentation, M. Horvath fielded questions on the presentation (which can be found at assembly.cornell.edu). She answered questions and provided clarification for the members of the Codes and Judicial Committee. The audio recording of the presentation (and the full meeting) can be found at assembly.cornell.edu.
 - iii.

- b. For Discussion: University Hearing and Review Boards Recruitment Questions and Process
 - i. M. Battaglia said that the Codes and Judicial Committee is moving ahead, and that, with the amended University Hearing and Review Board application questions amended, he hopes to start the recruitment process at the beginning of the semester.
 - ii. M. Battaglia discussed the changes made the University Hearing and Review Board application questions.
 - iii. N. Stetson asked
- c. For Discussion: Beginning the process for staffing the University Hearing and Review Boards and increasing contact with the Hearing and Review Board Chairs
 - i. M. Battaglia said that the Codes and Judicial Committee has lost contact with the University Hearing and Review Board, and that he intends for the last meeting to be dedicated to viewing a presentation from the University Hearing and Review Board on where they would like to go in the future.
 - ii. M. Horvath recommended that the applicant questions for the University Hearing and Review Board be standardized. She also recommended that there be recognition for students, faculty, and staff that serve on the University Hearing and Review Board.
 - iii. J. Kruser said that certificates of recognition should be sent to all Assemblies memberships.
 - iv. A. Waymack suggested that the University Assembly Executive Committee handle the matters regarding recognition of membership.
 - v. K. Karr recommended that the Codes and Judicial Committee have more contact with the University Hearing and Review Board. She said that having Codes and Judicial Committee and Judicial Codes Counselor members present would be beneficial to the process.
- d. For Discussion: Beginning the process of a holistic evaluation of the Campus Code of Conduct
 - i. Point of Information-M. Horvath-Are we [the Codes and Judicial Committee] doing a holistic evaluation of the Campus Code of Conduct, or a plain English revision?
 - 1. M. Battaglia said that the Codes and Judicial Committee is free to go where it wants.
 - 2. M. Horvath offered to provide a timeline and material from peer institutions.
 - ii. N. Stetson said that it might be helpful to look at whether people want the Codes and Judicial Committee to do a holistic evaluation of the

Campus Code of Conduct, or to simply just a plain English revision.

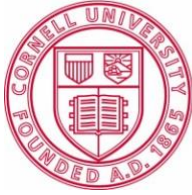
- e. For Discussion: Discussing recent Department of Education policy shifts, our Quantum of Proof, and Policy 6.4
 - i. This topic was not discussed at the meeting.

IV. Adjournment

- a. M. Battaglia adjourned the meeting at 5:44pm

Respectfully submitted,

Terrill D. Malone
Codes and Judicial Committee Clerk



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Minutes

Codes and Judicial Committee

University Assembly

February 21, 2018

4:30pm - 5:45pm

163 Day Hall

I. Call to Order (Chair)

- i. Call to Order
 - a. M. Battaglia called the meeting to order at 4:33pm.
- ii. Roll Call
 - a. *Present:* D. Barbaria, M. Battaglia, R. Bense, G. Kaufman, R. Lieberwitz, V. Price, C. Riley
 - b. *Absent:* K. Ashford, J. Kruser, D. Putnam, E. Winarto, K. Zoner, M. Horvath, K. Karr, A. Waymack
 - c. *Others Present:* M. Lee
- iii. Business of the Day
 - a. New Member C. Riley, and Clerk M. Lee introduced themselves and present members went around the room to introduce themselves.

II. Approval of Minutes (Chair)

- i. November 15, 2017
 - a. **Tabled** to the next meeting.
- ii. November 29, 2017
 - a. Modified version of minutes sent via email **approved** by a vote of 5-0-1.
- iii. January 31, 2018
 - a. **Approved** by a vote of 5-0-1.
- iv. February 7, 2018
 - a. **Amended** version of minutes **approved** by a vote of 5-0-1.

III. Business of the Day

- i. For Discussion: Working Group Update and Vacancies
 - a. Chair M. Battaglia said that the Hate Speech Working Group will be meeting on Friday, February 23 at 1pm, and that the meeting times to follow will be determined later. He noted that there are currently vacancies for undergraduate and graduate student positions as well as for the Chair. He said that R. Lieberwitz has offered to serve as Interim Chair.
 - 1. R. Lieberwitz was **approved** as Chair by a vote of 5-0-1.
 - 2. C. Riley was **approved** for the undergraduate seat by a vote of 5-0-1.
 - 3. M. Battaglia said that 6 out of 8 positions have now been filled and that the Employee Assembly is looking for an employee to serve on the Working Group.
 - b. V. Price expressed interest in running for the graduate student position. M. Battaglia spoke on K.

Ashford's behalf that she was also interested in the position. V. Price presented a speech for her candidacy and M. Battaglia read the notes sent by K. Ashford for her speech.

1. D. Barbaria asked if the Committee would be interested in 'heads down, hands up'.
 - a) M. Battaglia said that the traditional method of voting would be through ballot.
2. R. Bensei asked if it would be possible to have both candidates on the Group.
 - a) M. Battaglia said that it would be possible to alter the charter to add additional seats, but this could potentially raise issues. He said that the voting could be postponed until K. Ashford is present.
3. R. Bensei made a motion to **amend** the Working Group Charter to add a ninth seat for an additional graduate member.
 - a) R. Lieberwitz seconded the motion.
 - b) V. Price asked whether there would be a potential for other Assemblies to also want to add more members.
 - 1) M. Battaglia said that issues may arise but he was unsure how people would react.
 - c) D. Barbaria said that he was against amending to increase the membership since regardless of membership, both candidates could still fully participate in the Working Group. He said that having nine members would increase the number of members needed for a quorum.
 - 1) M. Battaglia said that decisions made in the Working Group would eventually be discussed in the full CJC.
 - 2) R. Bensei said that it would be good to have more energy with more members on the Group.
 - 3) M. Battaglia noted that having more members would make it more difficult to find a meeting time that works for everyone.
 - d) R. Lieberwitz said that as Chair of the Working Group, she thought it would be best to use the process that had been agreed upon.
 - 1) R. Bensei **withdrew** his motion.
4. M. Battaglia said that the decision to elect a graduate representative for the Working Group could be postponed to next week or the Committee could resume with the ballot.
 - a) D. Barbaria reversed his previous statement and said that the number of members needed for quorum would remain the same whether there were 8 or 9 members in total.
 - 1) R. Bensei renewed his motion.
 - i. D. Barbaria seconded the motion.
 - 2) R. Lieberwitz said that the Committee should move forward with the process agreed upon and the voting should be done now.
 - 3) D. Barbaria said that he was in favor of making a decision today to either vote between the two candidates or put both on the Working Group.
 - i. D. Barbaria **withdrew** his motion.
5. The Committee moved back to voting procedures as there was no dissent to voting.
 - a) V. Price was **elected**.
6. M. Battaglia said that the Committee could continue to move forward with the motion to amend the Charter to increase the number of members on the Working Group.
 - a) D. Barbaria made a motion to **table** the discussion until K. Ashford is present at the meeting.

- 1) V. Price seconded the motion. The motion was **approved** as there was no dissent.
- c. R. Lieberwitz raised a question on the number of employee members on the Group.
 1. M. Battaglia said that the Working Group is comprised of four members from the CJC and four from each Assembly. He said that there are currently seven of eight members seated, while the Employee Assembly is soliciting the last member to serve on the Group.
- ii. For Vote: UA Resolution #5 Bylaws Change Clarifying the Charge of the Codes & Judicial Committee
 - a. M. Battaglia summarized the main points from the Resolution.
 - b. R. Bensei raised a question on what Policy 4.1 is.
 1. M. Battaglia said Policy 4.1 describes what a stakeholder is. He said the University Assembly has received formal stakeholder status regarding Policy 6.4 when they sectioned off the enforcement of sexual assault in Policy 6.4.
 2. R. Bensei raised a question on what Policy 6.4 is.
 - a) M. Battaglia said Policy 6.4 concerns protected status, harassment and sexual misconduct.
 - c. The Resolution was **approved** by a vote of 5-0-1.
- iii. For Discussion: UA Resolution #11 Accepting President's Proposal of a One- Year Term Extension for the Judicial Administrator
 - a. M. Battaglia provided an overview of the Resolution. He said that the Resolution relates to the discussion on the reappointment of the Judicial Administrator. He said that President Pollack returned the prior Code Changes to the Committee. Current JA, M. Hovarth's term expires in June and the question remains on what action to take. He said that the University Assembly's Executive Committee has met with the President to discuss this matter and in response, has sponsored Resolution #11. The Resolution has been brought forth to this Committee and as it concerns the Code, the Assembly's Bylaws would require the Committee to examine the content of the Resolution. He said that this is the amended version and the University Assembly must decide if they wish to extend M. Horvath's term by an additional year until June 2019.
 - b. G. Kaufman said that the UA didn't specifically refer the Resolution to the CJC, but as it pertains to the Committee, the CJC should make recommendations on it.
 - c. R. Bensei motioned to recommend the UA to **amend** line 21 from "the University Assembly concurs with the President's Proposal" to "the University Assembly proposes to extend".
 1. M. Battaglia said that since the Resolution was not referred to the CJC, the Committee would not formally amend it, but he will bring concerns to the University Assembly.
 2. R. Bensei said that he was concerned that the University Assembly's prerogatives should be recognized by the administration. He said that he would like for the Assembly to exercise power rather than recognize.
 3. D. Barbaria seconded the motion. The motion was **approved** by a vote of 5-0-1.
 4. M. Battaglia said that he will convey the recommendation to the UA at their upcoming meeting.
 - d. D. Barbaria asked about the process of the procedure.
 1. M. Battaglia said that the Judicial Administrator's term expires in June and that the President is in favor of a one-year extension over a two-year reappointment. He said that the President has also expressed concerns about how the Committee reappoints University Hearing and Review Board members in a manner that could be a violation of the Code. He said that the matter will eventually come through this Committee for approval.
 2. D. Barbaria asked about how likely it would be for the Resolution to pass.

- a) M. Battaglia said that it could procedurally pass up until the eleventh hour, but practically sooner would be better. He said that the goal is to have something devised by the end of this year.
- e. V. Price asked that assuming a new process is put in place, whether the current JA be eligible to be reappointed through that process.
 - 1. G. Kaufman said that his understanding is that she would be.
- f. R. BenseL asked whether the Resolution itself was approved by this Committee.
 - 1. M. Battaglia said that the Resolution was not approved. He said that since the Resolution is not formally a matter of the Committee, it would not necessarily be approved by the Committee.

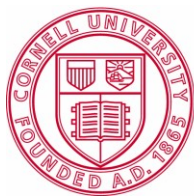
IV. Executive Session

- i. Executive Session (13 minutes)
 - a. M. Battaglia said that the Committee is within its procedures to move into Executive Session.
 - b. G. Kaufman said that the Charter requires a purpose to move into Executive Session. He made a motion to **amend** the purpose of the Session to include “to discuss matters important to the committee”.
 - 1. V. Price seconded the motion. The motion was **approved** as there was no dissent.

V. Adjournment

Respectfully submitted,

Dongyeon (Margaret) Lee
Codes and Judicial Committee Clerk



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Minutes
Codes and Judicial Committee
University Assembly
February 28th, 2018
4:30pm - 5:45pm
163 Day Hall

I. Call to Order

- i. Call to Order
 - a. M. Battaglia called the meeting to order at 4:36pm.
- ii. Roll Call
 - a. *Present:* K. Ashford, D. Barbaria, M. Battaglia, R. Bense, M. Horvath, K. Karr, G. Kaufman, J. Kruser, R. Lieberwitz, V. Price, C. Riley, E. Winarto
 - b. *Absent:* D. Putnam, K. Zoner
 - c. *Others Present:* G. Giambattista, M. Lee

II. Approval of Minutes

- i. November 15, 2017
 - a. Tabled to the next meeting.
- ii. February 28, 2018
 - a. Tabled to the next meeting.

III. Business of the Day

- i. For Discussion: Working Group Update, Charge, and Name
 - a. G. Kaufman made a motion to amend the last sentence of the charge of the Working Group to include “and be considered non-voting members”.
 - 1. The motion was approved by a vote of 6-0-2.
 - b. G. Giambattista made a point of information that the Chair had asked for permission to receive full access although he is not a member of the Working Group.
 - 1. M. Battaglia said that the Working Group is a subcommittee of the Codes and Judicial Committee and that the language is simply requesting to have administrative access.
 - 2. G. Kaufman said that he does not see why this is an issue, as the Group is a subcommittee of the Committee.
 - 3. G. Giambattista said that the names of the Working Group members have been provided for the Committee. She said that the issue lies with the process and restrictions as outlined by the website.
 - 4. R. Bense made a motion to call the question.
 - a) The motion was approved by a vote of 7-0-1.
 - c. M. Battaglia said that the name of the Working Group could be potentially limiting in scope.
 - 1. M. Horvath – point of information – whether it was a charge of the UA

to be named the Hate Speech Working Group.

- a) M. Battaglia said that the initial motion passed was to look into issues of hate speech on the campus. He said that the name was inspired by the charge to have a working group, but is neither mandated nor required.
 2. R. Lieberwitz said it would be adequate to change the name to the “Working Group on Hate Speech and Harassment”.
 - a) D. Barbaria said that the name should also include the campus code.
 - b) R. Lieberwitz motioned to rename the Group to the “Codes and Judicial Committee Working Group on Hate Speech and Harassment”.
 - c) D. Barbaria made a motion to call the question.
 - 1) The motion was approved by a vote of 6-0-2.
 - d. R. Lieberwitz updated the Committee on the Working Group’s first two meetings that took place on Friday and Wednesday. She said that the Group is now at a point in which two dates have been identified to potentially be scheduled for regular meetings. She said that the Group expects three public forums to be held – the first forum being informational, the second to be a workshop on potential changes to the Code & policies, the third forum to be one in which people would provide responses in person.
 1. M. Battaglia said that the meeting is tentatively scheduled for next Wednesday at 3:30pm.
 2. M. Horvath said that the Judicial Administrator (JA) conference room is open for use if needed.
 - e. M. Horvath asked about the Working Group minutes item 3 number 12 regarding concerns that the Judicial Administrator’s office is not enforcing the Code.
 1. M. Battaglia that this item was a discussion on concerns that the current language of the Code is not being enforced.
 2. D. Barbaria said that it was more of an issue of research than concerns about the JA’s office itself.
 3. M. Horvath asked for the Working Group to amend its minutes to reflect that notion.
 - f. R. Bensel asked how many seats of the Working Group have been filled.
 1. M. Battaglia said that currently 7 of the 8 seats have been filled.
- ii. For Discussion: Concerning the Previously Passed Housekeeping Amendments to the Campus Code
- a. M. Battaglia provided an overview and background on the housekeeping amendments to the Campus Code of Conduct.
 - b. R. Lieberwitz asked what the highlighted portion of page 5 on the issue of non-matriculated minors meant.
 1. M. Battaglia said that the proposed language indicates that a non-matriculated minor would be removed from the jurisdiction of the code. He said that the president has proposed to mirror down and drop the language on whether the individuals are subject to written policies or procedures. He said that the Committee could accept the president’s recommendation and may wish to keep the “saving statute”.
 2. R. Bensel said that he favors the President’s recommendation and would prefer not to go back and forth to provide additional explanation.
 3. M. Horvath said that she agrees with R. Bensel. She said that she was

concerned about the “saving clause” because it would require minors to be a part of the Code, which Risk Management has expressed to be a liability risk for the university to take on an obligation to such minors that they otherwise wouldn’t have.

4. M. Battaglia said that the Committee needs to decide on whether to keep the “saving statute”.
 5. R. Bensel said that Risk Management should explain this issue on liability to the Committee and that we should separate the clause and ask for a written explanation. He said that the Committee shouldn’t settle the issue right now.
 6. R. Lieberwitz said that there are cases in which high school students take courses at the university, and that such students should appropriately be covered by the code. She said that the “saving clause” helps to determine where such minors belong, but would require adequate explanation of coverage
 7. R. Bensel said that students participating in the Pre-Freshman program should be covered by the Campus Code.
 8. M. Horvath said that those participating in pre-college programs are already covered by the Code since they are no longer in high school, whereas those who have not graduated are within the jurisdictional limits of their high school.
- c. M. Battaglia provided an overview on the proposed language clarifying University Hearing and Review Boards (UHRB) appointment procedures.
1. R. Bensel asked if Dean of Faculty, Charles Van Loan, has any concerns about the proposed language.
 - a) M. Battaglia said that he intends to reach out to seek his view.
 2. G. Giambattista said that the Office of the Assemblies has a role in soliciting applications for UHRB members.
 - a) R. Bensel asked what solicit means.
 - 1) G. Giambattista said that soliciting entails reaching out to the community to make sure everyone is aware that the opportunity exists.
 - b) G. Giambattista said that she wants to ensure that no particular constituency is reaching out to potential applicants on their own. She said that the Office of the Assemblies is the neutral body that would be logistically involved with ensuring fairness of procedures.
- d. M. Battaglia said that the University Assembly has passed Resolution #11 to reappoint the Judicial Administrator and that M. Horvath’s term has been extended for an additional year. He said there has been an ongoing discussion on ensuring that a process of reappointment is put into place and that the Committee is committed to improving such a process.
- e. M. Battaglia provided a summary on the No Contact Directive procedures. He said that the Judicial Administrator is not required to suspend based on violations, and that the proposal would add an appeals process for no contact directives. He said that groups concerned with Policy 6.4 are unlikely to be affected by the change and that there is a need for an appeals process for interim measures since interim directives can be used for several months as of now. The proposal would require a petition after 21 days.
1. M. Horvath said that the proposal to make orders mutual negates the need for an appeals process. She said that the interim suspension is

most in need of an additional process as it has the most impact on the educational environment.

2. K. Karr said that the Office of the Judicial Codes Counselor supports making no-contact orders mutually binding.
3. C. Riley said that he was concerned about revising the directive and that the parties may not have enough information on this directive.
 - a) M. Battaglia said that these are interim measures that are meant to be temporary.
4. R. Benseal said that he was concerned about a possible delay in settling this issue. He asked if it would be possible to have UHRB members to come and talk to the Committee and to postpone the discussion until such an interaction takes place.
 - a) M. Battaglia said that he has reached out to the UHRB chair, who will be able to attend the meeting on March 21.
5. V. Price asked if there would be a way to let the UHRB know in advance to be able to conduct research about the issue.
 - a) M. Battaglia said that he will provide a summary of what the Committee was looking at in the fall, and will send out an email to the members' listserve.
6. D. Barbaria – point of information – whether it would be possible to have eight separate resolutions in order to tackle more controversial issues separately.
 - a) M. Battaglia said that would be possible.
- f. M. Battaglia reviewed how individuals would be removed from the UHRB. He said that the new proposal would require a $\frac{2}{3}$ vote to remove someone from the Board and that the CJC will be notified of reasons for removal. He added that this new proposal was based on prior discussions within the Committee.
 1. R. Benseal asked how many people have been removed so far.
 - a) M. Battaglia said that there is currently an ambiguity in the process that makes it difficult to remove individuals from the Board. He said that the procedure is currently in a “limbo”.
 2. V. Price asked what the process for voting would be for removing members.
 - a) M. Battaglia said that a $\frac{2}{3}$ vote would be required and that there would not be a specified method of voting. He said that the Board would be required to contact the Committee for clarification on their procedures.
 3. R. Benseal asked why it would be necessary to involve other Chairs if the matter would come to the Committee anyway.
 - a) M. Battaglia said that University Assembly currently approves every member of the Board and that the matter would eventually end up for discussion within the Committee.
- g. M. Horvath made a motion to extend the meeting to 5:52pm.
 1. The motion was **approved** by unanimous consent.
- h. M. Battaglia provided context on the new proposed language concerning Hearing Board oversight. He said that records from last year raised concerns about the Hearing Board and its procedures, which contain language that may appear to conflict with the Code. He said that the proposed language would require the Hearing Board to bring forth any changes made to the Committee, in which the Committee may opt to disprove such changes. He said that the 5th point gives the Committee the ability to modify procedures by a vote if it sees so fit

1. M. Horvath said that the 1st point makes sense, and that the procedures already ensure that they do not conflict with provisions of the Code. She said that the proposal is confusing and difficult to read and she believes that there needs to be a reworking of the language for more clarification. She said that it would be better to have changes in rules and procedures proposed by a set date, rather than changes to the procedure itself.
2. R. Bensei said that the Board should be provided with a floor to be able to comment on all three proposals that concern them. He said that this would aid in understanding what the UHRB does and how the Committee could help.
3. M. Horvath said that there are challenges in publicizing these issues to the community and that the Committee needs to follow the appropriate publicity requirements.

- iii. For Discussion: Current Status of the Greek Judicial System at Cornell
 - a. Tabled to the next meeting.
- iv. Update Concerning: UA Resolution #5 Bylaws Change Clarifying the Charge of the Codes & Judicial Committee
 - a. Tabled to the next meeting.
- v. For Discussion: University Hearing and Review Boards Staffing Update and Discussion
 - a. Tabled to the next meeting.
- vi. For Discussion: Discussing recent Department of Education Policy Shifts, our Quantum of Proof, Policy 6.4, Selection Questions, and the Complainants Advisor
 - a. Tabled to the next meeting.

IV. Adjournment

- i. Adjournment
 - a. The meeting was adjourned at 5:53pm.

Respectfully submitted,
Dongyeon (Margaret) Lee
Clerk of the Assembly

Language Comparison from Returned Changes to the Campus Code of Conduct

Proposed language to address to the suspension length, definition, and reporting date for organizations

President's Language/Concern.	Passed Language (Title Three, Art. III, Sec. D.4 (pg. 24, 2017)).
None noted.	<p>4. Limitations Period</p> <p>Any charge of a violation of this Code must be initiated by the filing of charges by the Judicial Administrator within one calendar year of the date of the alleged violation. Exceptions to this policy that extend the period beyond one year are:</p> <ul style="list-style-type: none">a. In cases where the charge involves fraud, the period shall be one calendar year from the alleged fraud or 60 calendar days from the filing of a complaint alleging fraud, whichever is longer, but in any event no more than three calendar years from the alleged fraud.b. In cases where the individual to be charged is absent from the University because of either (1) a leave of absence, (2) a termination of employment, or (3) a withdrawal as a student, a charge may be brought within one calendar year of the alleged violation or within 60 calendar days of his or her return to the jurisdiction of the University judicial system, whichever is later.c. In cases where the individual to be charged is facing public prosecution involving the same matters, a charge may be brought within 60 calendar days of the final disposition of such prosecution. Should it appear that the individual will leave the University before such time, the President

	<p>or his or her designee may cause the individual's degree to be withheld for the period in which the Judicial Administrator may file charges.</p> <p>d. In cases where the Respondent is a University-Registered Organization the period shall be no more than three calendar years from the alleged violation.</p> <p>e.-d. The Judicial Administrator may request a Hearing Board Chair to extend any limitations period by up to an additional six calendar months, without required notice to any other person but upon a showing of special circumstances justifying such an extension, provided that the Judicial Administrator delivers such written request to a Hearing Board Chair prior to the expiration of that period.</p>
None noted.	<p>(Title Three, Art. IV, Sec. A.1.c.6 (pg. 25, 2017).</p> <p>(6) Suspension of all privileges for a stated period not to exceed one year five years.</p>

Proposed language to address to immediate suspension for non-compliance of sanctions

President's Language/Concern.	Passed Language (Title Three, Art. III, Sec. D.4 (pg. 24, 2017).	Possible Compromise Language/Solution
<p>2. If an offender has not complied with the prescribed penalty or remedy within the specified time, the Judicial Administrator may suspend the offender or issue a lesser penalty. In the event the JA elects to suspend, the JA shall notify the University Registrar, Office of the Dean of Students, and other offices on a need-to-know basis that the individual or organization is suspended, and the suspension shall have immediate effect and continue until the offender has complied. For any violation of the terms of probation committed during the probationary period, the Judicial Administrator may impose on the offender additional penalties, including suspension or dismissal. The offender may request an appearance before the Judicial Administrator in order to show the fact of compliance, to contest the violation of probation, or to argue for a lesser penalty. The offender may petition the University Hearing Board in writing for a review of the penalty imposed by the Judicial Administrator for noncompliance or for violating probation.</p>	<p>2. If an offender has not complied with the prescribed penalty or remedy within the specified time, the Judicial Administrator shall may¹ notify the University Registrar, Office of the Dean of Students, and other offices on a need-to-know basis that the individual or organization is suspended, and the suspension shall have immediate effect and continue until the offender has complied. For any violation of the terms of probation committed during the probationary period, the Judicial Administrator may impose on the offender additional penalties, including suspension or dismissal. The offender may request an appearance before the Judicial Administrator in order to show the fact of compliance, to contest the violation of probation, or to argue for a lesser penalty. The offender may petition the University Hearing Board in writing for a review of the penalty imposed by the Judicial Administrator for noncompliance or for violating probation.</p>	<p>Accept President's proposed language.</p>
<p>None noted.</p>	<p>(Title Three, Art. II, Sec. A.3 (pg. 18, 2017).</p>	

¹ The term "may" will preserve the rare instances of addressing, for example, serious violations of NCDs.

	(m) To refuse to comply with any valid penalty or remedy dispensed by the Office of the Judicial Administrator and/or University Hearing or Review Board lawful order of a clearly identifiable University official acting in the performance of his or her duties, or with a policy that has been duly promulgated by the University or any college, department, or unit thereof, whether or not the policy has been issued in the standardized University format. ²	
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Proposed language to role of non-matriculated minors

President's Language/Concern.	Proposed Language (Title Two, Art. I, Sec. B.2 (pg. 10, 2017).	Possible Compromise Language/Solution
<p>1. The term student shall be interpreted to mean any person, whether or not incidentally on the University payroll, who is currently registered with the University as:</p> <ul style="list-style-type: none"> a. a degree candidate in any of Cornell's undergraduate or graduate divisions; b. a special student in the undergraduate divisions; or c. a non-degree-candidate in the graduate school. <p>2. The term student shall be interpreted to mean also persons not officially registered, and not faculty members or other University employees, if they are:</p>	<p>1. The term student shall be interpreted to mean any person, whether or not incidentally on the University payroll, who is currently registered with the University as:</p> <ul style="list-style-type: none"> a. a degree candidate in any of Cornell's undergraduate or graduate divisions; b. a special student in the undergraduate divisions; or c. a non-degree-candidate in the graduate school. <p>2. The term student shall be interpreted to mean also persons not officially registered, and not faculty members or other University employees, if they are:</p>	<p>Accept the proposed additional exclusionary note under subpoint b. Retain the "saving statue" to avoid having individuals in "limbo" should no other policy exist and provide additional explanation to President's Office.</p>

² Same language as Title IV; some language from peer-institutions will be shared.

<p>a. currently enrolled in or taking classes at the University, with the exclusion of any individual enrolled in or taking classes at the University while still an elementary, middle, high school student, or foreign equivalent;</p> <p>b. currently using University facilities or property, or the property of a University-related residential organization, in connection with academic activities, with the exclusion of any individual enrolled in or taking classes at the University while still an elementary, middle, high school student, or foreign equivalent; or</p> <p>c. currently on leave of absence or under suspension from being a student of the University.</p>	<p>a. currently enrolled in or taking classes at the University, with the exclusion of any individual enrolled in or taking classes at the University while still an elementary, middle, high school student, or foreign equivalent, so long as such individuals are subject to written behavioral expectations, policies or procedures;</p> <p>b. currently using University facilities or property, or the property of a University-related residential organization, in connection with academic activities; or</p> <p>c. currently on leave of absence or under suspension from being a student of the University.</p>	
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Commented [MB1]: Upon verification with prior records, this “saving statute” was included in the original proposal directly from the Office of Risk Management as first communicated to the Codes & Judicial Committee.

Additionally, four sample policy documents provided by Risk Management have been included with the Agenda. In general, the more significant the involvement with the University, the more detailed the outlined policy. All the attached policies would apply in lieu of the Code should this language be passed.

Proposed language regarding removal of indefinite suspension

President’s Language/Concern.	Proposed Language (Title Three, Art. II, Sec. E.1.c (pg. 24, 2017).
None noted.	<p>Circumstances Requiring Hearing</p> <p>e. The offender may petition in writing for readmission from indefinite suspension.</p>
None noted.	(Title Three, Art. IV, Sec. A.1.a.8 (pg. 34, 2017).

	<p>(8) Suspension from the University for a stated period not to exceed five years, or indefinitely with the right to petition the University Hearing Board in writing at any time for readmission after the academic term following the academic term in which the suspension occurred. Such petition shall be submitted no later than April 1 if the petition is for readmission for the fall semester and by November 1 if the petition is for readmission for the spring semester. If the Judicial Administrator agrees with the petition of the accused, he or she may permit the readmission without the petition being considered by the University Hearing Board, after consulting with appropriate professional colleagues and receiving approval of a Hearing Board Chair. If the University Hearing Board denies the petition, the accused may not petition again until the next semester and, in any event, may not petition for readmission for the same semester denied by the University Hearing Board. While on such suspension, the student may not obtain academic credit at Cornell or elsewhere toward the completion of a Cornell degree.</p>
None noted.	<p>(Title Three, Art. IV, Sec. A.2.b (pg. 34, 2017).</p> <p>b. Ordinarily, the penalty for a third violation by a student within a twelve-month period should be probation or suspension from the University for a stated or indefinite period and denial of academic credit for the term in which the suspension occurs. The penalty may be reduced if a lesser penalty would more appropriately serve the interests of justice and if, in addition, the offender expressly agrees not to engage in misconduct of specified kinds in the next twelve months. In such a case of indefinite suspension, the offender may petition the University Hearing Board in writing for readmission, but no application for readmission for the academic term following the academic term in which the suspension occurred will be permitted</p>

Proposed language clarifying UHRB appointment procedures

President's Language/Concern.	Proposed Language (Title Two, Art. IV, Sec. C.3 (pg. 14-15 2017)).	Possible Compromise Language/Solution
<p>I generally support the proposed change, but request that the UA make clear the process by which a currently serving member may request reappointment. Under the current process, which does not expressly allow for reappointing existing Hearing and Review Board (HB) members, a reappointment to the HB would follow the same process as any initial appointment: for faculty members, nomination by the Dean of the Faculty, and for all other appointments, nomination by the CJC following written solicitation for applicants by the Office of the Assemblies. The proposed reappointment process removes the Dean of the Faculty and the Office of the Assemblies from exercising any oversight over HB members after their initial appointment to the HB. In order to ensure the appropriate levels of transparency and independence for reappointment of HB member, I recommend this provision be further amended to require input from the Dean of the Faculty.</p>	<p>3. Members of the University Hearing Board and University Review Board pool shall serve terms of office as follows:</p> <ul style="list-style-type: none"> a. All members shall be appointed for two-year staggered terms, except for students entering their final year of study, who shall be appointed for one-year terms. b. Terms of office shall begin June 1 of the year appointed. Any appointment to fill a vacancy or to address an emergency shall become effective immediately. c. Currently serving members may be appointed for additional terms if reconfirmed by the University Assembly after review by the Codes and Judicial Committee. d. The Chair of the Hearing Board or Review Board shall have the authority to remove a member of the pool if the member is not honoring his/her commitment to the university to communicate promptly with the Chair or the Judicial Administrator's office, to participate in hearings, to arrive punctually, and otherwise to participate responsibly in this process. 	<p>Noting that the Office of the Assemblies has no oversight role over this process (per the Code, they solicit written applications) provide clarification to the Office of the President. To address the concern for the Dean of the Faculty we could utilize the following:</p> <ul style="list-style-type: none"> c. Currently serving members may be appointed for additional terms if reconfirmed by the University Assembly after review by the Codes and Judicial Committee. Faculty members seeking renewal will be reviewed by the Codes and Judicial Committee who shall receive input from the Dean of the University Faculty prior to reconfirmation by the University Assembly. <p>Goal is to ameliorate concern and allow for DoF input however as vetting generally does not take place on the UA floor, still enabling the CJC to be involved in the process.</p>

Commented [MB2]: Reaching out to the Dean of the Faculty to ascertain his thoughts on this proposal per the Committee's discussion.

Proposed language clarifying JA appointment procedures

President's Language/Concern.	Proposed Language (Title Two, Art. II, Sec. A.3 (pg. 12 2017)).	Possible Compromise Language/Solution
<p>I cannot accept this proposed change. As you note in the resolution, the practice used in the JA reappointment process over many years has not aligned with what is in the Code, and what is in the Code lacks clarity. The resolution's language, however, not only fails to address the clarity issues, but it also creates new, substantive problems, including a fairness issue of changing the reappointment process at the very moment at which reappointment is due. Given the urgent need for (re)appointment of the JA and the outstanding, substantive issues with the UA's proposed changes to the reappointment process, I suggest that we reappoint the JA for a period of one year (i.e., through June 2019), to give us time to work together to develop mutually acceptable changes to the JA appointment process that can be fairly applied to the current JA.</p>	<p>3. The Judicial Administrator shall be appointed for a two-year term. A Judicial Administrator can be reappointed for additional terms. In October of the year a. Six months preceding the expiration of the term of the Judicial Administrator, the chair of the University Assembly shall convene a six-member committee, including two members appointed by the President, two members appointed by the University Assembly, the chair of the Codes and Judicial Committee, and the Judicial Codes Counselor to provide feedback to the Judicial Administrator and evaluate their term. The committee will internally elect a chair and shall make a recommendation to the President either in favor or against the Judicial Administrator being nominated for an additional term. Such recommendation must be made at least four months prior to the expiration of the current term. or</p>	<p>Discussion ongoing – See U.A. Resolution #11</p>

Commented [MB3]: Ongoing discussion pursuant to UA R11.

	<p>b. Upon the University Assembly chair's receipt of notice of the Judicial Administrator's resignation or removal, the chair shall convene a six-member search committee, including two members appointed by the President and four members appointed by the University Assembly, to propose two or more nominees to the President.</p> <p>The President shall appoint or reappoint a candidate with the concurrence of the University Assembly. In the event of an unexpected vacancy, the Associate Judicial Administrator shall be appointed by the President, with the concurrence of the University Assembly, to serve until a permanent Judicial Administrator is appointed.</p>	
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Proposed language adding discretion to No Contact Directive procedures

President's Language/Concern.	Proposed Language (Title Three, Art. III, Sec. B.2 (pg. 19, 2017).	Possible Compromise Language/Solution
I support the UA's proposed change, in part. In addition to the JA and JCC, victim advocates should have the opportunity to comment on a change making all no-contact orders mutually binding. Also, I question the wisdom of creating a new right of appeal to a process that is, by its nature, intended to be interim and would suggest that lines 479 - 489 be eliminated.	<p>a. In cases involving allegations of harassment, abuse, assault, rape, or other menacing activity, the Judicial Administrator, after making a reasonable effort to meet with the accused if appropriate to do so, may issue a No-Contact Directive, binding upon all involved parties.</p> <p>b. The Judicial Administrator shall make available to the accused the exact terms of the No-Contact Directive, as soon as it is issued.</p> <p>c. In the event the Judicial Administrator is notified of a violation of the terms of the No-</p>	Provide additional time for comment and clarity as to how the Code applies in varying cases and the interaction with Policy 6.4 Provide context as to past issues with interim directives being utilized in long-term manners.

	<p>Contact Directive, the accused shall be provided with an opportunity to review the matter with the Judicial Administrator within two business days. If the Judicial Administrator determines, based upon the information available, that the No-Contact Directive has been violated, he or she may impose additional interim measures or suspend the accused temporarily, pending resolution of the underlying case.</p>	
	<p>c. In the case of such directive, the accused may petition the University Hearing Board in writing for a review of the decision. That board shall meet to consider the petition as soon as possible, but no later than seven business days after it receives the petition. However, that board may grant a postponement upon the request of the accused, to a date not later than 21 calendar days after the petition is received. If that board determines that the No-Contact Directive was improper or is no longer necessary, it shall lift the directive immediately. The board's decision may not supersede an active court order.</p>	

Commented [MB4]: Per the Committee's discussion, these provisions will be included in the packet to UHRB Chairs prior to their attendance at a CJC meeting.

Commented [MB5]: Interim measures and concerns over them being unreviewable are discussed at some length in the Minikus Report (issued on June 11, 2015).

Commented [MB6]: The Committee in the past has provided the President with multiple options, all of which are approved by the CJC in cases where the Committee believes multiple options equally achieve the goals of the Committee. In this case, alternative language that does not directly create a right of review but accomplishes a similar goal could read:

Such directives may be issued for a duration of up to 21 calendar days. Should the Judicial Administrator believe a No-Contact Directive remains necessary after that time, he or she may petition the University Hearing Board to extend the directive for up to an additional 21 calendar days. If that board determines that the No-Contact Directive is no longer necessary, it shall not extend the directive. Should the board choose to extend the directive, it may modify the directive's terms but may not supersede an active court order.

New Proposed Language Clarifying Hearing Board Removal Process

Current Language (Title Two, Art. IV, Sec. C.3.c (pg. 15 2017).	Proposed Language
c. The Chair of the Hearing Board or Review Board shall have the authority to remove a member of the pool if the member is not honoring his/her commitment to the university to communicate promptly with the Chair or the Judicial Administrator's office, to participate in hearings, to arrive punctually, and otherwise to participate responsibly in this process.	c. Any Chair of the Hearing Board(s) or Review Board(s) shall have the authority to begin removal proceedings against a member of the pool if the member is not honoring his/her commitment to the university to communicate promptly with the Chair or the Judicial Administrator's office, to participate in hearings, to arrive punctually, and otherwise to participate responsibly in this process. Upon a Chair beginning

	<p>removal proceedings, the Chair shall furnish to the Codes & Judicial Committee of the University Assembly the following:</p> <ol style="list-style-type: none"> 1. The name of the board member. 2. A rationale for their removal from the boards. 3. Prior steps taken to attempt to resolve the relevant issue(s). 4. Indication that the board member received at least fourteen days' notice of a Chair's intent to seek removal. <p>Upon receipt of the information, the Codes & Judicial Committee may remove the board member by a two-thirds vote of its seated membership. The Codes & Judicial Committee may request additional information from a Chair or other parties as part of their deliberation. For instances involving faculty members, the Dean of the Faculty shall also be consulted.</p>
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Commented [MB7]: Rewritten in response to discussion at a prior CJC meeting.

New Proposed Language Concerning Hearing Board Oversight

Current Language (Title Two, Art. IV, Sec. C.5 (pg. 15 2017).	Proposed Language
<p>5. Although the judicial boards decide cases and appeals when sitting in panels, the pool as a group, convened by the Administrative Chair, shall perform the following functions:</p> <p>a. The judicial boards shall be responsible for establishing their own internal rules and procedures not specified elsewhere, and making them available through the Offices of the Judicial Administrator and the Judicial Codes Counselor.</p>	<p>5. Although the judicial boards decide cases and appeals when sitting in panels, the pool as a group, convened by the Administrative Chair, shall perform the following functions:</p> <p>a. The judicial boards in consultation with the Codes & Judicial Committee of the University Assembly shall be responsible for establishing their own internal rules and procedures not specified elsewhere, and making them available through the Offices of the Judicial Administrator and the Judicial Codes Counselor.</p>

<p>(1) Such rules and procedures must be published in the Cornell Chronicle before going into effect.</p> <p>(2) Any changes in rules and procedures must be published in the Cornell Chronicle at least 30 calendar days before taking effect.</p> <p>b. Upon request, the judicial boards shall report on their operations to the Codes and Judicial Committee of the University Assembly.</p>	<p>(1) Such rules and procedures must not conflict or contradict provisions in this Code.</p> <p>(2) Such rules and procedures must be published in the Cornell Chronicle before going into effect.</p> <p>(3) Any changes in rules and procedures must be published in the Cornell Chronicle at least 30 calendar days before taking effect.</p> <p>b. All changes to the judicial board's rules and procedures must be provided to the Codes & Judicial Committee of the University Assembly at least 14 calendar days prior to approval by the boards. The Codes and Judicial Committee may reject any proposed change by a majority vote of its seated membership.</p> <p>c. The Codes & Judicial Committee of the University Assembly may choose to modify the judicial board's rules and procedures by a majority vote of its seated membership. Changes made by the Codes & Judicial Committee follow the same public notice procedures as apply to the judicial boards.</p> <p>d. Upon request, the judicial boards shall report on their operations to the Codes and Judicial Committee of the University Assembly. When a report is requested, the boards shall provide it in the manner requested within thirty days of receipt.</p>
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Commented [MB8]: Points B & C rewritten to increase clarity after discussion in prior CJC meetings.

New Proposed Language Addressing Public Hearing Notice Timeframe

Current Language (Title Three, Art. III, Sec. E.3.b (pg. 28 2017).	Proposed Language
(7) All hearings shall be private unless (a) the accused notifies the Judicial Administrator, no later than two business days before the hearing, that he or she wishes a public hearing and (b) the Hearing Board Chair	(7) All hearings shall be private unless (a) the accused notifies the Judicial Administrator, no later than two three business days before after the scheduling of the hearing, that he or she wishes a public hearing and (b)

determines that a public hearing would not result in undue intimidation of the complainant, the victim, or the witnesses.

the Hearing Board Chair determines that a public hearing would not result in undue intimidation of the complainant, the victim, or the witnesses.

DRAFT



CORNELL UNIVERSITY UPWARD BOUND RULES OF ACCEPTANCE



As a student in the Upward Bound Program, I agree to the following Rules of Acceptance:

Academic Commitment:

- ☐ I will maintain a positive rate of progress academically.
- ☐ I will attend school on a regular basis during the academic year.
- ☐ I will take all my final exams, including Regents, and do the best I can.
- ☐ I will seek out tutorial assistance, either with UB or my school when needed.
- ☐ I will maintain contact with my UB counselor on a bi-weekly basis.
- ☐ I will attend and be on time for all my summer classes, pay attention and take notes every day.
- ☐ I will copy down all homework and complete assignments on time.
- ☐ I will study and do homework every evening.

Activities Commitment:

- ☐ I will attend, be on time and participate in all UB activities (classes, community service, college visits, etc.)
- ☐ I will attend monthly program meetings on the Cornell University campus or other scheduled location.
- ☐ I will participate in college visits and complete required applications and financial aid forms.
- ☐ I will use UB and Cornell computers / internet for academic and program related purposes only.

Honor Code of Conduct Commitment:

- ☐ I will use appropriate and respectful language with everyone.
- ☐ I will respect and obey all UB staff members.
- ☐ I will not steal or deface any property.
- ☐ I will not smoke in any place on campus, at any time.
- ☐ I will not use, possess, buy, sell or touch illegal drugs, alcoholic beverages, or weapons of any kind.
- ☐ I will not be sexually active or partake in sexual activity with anyone.
- ☐ I will keep my cell-phone turned off when in class or any other scheduled UB activity.
- ☐ I will not leave campus without the proper authorization and/or an appropriate escort.
- ☐ I will not have visitors on campus at any time, except when authorized by UB staff.
- ☐ **I will follow the Golden Rule!**

I agree to pay for any damages to Cornell or Upward Bound property that I am found responsible for by a UB staff.

I have been provided, reviewed and agree to abide by the UB Student / Parent Handbook.

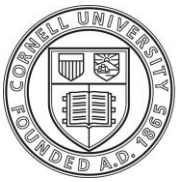
My signature below demonstrates that I have read and fully understand the Rules of Acceptance. I will abide by these and all other rules and regulations as determined by UB staff for as long as I am an Upward Bound student.

Student Signature

Print Student Name

Parent/Guardian Signature

Date



RULES AND REGULATIONS

Must be signed by camper AND parent/guardian

Camper's name (Last): _____ (First): _____
(Please print neatly)

We are pleased you will be joining us at the Cornell University Sports School this summer. As a participant in the program, you are expected to act in a responsible manner and be respectful toward fellow campers, coaches, and staff. Campers are required to adhere to the following rules and regulations. Please read this information carefully.

1. Campers are required to attend all instructional and activity sessions and to be on time for attendance check-ins.
2. Campers are only permitted to travel to areas indicated on the camp itinerary and must always be accompanied by a counselor(s). Travel to non-sanctioned areas of campus or to off campus locations is prohibited. This includes Collegetown, all gorges and swimming in any unrestricted areas.
3. Dorms: Boys will not be allowed on girls' floors and vice-versa. No sports equipment is to be used in the dorms. All other dorms are off limits. There are numerous other programs on campus at the same time as sports camps. Participants in other campus programs are not permitted in Sports School dorms.
4. Dormitory curfew is at 10:00 p.m. Final lights out is at 11:00 p.m. **A camper exiting the dormitory after curfew will be expelled from camp.** The camper's parents will be contacted and required to pick up the camper on the next day. No refund of camp fees will be given for any campers who are dismissed for violation of the rules herein.
5. **Any camper found to have any alcohol, drugs or tobacco in their possession, or vandalizing any Cornell property, will be immediately expelled from camp.** Upon dismissal, the camper's parent or guardian will be notified immediately, regardless of the hour, and the camper will be sent home at the parents' expense. Parents have 12 hours to arrange transportation. No refund of camp fees will be given for any camper who is expelled for violation of the camp rules. Cornell reserves the right to expel campers for other unacceptable behavior.
6. Campers are required to bus their dining trays and utensils. No food is to be taken from the dining hall. **Any camper caught throwing food or dropping food from upstairs will be expelled from camp.**
7. A \$40 key/room damage deposit will be collected from resident campers at time of online registration or at camp check-in.
8. Campers will be responsible for any damages they cause and the cost of such damages will be deducted from the key deposit and/or charged to the credit card account on file. The deposit will be refunded at checkout pending satisfactory room inspection and the return of room keys.

ADDITIONAL PROVISIONS FOR DAY AND COMMUTER CAMPERS

9. Day and commuter campers: please notify the camp office at 255-1200 if you are going to miss a day OR a particular session of camp.
10. Campers are allowed to relax and socialize with counselors in the Robert Purcell Community Center lounges between sessions.
11. If your child is to be picked up after a session by someone other than a parent or guardian, written permission is required and must be provided to your child's counselor in advance.

*Our signatures indicate that we have read the rules and regulations, understand them, and agree to abide by them.
Failure to sign and return this document will prohibit the camper from participating in the camp program.*

Camper signature _____

Date _____

Parent/Guardian signature _____

Date _____

**TOMPKINS-SENECA-TIOGA
BOARD OF COOPERATIVE EDUCATIONAL SERVICES**

CODE OF CONDUCT

Code of Conduct

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I. Introduction

The Tompkins-Seneca-Tioga Board of Cooperative Educational Services (hereafter called the Board) is committed to providing a safe and caring learning environment. The staff at T-S-T BOCES recognize that people learn best when they feel valued and that a supportive educational community is created when positive relationships are fostered among its members. This Code of Conduct reflects our expectation that together, staff, students and parents can model and promote respectful and socially responsible behavior in our schools.

II. Essential Partners

A. Student Rights

The T-S-T BOCES is committed to safeguarding the rights given to all students under state and federal law. In addition, to promote a safe, healthy, orderly and civil school environment, all T-S-T BOCES students have the right to:

1. Take part in all T-S-T BOCES activities on an equal basis regardless of race, color, weight, national origin, ethnic group, religion, or religious practice, sex, gender/gender identity, sexual orientation, or disability.
2. Present their version of the relevant events to school personnel authorized to impose a disciplinary penalty in connection with the imposition of the penalty.
3. Access school rules and, when necessary, receive an explanation of those rules from school personnel.
4. Be protected from intimidation, harassment, or discrimination based on actual or perceived race, color, weight, national origin, ethnic group, religion, or religious practice, sex, gender/gender identity, sexual orientation, or disability, by employees or students on school property or at a school sponsored event, function or activity.

B. Student Responsibilities

All T-S-T BOCES students have the responsibility to:

1. Contribute to maintaining a safe and orderly school environment that is conducive to learning and to show respect to other persons and to property.
2. Abide by all T-S-T BOCES policies, rules and regulations dealing with student conduct.
3. Attend school every day unless they are legally excused and be in class, on time, and prepared to learn.
4. Work to the best of their ability in all academic and extracurricular pursuits and strive toward their highest level of achievement.
5. React to direction given by teachers, administrators and other school personnel in a respectful, positive manner.
6. Work to develop mechanisms to control their anger.
7. Ask questions when they do not understand.
8. Seek help in solving problems that might lead to discipline.
9. Dress appropriately for school and school functions.
10. Accept responsibility for their actions.
11. Conduct themselves as representatives of the T-S-T BOCES when participating in or attending school-sponsored extracurricular events and to hold themselves to the highest standards of conduct, demeanor, and sportsmanship.
12. Respect one another and treat others fairly in accordance with the District Code of Conduct and the provisions of the Dignity Act. Conduct themselves in a manner that fosters an

environment that is free from intimidation, harassment, or discrimination. Report and encourage others, to report any incidents of intimidation, harassment or discrimination.

13. Understand to the best of their ability the Code of Conduct and how it relates to them.

C. Parent/Guardian Expectations

All parents/guardians are expected to:

1. Recognize that the education of their child(ren) is a joint responsibility of the parents/guardians and the school community.
2. Send their children to school ready to participate and learn.
3. Ensure their children attend school regularly and on time.
4. Ensure absences are excused.
5. Insist their children be dressed and groomed in a manner consistent with the student dress code.
6. Help their children understand that in a democratic society appropriate rules are required to maintain a safe, orderly environment.
7. Know school rules and help their children understand them.
8. Convey to their children a supportive attitude toward education and the T-S-T BOCES.
9. Build good relationships with teachers, other parents and their children's friends.
10. Help their children deal effectively with peer pressure.
11. Inform school officials of changes in the home situation that may affect student conduct or performance.
12. Provide a place for study and ensure homework assignments are completed.
13. Model respect and dignity for themselves, their children and other students regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender/gender identity, or sex, which will strengthen the child's confidence and promote learning in accordance with the Dignity for All Students Act.

B. Teacher Expectations

All T-S-T BOCES teachers are expected to:

1. Maintain a climate of mutual respect and dignity for all students regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender/gender identity, or sex, which will strengthen students' self-concept and promote confidence to learn.
2. Be prepared to teach.
3. Demonstrate interest in teaching and concern for student achievement.
4. Know school policies and rules, and enforce them in a fair and consistent manner.
5. Confront issues of discrimination and harassment in any situation that threatens the emotional or physical health or safety of any students, school employee or any person who is lawfully on school property or at a school function.
6. School employees who witness harassment, bullying, and/or discrimination or receive an oral or written report of such acts shall promptly orally notify the principal, superintendent, or their designee not later than one school day after such employee witnesses or receives a report of such acts, and shall also file a written report with the principal, superintendent, or their designee no later than two school days after making an oral report.
7. Communicate to students and parents/guardians:
 - a. Course objectives and requirements
 - b. Marking/grading procedures
 - c. Assignment deadlines
 - d. Expectations for students
 - e. Classroom discipline plan.
8. Communicate regularly with students, parents/guardians, and other teachers concerning growth and achievement.

9. Encourage students to discuss issues that are affecting their ability to be successful and be prepared to refer students to appropriate resources for assistance.

C. Pupil Personnel Expectations

1. Assist students in coping with peer pressure and emerging personal, social and emotional problems.
2. Initiate teacher/student/counselor conferences and parent/guardian/teacher/student/counselor conferences, as necessary, as a way to resolve problems.
3. Maintain and encourage a climate of mutual respect and dignity for all students regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender/gender identity, or sex, with an understanding of appropriate appearance, language, and behavior in a school setting, which will strengthen students' self-image and promote confidence to learn.
4. School employees who witness harassment, bullying, and/or discrimination or receive an oral or written report of such acts shall promptly orally notify the principal, superintendent, or their designee not later than one school day after such employee witnesses or receives a report of such acts, and shall also file a written report with the principal, superintendent, or their designee no later than two school days after making an oral report.
5. Regularly review with students their educational progress and career plans.
6. Provide information to assist students with career planning.
7. Encourage students to benefit from the curriculum and extracurricular programs.

D. Principal/supervisors Expectations

1. Promote a safe, orderly and stimulating school environment, supporting active teaching and learning.
2. Ensure that students and staff have the opportunity to communicate regularly with the principal/supervisor and approach the principal/supervisor for redress of grievances.
3. Evaluate on a regular basis all instructional programs.
4. Support the development of and student participation in appropriate extracurricular activities.
5. Be responsible for enforcing the Code of Conduct and ensuring that all cases are resolved promptly and fairly.
6. Maintain and encourage a climate of mutual respect and dignity for all students regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender/gender identity, or sex, with an understanding of appropriate appearance, language, and behavior in a school setting, which will strengthen students' self-image and promote confidence to learn.
7. Lead or supervise the thorough investigation of all reports of harassment, bullying and/or discrimination, and ensure that such investigation is completed promptly after receipt of any written reports.
8. When an investigation verifies a material incident of harassment, bullying, and/or discrimination, the principal or their designee shall take prompt action, reasonably calculated to end the harassment, bullying, and/or discrimination, eliminate any hostile environment, create a more positive school culture and climate, prevent recurrence of the behavior, and ensure the safety of the student or students against whom such behavior was directed.

E. Superintendent

1. Promote a safe, orderly and stimulating school environment, free from intimidation, discrimination and harassment, supporting active teaching and learning.
2. Review with T-S-T BOCES administrators the policies of the Board and state and federal laws relating to school operations and management.
3. Inform the Board about educational trends relating to student discipline.

4. Work to create instructional programs that minimize problems of misconduct and are sensitive to student and teacher needs.
5. Ensure that, pursuant to Education Law section 13, retaliation by any school employee or student shall be prohibited against any individual who, in good faith, reports or assists in the investigation of harassment, bullying, and/or discrimination.
5. Work with T-S-T BOCES administrators in enforcing the Code of Conduct and ensuring that all cases are resolved promptly and fairly.

F. Board

1. Collaborate with student, teacher, administrator, and parent organizations, school safety personnel and other school personnel to develop a Code of Conduct that clearly defines expectations for the conduct of students, T-S-T BOCES personnel and visitors on school property and at school functions.
2. Adopt and review at least annually the T-S-T BOCES' Code of Conduct to evaluate the Code's effectiveness and the fairness and consistency of its implementation.
3. Lead by example by conducting Board meetings in a professional, respectful, courteous manner.
4. Appoint a Dignity Act Coordinator in each school building. The Dignity Act Coordinator will be thoroughly trained to handle human relations in the areas of race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender/gender identity, and sex. The Dignity Act Coordinator will be accessible to students and other staff members for consultation and advice as needed on the Dignity Act.

III. Student Dress Code

All students are expected to give proper attention to personal cleanliness and to dress appropriately for school and school functions. Students and their parents have the primary responsibility for acceptable student dress and appearance. Teachers and all other T-S-T BOCES personnel should exemplify and reinforce acceptable student dress and help students develop an understanding of appropriate appearance in the school setting.

A student's dress, grooming and appearance, including hair style/color, jewelry, make-up and nails, shall:

1. Be safe, appropriate, as decided by the teacher, and not disrupt or interfere with the educational process.
2. Recognize that extremely brief garments and see-through garments may need to be covered. For example, tops may not show cleavage and may be no higher, on the bottom, than the tops of the hips.
3. Include footwear at all times. Footwear that is a safety hazard will not be allowed.
4. Not include, inside the building, the wearing of sunglasses or hats that cover the face.
5. Not include items that are vulgar, obscene, libelous or denigrate others on account of race, color, weight, national origin, ethnic group, religion, or religious practice, sex, gender/gender identity, sexual orientation, or disability.
6. Be appropriate for a specific job site when the student is on that site or preparing for that site.
7. Not promote and/or endorse the use of alcohol, tobacco or illegal drugs and/or encourage other illegal or violent activities.
8. Not include the use or wearing of cell phones, pagers, personal listening devices or earphones during the school day.

Each building principal/supervisor or his or her designee shall be responsible for informing all students and their parents of the student dress code at the beginning of the school year and any revisions that may be made to the dress Code during the school year.

Students who violate the student dress Code shall be required to modify their appearance by covering or removing the offending item and, if necessary or practical, replacing it with an acceptable item. Any student who refuses to do so shall be subject to discipline, up to and including in-school suspension for the day. Any student who repeatedly fails to comply with the dress Code shall be subject to further discipline, up to and including out of school suspension.

IV. Prohibited Conduct

The Board expects all students to conduct themselves in an appropriate and civil manner, with proper regard for the rights and welfare of other students, T-S-T BOCES personnel and other members of the school community, and for the care of school facilities and equipment.

The best discipline is self-imposed, and it is expected that students will assume and accept responsibility for their own behavior, as well as the consequences of their misbehavior. T-S-T BOCES personnel who interact with students are expected to use disciplinary action only when necessary and to place emphasis on the students' ability to grow in self-discipline.

The Board recognizes the need to make its expectations for student conduct while on school property or engaged in a school function specific and clear. The rules of conduct listed below are intended to do that and focus on safety and respect for the rights and property of others. Students who will not accept responsibility for their own behavior and who violate these school rules will be required to accept the penalties for their conduct.

Students may be subject to disciplinary action, up to and including suspension from school, when they engage in the following conducts:

- Academic Misconduct
- Disrespect
- Discrimination [based on a person's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex as a basis for treating another in a negative manner on school property or at a school function as defined in Education Law §11]
- Failure to Complete Assignments
- Falsification of Statements/Documents
- Horseplay
- Inappropriate Dress
- Inappropriate Language/Gestures
- Insubordination
- Not following Safety Procedures
- Out of Class w/o Permission
- Public Display of Affection
- Sleeping In Class
- Unauthorized Driving/Riding/Parking
- Use of Non-instructional Property (ex.: cell phones, games, etc.)
- Bus Misconduct
- Cyber-Bullying

- Danger to Health, Safety, Welfare
- Disruptive Behavior/Incident
- Failure to Attend Detention
- Gambling
- Hazing
- Incendiary Devices
- Indecent Exposure
- Leaving School Building
- Leaving School Grounds
- Possession of Obscene Materials
- Possession/Use of Tobacco or Smoking Paraphernalia
- Trespassing
- Violation of Acceptable Use Policy
- Bomb Threat
- Bullying/Intimidation/ Menacing/Harassment (the creation of a hostile environment by conduct or by verbal threats, intimidation or abuse that has or would have the effect of unreasonably and substantially interfering with a student's educational performance, opportunities or benefits, or mental, emotional or physical wellbeing based on a person's actual or perceived race, color, weight, national origin, ethnic group, religion, or religious practice, sex, gender/gender identity, sexual orientation, or disability)
- Burglary (on school ground w/intent to commit a crime)
- Criminal Mischief (intentional damage of property)
- False Alarm
- Larceny/Theft
- Minor Altercations (No Physical Injury)
- Riot
- Arson
- Assault w/Physical Injury
- Assault w/Serious Physical Injury
- Forcible Sex Offenses
- Homicide
- Kidnapping
- Other Sex Offenses
- Reckless Endangerment
- Robbery (involves threat or use of physical force)
- Use, Possession or Sale of Alcohol (including designer drugs, bath salts, and chemicals that alter behavior)
- Use, Possession or Sale of Drugs
- Weapons Possession

V. Reporting Violations

All students are expected to promptly report violations of the Code of Conduct to a staff member. Any student observing a student possessing a weapon, alcohol or illegal substance on school property or at a school function shall report this information immediately to a staff member.

All T-S-T BOCES staff who are authorized to impose disciplinary sanctions are expected to do so in a prompt, fair and lawful manner. T-S-T BOCES staff who are not authorized to impose disciplinary sanctions are expected to promptly report violations of the Code of Conduct to their

supervisor, who shall in turn impose an appropriate disciplinary sanction, if so authorized, or refer the matter to a staff member who is authorized to impose an appropriate sanction.

Any weapon, alcohol or illegal substance found shall be confiscated immediately, if possible, followed by notification to the parent of the student involved and the appropriate disciplinary sanction if warranted, which may include permanent suspension and referral for prosecution.

The building principal/supervisor or his or her designee must notify the appropriate local law enforcement agency of those Code violations that constitute a crime and substantially affect the order or security of a school as soon as practical, but in no event later than the close of business the day the principal/supervisor or his or her designee learns of the violation. The notification may be made by telephone, followed by a letter mailed on same day as the telephone call is made. The notification must identify the student and explain the conduct that violated the Code of Conduct and constituted a crime.

VI. Disciplinary Penalties, Procedures and Referrals

Discipline is most effective when it deals directly with the problem at the time and place it occurs, and in a way that students view as fair and impartial. School personnel who interact with students are expected to use disciplinary action only when necessary and to place emphasis on the students' ability to grow in self-discipline.

Disciplinary action, when necessary, will be firm, fair and consistent so as to be the most effective in changing student behavior. In determining the appropriate disciplinary action, school personnel authorized to impose disciplinary penalties will consider the following:

1. The student's age.
2. The nature of the offense and the circumstances which led to the offense.
3. The student's prior disciplinary record.
4. The effectiveness of other forms of discipline.
5. Information from parents, teachers and/or others, as appropriate
6. Other extenuating circumstances.

As a general rule, discipline will be progressive. This means that a student's first violation will usually merit a lighter penalty than subsequent violations.

A. Penalties

Students who are found to have violated the T-S-T BOCES' Code of Conduct may be subject to the following penalties, either alone or in combination. The school personnel identified after each penalty are authorized to impose that penalty, consistent with the student's right to due process.

1. Oral warning or written referral - any member of the T-S-T BOCES staff
2. Written notification to parent – principal/supervisor, other administrator or superintendent
3. Detention – teachers, principal/supervisor, superintendent
4. Suspension from transportation – principal/supervisor or superintendent
5. Suspension from social or extracurricular activities – principal/supervisor, superintendent
6. Suspension of other privileges – principal/supervisor, superintendent
7. In-school suspension – principal/supervisor, superintendent
8. Removal from classroom by teacher – teachers, principal/supervisor
9. Short-term (five days or less) suspension from school – principal/supervisor, superintendent, Board
10. Long-term (more than five days) suspension from school – principal/supervisor, superintendent, Board

11. Permanent suspension from school – superintendent, Board.

B. Procedures

The amount of due process a student is entitled to receive before a penalty is imposed depends on the penalty being imposed. In all cases, regardless of the penalty imposed, the school personnel authorized to impose the penalty must inform the student of the alleged misconduct and must investigate, to the extent necessary, the facts surrounding the alleged misconduct. All students will have an opportunity to present their version of the facts to the school personnel imposing the disciplinary penalty in connection with the imposition of the penalty.

Students who are to be given penalties other than an oral warning, written warning or written notification to their parents are entitled to additional rights before the penalty is imposed. These additional rights are explained below.

1. Detention

Teachers, principal/supervisors and the superintendent may use after school detention as a penalty for student misconduct in situations where removal from the classroom or suspension would be inappropriate. Detention will be imposed as a penalty only after the student's parent has been notified to confirm that there is no parental objection to the penalty and the student has appropriate transportation home following detention.

2. Suspension from transportation

If a student does not conduct himself/herself properly on a bus, the bus driver is expected to bring such misconduct to the building principal/supervisor's attention. Students who become a serious disciplinary problem may have their riding privileges suspended by the home-school principal or the superintendent or their designees. In such cases, the student's parent will become responsible for seeing that his or her child gets to and from school safely. Should the suspension from transportation amount to a suspension from attendance, the home school district will make appropriate arrangements to provide for the student's education.

A student subjected to a suspension from transportation is not entitled to a full hearing pursuant to Education Law §3214. However, the student and the student's parent will be provided with a reasonable opportunity for an informal conference with the building principal/supervisor or the principal/supervisor's designee to discuss the conduct and the penalty involved.

3. In-school suspension

The Board recognizes the school must balance the need of students to attend school and the need for order in the classroom to establish an environment conducive to learning. As such, the Board authorizes building principal/supervisors and the superintendent to place students who would otherwise be suspended from school as the result of a Code of Conduct violation in "in-school suspension." The in-school suspension teacher will be a certified teacher.

A student subjected to an in-school suspension is not entitled to a full hearing pursuant to Education Law §3214. However, the student and the student's parent will be provided with a reasonable opportunity for an informal conference with the T-S-T BOCES official imposing the in-school suspension to discuss the conduct and the penalty involved.

4. Teacher disciplinary removal of disruptive students

A student's behavior can affect a teacher's ability to teach and can make it difficult for other students in the classroom to learn. In most instances the classroom teacher can control a student's behavior and maintain or restore control over the classroom by using good classroom management techniques. These techniques may include practices that involve the teacher directing a student to briefly leave the classroom to give the student an opportunity to regain his or her composure and

self-control in an alternative setting. Such practices may include, but are not limited to: (1) short-term “time out” in an elementary classroom or in an administrator’s office; (2) sending a student into the hallway briefly; (3) sending a student to the principal/supervisor’s office for the remainder of the class time only; or (4) sending a student to a guidance counselor or other T-S-T BOCES staff member for counseling. Time-honored classroom management techniques such as these do not constitute disciplinary removals for purposes of this Code.

On occasion, a student’s behavior may become disruptive. For purposes of this Code of Conduct, a disruptive student is a student who is substantially disruptive of the educational process or substantially interferes with the teacher’s authority over the classroom. A substantial disruption of the educational process or substantial interference with a teacher’s authority occurs when a student demonstrates a persistent unwillingness to comply with the teacher’s instructions or repeatedly violates the teacher’s classroom behavior rules.

A classroom teacher may remove a disruptive student from class for one day. The removal from class applies to the class of the removing teacher only.

If the disruptive student does not pose a danger or ongoing threat of disruption to the academic process, the teacher must provide the student with an explanation for why he or she is being removed and an opportunity to explain his or her version of the relevant events before the student is removed. Only after the informal discussion may a teacher remove a student from class.

If the student poses a danger or ongoing threat of disruption, the teacher may order the student to be removed immediately. The teacher must, however, explain to the student why he or she was removed from the classroom and give the student a chance to present his or her version of the relevant events within 24-hours.

The teacher must complete a T-S-T BOCES-established disciplinary removal form and meet with the principal/supervisor or his or her designee as soon as possible, but no later than the end of the school day, to explain the circumstances of the removal and to present the removal form. If the principal/supervisor or designee is not available by the end of the same school day, the teacher must leave the form with the secretary and meet with the principal/supervisor or designee prior to the beginning of classes on the next school day.

Within 24-hours after the student’s removal, the principal/supervisor or another T-S-T BOCES administrator designated by the principal/supervisor must notify the student’s parents, in writing, that the student has been removed from class and why. The notice must also inform the parent that he or she has the right, upon request, to meet informally with the principal/supervisor or the principal/supervisor’s designee to discuss the reasons for the removal.

The written notice must be provided by personal delivery, express mail delivery, or some other means that is reasonably calculated to assure receipt of the notice within 24 hours of the student’s removal at the last known address for the parents. Where possible, notice should also be provided by telephone if the school has been provided with a telephone number(s) for the purpose of contacting parents.

The principal/supervisor may require the teacher who ordered the removal to attend the informal conference.

If at the informal meeting the student denies the charges, the principal/supervisor or the principal/supervisor’s designee must explain why the student was removed and give the student

and the student's parents a chance to present the student's version of the relevant events. The informal meeting must be held within 48 hours of the student's removal. The timing of the informal meeting may be extended by mutual agreement of the parent and principal/supervisor.

The principal/supervisor or the principal/supervisor's designee may overturn the removal of the student from class if the principal/supervisor finds any one of the following:

- a. The charges against the student are not supported by substantial evidence.
- b. The student's removal is otherwise in violation of law, including the T-S-T BOCES' Code of Conduct.
- c. The conduct warrants suspension from school pursuant to Education Law §3214 and a suspension will be imposed.

The principal/supervisor or his or her designee may overturn a removal at any point between receiving the referral form issued by the teacher and the close of business on the day following the 48-hour period for the informal conference, if a conference is requested. No student removed from the classroom by the classroom teacher will be permitted to return to the classroom until the principal/supervisor makes a final determination, or the period of removal expires, whichever is less.

Any disruptive student removed from the classroom by the classroom teacher shall be offered continued educational programming and activities until he or she is permitted to return to the classroom.

Each teacher must keep a complete log (on a T-S-T BOCES provided form) for all cases of removal of students from his or her class. The principal/supervisor must keep a log of all removals of students from class.

Removal of a student with a disability, under certain circumstances, may constitute a change in the student's placement. Accordingly, no teacher may remove a student with a disability from his or her class until he or she has verified with the principal/supervisor or the chairperson of the Committee on Special Education that the removal will not violate the student's rights under state or federal law or regulation.

5. Suspension from school

Suspension from school is a severe penalty, which may be imposed only upon students who are insubordinate, disorderly, violent or disruptive, or whose conduct otherwise endangers the safety, morals, health or welfare of others.

The Board retains its authority to suspend students, but places primary responsibility for the suspension of students with the superintendent and the building principal/supervisors.

Any staff member may recommend to the principal/supervisor that a student be suspended. All staff members must immediately report and refer a violent student to the principal/supervisor for a violation of the Code of Conduct. All recommendations and referrals shall be made in writing unless the conditions underlying the recommendation or referral warrant immediate attention. In such cases a written report is to be prepared as soon as possible by the staff member recommending the suspension.

The principal/supervisor, upon receiving a recommendation or referral for suspension or when processing a case for suspension, shall gather the facts relevant to the matter and record them for subsequent presentation, if necessary.

a. Short-term (5 days or less) suspension from school

When the superintendent or principal/supervisor (referred to as the “suspending authority”) proposes to suspend a student charged with misconduct for five days or less pursuant to Education Law §3214(3), the suspending authority must immediately notify the student orally. If the student denies the misconduct, the suspending authority must provide an explanation of the basis for the proposed suspension. The suspending authority must also notify the student’s parents in writing that the student may be suspended from school. The written notice must be provided by personal delivery, express mail delivery, or some other means that is reasonably calculated to assure receipt of the notice within 24 hours of the decision to propose suspension at the last known address for the parents. Where possible, notice should also be provided by telephone if the school has been provided with a telephone number(s) for the purpose of contacting the parents.

The notice shall provide a description of the charges against the student and the incident for which suspension is proposed and shall inform the parents of the right to request an immediate informal conference with the principal/supervisor. Both the notice and informal conference shall be in the dominant language or mode of communication used by the parents. At the conference, the parents shall be permitted to ask questions of complaining witnesses under such procedures as the principal/supervisor may establish.

The notice and opportunity for an informal conference shall take place before the student is suspended unless the student’s presence in school poses a continuing danger to persons or property or an ongoing threat of disruption to the academic process. If the student’s presence does pose such a danger or threat of disruption, the notice and opportunity for an informal conference shall take place as soon after the suspension as is reasonably practicable.

After the conference, the principal/supervisor shall promptly advise the parents in writing of his or her decision. The principal/supervisor shall advise the parents that if they are not satisfied with the decision and wish to pursue the matter, they must file a written appeal to the superintendent within five business days, unless they can show extraordinary circumstances precluding them from doing so. The superintendent shall issue a written decision regarding the appeal within 10 business days of receiving the appeal. If the parents are not satisfied with the superintendent’s decision, they must file a written appeal to the Board with the T-S-T BOCES clerk within 10 business days of the date of the superintendent’s decision, unless they can show extraordinary circumstances precluding them from doing so. Only final decisions of the Board may be appealed to the Commissioner within 30 days of the decision.

b. Long-term (more than 5 days) suspension from school

When the superintendent or building principal/supervisor determines that a suspension for more than five days may be warranted, he or she shall give reasonable notice to the student and the student’s parents of their right to a fair hearing. At the hearing the student shall have the right to be represented by counsel, the right to question witnesses against him or her and the right to present witnesses and other evidence on his or her behalf.

The superintendent shall personally hear and determine the proceeding or may, in his or her discretion, designate a hearing officer to conduct the hearing. The hearing officer shall be authorized to administer oaths and to issue subpoenas in conjunction with the proceeding before him or her. A record of the hearing shall be maintained, but no stenographic transcript shall be required. A tape recording shall be deemed a satisfactory record. The hearing officer shall make findings of fact and recommendations as to the appropriate measure of discipline to the superintendent. The report of the hearing officer shall be advisory only, and the superintendent may accept all or any part thereof.

An appeal of the decision of the superintendent may be made to the Board that will make its decision based solely upon the record before it. All appeals to the Board must be in writing and submitted to the T-S-T BOCES clerk within 10 business days of the date of the superintendent's decision, unless the parents can show that extraordinary circumstances precluded them from doing so. The Board may adopt in whole or in part the decision of the superintendent. Final decisions of the Board may be appealed to the Commissioner within 30 days of the decision.

c. Permanent suspension

Permanent suspension is reserved for extraordinary circumstances, such as student conduct which poses a life-threatening danger to the safety and well-being of other students, school personnel or any other person lawfully on school property or attending a school function.

C. Minimum Periods of Suspension

1. Students who bring a weapon to school

Any student found guilty of bringing a weapon onto school property will be subject to suspension from school for at least one calendar year. Before being suspended, the student will have an opportunity for a hearing pursuant to Education Law §3214. The superintendent has the authority to modify the one-year suspension on a case-by-case basis. In deciding whether to modify the penalty, the superintendent may consider the following:

1. The student's age.
2. The student's grade in school.
3. The student's prior disciplinary record.
4. The superintendent's belief that other forms of discipline may be more effective.
5. Input from parents, teachers and/or others.
6. Other extenuating circumstances.

A student with a disability may be suspended only in accordance with the requirements of state and federal law.

2. Students who commit violent acts other than bringing a weapon to school

Any student who is found to have committed a violent act, other than bringing a weapon onto school property, shall be subject to suspension from school for at least five days. If the proposed penalty is the minimum five-day suspension, the student and the student's parents will be given the same notice and opportunity for an informal conference given to all students subject to a short-term suspension. If the proposed penalty exceeds the minimum five-day suspension, the student and the student's parents will be given the same notice and opportunity for a hearing given to all students subject to a long-term suspension. The superintendent has the authority to modify the minimum five-day suspension on a case-by-case basis. In deciding whether to modify the penalty, the superintendent may consider the same factors considered in modifying a one-year suspension for possessing a weapon.

3. Students who are repeatedly substantially disruptive of the educational process or repeatedly substantially interfere with the teacher's authority over the classroom

Any student who repeatedly is substantially disruptive of the educational process or substantially interferes with the teacher's authority over the classroom will be suspended from school for at least five days. For purposes of this Code of Conduct, "repeatedly is substantially disruptive" means engaging in conduct that results in the student being removed from the classroom by teacher(s) pursuant to Education Law §3214(3-a) and this Code on four or more occasions during a semester. If the proposed penalty is the minimum five-day suspension, the student and the student's parent will be given the same notice and opportunity for an informal conference given to all students subject to a short-term suspension. If the proposed penalty exceeds the minimum five-day suspension, the student and the student's parent will be given the same notice and opportunity for

a hearing given to all students subject to a long-term suspension. The superintendent has the authority to modify the minimum five-day suspension on a case-by-case basis. In deciding whether to modify the penalty, the superintendent may consider the same factors considered in modifying a one-year suspension for possessing a weapon.

D. Referrals

1. Counseling

The Pupil Personnel staff shall handle all referrals of students to counseling.

2. PINS Petitions

The T-S-T BOCES' administrators may file a PINS (person in need of supervision) petition in Family Court on any student under the age of 18 who demonstrates that he or she requires supervision and treatment by:

- a. Being habitually truant and not attending school as required by part one of Article 65 of the Education Law.
- b. Engaging in an ongoing or continual course of conduct which makes the student ungovernable, or habitually disobedient and beyond the lawful control of the school.
- c. Knowingly and unlawfully possesses marijuana in violation of Penal Law § 221.05. A single violation of § 221.05 will be a sufficient basis for filing a PINS petition.

3. Juvenile Delinquents and Juvenile Offenders

The superintendent is required to refer the following students to the County Attorney for a juvenile delinquency proceeding before the Family Court:

- a. Any student under the age of 16 who is found to have brought a weapon to school, or
- b. Any student 14 or 15 years old who qualifies for juvenile offender status under the Criminal Procedure Law §1.20 (42).

The superintendent is required to refer students age 16 and older or any student 14 or 15 years old who qualifies for juvenile offender status to the appropriate law enforcement authorities.

VII. Alternative Instruction

When a student of any age is removed from class by a teacher or a student of compulsory attendance age is suspended from school pursuant to Education Law §3214, the home school district will take immediate steps to provide alternative means of instruction for the student.

VIII. Discipline of Students with Disabilities

The Board recognizes that it may be necessary to suspend, remove or otherwise discipline students with disabilities to address disruptive or problem behavior. The Board also recognizes that students with disabilities enjoy certain procedural protections whenever school authorities intend to impose discipline upon them. The Board is committed to ensuring that the procedures followed for suspending, removing or otherwise disciplining students with disabilities are consistent with the procedural safeguards required by applicable laws and regulations.

This Code of Conduct affords students with disabilities subject to disciplinary action no greater or lesser rights than those expressly afforded by applicable federal and state law and regulations.

IX. Corporal Punishment

Corporal punishment is any act of physical force upon a student for the purpose of punishing that student. Corporal punishment of any student by any T-S-T BOCES employee is strictly forbidden.

However, in situations where alternative procedures and methods that do not involve the use of physical force cannot reasonably be used, reasonable physical force may be used to:

1. Protect oneself, another student, teacher or any person from physical injury.
2. Protect the property of the school or others.
3. Restrain or remove a student whose behavior interferes with the orderly exercise and performance of school T-S-T BOCES functions, powers and duties, if that student has refused to refrain from further disruptive acts.

The T-S-T BOCES will file all complaints about the use of corporal punishment with the Commissioner of Education in accordance with Commissioner's regulations.

X. Student Searches and Interrogations

The Board is committed to ensuring an atmosphere on school property and at school functions that is safe and orderly. To achieve this kind of environment, any school official authorized to impose a disciplinary penalty on a student may question a student about an alleged violation of law or the T-S-T BOCES Code of Conduct. Students are not entitled to any sort of "Miranda"-type warning before being questioned by school officials, nor are school officials required to contact a student's parent before questioning the student. However, school officials will tell all students why they are being questioned.

In addition, the Board authorizes the superintendent, directors, and building principal/supervisors to conduct searches of students and their belongings if the authorized school official has reasonable suspicion to believe that the search will result in evidence that the student violated the law or the T-S-T BOCES Code of Conduct.

An authorized school official may conduct a search of a student's belongings that is minimally intrusive, such as touching the outside of a book bag, without reasonable suspicion, so long as the school official has a legitimate reason for the very limited search.

An authorized school official may search a student or the student's belongings based upon information received from a reliable informant. Individuals, other than the T-S-T BOCES employees, will be considered reliable informants if they have previously supplied information that was accurate and verified, or they make an admission against their own interest, or they provide the same information that is received independently from other sources, or they appear to be credible and the information they are communicating relates to an immediate threat to safety. T-S-T BOCES employees will be considered reliable informants unless they are known to have previously supplied information that they knew was not accurate.

Before searching a student or the student's belongings, the authorized school official should attempt to get the student to admit that he or she possesses physical evidence that he/she violated the law or the T-S-T BOCES Code of Conduct, or get the student to voluntarily consent to the search. Searches will be limited to the extent necessary to locate the evidence sought.

Whenever practicable, searches will be conducted in the privacy of administrative offices and students will be present when their possessions are being searched.

A. Student Lockers, Desks and other School Storage Places

The rules in this Code of Conduct regarding searches of students and their belongings do not apply to student lockers, desks and other school storage places. Students have no reasonable expectation of privacy with respect to these places and school officials retain complete control over them. This

means that student lockers, desks and other school storage places may be subject to search at any time by school officials, without prior notice to students and without their consent.

B. Strip Searches

A strip search is a search that requires a student to remove any or all of his or her clothing, other than an outer coat or jacket. Strip searches are intrusive in nature and are almost never justified. If school officials have highly credible evidence that such a search would prevent danger or yield evidence, such a search may be conducted under exigent circumstances. In the alternative, if school authorities believe there is an emergency situation that could threaten the safety of others, the student shall, to the extent practicable, be isolated and secured. Police and parents will be contacted immediately.

Strip searches may only be conducted by an authorized school official of the same sex as the student being searched and in the presence of another T-S-T BOCES professional employee who is also of the same sex as the student.

In every case, the school official conducting a strip search must have probable cause – not simply reasonable suspicion – to believe the student is concealing evidence of a violation of law or the T-S-T BOCES Code. In addition, before conducting a strip search, the school official must consider the nature of the alleged violation, the student's age, the student's record and the need for such a search.

School officials will attempt to notify the student's parent by telephone before conducting a strip search, or in writing after the fact if the parent could not be reached by telephone.

C. Documentation of Searches

The authorized school official conducting the search shall be responsible for promptly recording the following information about each search:

1. Name, age and grade of student searched.
2. Reasons for the search.
3. Name of any informant(s).
4. Purpose of search (that is, what item(s) were being sought).
5. Type and scope of search.
6. Person conducting search and his or her title and position.
7. Witnesses, if any, to the search.
8. Time and location of search.
9. Results of search (that is, what items(s) were found).
10. Disposition of items found.
11. Time, manner and results of parental notification.

The authorized person conducting the search shall be responsible for the custody, control and disposition of any illegal or dangerous item taken from a student. The principal/supervisor or his or her designee shall clearly label each item taken from the student and retain control of the item(s), until the items is turned over to the police. The person conducting the search shall be responsible for personally delivering dangerous or illegal items to police authorities.

D. Police Involvement in Searches and Interrogations of Students

T-S-T BOCES officials are committed to cooperating with police officials and other law enforcement authorities to maintain a safe school environment. Police officials, however, have limited authority to interview or search students in schools or at school functions, or to use school facilities in connection with police work. Police officials may enter school property or a school function to question or search a student or to conduct a formal investigation involving students only if they have:

1. A search or an arrest warrant; or
2. Probable cause to believe a crime has been committed on school property or at a school function; or
3. Been invited by school officials.

Before police officials are permitted to question or search any student, the building principal/supervisor or his or her designee shall first try to notify the student's parent to give the parent the opportunity to be present during the police questioning or search. If the student's parent cannot be contacted prior to the police questioning or search, the questioning or search shall not be conducted. The principal/supervisor or designee will also be present during any police questioning or search of a student on school property or at a school function.

Students who are questioned by police officials on school property or at a school function will be afforded the same rights they have outside the school. This means:

1. They must be informed of their legal rights.
2. They may remain silent if they so desire.
3. They may request the presence of an attorney.

E. Child Protective Services Investigations

Consistent with the T-S-T BOCES' commitment to keep students safe from harm and the obligation of school officials to report to child protective services when they have reasonable cause to suspect that a student has been abused or maltreated, the T-S-T BOCES will cooperate with local child protective services workers who wish to conduct interviews of students on school property relating to allegations of suspected child abuse, and/or neglect, or custody investigations.

All requests by child protective services to interview a student on school property shall be made directly to building principal/supervisor or his or her designee. The principal/supervisor or his or her designee shall set the time and place of the interview. The principal/supervisor or designee shall decide if it is necessary and appropriate for a school official to be present during the interview, depending on the age of the student being interviewed and the nature of the allegations. If the nature of the allegations is such that it may be necessary for the student to remove any of his or her clothing in order for the child protective services worker to verify the allegations, the school nurse or other T-S-T BOCES medical personnel must be present during that portion of the interview. No student may be required to remove his or her clothing in front of a child protective services worker or school T-S-T BOCES official of the opposite sex.

A child protective services worker may not remove a student from school property without a court order, unless the worker reasonably believes that the student would be subject to danger of abuse if he or she were not removed from school before a court order can reasonably be obtained. If the worker believes the student would be subject to danger of abuse, the worker may remove the student without a court order and without the parent's consent.

XI. Visitors to the Schools

The Board encourages parents and other component school district citizens to visit the T-S-T BOCES' schools and classrooms to observe the work of students, teachers and other staff. Since schools are a place of work and learning, however, certain limits must be set for such visits. The building principal/supervisor or his or her designee is responsible for all persons in the building and on the grounds. For these reasons, the following rules apply to visitors to the schools:

1. Anyone who is not a regular staff member or student of the school will be considered a visitor.
2. All visitors to the school must report to the main office of building/departments upon arrival at the school. There they will be required to sign the visitor's register and will be issued a visitor's

identification badge, which must be worn at all times while in the school or on school grounds. The visitor must return the identification badge to the principal/supervisor's office before leaving the building.

3. Visitors attending school functions that are open to the public, such as parent-teacher organization meetings or public gatherings, are not required to register.
4. Parents or citizens who wish to observe a classroom while school is in session are required to arrange such visits in advance with the classroom teacher(s) and T-S-T BOCES administrator so that class disruption is kept to a minimum.
5. Teachers are expected to not take class time to discuss individual matters with visitors.
6. Any unauthorized person on school property will be reported to the principal/supervisor or his or her designee. Unauthorized persons will be asked to leave. The police may be called if the situation warrants.
7. All visitors are expected to abide by the rules for public conduct on school property contained in this Code of Conduct.

XII. Public Conduct on School Property

The T-S-T BOCES is committed to providing an orderly, respectful environment that is conducive to learning. To create and maintain this kind of an environment, it is necessary to regulate public conduct on school property and at school functions. For purposes of this section of the Code, "public" shall mean all persons when on school property or attending a school function including students, teachers and T-S-T BOCES personnel.

The restrictions on public conduct on school property and at school functions contained in this Code are not intended to limit freedom of speech or peaceful assembly. The T-S-T BOCES recognizes that free inquiry and free expression are indispensable to the objectives of the T-S-T BOCES. The purpose of this Code is to maintain public order and prevent abuse of the rights of others.

All persons on school property or attending a school function shall conduct themselves in a respectful and orderly manner. In addition, all persons on school property or attending a school function are expected to be properly attired for the purpose they are on school property.

A. Prohibited Conduct

No person, either alone or with others, shall:

1. Intentionally injure any person or threaten to do so.
2. Intentionally damage or destroy T-S-T BOCES property or the property of others, this includes graffiti.
3. Disrupt the orderly conduct of classes, school programs or other school activities.
4. Distribute or wear materials on school grounds or at school functions that are vulgar, obscene, appear libelous, advocate illegal action, obstruct the rights of others, denigrate others on account of race, color, weight, national origin, ethnic group, religion, or religious practice, sex, gender/gender identity, sexual orientation, or disability, or are disruptive to the school program.
5. Intimidate, harass or discriminate against any person on the basis of race, color, weight, national origin, ethnic group, religion, or religious practice, sex, gender/gender identity, sexual orientation, or disability.
6. Enter any portion of the school premises without authorization or remain in any building or facility after it is normally closed.
7. Obstruct the free movement of any person in any place to which this Code applies.
8. Violate the traffic laws, parking regulations or other restrictions on vehicles;

9. Possess, consume, sell, distribute or exchange alcoholic beverages, controlled substances, or be under the influence of either on school property or at a school function.
10. Possess or use weapons in or on school property or at a school function, except in the case of law enforcement officers or except as specifically authorized by the Board.
11. Loiter on or about school property.
12. Gamble on school property or at school functions.
13. Refuse to comply with any reasonable order of identifiable school district officials performing their duties.
14. Willfully incite others to commit any of the acts prohibited by this Code.
15. Violate any federal or state statute, local ordinance or Board policy while on school property or while at a school function.
16. Smoke on school property.

B. Penalties

Persons who violate this Code shall be subject to the following penalties:

1. Visitors. Their authorization, if any, to remain on school grounds or at the school function shall be withdrawn and they shall be directed to leave the premises. If they refuse to leave, they shall be subject to ejection.
2. Students. They shall be subject to disciplinary action as the facts may warrant, in accordance with the due process requirements.
3. Tenured faculty members. They shall be subject to disciplinary action as the facts may warrant in accordance with Education Law §3020-a or any other legal rights that they may have.
4. Staff members in the classified service of the civil service entitled to the protection of Civil Service Law §75. They shall be subject to immediate ejection and to disciplinary action as the facts may warrant in accordance with Civil Service Law §75 or any other legal rights that they may have.
5. Staff members other than those described in subdivisions 4 and 5. They shall be subject to warning, reprimand, suspension or dismissal as the facts may warrant in accordance with any legal rights they may have.

C. Enforcement

The building principal/supervisor or his or her designee shall be responsible for enforcing the conduct required by this Code.

When the building principal/supervisor or his or her designee sees an individual engaged in prohibited conduct, which in his or her judgment does not pose any immediate threat of injury to persons or property, the principal/supervisor or his or her designee shall tell the individual that the conduct is prohibited and attempt to persuade the individual to stop. The principal/supervisor or his or her designee shall also warn the individual of the consequences for failing to stop. If the person refuses to stop engaging in the prohibited conduct, or if the person's conduct poses an immediate threat of injury to persons or property, the principal/supervisor or his or her designee shall have the individual removed immediately from school property or the school function. If necessary, local law enforcement authorities will be contacted to assist in removing the person.

The T-S-T BOCES shall initiate disciplinary action against any student or staff member, as appropriate, with the "Penalties" section above. In addition, the T-S-T BOCES reserves its right to pursue a civil or criminal legal action against any person violating the Code.

XIII. Dissemination and Review

A. Dissemination of Code of Conduct

The Board will work to ensure that the community is aware of this Code of Conduct by:

1. Providing copies of a summary of the Code to all students in an age-appropriate, plain language version at a general school assembly held at the beginning of each school year.
2. Providing copies of the Code available to all parents at the beginning of the school year.
3. Mailing a summary of the Code of Conduct written in plain language to all parents of T-S-T BOCES students before the beginning of the school year and making this summary available, later, upon request.
4. Providing all current teachers and other staff members with a copy of the Code and a copy of any amendments to the Code as soon as practicable after adoption.
5. Providing all new employees with a copy of the current Code of Conduct when they are first hired.
6. Making copies of the Code available for review by students, parents and other community members.

The Board will sponsor an in-service education program for all T-S-T BOCES staff members to ensure the effective implementation of the Code of Conduct. The superintendent may solicit the recommendations of the T-S-T BOCES staff, particularly teachers and administrators, regarding in service programs pertaining to the management and discipline of students.

The Board will review this Code of Conduct every year and update it as necessary. In conducting the review, the Board will consider how effective the code's provisions have been and whether the Code has been applied fairly and consistently.

The Board may appoint an advisory committee to assist in reviewing the Code and the T-S-T BOCES' response to Code of Conduct violations. The committee will be made up of representatives of student, teacher, administrator, and parent organizations, school safety personnel and other school personnel.

Before adopting any revisions to the Code, the Board will hold at least one public hearing at which school personnel, parents, students and any other interested party may participate.

The District shall post the complete Code of Conduct (with all amendments and annual updates) on the District's website, if available. The District shall file a copy of its Code of Conduct and any amendments with the Commissioner, in a manner prescribed by the Commissioner, no later than thirty (30) days after their respective adoptions.

IVX. Definitions

For purposes of this Code, the following definitions apply.

"Disruptive student" means an elementary or secondary student under the age of 21 who is substantially disruptive of the educational process or substantially interferes with the teacher's authority over the classroom.

"Parent" means parent, guardian or person in parental relation to a student.

“School Property” means in or within any building, structure, athletic playing field, playground, parking lot, or land contained within the real property boundary line of a public elementary or secondary school; or in or on a school bus (Education Law §11[1]).

“School Bus” means every motor vehicle owned and operated for the transportation of pupils, children of pupils, teachers and other persons acting in a supervisory capacity, to or from school or school activities, or, privately owned and operated for compensation for the transportation of pupils, children of pupils, teachers and other persons acting in a supervisory capacity to or from school or school activities (Education Law Section 11[1] and Vehicle and Traffic Law Section 142).

“School function” means any school-sponsored extra-curricular event or activity (Education Law Section 11[2]).

“Disability” means (a) a physical, mental or medical impairment resulting from anatomical, physiological, genetic or neurological conditions which prevents the exercise of a normal bodily function or is demonstrable by medically accepted clinical or laboratory diagnostic techniques or (b) a record of such an impairment or (c) a condition regarded by others as such an impairment, provided, however, that in all provisions of this article dealing with employment, the term must be limited to disabilities which, upon the provision of reasonable accommodations, do not prevent the complainant from performing in a reasonable manner the activities involved in the job or occupation sought or held (Education Law Section 11[4] and Executive Law Section 292[21]).

“Discrimination” means discrimination against any student by a student or students and/or employee or employees on school property or at a school function including, but not limited to, discrimination based on a person’s actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex.

“Emotional harm” that takes place in the context of “harassment or bullying” means harm to a student’s emotional well-being through creation of a hostile school environment that is so severe or pervasive as to unreasonably and substantially interfere with a student’s education.

“Employee” means any person receiving compensation from a school district or employee of a contracted service provider or worker placed within the school under a public assistance employment program, pursuant to title nine B of article five of the Social Services Law, and consistent with the provisions of such title for the provision of services to such district, its students or employees, directly or through contract, whereby such services performed by such person involve direct student contact (Education Law Section 11[4] and 1125[3]).

“Sexual Orientation” means actual or perceived heterosexuality, homosexuality, or bisexuality (Education Law Section 11[5]).

“Gender” means actual or perceived sex and includes a person's gender identity or expression (Education Law Section 11[6]).

“Harassment/bullying” means the creation of a hostile environment by conduct or by threats, intimidation or abuse, including cyberbullying as defined in Education Law §11(8), that:

(a) has or would have the effect of unreasonably and substantially interfering with a student’s educational performance, opportunities or benefits, or mental, emotional or physical well-being; or

(b) reasonably causes or would reasonably be expected to cause a student to fear for his or her physical safety; or

(c) reasonably causes or would reasonably be expected to cause physical injury or emotional harm to a student; or

(d) occurs off school property and creates or would foreseeably create a risk of substantial disruption within the school environment, where it is foreseeable that the conduct, threats, intimidation or abuse might reach school property. For purposes of this definition, the term “threats, intimidation or abuse” shall include verbal and non-verbal actions. (Education Law §11[7]) Acts of harassment and bullying that are prohibited include those acts based on a person’s actual or perceived membership in the following groups including, but not limited to: race, color,

weight, national origin, ethnic group, religion, or religious practice, sex, gender/gender identity, sexual orientation, or disability, (which includes a person's actual or perceived sex, as well as gender identity and expression).

"Cyberbullying" means harassment/bullying, as defined above, through any form of electronic communication.

"Violent student" means a student under the age of 21 who:

1. Commits an act of violence upon a school employee, or attempts to do so.
2. Commits, while on school property or at a school function, an act of violence upon another student or any other person lawfully on school property or at the school function, or attempts to do so.
3. Possesses, while on school property or at a school function, a weapon.
4. Displays, while on school property or at a school function, what appears to be a weapon.
5. Threatens, while on school property or at a school function, to use a weapon.
6. Knowingly and intentionally damages or destroys the personal property of any school employee or any person lawfully on school property or at a school function.
7. Knowingly and intentionally damages or destroys school T-S-T BOCES property.

"Weapon" means a firearm as defined in 18 USC §921 for purposes of the Gun-Free Schools Act. It also means any other gun, BB gun, pistol, revolver, shotgun, rifle, machine gun, disguised gun, dagger, dirk, razor, stiletto, switchblade knife, gravity knife, brass knuckles, sling shot, metal knuckle knife, box cutter, cane sword, electronic dart gun, Kung Fu star, electronic stun gun, pepper spray or other noxious spray, explosive or incendiary bomb, or other device, instrument, material or substance that can cause physical injury or death when used to cause physical injury or death.

Revision Date: December 2, 2015

Cornell University

Summer College Program for High School Students

House Rules

2017

Dear Student:

Welcome to Cornell University's Summer College Program for High School Students! We would like to take this opportunity to wish you the best of luck. We hope that your stay with us is rewarding and fulfilling!

The 2017 Cornell University Summer College Program for High School Students House Rules (the "House Rules") exist to assist you in having a positive experience at Cornell University while you are a Summer College student. All Summer College students are expected to comply with the House Rules and the Cornell University Summer College 2017 Academic Code of Conduct. Summer College students also are responsible for complying with all other Cornell University rules, regulations, policies, and procedures contained in official Cornell University publications and announcements that may be issued from time to time, including the Cornell University Campus Code of Conduct and Cornell University Policy 6.4: Prohibited Bias, Discrimination, Harassment, and Sexual and Related Misconduct ("Policy 6.4"), as well as all local, state and federal laws.

Cornell University reserves the right to change its rules, policies and procedures, including these House Rules, at any time as it deems appropriate or necessary. Questions, comments, clarifications, and suggestions should be forwarded to the Summer College Residential Program Director. General information may also be obtained from your Residential Community Advisor (RCA), your Head Resident (HR), or any Program Assistant (PA).

If anything in this document is unclear to you, please talk to your Residential Community Advisor or another staff member.

Sincerely,

Blayne Stone, Residential Program Director for Summer College
Devan Carrington, Residential Program Director for Summer College
Brandee Nicholson, Assistant Director for all Summer Residential Programs

I. PREFACE

- A. The “House Rules” are applicable to all Summer College residential and commuter students enrolled in or accepted for an academic program for the duration of the student’s stay at Cornell University.
- B. Cornell University has established these regulations for standards of conduct to protect its educational purpose, to provide for the orderly conduct of its activities, and to safeguard the interests of the Cornell University community.
- C. The regulations contained in the House Rules apply to student conduct at Cornell University, at any event sponsored by Cornell University, and at any other location, on or off campus, during the duration of the student’s stay at Cornell University.
- D. Students who violate these or other duly established regulations become subject to disciplinary action and the procedures described herein.
- E. Students may be accountable to both civil authorities and to Cornell University for acts that constitute violations of law and of the House Rules or Code of Conduct. Disciplinary action at Cornell University will normally proceed during the pendency of criminal proceedings and will not be subject to challenge on the ground that criminal charges involving the same incident have been dismissed or reduced. When a student has been charged by a civil authority for a violation of the law, Cornell University will neither request nor agree to special consideration for the student solely because of his or her status as a student.
- F. These regulations at Cornell University are set forth in writing in order to give students general notice of prohibited conduct. The regulations should be read broadly and are not designed to define misconduct in exhaustive terms.
- G. The provisions of the House Rules are not to be regarded as a contract between the student and Cornell University. Cornell University reserves the right to amend any provision herein at any time. Cornell University will publish such amendments on relevant websites and will announce such amendments to the Summer College community.
- H. Any behavior that may have been influenced by a student’s mental state (irrespective of the ultimate evaluation) or by the use of drugs or alcoholic beverages shall not in any way limit the responsibility of the student for the consequences of his or her actions.
- I. Cornell University Summer College reserves the right to discontinue the enrollment of any student whose continuance would be, in the sole judgement of the Summer College Director or the Assistant Director of Residential Programs (or both), detrimental to him or herself, others, or to the Summer College living learning environment. Discontinuance from enrollment in these cases are not considered a disciplinary action.

II. SUMMER COLLEGE DISCIPLINARY PROCESS

A. Notice of Charge

At the request of any student, faculty, or staff member, or independently, Summer College Residential staff may file appropriate charges against an accused student(s). Upon the filing of charges, the charged student(s) will receive a Notice of Charge and will be expected to attend a judicial meeting within 1-2 business days for minor violations. In the case of violations that may result in dismissal the student can expect to talk with a staff member within an hour of the filing of charges. That staff member will set up a judicial meeting to occur either the same day or the next day, depending on the timing of the violation.

B. Judicial Meeting

At the judicial meeting the nature of and the responsibility for an alleged offense is discussed. The student will also be advised of his or her options for resolving the matter. Failure to respond to the Notice of Charge will be considered Failure to Comply, which results in an additional judicial charge.

1. Minor Violations

For violations, that the Summer College Residential Staff, in their discretion, considers minor, the following outcomes may occur: (a) a sanction may be imposed following the judicial meeting, or (b) the charge(s) could be dropped. There is no appeal for minor violations. Minor violation sanctions may include, but are not limited to, verbal warnings, formal warning, loss of privileges, and/or work required. Minor violation judicial meetings are held by the student's Head Resident or designee. There is no appeal of the Head Resident or designee's decision.

2. Repeated Violations and/or Serious Violations

For repeated violations and/or infractions that Summer College Residential Staff, in their discretion, consider serious, the following outcomes may occur: (a) a sanction may be imposed following the judicial meeting, or (b) the charge(s) could be dropped. Sanctions for repeated violations and serious violations may include, but are not limited to loss of privileges, work required, probation, and/or dismissal and restriction. Judicial meetings for repeated violations and/or serious infractions will be held by the Residential Program Director. Students may appeal the Residential Program Director's decision **only** where the Residential Program Director has imposed a sanction of probation or dismissal. Such appeals may be made following the appeal guidelines stated below.

3. Parental Notification

It is the discretion of Summer College Residential Staff when and if to notify parents or guardians prior to, or of the results of, a judicial hearing consistent with the University's Student Privacy Record Statement. Generally, parents will be notified prior to a judicial meeting when an incident has occurred that could result in dismissal and after a dismissal decision has been made.

C. Sanctions

1. Dismissal

"Dismissal" is a separation of the student from the Summer College program. Students can be dismissed from Summer College for serious infractions, for repeated violations, or if they have clearly demonstrated, in the opinion of Summer College Residential staff, that they are not acting responsibly toward themselves or others (**whether or not their actions are covered by specific rules set forth herein**). Students may also be dismissed for violations of the Cornell University Campus Code of Conduct, Policy 6.4 or stated local, state or federal law.

Immediate dismissal could result from the use/presence of alcohol or drugs; theft; possession of a fake ID; violent, threatening or harassing behavior of any kind; swimming in the gorges, a violation of community standards, or any other serious violation. Dismissal can also result

from a series of incidents that have been documented through the progressive discipline process that indicate that the behavior of the student has not changed or improved.

Students dismissed from the Summer College program also are barred from returning to North Campus for the duration of the Summer College program. The student is required to leave campus within twenty-four hours parental notification. Students who are dismissed from Summer College will be withdrawn from their courses and will not be entitled to a refund.

In cases warranting dismissal sanctions may not necessarily follow the sequence indicated above.

2. Probation

Probation is a final notice given to the student where any further violations of policies may result in the student's dismissal. The student's parent or legal guardian is notified if the student is placed on probation, consistent with the University's Student Privacy Record Statement.

3. Formal Warning

A formal warning is an official notice to a student that his/her behavior is unacceptable. The student is advised that any further violations of policies may result in more severe disciplinary action.

4. Verbal Warning

A verbal warning is a documented conversation with a student to notify the student that his/her behavior is unacceptable. The student is advised that any further violations of policies may result in more severe disciplinary action.

5. Other Sanctions

Other sanctions may be imposed instead of or in addition to those specified above, such as restrictions upon privileges, educational service projects, restitution, or other appropriate sanctions.

Charges may also be brought by law enforcement agencies such as the Cornell University Police Department or the Ithaca Police Department in cases involving violations of local, state, or federal laws.

D. Appeals

An appeal of probation or dismissal may be made, in writing, by the student to the Assistant Director for Residential Programs or their designee within 4-hours of the decision. Appeals must include new information about the incident that may change the outcome of the dismissal decision. If there is no new information an appeal meeting will not be granted. If an appeal meeting is granted the Assistant Director or their designee will arrange a meeting with the student, either that day if the appeal meeting is granted during an active business day or the next business day if the appeal is received after hours, to discuss the new information. Deadlines to leave campus will be adjusted accordingly. Students should expect to miss class as needed to participate in the appeals process, however Summer College staff will assist in making academic accommodations. If appeals are granted other sanctions may be applied such as warnings, probation, or educational sanctions depending on the final nature of the case.

Students who are appealing a decision of dismissal and restriction should be prepared to leave Summer College within twenty-four hours if the appeal is denied.

III. SUMMER COLLEGE SPECIFIC RULES

All listed rules in this section are in addition to the general House Rules found at the end of this document. General House rules apply to all students that live in Cornell University residence halls during the summer and academic year. Students should make themselves knowledgeable about all rules. In addition all members of the Cornell community are subject to the Cornell University Campus Code of Conduct and Policy 6.4. The links to the Campus Code and Policy 6.4 are found at the end of this document.

Alcohol and Other Drugs

- **Providing Alcohol and Other Drugs to Other Students**

Providing alcohol and illegal drugs to other Summer College students or any other student is prohibited. “Illegal drugs” includes legal prescription drugs that were prescribed to someone other than the individual in possession of/using them.

- **Intoxication**

Intoxication, defined as being under the influence of alcohol or any illegal drug, is prohibited. Some students may be reluctant to seek medical help for an individual experiencing intoxication or a serious injury after consuming alcohol or illegal drugs. *However, in such a situation it is imperative that the individuals present call for medical assistance, since these emergencies are potentially life threatening.*

- **Possession of Empty Alcohol Containers/ Paraphernalia**

Possession of empty alcohol containers (i.e. liquor bottles, wine bottles, beer cans, beer boxes, shot glasses etc.) is prohibited and may be viewed as evidence of possession and/or consumption of alcohol. In addition, students are not allowed to use alcohol containers, whether full or empty, as decorations or containers within their residence hall room.

- **On the Premises where Liquor is Sold or Served**

Being on the premises where liquor or alcohol is primarily sold or served is prohibited. The only exception to this rule is in restaurants where the primary reason for a student to visit is to eat. Students are prohibited from sitting or standing near the bar area of any restaurant. Any alcohol on the table may be viewed as evidence of possession and/or consumption. Students should not allow themselves to be seated at a table that has not been cleared of alcoholic beverages, bottles, or glasses.

- **On the Premises where Other Drugs are Sold or Used**

Being on the premises where illegal drugs are sold or used is prohibited.

Computer System-

- **Copyright Law**

Infringement of copyright law through the use of the Cornell University computer and Internet systems is prohibited.

- **Electronic Mail**

Use of an electronic mail system to send fraudulent, annoying, or obscene messages is prohibited.

- **Normal Functioning**

Students are prohibited from interfering with the normal functioning of the Cornell University computer and Internet systems.

- **NET-Identification**

All Summer College students are required to activate their NetID. Students are responsible for all information sent to and from their Cornell e-mail address.

- **Use of Cornell Network**

As a Summer College student, your access to the internet is provided through the Cornell Network, regardless of whether you are using a university-owned computer or your personal computer. As a result, inappropriate conduct on the university network (which would include concerning postings on media sources such as Facebook, Yik Yak, etc) may be subject to disciplinary action.

P. Identification

1. **Carrying Identification**

Students are required to carry their Cornell ID with them at all times. The only exception to this rule is if a student has signed out Summer College equipment. A lost or stolen Cornell ID card must be reported immediately to the Summer College Office, B20 Day Hall. Replacement cost may be up to \$40.

2. **Identifying One's Self**

Refusal to identify one's self to any properly identified (by name and position) member of Cornell University staff, acting in performance of his or her duties, when appropriately requested to do so, is in violation of House Rules and the Campus Code of Conduct.

3. **Fake ID**

The purchase, possession, or use of any altered or fake identification is prohibited. The purchase, possession, or use of any altered or fake identification will be reported to Cornell University Police. Cornell University has special concern with students using any altered or fake identification for the purpose of purchasing alcohol. Such incidents may result in the student's immediate dismissal from the program.

Gorges

Swimming or climbing in gorges is **prohibited**. Being on the rocks in the gorges is also prohibited. Students must stay on designated paths at all times. **Beebe Lake is considered a gorge.**

Fraternities and Sororities

Entering fraternity and sorority houses is **strictly prohibited**. It is prohibited to be on the grounds of fraternity and sorority houses, including their front or back yards. Attending an event sponsored by fraternities or sororities also is prohibited.

Unauthorized Entry or Use

Unauthorized entry into, unauthorized use of, or misuse of personal or campus property is prohibited.

Failure to Comply

Students are expected to comply with and respond appropriately to the reasonable and lawful requests of university officials, including student staff members, in the performance of their duties. Students are expected to appear at disciplinary hearings to respond to allegations or testify as a witness when reasonably notified to do so. A failure to properly comply with or complete a sanction or obligation resulting from a disciplinary hearing, adjudication, or hall meeting may also be considered failure to comply with an official request.

FOR RESIDENTIAL STUDENTS ONLY. If you are a commuter student, please skip to Section V.

Automobiles and Other Motor Vehicles

1. Bringing a Motor Vehicle

Summer College students may not bring motor vehicles to Cornell or Ithaca.

2. Operation of Any Motor Vehicle

The operation of any motor vehicle during Summer College is prohibited.

3. Riding in a Motor Vehicle

Riding in a motor vehicle, other than a Cornell University emergency van, a licensed taxicab, or other public transportation vehicle, is prohibited. The only exception to this rule is with prior authorization. To obtain prior authorization, a student must present a written permission form from a parent or guardian allowing that student to ride in a private motor vehicle. Permission forms can be obtained on the Summer College website. Please follow all posted deadlines for permission forms.

Guests

1. Opposite Sex Guests in a Room/on a Floor

Students may not have guests of the opposite sex (other Summer College students or individuals not affiliated with the Summer College program) on their floor or in their room before 10:00am each day.

2. Guests in a Room

Until nightly check-in, residents are permitted to host two guests in a room per occupant (i.e., if the room is a double, four guests are permitted at any given time). If there is any rule violation while guests are visiting, including quiet hours, the guests will be required to leave the room.

3. Overnight Guests – Weekdays

Students are not permitted to have overnight guests on the night before a weekday (i.e., Sunday through Thursday). This includes outside guests and/or other Summer College students. All guests must leave at the time of nightly check-in.

4. Overnight Guests – Weekends

Students may on occasion request to entertain an overnight guest of the same gender on weekends (Friday and Saturday nights only). Guests may only be other Summer College participants. To entertain an overnight guest on these nights, students must obtain the express consent of their roommate(s) and complete the overnight guest form, available in the Summer College Residential Administrative Office during regular business hours. Forms must be completed and submitted to the Administrative Office a minimum of 48 hours in advance of the visit (no later than 5:00pm on Wednesday for a Friday night guest and 5:00pm on Thursday for a Saturday night guest; only one form is due for someone staying both Friday and Saturday nights which will be due at 5:00pm on Wednesday). Guests also must participate in the nightly check-in with their Summer College host. Failure to follow these procedures is a violation of the House Rules.

Each Summer College student may entertain no more than one overnight guest at a time.

5. Guest in Violation of Summer College Policies

Hosts are responsible for their guest(s). Hosts may be held responsible for any guest who violates regulations as noted in the House Rules, Code of Conduct, Policy 6.4, other Cornell

University Policies, or local, state, and federal laws. Hosts may also be held financially responsible for any damages caused by their guest(s) if the guest is commuter Summer College student.

6. Signing In/Escorting Guests

All guests, whether overnight or not, must be escorted at all times. Individuals hosting overnight guests must complete the appropriate forms for a guest to be permitted to stay in the residence hall.

7. Tutoring/Teaching Assisting Hours

All students have the right to utilize the tutoring spaces or seek assistance from teaching assistants. However, since the above spaces are located within a resident hall, students that are seeking support are ONLY to be in the designated spaces. If student(s) are found not in the designated spaces they could be found in violation.

Nightly Check-In

1. Nightly Check-In Times

Residents must be in the building by 11:00 p.m. Sunday through Thursday and midnight on Friday and Saturday. Residents must remain in the building until 6:00 a.m. Residents must be waiting, at the above hours, in the building's designated nightly check-in area with their student ID and must remain there until they are checked in by the RCA on duty. Students not present in the building's designated nightly check-in area or students who come into the building after the above hours will be considered late and in violation of House Rules.

If a resident is not present for nightly check-in, the staff will attempt to locate the resident within the hall (including keying into the resident's room, if necessary). The staff member will announce that he or she is keying into a room at each step of the process. If a resident cannot be located within the hall, steps will be taken to locate the resident outside of the hall (which may include calling Cornell Police and/or the student's parents).

2. Early Bed Check-In

Students wishing to go to bed before check-in may be checked in through the RCA on call. Students must sign up for early bed check-in no later than one hour before the regularly scheduled nightly check-in times. The RCA on call may key into the resident's room at nightly check-in to make sure that student is present and sleeping. For safety reasons, it is a violation of House Rules for students not to follow this procedure for early bed check-in.

The purpose of early bed check is for students who intend to go to bed, not for those who simply wish to stay in their rooms at the time of night check. Students using the early bed check-in process must be in their rooms and in bed immediately following their check-in. Misuse of the early bed check-in process will result in judicial action.

3. Ordering Food after Nightly Check-In

Students may not meet the delivery person outside of the building. Students must meet the delivery person between the two front doors of the building. Delivery persons may not enter the building after nightly check-in. Students should ask their Head Resident for specific instructions on ordering food after nightly check-in.

4. Out After Nightly Check-In

Students are not allowed out of the building after nightly check-in. Any student found outside of the building after nightly check-in will be subject to disciplinary action.

5. Students on Opposite-Sex Floor After Nightly Check-In

Students are prohibited from being on an opposite-sex floor after nightly check-in. Students may be with members of the opposite sex after nightly check-in in designated public areas if the building allows, for up to two hours after the nightly check-in time.

Noise Levels and Quiet Hours

1. Courtesy Hours

Residents and their guests are expected to observe courtesy hours at all times by acting in a manner that is conducive to studying and sleeping. Courtesy hours are in effect twenty-four hours a day. Members and guests may be asked at any time to limit the amount of noise they are creating, and those who continue to violate courtesy hours will be documented.

2. Reduced Noise Hours

Residents and their guests are expected to observe reduced noise hours starting at 7:30 p.m. daily. During reduced noise hours, amplified sound, loud talking in the hallway, and other noise or behavior that might prevent others from sleeping or studying is prohibited.

3. Quiet Hours

From nightly check-in until 8:00 a.m. every morning, there is to be no noise in any area of the residence halls, including but not limited to student rooms, hallways, lounges, laundry rooms, kitchens, elevators, stairwells, and entryways.

Passive Involvement

Residents are responsible for the choices they make. In the presence of a House Rules violation, residents may attempt to stop the violation, contact residential staff, and/or immediately remove themselves from the situation and the vicinity of the violation. If a resident chooses to remain at the scene of a policy violation, he/she will be included on the Incident Report and also may be held accountable for the policy violation.

Time Away

A student must present a written permission form from a parent or guardian authorizing specific overnight time away from campus. A blanket authorization is not acceptable, nor is telephone notification. The overnight permission form must be presented to the Administrative Assistant in the Summer College Residential Office during regular business hours. 48 hours in advance of departure and no later than 4:00 p.m. on Thursday for a weekend. Night Away authorization forms are available on the Summer College website and must be faxed or emailed to the administrative office.

IV. OTHER GENERAL GUIDELINES

Cooking

“Thermostat controlled heating elements” such as coffeepots and popcorn poppers may be used in rooms. Students are prohibited from having microwaves, toasters, toaster ovens, or other non-thermostat controlled heating elements. If prohibited items are discovered, they will be confiscated.

Equipment

Students must give the Summer College Residential Office their ID to hold while they use building or Summer College equipment (vacuum cleaner, volleyball, etc.)

Hair Dryers

Students are prohibited from using hair dryers in their rooms. Hair dryers must only be used in the bathrooms.

Laundry

Laundry facilities are located in each Summer College residence hall. In order to use these facilities, students must use their ID cards. To add money to your card for laundry, go to <https://card.campuslife.cornell.edu/>. Click on “card services” after signing in. Then click “Add money to your account” and select your preferred method of payment. Money placed on a card is non-refundable. Laundry should be removed promptly from the laundry room after it is done. Laundry remaining for more than twenty-four hours in the laundry room will be discarded. The laundry room will be closed nightly after check-in and will reopen daily at 8:00 a.m. The laundry room is considered a common area, and those using the space are subject to the same expectations regarding the appropriate use and upkeep of common area spaces.

Lockouts

Residents who are locked out of their rooms during Service Center hours may obtain a room key from the Service Center in Robert Purcell Community Center (for Donlon and JAM residents) or Appel Commons (for Balch and Risley residents). After hours, locked-out residents should contact a residence staff member to gain access. A \$5 fee will be assessed for each lockout. All lost or stolen keys should be reported to Cornell University Police and the Service Center staff immediately. Students will be charged approximately \$200 for the lock core to be replaced and one new key, and \$5 for each additional key. There are no exceptions to this policy. Keys may not be duplicated or loaned.

Recycling

Recycling is required in Tompkins County. Individuals who purposefully or maliciously contaminate recycling areas will be turned over to local authorities for prosecution/fines and will face judicial sanctions.

Service Requests

When maintenance work is needed, students and staff should file a service request at <http://housing.campuslife.cornell.edu/>.

Televisions

Students are prohibited from bringing televisions to Summer College. Each building is equipped with one television for community viewing.

Vending Machines

Vending machines should not be abused. Residents wishing to receive a refund due to a machine malfunction should report the malfunction to the Service Center. Vandalism of machines may result in the removal of them from the residence hall, and students could be charged for common area damage.

V. GENERAL HOUSE RULES

General House Rules apply to all students living in Cornell University Housing in the summer and academic year. Items listed here may also be part of the Code of Conduct for the University or Policy 6.4. The Summer College Residential Assistant Director will consult with the Judicial Administrator, Title IX

Coordinator, and/or and any other appropriate university official on any violations that may implicate both the House Rules and the Code of Conduct or Policy 6.4 to determine the appropriate adjudicative process. In most cases the Summer College judicial process will take precedence. These General House Rules are in addition to any Summer College specific rules already defined above and do not overwrite those rules. References in this section to Residence Hall Director (RHD)/ House Assistant Dean (HAD) refers to Head Residents (HRs) within the Summer College program. References within this section to Resident Advisors (RAs)/ Graduate Resident Fellows (GRFs) refers to Residential Community Advisors (RCAs) within the Summer College Program.

The residential communities have an established set of community standards and policies for behavior that is consistent with the educational mission of Cornell University. The information below outlines these community standards, which are above and beyond those outlined in the Campus Code of Conduct, [Policy 6.4, and other university policies.](#)

Alcohol

- **Under New York State Law, persons under the age of 21 are prohibited from possessing any alcoholic beverages.**
- It is a violation of Cornell policy to give or sell alcoholic beverages to anyone who is under the age of 21 years.
- Residential and New Student Programs/West Campus House System prohibits kegs, beer balls, and other similar beverage containers commonly used to serve multiple individuals.
- Alcohol paraphernalia (such as empties, flasks, or funnels) is prohibited in residential communities, except in rooms where all assigned persons are 21 and over.
- Public intoxication by an individual 21 years of age or older who is disrupting the community will be subject to disciplinary action.
- Public intoxication by an individual under 21, whether or not disruptive to the community, will be subject to disciplinary action.
- Possession or consumption of alcohol is prohibited in common areas (lounges, kitchens, bathrooms, or hallways).
- A person who is 21 or older may not consume alcoholic beverages in any residence hall room/suite unless all who are present are 21 or older.
- A person under 21 may not be in a room where alcohol is present.
- In accordance with the Guest Policy, each resident is responsible for and may be held accountable for the actions of their guest(s) who are students or non-students.
- If an underage student is found drinking alcohol in a room in which they do not reside, the resident(s) of that room may be held equally responsible for permitting the violation to occur.
- No alcohol (possession or consumption) is allowed in Akwe:kon.

Appliances and Electronics

- Appliances with immersion coils, water heaters without automatic shutoffs, and exposed coils (such as space heaters) are prohibited in the residence halls unless provided by Student and Campus Life (SCL) Facilities.
- Appliances with self-contained, thermostatically controlled heating elements with automatic shut off may be used in student rooms.
- Appliances with open heating elements (toasters and toaster oven) may be used in kitchenettes only.
- Floor lamps with halogen bulbs are prohibited.
- “Octopus/spider” lamps are prohibited.

- Stand-alone microwaves are prohibited in individual rooms; students may use the microwave in their building's shared kitchen instead. The exception is in the Townhouse Community, where residents may bring a microwave for use in their apartments.
- A "microfridge" (combined microwave and refrigerator) is permitted, as long as it does not draw *more than 7.3 amps [700 watts] to start and 1.5 amps while running*. Due to wattage requirements, microfridges must be those rented from the University-approved vendor, or another with the above amperage and wattage parameters. Refrigerators may be purchased, but cannot exceed the above specifications.
- Only electrical equipment identified with the Underwriter's Laboratories (UL) label are allowed.

Barbecue Grills

- Students must receive authorization from the RHD/HAD a minimum of 24 hours prior to using a grill.
- Grills must be set up on level ground at least 6 feet from sidewalks and 25 feet from buildings, structures and vehicles.
- Grills cannot be set up under trees or overhangs.
- Grills must be located so smoke does not enter nearby buildings.
- Charcoal must be completely extinguished and cold to the center of the charcoal before disposal.
- Grills must be used for cooking in the manner intended by the manufacturer and may not be used to burn trash, papers, wood, etc.
- Use of grills may require completion of an [Event Registration Form](#) to be filed with the Student Activities Office.
- Storing flammable liquids (including instant light charcoal) or gases is not permitted anywhere in the residence halls.
- Charcoal may only be kept in storage areas identified by a professional staff member.

Bed Elevating

- Residents are not permitted to use homemade or non-approved purchased bed lofting units. Anyone found in non-compliance will be charged for the removal and is subject to disciplinary action.
- Cinder blocks may not be used for raising or lofting beds and will be removed at the resident's expense. Any cinder blocks found in the building at the end of the year will be billed to the resident responsible. In addition, any damage to furniture or floor due to use of cinder blocks will be billed to the resident responsible.
- Residents wishing to have their beds lofted or bunked must submit a [Maintenance Request](#) through SCL Facilities. Requests for bed adjustments are accepted beginning September 1st.
- Students may raise their own beds slightly (approximately one foot) from the standard position if their bed hardware allows for the bedframe to be easily adjusted. Students who wish to have their beds raised may also submit a [Maintenance Request](#) (beginning September 1st) for SCL Facilities.
- In order to comply with Fire Codes, beds cannot be placed directly under a sprinkler head or within 3 feet of the lowest point of a smoke or heat detector. If bunked beds are used in a room, the room shall have a minimum ceiling height of 7 feet and 6 inches. Beds also cannot cover more than 33% of the floor or exceed 36 square feet or obstruct any exit, window, door, heating equipment, or any other equipment that could create a fire hazard.
- Beds bunked or lofted must remain in the same place where they have been positioned, when done or approved by the SCL Facilities staff. Note that any Fire Code violations that are issued which are the result of beds placed out of position by the resident shall result in a charge to the resident.

Bias

- Under Cornell's specific definition, a bias incident is an act of bigotry, harassment, or intimidation that occurs on the Cornell campus or within an area that impacts the Cornell community and that one could reasonably conclude is directed at a member or a group of the Cornell community because of that individual's or group's actual or perceived age, color, creed, disability, ethnicity, gender, gender identity or expression, marital status, national origin, race, religion, sexual orientation, veteran status, or any combination of these or related factors. Cornell utilizes its Reporting Bias System to track and respond to bias incidents in which the perpetrators are known, unknown, or may not be readily identifiable.
- Anyone who directly witnesses or experiences bias activity (or finds evidence of or hears about past bias activity) on the Cornell campus or in an area that impacts the Cornell community should intervene in the moment as appropriate (e.g., contact Campus Police at 911, if a crime is in progress, or interrupt the behavior in as much as the observer feels skilled and safe).
- Bias activity can be reported confidentially at https://www.hr.cornell.edu/diversity/reporting/bias_response.html

Bicycles

- All bicycles must be registered with Cornell University Police, G-2 Barton Hall. There are a limited number of outdoor bicycle racks and indoor bicycle storage rooms. (Not all residence halls or on-campus properties have indoor bicycle storage available).
- Bicycles may not be stored in student rooms, with the exception of fold-up bicycles provided they do not impede egress.
- Bicycles cannot be left in alcoves, hallways, stairwells, or common areas. They will be confiscated and turned over to Cornell University Police.
- Any bicycles found in bicycle rooms or on bicycle racks after Commencement will be handled in the following manner:
 - The bicycle will be removed (the lock will be cut if necessary) and taken to the Lost and Found in Barton Hall.
 - If the bicycle is registered with the University, Cornell University Police will contact the owner via a registered letter to their permanent address.
 - If the bicycle is not retrieved from the Lost and Found within one year, it will be entered in the Tompkins County Police Auction.

Commercial Business

- Residents may not use their room, telephone, data lines, or wireless connection for profit-making purposes.
- Commercial businesses are not permitted in residential communities or on the grounds surrounding them. Some exceptions are possible for programming events where a vendor's presence is a key component. The Director of University Relations and SCL Marketing and Communications must authorize such events and an [Event Registration Form](#) must be filed.

Common Area Usage

- Lounges, meeting rooms, lobbies, hallways, elevators, entryways, stairwells, bathrooms, and kitchens in residence halls are areas held "in common" among the residents. They are not open to the general public.
- All residents of the community are responsible for the condition of the common areas. Damages or stolen university property from these areas, for which a responsible individual is not identified,

will lead to the floor, suite, unit, building, and/or complex being billed for the repairs, replacement, or cleaning.

- If a pattern develops in which common areas are being misused, damaged, or left unclean, the space(s) could be closed. Entering a space when it is closed is prohibited.
- It is the residents' responsibility to keep lounges clean and to return furniture to its proper location.
- Bathrooms that are cleaned by SCL Facilities staff must be cleared of personal belongings, except where cubbies and racks are provided.
- Residents may not remove furniture from any common area.
- Residents may not move beds into common areas.
- Decorating common areas requires approval of residential staff and must comply with all [Decorating Rooms](#) and [Fire Safety](#) policies.
- Personal property may not be left in common areas (including laundry rooms) as it violates fire safety codes and will be addressed by the RHD/HAD.
 - Lost or abandoned items of value will be turned over to Cornell University Police in Barton Hall (607-255-1111) or Service Centers. After the waiting period prescribed by law, the item(s) will be entered in the Tompkins County Police Auction.
- To reserve common areas, contact the RHD or House Office and follow guidelines in place for a given community. It is expected that the area be returned to its original state after use. The sponsoring residents are responsible for any damage and clean up after an event.
- Behavior in common areas should conform to the standards of the community as a whole. Loud, offensive, or lewd behavior or language directed at anyone (including staff) is not acceptable. Residents should exercise good judgment and demonstrate consideration of others when using common areas.
- Balconies will be opened by residential staff as weather permits. Balconies must be used respectfully or they will be closed. Inappropriate behavior including, but not limited to, moving furniture onto balconies, smoking on balconies, throwing items off of balconies, or storing food on balconies is prohibited.

Community Living

- Residents should act in accordance with the established standards of the residential community. Residents' behavior should be considerate and respectful of other community members and the physical space. Any behavior that, in the opinion of Summer College staff, disturbs another member(s) of the community can result in disciplinary action.

Controlled Substances

- It is against Cornell University policy to traffic in, manufacture, dispense, use, possess, or sell any illegal drug.
- While the University prefers to handle a student's use of any controlled substance on an individual counseling and medical-care basis, such treatment does not offer immunity from local, state, and federal law. Any information that comes to the attention of Cornell University Police concerning the sale, exchange, or transfer of drugs from one individual to another is communicated to public officials. The University cannot prevent federal, state, or local law enforcement officials from investigating and prosecuting drug law violators.
- Possession of drug paraphernalia is prohibited, whether or not it is being used for use or consumption of drugs.
- "Illegal drugs" includes legal prescription drugs that were prescribed to someone other than the individual in possession/using them.
- A person may not be knowingly in the presence of illegal drugs.

Cooking and Community Kitchens

- Cooking is prohibited in hallways, bathrooms, and lounges.
- Student may not leave stovetop cooking unattended.
- Shared kitchens must be kept in a clean and sanitary condition.
 - Food stored in common area refrigerators must be removed by the owner on a regular basis.
 - Residents must clean up after using the kitchen (dirty dishes should not be left behind, counters should be wiped down).
 - Food and personal items must be removed from common area kitchens and refrigerators by the owner prior to moving out at the end of their housing contract.

Decorating Rooms

- Resident rooms must be in the same condition upon departure as they were upon arrival. Room damages or decorating violations will be assessed and charged against the resident(s) responsible. If a responsible party does not come forward, the damage bill will be split among all residents of the room.
- No more than one 8.5-inch by 11-inch sheet of paper, per resident, is allowed on the outside of a room door.
- Pictures, posters, and other materials must be hung from picture moldings, tack strips, or bulletin boards only. Nails, tacks, screws, tape, glue, and other adhesives may not be used on walls, ceilings, wardrobes, woodwork, doors, or furniture.
- Decorations including natural evergreen trees, wreaths, or boughs are prohibited. Artificial decorations may be used and must be clearly marked as being made from a slow burning or a non-combustible material. Metal trees are also acceptable, with illumination by spot or reflective lights only. All winter seasonal decorations must be removed prior to leaving for the intersession break.
- Decorative strands of lights are permitted with an Underwriter's Laboratories label or listing (UL).
- Alterations (including but not limited to painting) to a room/apartment or to any University property within a room/apartment or common area is prohibited.
- Hanging or extending anything outside the windows is prohibited.
- Internal cables may not be spliced and run to individual rooms.
- Maintenance in student rooms and common areas may only be completed by authorized staff.
- Objects may not block the windows.
- Hanging or posting anything on ceilings is prohibited.
- Hanging anything from sprinkler pipes or any part of the fire sprinkler system is prohibited.
- Covering smoke detectors and/or sprinkler heads is a life safety issue and is prohibited.
- Tapestries, cloths/sheets, plastic signs, and flags may not be hung in student rooms.
- No more than ten percent of the wall can be covered by decorations in compliance with fire code.
- Windows in all student rooms come already equipped with drapes, shades, or blinds. Students may not hang their own window treatments in their rooms, unless material is fire rated and labeled as such (certification must be on file with the SCL Facilities Office).

Donation Drives and Collection Boxes

- Residents must contact their RHD/ HAD for approval for any form of donation drive and/or collection box. Residents who sponsor such drives must adhere to following policy regarding placement, maintenance, and removal:

- In-house or single complex supported drives – If the complex chooses to support a donation drive, the complex and its staff are responsible for reservation, group contact information, setup, collection, and box removal.
- Multi-complex student supported drives – These drives should be redirected to the Community Centers for North Campus and the HADs for the West Campus House System. The student group needs to reserve lobby space via the online reservation system (<http://registrar.sas.cornell.edu/Sched/25/>) for donation bins/tabling/assembly. The boxes will be provided to each group by the Community Center Support Team (CCST). CCST will put the bins in the designated areas for each building. Each reservation will be allowed for 7 days. Bins must be checked and emptied daily. The Community Center is not responsible for items in the bins. Students who do not reserve space and/or are not standing in the appropriate area will be asked to leave the Community Centers.
- Multi-complex, University initiated and approved drives – SCL Facilities group initiates these drives with special donation boxes (e.g., Share the Warmth, United Way, Dump & Run). The SCL Facilities group is responsible for setup, collection, and removal.

Exercise Equipment

- Possession or use of barbells and other weight-lifting equipment in common areas is prohibited except in designated areas. Small weights under 30 lbs. may be used.
- Pull up bars are prohibited and may not be used in doorways, closets, or other residential areas.

Fire Safety

- Tampering with fire extinguishers, smoke detectors, sprinklers, fire and emergency doors, and other fire safety equipment, or falsely reporting a fire verbally or by pulling the fire alarm is a threat to safety and will result in an immediate referral to the Office of the Judicial Administrator.
- Fire extinguishers are located on each floor of each building and residence hall to be used only by trained personnel. Residents should familiarize themselves with the locations of Fire Alarms and marked EXITS located throughout the buildings.
- The University conducts periodic evacuation drills to practice education and safe exiting from buildings. You must exit from the building when the fire alarm is activated, and cannot re-enter the building until given permission by University personnel. Please note that evacuation plans are posted at elevators, stairs, and exit points throughout the buildings. These plans will indicate means to exit the building safely. All persons should be familiar with the procedures for evacuating a building.
- University safety plans can be reviewed by visiting:
<http://sp.ehs.cornell.edu/fps/Pages/default.aspx>
- Manual pull stations are located at exit points from each floor and the building exterior doors. In the event of a fire emergency, please activate the station to sound the fire alarm. This will automatically contact emergency responders. Falsely pulling the pull station will result in a referral to the Office of the Judicial Administrator.
- Smoke detectors are located throughout student rooms, corridors, and common areas. Do not block, cover, or tamper with any detector. Tampering with smoke detectors will result in a referral to the Office of the Judicial Administrator.
- Objects may be no closer than 18 inches to the ceiling or to any fire safety device (such as sprinklers).
- In the event of a fire or other emergency, residents must exit the building following EXIT signs that are located throughout the building. Failure to follow evacuation procedures during an alarm will result in immediate referral to the Office of the Judicial Administrator.

- Student room doors cannot be propped open if they are designed to automatically shut.
- Storing flammable liquids and gases are not permitted in residential communities.
- Use of open flame is prohibited.
- Candles (wick or wickless) and incense are not allowed.
 - Groups of students may request approval to burn candles for religious purposes. To obtain approval, individuals should abide by the following procedure:
 - Obtain and complete a “Candle Open Flame Permit” from the RHD/HAD at least two weeks in advance of when the event is to take place. The permit must include the date(s) and time(s) of use with the following stipulations:
 - the RHD/HAD will be present during the use of live candles
 - the event occurs in a common area and not an individual student room
 - a fire extinguisher must be within the immediate vicinity of the use of live candles
 - Approved open flame candles must also be placed in a stable container, preferably a glass-globe type of holder.
- Students may not leave personal items in hallways or stairwells.
- Extension cords and multi-plug adapters are prohibited (this includes bed risers with integrated electrical outlets). An outlet strip with a breaker switch that is identified with an Underwriter’s Laboratories label or listing (UL) is allowed.
- Outlet strips cannot be plugged into each other (creating a “chain”).
- Floor lamps must have the required wattage light bulbs and cannot exceed what is stated on the lamp’s UL label. The UL and wattage labels are commonly found on the shade or near the outlet for the light bulb.
- The University is subject to fire and safety inspections by various agencies. If a fine is incurred as a result of your failure to comply with the terms of your Housing Contract or with any request from University staff, you will be responsible for the amount of the fine.
- Any material that is in violation of the House Rules and/or Code of Conduct is subject to confiscation during fire and safety inspections. Any material taken will be identified by room, kept by the RHD/HAD, and will be available for collection on designated dates before University breaks. If items are not collected by the end of the semester, they will be disposed of.
- Fire Safety policies are subject to compliance changes and updates based on local and state regulated standards. Advance notice of changes/updates will be provided whenever possible.

Fireworks

- Use or storage of fireworks of any kind is prohibited in residential communities. Persons found using or storing fireworks will be immediately referred to the Office of the Judicial Administrator and may also be referred to local and state law agencies.

Furniture

- Furniture may not be removed from a resident's room regardless of occupancy or any common area. Resident(s) will be billed for items removed or missing from any room.

Gambling

- All forms of gambling in residential communities are prohibited.
- Raffles for fundraising purposes are not permitted.

Guests and Escorts

- Guests to a building may not enter the building without being escorted by the person they are visiting.
- Residents are responsible and accountable for the behavior of their guests.
- Overnight guests are permitted in residential communities if they do not constitute a problem for roommates or other residents.
- Overnight guests may not sleep in common spaces (such as lounges, hallways, or laundry rooms).
- No room keys or temporary access cards will be issued or given to guests, and residents may not give their keys or ID card to someone else in order for the person to gain entry into a room and/or residence hall.

Hall Sports

- Playing sports and using sports equipment is prohibited in residential community common areas. Playing sports includes, but is not limited to, gymnastics, running, wrestling, dribbling, etc. Sports equipment includes, but is not limited to, basketballs, Frisbees, hacky sacks, toy guns (water, nerf, dart, paintball, etc.), skates, sticks, balls for throwing/kicking, gloves, etc.
- Any damage caused by hall sports will be billed to the responsible student(s).

Hazing

- Hazing is defined as an act that, as an explicit or implicit condition for initiation to, admission into, affiliation with, or continued membership in a group or organization, could be seen by a reasonable person as endangering the physical health of an individual or as causing mental distress to an individual. This could include, but is not limited to humiliating, intimidating, or demeaning treatment; destroying or removing public or private property; involving the consumption of alcohol, other drugs, or other substances; or violating any of the policies of the University.
- Any student subjected to hazing or having knowledge of anyone else being hazed should immediately report the incident to a student staff member, RHD/ HAD in their respective residential community.
- Hazing can be reported confidentially at <http://www.hazing.cornell.edu/>.
- Individuals who participate in acts of hazing are personally accountable under the Campus Code of Conduct.

Health and Safety

- Students are not permitted on roofs, ledges, overhangs, or balconies accessed through a window.
- Students are not permitted to climb the exterior of buildings.
- Removing window screens is prohibited.
- Throwing items out of windows or off of balconies is prohibited.
- Students cannot hang antennae, flags, or other materials from the exterior of buildings.
- Tampering or non-emergency use of the Blue Light or Elevator emergency phone call buttons is prohibited.
- Use of windows for the purpose of entering or exiting the building is prohibited.
- Students may not prop open or enter residential communities through propped doors as this jeopardizes the security of the building.
- Students may not allow access for another person unless they are the host for that person or specifically knows that the person is a current resident of the building.
- Egress access must be safe and passable at all times, including corridors, stairwells, lounges, other common space and living space. In student rooms, state and city regulations require a clear path from the bed to the door, as well as a minimum of 36 inches between the door and any other item in the room.

- Students must keep rooms in a sanitary condition. Food must be put away in closed containers. Rooms should be clean of any food scraps or crumbs that could attract insects/rodents.
- Dangerous and/or hazardous materials are prohibited in residential communities.
- In the event that a student's room needs to be accessed by a University Official (for example: emergency maintenance, pest control, medical situations, and safety inspections), students may be required to remove excess items from their floor and furniture tops. Twenty-four hour advance notification will be given whenever possible. Failure to complete the requested tasks could result in students being charged for the tasks to be completed by SCL Facilities or any fees associated with rescheduling the work, as well as judicial action.
- Students may be required to move from their rooms in a designated amount of time as required by the Office of Residential and Event Services, Residential and New Student Programs, or West Campus House System staff for health and safety reasons.
- The storage of bodily fluids is prohibited in residential communities. Bodily fluids must be disposed of in the proper waste removal system.

Hover Boards

- Due to fire risks associated with hover boards, they are not allowed for fire safety reasons. This ban is effective in all university-owned housing, including residence halls, apartments, co-ops, and Greek housing.

Keys and Lockouts

- Residential and New Student Programs/West Campus House System and Service Center/House Office staff will not provide entry to a room for anyone other than a resident of that room, including parents, friends, guests, and/or other individuals. Exceptions may only be made in case of emergency as determined by a Residential and New Student Programs/West Campus House System professional staff member.
- Residents are responsible for their building and room keys. Residence hall exterior doors are locked at all times.
- Cornell University Police will not unlock doors for residents.
- Keys must not be duplicated or loaned.
- Each resident will receive a voucher for one free “lockout” (to have their door unlocked for them without charge). Service Centers/House Offices and residential staff will accept this voucher. A charge will be assessed for each additional lockout.
- When a student is locked out during Service Center/House Office hours, their Service Center/House Office will provide them with a loaner key for a fee, or for free if the student has a lockout voucher. Students must have proper identification such as an ID, or knowledge of the information on the key card, and must sign a Loaner Key Agreement before they take the loaner key. If the loaner key is not returned within five days (5) from the date the agreement is signed, the student will be Bursar billed lock charges, and the locks will be changed.
- When a student is locked out when the Service Center/House Office is not open, the residential staff member on call will open the room with a master key for a fee, or for free if the student has a lockout voucher.
- Students with electronic access who lose their access card (Cornell ID) must report the loss to the Service Center/House Office. The student will receive a temporary card that will be valid for 72 hours. After that period, if the access card is not located, the student must obtain a new ID card from University Registrar (B-7 Day Hall). After the 72 hours, a charge will be Bursar billed to the student if the loaner card is not returned.

- All lost or stolen keys must be reported to Cornell University Police and the Service Center/House Office staff immediately. If the keys are not found within 5 days, the lock core will be replaced at the student's expense. There are no exceptions to this policy.
- **Religious Restrictions:** Students who are prohibited from using electronic devices on certain days due to religious restrictions may request an alternative access key from their Service Center/House Office and must sign an Alternative Access Key Agreement. The professional staff member of the Service Centers/House Office will approve these requests, issue keys, and maintain a file of all keys issued and returned. Keys checked out for religious observation must be returned to the Service Center/House Office during winter intersession. Keys will be available to pick up upon return for Spring semester.
- **Bike Rooms:** Students needing access to bike rooms may request an alternative access key from the Service Center/House Office and must sign an Alternative Access Key Agreement. The professional staff member of the Service Center/House Office will approve these requests, issue keys, and maintain a file of all keys issued and returned.
- If a student room or mailbox key is not returned at the end of the academic year or at the termination of the student's residence hall contract for that room, the student will be Bursar billed for a lock cylinder change. There is no exception to this policy.

Motor Vehicles

- Storing or parking motorized vehicles in residential communities is not permitted. Please see [Commuter and Parking Services](#) website for policies about motorized vehicles (Motorcycles, Motor Scooters, and Mopeds).

Murals

- If a student wishes to paint a mural, they must contact the RHD/HAD to receive a request form and guidelines. All submissions must include a full-color drawing with the mural request form.
- A request for a mural to be painted needs to be submitted to the RHD/HAD by April 15th. The RHD or HAD will notify the student(s) if the mural is approved.
- When a mural is approved, the mural will be shared with SCL Facilities Office no later than the last week in April.
- The mural must be completed no later than the first day of final exams in May.
- Failure to follow the guidelines, receive approval, or complete the mural will result in charges to the student(s) for repainting of the wall.

Pets

- All residents (other than those living in Ecology House) are prohibited from having pets in their rooms, with the exception of fish that are in tanks no larger than 10 gallons.
- Due to the environmental focus of Ecology House, residents are permitted to have pets under specified conditions. Residents must contact the Ecology House RHD for the specific policy and for approval and pet registration prior to bringing any pets into the residence hall.
- Service dogs are permitted on campus. Students who require the use of a service animal on campus are encouraged to contact [Student Disability Services](#) (SDS) to register as a student with a disability. SDS will provide assistance in navigating the campus, including the selection of housing if the student plans to live on campus. Assistance Animals must be approved by Student Disability Services as an accommodation for a disability.
- Arrangements should be made in advance for the care and feeding of pets during breaks and/or any anticipated time away. Keys cannot be shared with others and permission cannot be granted for a non-room owner to enter the room if the room owner is not present.

Pools, Hot Tubs, and Waterbeds

- Waterbeds and hot tubs are prohibited.
- Pools are not allowed in any internal residential space.

Quiet and Courtesy Hours

- Courtesy hours are in effect 24 hours a day. Members and guests of a community are expected to observe courtesy hours and may be asked at any time to limit the amount of noise they are creating.
- Each residential community defines quiet hours at its own discretion. During quiet hours, amplified sound, loud talking in hallways, and other noise or behavior that might prevent others from sleeping or studying is prohibited.

Restroom/Facilities Use Guidelines

- In keeping with the University's policy of nondiscrimination and the commitment to inclusion, the University allows students, staff, faculty, and visitors to use the restroom or facility that corresponds to their gender identity*. In addition, the University maintains a number of [universal restrooms](#) across campus to address restroom facility access not necessarily related to gender identity, such as access for parents with children and for other attendants/caregivers. These facilities are all-gender, accessible spaces, which may include amenities for families such as baby changing stations.

**Gender identity refers to an individual's internal sense of gender. A person's gender identity may be different from or the same as the person's sex assigned at birth.*

Room Inventory and Condition Form

- Each resident must complete their [Room Inventory and Condition Form](#) (RIC) within the predefined period outlined in their check in email. This RIC is used to record any existing damage to the student's room. When vacating, any damages noted during the move-out inspection that were not recorded on the RIC are the resident's financial responsibility.
- Residents are responsible for any damages to their assigned room. If the responsible individual does not take responsibility for damage done in a room, the damage cost will be split among all residents in the room/suite/apartment.
- If a resident changes rooms or leaves the University, a staff member will inspect the room before it is vacated. At the end of the academic year, all residents must sign up for a checkout (appointment or non-appointment) with a residential staff member to complete the May closing process. Appeals to damage assessment may be made only by the resident following the [damage appeal process](#). Residents who fail to check out with a staff member forfeit the right to appeal any damage charges.

Sexual and Related Misconduct

- Cornell University is committed to preventing, responding to, and remedying the effects of bias, discrimination, harassment, and sexual and related misconduct. Students are specifically prohibited from engaging in the following prohibited conduct: dating violence, domestic violence, sexual assault, sexual exploitation, sexual- and gender-based harassment, stalking, aiding prohibited conduct, attempting to commit prohibited conduct, retaliation, or violating an interim order, each as defined in the Procedures for Resolution of Reports Against Students Under Cornell University Policy 6.4.

- Visit the Title IX website to get information about University resources, support, education, and advocacy. <http://titleix.cornell.edu/>

Tobacco Use

- Smoking is prohibited in all University undergraduate residential communities. This includes student rooms, offices, lounges, entryways, hallways, kitchens, bedrooms, elevators, and stairwells.
- Persons who smoke outside the residence halls must do so at least 25 feet from the building or any extending wall, awning, or other building feature, or where it is otherwise posted.
- The use of electronic cigarettes and hookahs in residential communities is prohibited. (Use of electronic cigarettes and hookahs must occur at least 25 feet from the building.)

Trash and Recycling

- Residents must collect all trash and recyclable materials using the receptacles provided in their room and take these materials on a regular basis to floor or building trash and recycling containers.
- No personal trash may be left in bathrooms, common areas, hallways, or outside of room doors.
- Bodily fluids and biohazards are not permitted in trash and recycling containers.

Vandalism

- Destruction or removal of other community member's property will result in disciplinary action.

Vomit Clean-up

- Vomit in common areas is the responsibility of the community. Individuals responsible should take proper measures to clean the area. Contact the staff member on call or House Office to receive a clean-up kit. Failure to do so may result in individual or common area damage charges.

Weapons

- Possession of firearms (including but not limited to rifles, shotguns, BB guns, ammunition, paintball guns), explosives, knives (including but not limited to swords, bayonets, and machetes), or other dangerous weapons, instruments, or substances are prohibited in university residence halls.
- Residents who need to have a weapon on campus (e.g., members of the skeet team, hunters) must register and store their weapons with Cornell University Police in G-2 Barton Hall. Residents will have twenty-four hour access to these weapons.

OTHER IMPORTANT POLICY RESOURCES

Campus Code of Conduct

Cornell University's Code of Conduct outlines the expectations, policies, and principles of the Cornell community. The complete Code of Conduct can be found at: <http://www.dfa.cornell.edu/tools-library/policies/campus-code-conduct>.

Policy 6.4 and Student Procedures

Outlines the University's policy on bias, discrimination, harassment, and sexual and related misconduct. The full policy and student procedures can be found at: <http://titleix.cornell.edu/policies/>

Charges and Fees

Charges and fees can change at any time during the academic year. To see an extensive list of damage charges/fees, go to: <http://living.sas.cornell.edu/live/movingin/room-inspection.cfm>.

Housing Terms and Conditions

Residents are responsible for the Terms and Conditions of the housing contract. Failure to adhere to the Terms and Conditions may result in disciplinary action. The full housing terms and conditions can be found at: <http://living.sas.cornell.edu/live/contracts/contractinfo.cfm>.

Cornell University Summer College Program for High School Students House Rules 2017

Please complete the form below, sign and return to your Residential Community Advisor at your first floor meeting.

I certify that I have read, understand, and agree to abide by and support the rules and regulations set forth in the House Rules. I further certify that I have received a copy of the House Rules.

Student Name: _____

Student Signature: _____

Building and Room Number: _____

Contact Phone number for student: _____

Date: _____

Name of Student's RCA: _____