

Hagerstown Community College STEMM Technical Middle College (STMC)

Behavioral Guidelines

Students are expected to show respect for all staff members, fellow students, and themselves. It is important for STMC students to support the program as well as each other. Maintaining a positive and healthy attitude toward the STMC program will undoubtedly foster a positive and healthy working environment for the STMC program participants.

- Students are expected to display a positive attitude toward learning and maintain an open mind to exploring new experiences and activities.
- Treat students and staff in a respectable way.
- Please use manners (i.e. please and thank you).
- Show respect for the property, privacy, and personal space of other persons as you want them to have respect for you and your belongings; do not deface, destroy or damage the personal property of other students, the school, or the college.
- Work with other students and staff to resolve any conflicts that may arise, communicate with students and staff to resolve those conflicts, and share specific concerns and/or suggestions for change.
- Report any threats, harassment, or unusual/concerning behavior to the STMC Coordinator and/or the STMC Assistant Coordinator.
- Follow all directions given by the STMC Coordinator and/or the STMC Assistant Coordinator.
- Accept responsibility for your actions.
- While participating in STMC activities, students are to adhere to all Hagerstown Community College policies, rules and procedures as outlined in the Student Handbook. Appropriate STMC personnel have the right at any time, to exclude a student from activities due to failure or inability to follow any and all rules and policies as directed, and due to poor academic performance.

Student Conduct

To be in good standing in the STMC program, a student is required to maintain good behavior and follow the expectations of the program in his or high school as well as during the program activities on and off campus. STMC staff comments, severity, and frequency are all evaluated when determining consequences of inappropriate behavior. If behavior is deemed inappropriate, disciplinary action will occur. When appropriate and given students' status as both high school and college students, disciplinary action and decision making will be in partnership between WCPS and HCC officials.

Cell phones, iPods, MP3 Players, iPads, Electronic devices, Etc.

All STMC students must review the policies outlined in the college's student handbook and must refer to guidelines outlined in the individual professors' syllabi regarding the use of electronics devices in the classroom.

Smoking, Alcohol, and Unlawful Activity

Any and all actions that are illegal (i.e. stealing, possession of illegal substances, vandalism, destruction of property, etc.) will not be tolerated. Alcohol, smoking or any other tobacco product is not permitted during any on campus activity. Such actions may result in disciplinary actions and may result in dismissal from the STMC program.

Sexual Misconduct

Consistent with federal and state laws, HCC STMC is committed to maintaining a positive learning and working environment free from all forms of sexual misconduct. Acts of sexual misconduct by any employee, student, visitor, and/or any individual associated with HCC is prohibited. Individuals should report cases of sexual misconduct immediately to the STMC Coordinator.

Care Guidelines

College poses personal challenges and stressors for many students. STMC students may face additional challenges in adapting to college expectations. HCC staff are available to assist all students in need of support beyond academics. STMC students have access to additional support persons, including the Middle College Coordinator and Academic Advisor—Early College Specialist (assigned staff academic advisor). Parents/guardians will not always be notified when STMC students are struggling with non-academic concerns. In accord with Maryland Minor Consent Laws, HCC may refer STMC students to local resources without consent and notification of parents/guardians. Per the Maryland Family Law 5-705, HCC employees function as mandated reporters and will report cases of suspected abuse or neglect of any students under the age of 18 years old to the appropriate Child Protective Services office.

STMC Guideline Violations & Code of Student Conduct

STMC students taking classes at HCC must abide by the expectations set forth in the STMC guidelines and HCC's Code of Student Conduct (see <http://www.hagerstowncc.edu/student-activities/student-handbook>). If an alleged breach of student conduct occurs while students are at HCC, they will be subject to disciplinary proceedings as outlined in the HCC -Student Handbook; whenever possible, the STMC Coordinator and/or designee will be included in conduct progress involving Middle College students. If a breach of student conduct occurs while students are taking classes at their "home" high schools, WCPS (or other "home" high school) disciplinary codes and procedures will be followed.

Initial Discussion for STMC guideline violations—if a student violates a regulation of the STEMM Middle College Program, there will be a verbal warning between the students and the STMC Coordinator. After receiving one (1) verbal warning the STMC coordinator will phone the student's parent or guardian to discuss the violation.

Code of Student Conduct Violations—if a student allegedly violates a HCC Code of Student Conduct regulation, including violations of academic integrity or behavioral violations, the student will be required to follow procedures set forth in the HCC Student Handbook; whenever possible, the STMC Coordinator and/or designee will be included in conduct processes involving STMC students. Depending on the nature of the alleged violation, the students' parents may be involved; this determination will be at the discretion of the Dean of Students (behavioral violations) or the

VVAASS and/or designee (academic integrity violations). The student may also be restricted from participating in extra-curricular activities at HCC and at their “ home” high school.

If the behavioral is ongoing, dismissal from the STMC is possible.

Attendance Policy

Student success depends on participation in class. Attendance is required and will be recorded for each course. Please show up for all classes and activities on time and be prepared to work. In order to maximize the impact of the STMC program the following attendance policy will be in place.

Students are expected to attend all STMC classes, including tutoring, trips, guest speakers, and other activities made available to STMC students.

Daily and Weekly Attendance

As an STMC student, you will be expected to be on campus from 8 a.m.-3:30 or 4 p.m. (depending on your particular course schedules), Monday through Friday. In order to ensure that classes you take meet high school as well as college graduation credit, attendance will be taken each day in a ‘homeroom’ setting.

Absence

For any absence parents must contact the STMC Coordinator to report the absence by 10:00 a.m. on the day of the occurrence. If the student misses a class day, a written note from the student’s parent or guardian must accompany the student upon return to campus and must be given to the STMC Coordinator.

Transportation

HCC is not responsible for transportation to and from campus. Students enrolled in the STMC program are responsible for arranging their own transportation.

Field Trips

Any field trips scheduled for STMC students will be organized by HCC and all students are required to travel together to and from those trips in college vehicles.

Sharing of Records

Attendance sheets will be shared weekly with WCPS personnel to meet regulations for high school graduation requirements. Students failing to abide by the attendance policy may face disciplinary action and may be removed from the STMC program.

Leaving the campus/family vacations

Students are not permitted to leave the college campus without written permission by the student’s parent or guardian. Family vacations should be scheduled when college is not in session.

Academic Expectations

High School GPA and Placement Exams

Students approved to participate in the STMC must maintain a 3.75 high school GPA (or have attained that GPA prior to taking classes at HCC) or be approved by WCPS for clearance to participate in the STMC.

College GPA 'warning' Status

Once he or she is taking classes at HCC, any STMC student whose HCC GPA drops below 2.8 will enter "warning" status, with a GPA of 2.5 required for all STMC students who are taking HCC classes.

Students are expected to maintain at least a 2.5 GPA to remain in the STMC program. In the event that a student falls below a 2.5 GPA, the student will be placed on Academic Probation and the STMC staff will fully support the student to work toward raising his/her GPA. Students may be required to spend additional time in the Learning Support Center, seeking help with their professor, receiving tutoring and meeting weekly with the STMC coordinator.

Students who's GPA Remains below a 2.5 for consecutive grading periods face possible dismissal from the program.

Tutoring and Career Advisement

Each STMC junior and senior will complete at least 60 tutoring/study group/independent study hours each semester in the Learning Support Center.

Each STMC freshman and sophomore student will meet at least four times each year with WCPS school counselors and/or HCC advisors to review academic/career plans; each junior and senior will meet with the STMC Coordinator or STMC Assistant Coordinator at least four times a week (group setting) and will review specific academic/career plans individually at least two times/year.

Special Accommodations

Hagerstown Community College provides reasonable accommodations to students with disabilities in accordance with the Americans with Disabilities Act (ADA) and the Rehabilitation Act of 1973 and its amendments. Although the College does not have a special education program for students with disabilities, the Disability Services Office coordinates the provision of reasonable accommodations which are determined on an individual basis. The types of accommodations provided by HCC may be different than those available at the home high school.

All accommodations are based upon documentation that must be provided by a licensed or certified professional. It is the student's responsibility to identify him/herself to the Middle College coordinator as well as the Disability Services Coordinator. Contact Jamie Bachtell at 240-500-2273 (TTY 301-739-5813) for more information regarding specific accommodations.

*The services provided at HCC may be different than those available in the public school system. All STMC students with disabilities will be accommodated according to HCC guidelines.

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Behavioral Guidelines Signature Page**

By signing below you acknowledge that you have read and understand the STMC Behavioral Guidelines and agree to abide by the guidelines while attending the STMC program.

Student Name

Student Signature

Parent Name

Parent Signature

Date