MSU x Pathlight Coding Club
STUDENT & PARENT HANDBOOK 2021

Hosted By: Women in Engineering Recruitment, Civic Engagement, and K-12 Outreach Office

This handbook contains information on the following:
Guidelines & Expectations
Disciplinary Procedures
Emergency Situations
Contact Information

Guidelines & Expectations

Participants are expected to observe the following guidelines:

Rules

1. **Have a neutral background, and avoid sharing any confidential information**
2. **No recording or picture taking of the Zoom call is allowed**
3. In the interest of safety, do not share links, passwords, or other program login information with anyone outside of the program.
4. MSU prohibits "Zoom Bombing" and similar disruptive behaviors.
5. Adults may not share inappropriate content through files, images, videos, chat, audio, or other features of the digital instruction platform.
6. Adults may not have direct electronic contact with minors without another adult   (e.g. program staff, program co-lead, program leader's supervisor, participant's parent/guardian, etc.) included in the communication.
7. Anyone receiving threatening or inappropriate chat messages should immediately report it to a trusted MSU official and the appropriate authorities (e.g. MSU Police, local police, Office for Institutional Equity, Children's Protective Services, etc.).
8. Reasonable efforts must be made to have two or more adults present during activities
9. Adults must wear attire appropriate for typical in-person University programming and business.
10. Program staff may contact participants only through official program channels (program E-mail, instruction platform, etc.)
11. Program leaders and staff may not record interactions with minors through online instruction platforms.
12. No alcohol, tobacco, drugs, fireworks, guns, and other weapons are allowed.
13. No violence, harassment in violation of the University Anti-Discrimination Policy, hazing, bullying, sexual harassment, sexual abuse, and other sexually inappropriate conduct will be tolerated.

Any participant, group leader, or other individual associated with our program who is alleged to have violated University policies or these rules will be reported to the Michigan State University Police Department.

Criminal Background Checks
All adults working or volunteering at the MSU x Pathlight Coding Club (including MSU faculty, staff, and students) have passed a criminal background check (including sex offender registry check) within the last twelve months.

Michigan State University Anti-Discrimination Policy

- The University Anti-Discrimination Policy (ADP) states expectations for institutional and individual conduct. A detailed description of the ADP can be found at https://hr.msu.edu/policies-procedures/university-wide/ADP_policy.html..
- The ADP User's Manual provides further discussion of the definitions of behaviors prohibited by the ADP as well as the relationship between the First Amendment and complaints of harassment/discrimination; the ADP User's Manual can be found at https://oie.msu.edu/_assets/documents/adp-users-manual---updated-15.07.24.pdf.
- Protocol for addressing Bias Incidents, Acts of Prohibited Discrimination/Harassment, and Hate Crimes can be found at https://oie.msu.edu/_assets/documents/bias-incident-reporting-protocols-17.08.01.pdf.

Discipline Procedures

In order to maintain and provide a rewarding experience, participants must adhere to high standards of academic and personal conduct. All must abide by the guidelines and expectations. In the unlikely event that a student violates a guideline or expectation or University policy, staff will contact the parent(s) and take the appropriate disciplinary action as described in the Corrective Discipline Procedure (below). All decisions made by the Management Team are final.

Corrective Discipline Procedure:

The staff *will* enforce all guidelines and policies. Depending on the extent of the misconduct, discipline may range from withdrawal of privileges to dismissal from our program. The disciplinary process ensures the due process of the participant. Since retention is the prime objective, caution against policy violations is consistently reinforced. The following is the procedure for handling disciplinary problems:

First Violation

1. Participant will receive a verbal reprimand from a staff member.
2. Participant must complete and sign an Incident Report Form before they may resume program activities.

Second Violation

1. Participant will receive a written warning. This warning is filed with the Management Team and parent(s).
2. Parent(s) will be contacted immediately to assist in the disciplinary process. If necessary, participant(s) must complete a Disciplinary Contract Form before they are able to resume program activities.

Third Violation

Any student who receives multiple warnings (two or more) is subject to dismissal from the program. Parent(s) will be contacted immediately to schedule a conference with the Management Team to determine the student's future with our program.

This procedure is not applicable to violations that result in immediate dismissal. All violations of Guidelines and Expectations will be reported as a Disciplinary Referral. Any participant who receives more than two disciplinary referrals risks dismissal.

Dismissal

The following violations may result in immediate program dismissal and possible legal action:

1. Fighting and other forms of violence including, but not limited to, verbal/physical intimidation and/or bullying.
2. Possession/attempted possession of alcohol, illegal drugs, or drug related paraphernalia.
3. Possession/attempted possession of firearms, weapons, explosives, or fireworks.
4. Theft or vandalism.
5. Sexual advances and/or harassment.
6. ~~Leaving the MSU building without notifying staff.~~
7. Tampering with or misuse of fire alarm systems/equipment.
8. Failure to comply with program rules and requests made by any staff.
9. Disruptive behavior.
10. Violation of any local, state, or federal laws.

Contact Information

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