



Science & Technology Entry Program
Monroe Community College



-- CODE OF CONDUCT --

The goal of the STEP program and its staff is to work with me in achieving success in school, college, and my career. In order to help accomplish this, the STEP staff has specified how members of STEP are expected to conduct themselves. It is my responsibility to know and follow the STEP rules.

As a member of the MCC STEP program, I agree to:

- Participate to the best of my ability in all facets of the STEP program and attend scheduled activities promptly.
- Respect the property and individual rights of others. MCC and the STEP program are not responsible for items stolen or lost.
- Repair or replace any MCC or STEP property damaged or destroyed by me.
- Abide by the program rules as follows:
 1. I will enter the Damon City Campus on the 5th floor, show your ID, and sign in on the STEP sheet at the security desk. If any MCC faculty, staff or security personnel ask my name, to see my ID, or what program I am with, I need to respond respectfully and appropriately.
 2. I will respect fellow STEP students, STEP tutors, STEP and MCC staff. I will use absolutely NO profanity or obscene gestures. I know that such behavior will not be tolerated. Touching others, even in fun, is not allowed.
 3. I will come prepared for STEP tutoring, Saturday College, programs, and events. I must bring homework or a book to tutoring and Saturday College. I am responsible for my own pens, pencils, paper, and computer disks.
 4. I will not leave the tutoring or Saturday College rooms unless I have obtained permission from a member of the STEP staff. If I am seen walking around the Damon City Campus and not going to a specific, approved destination, I will be sent home immediately.
 5. STEP will not tolerate any harmful or dangerous behaviors, such as stealing, cheating, or physical or mental harassment. If I engage in such behavior, I will be dismissed from STEP activities until a meeting is held with my parent(s)/guardian(s). At that time, a decision will be made as whether or not my future participation in STEP is appropriate.
 6. I will not use or possess alcoholic beverages, illegal drugs, or weapons.
 7. I will report sickness and accidents immediately to a STEP staff member.
 8. I will not have visitors unless they are approved by a STEP staff member.
 9. I will consume all food and drink before I enter the tutoring rooms, computer lab, or scientific laboratories.
 10. I will abide by all college safety regulations when in scientific laboratories.
 11. I will act appropriately when I am at STEP events by using my "inside" voice, not running, not engaging in horse play, and not yelling.
 12. I will dress appropriately while at STEP events. I will be sent home if I come in clothing that is too short or too revealing; pants that are not pulled up to my waist; a shirt that does not cover my stomach or midriff; or clothing with inappropriate graphics or messages. I will not wear any stocking caps, hats, doo-rags, or bandanas.
 13. I will not listen to headphones or other electronic music devices during STEP events. These should be kept out of sight.
 14. I will turn my cell phone or other electronic communication device off during STEP events. Unless I obtain specific approval from a member of the STEP staff, I will not make phone calls, take phone calls, or participate in text messaging.
 15. I will follow all rules regarding computer use. I know the computer use for homework or research must be approved by STEP staff and that if I access inappropriate web sites, I will lose the privilege of using the computer lab for the entire year and may also be subject to additional ramifications for my actions.
 16. I will abide by subsequent rules determined by the STEP staff.

If I commit a major offense or repeated minor offenses to the STEP rules, my parent(s)/guardian(s) will be notified by phone and may be requested to meet in person with STEP staff or arrange for my immediate dismissal.

We have read the above policies and agree to abide by them:

Student Signature

Date

STEP Director Signature

Date

Parent/Guardian Signature(s)

Date