



Student Code of Conduct & Academic Integrity

All students are expected to obey the civil and penal statutes of the State of Texas and the United States, the rules and regulations of Empowering the Masses, and the orders or instructions issued by an administrative official of the organization in the course of their duties and to observe standards of conduct that are compatible with the organization's functions as a nonprofit institution. Any student who engages in conduct that is prohibited by the organization or the rules of the organization or by federal, state, local law or regulation is subject to disciplinary action regardless of whether such conduct takes place on or off campus or whether civil or criminal penalties are also imposed for such behavior. Individuals who are not currently enrolled in programs with Empowering the Masses may remain subject to the disciplinary process for conduct that occurred during any period of enrollment and for statements, acts, or omissions related to the application for registration or the award of certification.

Organization Honor Code

All students are expected to live by Empowering the Masses' honor code:

I pledge, on my honor, to uphold ETM's tradition of academic integrity, a tradition that values hard work and honest effort in the pursuit of academic excellence. I promise to submit only work I create or contribute to group collaborations, and I will appropriately reference any work from other sources. I will follow the highest standards of integrity and uphold the spirit of the Honor Code.

It is the policy of Empowering the Masses to uphold and support standards of personal honesty and integrity for all students consistent with the goals of a community of scholars and students seeking knowledge and responsibility. Furthermore, the organization's policy enforces these standards through fair and objective procedures governing instances of alleged dishonesty, cheating, and other academic/non-academic misconduct. Students found responsible for dishonesty in their academic pursuits are subject to sanctions that may range from disciplinary probation to suspension and expulsion from the training program.

Academic Integrity (as defined in the Honor Code)

What Constitutes Scholastic Dishonesty?

Scholastic Dishonesty includes but is not limited to, cheating, plagiarism, and collusion on an examination or an assignment being offered for credit. Each student is accountable for work submitted for credit, including group projects.



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Cheating

- Copying another's test or assignment.
- Communication with another during an exam or assignment (i.e., written, oral, or otherwise). Giving or seeking aid from another when not permitted by the instructor.
- Possessing or using unauthorized materials during the test.
- Buying, using, stealing, transporting, or soliciting a test, draft of a test, or answer key.

Plagiarism

- Using someone else's work in your assignment without appropriate acknowledgment.
- Making slight variations in the language and then failing to give credit to the source.

Collusion

Responsibility for Academic Misconduct

There are two ways students are held responsible for their academic behavior. First, students are accountable for their actions. Those that violate the principles of academic integrity and scholastic honesty or engage in activities prohibited by the Code of Student Conduct must assume responsibility for their behavior and accept the consequences. You can assume responsibility in two ways. First, suppose you choose to take the risk associated with scholastic dishonesty and any other violation of the Code of Student Conduct and Discipline. In that case, you must assume responsibility for your behavior and accept the consequences. In an academic community, the standards for integrity are high. Second, students who become aware of if you are aware of scholastic dishonesty and any other conduct violations on the part of others have the responsibility to report it to the relevant professor or the Executive Director of the organization. The decision to do so is another moral dilemma as you define who you are.

Student Conduct

Alcohol

Violating the alcohol policy. This includes, but is not limited to, such behaviors as the manufacture, possession, purchase, or consumption of alcoholic beverages on or off campus for those under 21 years of age other than where the law provides; public intoxication of any person regardless of age on or off campus; the unlawful provision of



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alcohol to others; and the possession and consumption of alcoholic beverages in public places on campus.

Computing and Communications

Violating the Computing and Communications Policy. This includes, but is not limited to, transmitting unsolicited information that contains obscene, indecent, lewd, or lascivious material; using organizational resources for any commercial venture; or violating the Copyright law in any manner.

Drugs and Paraphernalia

Using, possessing, distributing, or manufacturing drugs or mind-altering substances used to induce intoxication or impairment. This includes designer drugs, synthetic drugs, chemicals, and plants, whether currently scheduled under local, state, or federal law or not. All persons are responsible for compliance with all local, state, and federal regulations regarding controlled substances and prescription drugs. Possessing drug paraphernalia, as defined as objects used for or intended to be used for the consumption of prohibited substances, is also prohibited. The organization adheres to the Drug-Free Workplace Act and the Drug-Free Schools and Communities Act.

Dishonesty

Acting dishonestly with the intent to mislead, defraud, or deprive organization officials, hearing boards, students, faculty members, or members of the community of rights to information, record accuracy, or property. Dishonesty includes, but is not limited to: the intention to produce counterfeit documents; possession of equipment with the intent to produce counterfeit documents; production of counterfeit documents; forgery; falsification of records; lying; falsification of checks, money orders, or other financial-related documents; unauthorized entry into organization facilities; and falsification and/or manipulation of computer data.

Fire Safety

Tampering with, damaging, or misusing fire safety equipment such as but not limited to pull stations, smoke alarms, fire extinguishers, sprinkler systems, emergency exits, or exit signs; unauthorized burning of any material in any building on or near organization property; disregarding a fire alarm or failure to evacuate a building when a fire alarm is sounding; falsely initiating any report, alarm, warning, or threat of fire, explosion, or another emergency; obstruction of fire escapes, corridors, or stairways; violating the fire safety policy, or creating any hindrance of emergency procedures that is a threat to the community. Violators may also face criminal charges.

Gambling

Violating any local, state, or federal law regarding gambling. Texas law says that gambling requires a "bet," defined as "an agreement to win or lose something of value solely or



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partially by chance.” Texas law adds, among other things: “A person commits an offense if he...plays and bets for money or other things of value at any game played with cards, dice, balls, or any other gambling device.”

Guests

Visitors or guests of students must adhere to the Student Code of Conduct and policies. The student host may be held responsible if guests violate rules or policies. A guest is any visitor to any organization- controlled property who is not on official business. Guests must identify themselves when called upon by an official and must also identify their host.

Irresponsible Conduct

Engaging in conduct or behavior that does not model good citizenship or reflects poorly upon the community.

Weapons

Violating the weapons policy. To the fullest extent of Federal and Texas law, the organization prohibits the possession of any dangerous weapon (either openly or in a concealed manner), or facsimiles of dangerous weapons, such as water guns or toy guns and knives, on all organization property, athletic venues, passenger vehicles, and any groups or building on which organization activities are conducted.

Smoking and Tobacco

Violating the organization’s smoking and tobacco policy. Using, possessing, purchasing, consuming, or accepting a cigarette, E-cigarette, or other tobacco product is prohibited for anyone younger than twenty-one (21) years of age. An exception is made for someone at least eighteen (18) years of age who presents a valid military identification card per Texas State law.

Failure to Comply

Failing to comply with reasonable requests from staff or administrators, including the completion of conduct-related sanctions. Students are expected to respond promptly to all correspondence from the organization and its officials and maintain current addresses, both for U.S. mail and e-mail, on file.

Interference

Interfering with or disrupting teaching, research, administrative, disciplinary, public service, learning, or other authorized activity in person or online.

Trespassing

Unauthorized entry into or on property.



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Assault

Engaging in physical abuse, fighting, threats, intimidation, coercion, or any other conduct that threatens or endangers any person's health, safety, or welfare.

Discrimination

Harassing any member of the community related to race, color, religion, national origin, sex, age, disability, genetic information, veteran status, sexual orientation, or gender identity and expression. Due to the organizations commitment to freedom of speech and expression, harassment is more than insensitivity or conduct that offends or creates an uncomfortable situation for certain members of the community.

Harassment

Engaging in harassment, whether physical, psychological, verbal, written or digital-based, which is beyond the bounds of protected free speech, and directed at a specific individual(s), and likely to cause an immediate breach of the peace; conduct which threatens the mental health, physical health or security of any person or persons including stalking, intimidation, or threat that unreasonably impairs the security or privacy of another member of the community.

Theft

Attempted or actual theft of and/or damage to property of Empowering the Masses or property of the community or other personal or public property, on or off campus.

Bias

An act of hostility, harassment, vandalism, or intimidation, beyond the bounds of protected speech, targeted against an individual or group's legally protected personal identity. Bias is behavior that could reasonably be considered to cause an impact on the individual or group, regardless of intent.

Sexual Harassment and Sexual Misconduct

The safety and security of all students are of the utmost importance. Instances of sexual harassment and sexual misconduct impact the entire community and disrupt the academic progress of all involved.

Sexual Harassment and Sexual Misconduct

Definition of Sexual Harassment:

Sexual harassment is defined by the Equal Employment Opportunity Commission (EEOC) and the courts to be any unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:



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Submission to such conduct is made either explicitly or implicitly a term or condition of employment (or a student's status in a course, program, or activity);
Submission to or rejection of such conduct by an employee is used as a basis for employment decisions affecting the individual. In the case of a student, it is used as a basis for academic decisions affecting a student; or,
such conduct has the purpose or effect of unreasonably interfering with the individual's employment (or the student's educational experience) or creating an intimidating, hostile, or offensive academic environment.

Definition of Sexual Misconduct:

Sexual misconduct includes sexual advances, requests for sexual favors, or verbal or physical conduct of a sexual nature directed towards another individual that does not rise to the level of sexual harassment but is unprofessional and inappropriate for the workplace or classroom.

Examples of behavior that could be considered sexual harassment or sexual misconduct include, but are not limited to, the following:

- physical contact of a sexual nature, including touching, patting, hugging, or brushing against a person's body;
- explicit or implicit propositions or offers to engage in sexual activity; comments of a sexual nature, including sexually explicit statements, questions, jokes or anecdotes, remarks of a sexual nature about a person's clothing or body, remarks about sexual activity, speculation about sexual experience;
- exposure to sexually oriented graffiti, pictures, posters, or materials; physical interference with or restriction to an individual's movements.

Hazing

The 74th Texas Legislature modified the law concerning hazing which became effective on May 30, 1995. Under the law, individuals or organizations engaging in hazing could be subject to fines and charged with criminal offenses (Section 51.936, Texas Education Code).

A person violates the law if they:

- engages in hazing; or solicits, encourages, directs, aids, or attempts to aid another engaging in hazing;
- or recklessly permits hazing to occur;

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- or has firsthand knowledge of the planning of a specific hazing incident involving a student in an educational institution,
- or has firsthand knowledge that a particular hazing incident has occurred and knowingly fails to report that knowledge in writing to the Executive Director or other appropriate official of the organization.

Thus, according to the law, a person can commit a hazing offense not only by engaging in a hazing activity but also by soliciting, directing, encouraging, aiding, or attempting to aid another in hazing; intentionally, knowingly, or recklessly allowing hazing to occur, or by failing to report first-hand information that a hazing incident is planned or has happened in writing to the Executive Director. The fact that a person consented to or acquiesced in a hazing activity is not a defense to prosecution for hazing under this law.

To encourage reporting of hazing incidents, the law grants immunity from civil or criminal liability to any person who reports a specific hazing event to the Executive Director. It immunizes that person from participation in any judicial proceeding resulting from that report. The penalty for failure to report is a fine of up to \$2,000, up to 180 days in jail, or both. Penalties for other hazing offenses vary according to the injury's severity, ranging from \$500 to \$10,000 in fines and up to two years of confinement.

The law defines hazing as any intentional, knowing, or reckless act occurring on or off the site of an educational institution by one person alone or acting with others, directed against a student, that endangers the mental or physical health or safety of a student for the purpose of pledging, being initiated into, affiliating with, holding office in, or maintaining membership in any organization whose members are or include students at an educational institution.

Hazing includes but is not limited to the following:

- Any type of physical brutality, such as whipping, beating, striking, branding, electronic shocking, placing a harmful substance on the body, or similar activity; Any type of physical activity, such as sleep deprivation, exposure to the elements, confinement in a small space,
- calisthenics or other activity that subjects the student to an unreasonable risk or harm or that adversely affects the mental or physical health or safety of the student; Any activity involving the consumption of food, liquid, alcoholic beverage, liquor, drug, or other substance which subjects the student to an unreasonable risk of harm or which adversely affects the mental or physical health of the student;

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- Any activity that intimidates or threatens the student with ostracism, that subjects the student to extreme mental stress, shame, or humiliation, or that adversely affects the mental health or dignity of the student or discourages the student from entering or remaining registered in an educational institution, or that may reasonably be expected to cause a student to leave the organization or the institution rather than submit to acts described in this subsection.
- Any activity that induces, causes, or requires the students to perform a duty or tasks which involves a violation of the Penal Code.

If a person believes they have been the subject of sexual harassment or sexual misconduct, it should be reported immediately to the Executive Director and the Police Department. Unauthorized Distribution of Copyrighted Material. Unauthorized distribution of copyrighted material may subject students to disciplinary action and civil and criminal penalties. Information concerning the legal consequences of such violations may be found in Copyright Law of the United States of America and Related Laws Contained in Title 17 of the United States Code, Circular 92 (<http://www.copyright.gov/title17/92chap5.html#504>).



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Empowering the Masses in fulfilling its purpose and mission must have the cooperation of each of its students. As responsible citizens, each student must abide by all local, state, and federal laws.

In addition, Empowering the Masses students must abide by the school's policies and regulations prescribed in the Student Code of Conduct. Any student found guilty through due process of breaking the law or of infractions of the Student Code of Conduct may have disciplinary consequences, which may include expulsion from the program.

The listings of violations found in the Student Code of Conduct should not be considered all-inclusive and are subject to change by the Administration of Empowering the Masses or the Empowering the Masses' Board of Trustees.

I have read and reviewed the Student Code of Conduct & Academic Integrity Policy for my attendance at Empowering the Masses workforce development program.

Student Signature: _____

Date: _____