



Pre-College Healthcare Academy
Student and Family
Handbook
2026

Letter from the Pre-College Healthcare Academy Team 2026

Dear Students and Families,

Welcome to Mayo Clinic College of Medicine and Science Pre-College Healthcare Academy. We're so excited that you're joining us this summer!

At the Pre-College Healthcare Academy (The Academy) we strive to create an intellectually rigorous experience in which you're surrounded by new friends and faculty members who will challenge and empower how you think about the world. We recognize that a diversity of backgrounds and opinions are of the utmost importance, and we strive to promote diversity within the student body, faculty, and staff and to maintain an open and inclusive community!

The Student and Family Handbook lays out all the policies and procedures of The Academy, and it is your and your parents/guardians' responsibility to be familiar with and abide by the expectations and responsibilities specified in the Handbook, including the Student Code of Conduct. The policies and procedures within the Handbook are designed with the safety and security of The Academy and its students in mind and are intended to foster an inclusive, respectful, and open community for all students, faculty, and staff. With that in mind, please do not hesitate to reach out if you have any questions or concerns.

Best,
The Pre-College Healthcare Academy Team

Please carefully read the information in this handbook before submitting your program form. By submitting the program form, students and parents acknowledge that they have read carefully, understand, and agree to be bound by all the information and policies in the 2026 Mayo Clinic College of Medicine and Science Pre-College Healthcare Academy Student and Family Handbook.

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STUDENT EXPECTATIONS & RESPONSIBILITIES

ACADEMIC EXPECTATIONS

Academic integrity is the cornerstone of any educational institution. The Academy strives to create an environment in which a commitment to honesty and integrity is fundamental to all members of our community.

Students are responsible for being aware of and utilizing the proper procedures for researching, writing, and presenting their work. These procedures vary from region to region, students should be familiar with ours. Faculty will inform their students of their academic expectations as they relate to the limits within which students may collaborate with or seek assistance from others on specific

assignments. Students must understand that there are legal and ethical restrictions relating to creative and intellectual property and consequences to dishonesty in the professional world.

Academic dishonesty and examples of cheating include but are not limited to:

- Copying another student’s work or utilizing unauthorized material.
- Submitting work previously created for another course without the faculty’s knowledge or permission.
- Fabricating a citation or using a false citation.
- Any act of plagiarism; the fraudulent presentation of the work of others as original. Examples of plagiarism include, but are not limited to:
 - including a sequence of words quoted without quotation marks.
 - including a paraphrased passage from another writer’s work;
 - including ideas, sound recordings, computer data or images composed or created by someone else; and,
 - theft of another student’s work and presenting it as one’s own.
- Aiding or abetting an act of academic dishonesty.
- Any attempt to improve academic performance by presenting misleading information and/or making deceptive statements or falsifying documents.

ACCOMODATIONS

The Academy wants every student to succeed and strives to create a safe and inclusive environment that can support each student’s individual needs. We welcome requests for student accommodation (academic, physical, assistive technologies or other) and strongly encourage the disclosure of this information from students and their families. The Academy asks that students and their families submit accommodation requests, any supporting documentation, and other important information that may shape a student’s experience at The Academy as early as possible in the enrollment process in order to provide program staff with sufficient time to make any necessary arrangements, if appropriate, and ensure that all students have a fulfilling, enjoyable and safe experience.

All accommodation requests and notifications should be submitted using the Program Form, sent to students and families via email approximately several weeks prior to move in day, so that we may review the request; contact the student and their family for additional information, as needed; and confer with The Academy’s academic, housing, dining services, and/or other departments, as needed. The Academy values and is sensitive to individual needs and will work to accommodate reasonable requests where possible and practical.

ATTENDANCE AND PUNCTUALITY

Students are required to arrive on the first Sunday of the program and stay through the last Friday. Students are expected to participate in scheduled class and program activities (e.g. classes, guest lectures, meals, site visits and all-term events). All students are expected to attend mandatory student orientation on the first Sunday evening of the term.

Excused absences include illness or other serious matters. When illness prevents a residential student from attending class or a program activity, emergency contacts will be notified and our medical protocols may be initiated, when appropriate. Students and families must communicate any planned absences with The Academy as far in advance as possible by submitting a Special Leave Request. See the Communications section below.

Punctuality is essential. Students are required to arrive to class and all mandatory activities on time. Students that are absent when attendance is taken trigger The Academy's Missing Student Protocol, unless previously notified and approved by School staff. Students that are routinely tardy will face disciplinary action, up to and including loss of privileges or expulsion.

Attendance directly impacts student's certification and evaluation. Only students who complete the term in good standing will receive a digital certificate from The Academy. The Academy reserves the right to withhold student's certification and evaluation due to attendance issues.

BULLYING

Bullying in any form is strictly prohibited on or off campus and online. Below are examples of, but not limited to, behaviors that The Academy considers bullying:

- Communicating with another person in any manner likely to cause alarm, including electronic communication and social media.
- Physically touching another person or threatening to touch another person in a way that is offensive and/or that includes kicking, pushing, etc.
- Revealing or threatening to reveal personal information or content about another person with the intention to do harm (mental or physical).
- Demonstrating any other course of alarming conduct or repeatedly conducting acts with the purpose of seriously alarming another person.
- Defaming another community member by communicating a false statement or a statement intended to remain private, to a third party, which then exposes that community member to ridicule, hatred or loss of reputation as a result of the false statement.
- Repeated contact with an individual, student or otherwise, associated with the program that has expressed a wish to cease communication.

The Academy has found that the most common form of bullying appears online. Parents should be aware of their child's online activity including any participation in unmonitored group chats. Bullying or harassment in the group chats prior to, during, or after a student's arrival to campus may result in disciplinary action including revocation of acceptance and/or immediate dismissal from the program.

CAMPUS

The Academy will establish a designated ‘campus neighborhood’ around the residence halls. Students must remain within designated parameters outlined for students upon arrival. Details about the boundaries of this area will be shared with students and families through program communications prior to the start of the program.

CELLPHONES AND OTHER ELECTRONIC DEVICES

Students are permitted to use electronic devices such as laptops, tablets, and portable gaming systems on campus during recreational hours as long as they do not disrupt others.

Students are encouraged to have a U.S compatible smartphone, but they are not allowed to utilize these phones during class time or at any other time that requires their attention to be directed toward program activities. Staff may request that students keep cell phones turned off and out of sight in the classroom or during designated activities. Students are never allowed to use cell phones or electronic devices in locker rooms or bathrooms. Students may not record, tape, film or photograph anywhere in campus buildings using cell phones or other electronic devices unless the individual being recorded has consented and no instructional or residential staff member prohibits such action. Use of cell phones or electronic devices for bullying, harassment, or academic dishonesty (including cheating, plagiarism, or unauthorized collaboration) is prohibited.

Cell phones and electronic devices used in violation of these policies will be confiscated. Prior to confiscation, students must turn off their phone before handing it to staff members. For first offenses, confiscated devices will be returned to students at the end of the academic day or designated activity. For second and repeated offenses, students must meet with senior staff of Residential and Student Life to retrieve confiscated devices. Students are responsible for maintaining the safety and security of their electronic devices while in the program.

CHECK OUT REQUIREMENTS

Students must check out with staff through the designated process to leave campus during recreational hours (typically, after class the first Wednesday of the week) and must meet the following conditions:

- Students cannot check-out during mandatory residential activities.
- Students must remain within designated parameters outlined for students upon arrival
- Students need to travel with at least one other student.
- Checkout requests cannot exceed 4 hours.
- Checkout requests cannot extend past 9:30 p.m.

- If a checkout request does not meet the above criteria, the student must complete a Special Leave Request (see below).

The Academy uses school safety software to monitor the location of each of our students during their time in the program. Students and families will be sent further information prior to the start of the program. Students will use the software to request a check out and Residential staff will evaluate each request and either approve or deny the request. If approval is granted, students must check back in with residential staff upon returning to campus.

SPECIAL LEAVE REQUESTS

Special Leave requests are available for students to take longer leaves from the program (e.g., overnight, more than 4 hours etc) but are highly discouraged as they will disrupt the immersive experience of the program. However, a Special Leave can be requested and will first be sent to the student's parent/guardian for approval, and then to The Academy staff. A request may be granted or denied at the discretion of The Academy. All requests must be made as early as possible. Students who are caught attempting to fabricate approval of their own Special Leave request by their parent/guardian will be subject to immediate expulsion. Instructions on how to place a Special Leave request will be provided at orientation.

Additionally, a Special Leave Request will be **compulsory** for any student planning to use their vehicle for any circumstance during their participation in the program. Please see the *Pre-College Student Transportation Policy* below for policy and procedures.

COMMUNICATION

The Academy will be using several apps and other forms of communication to maintain direct and clear communication with students and parents/guardians. Examples of how these systems will be used are referenced in the following sections.

CONFIDENTIALITY

The Academy is committed to protecting personal information and maintaining the privacy of its students and their families. The Academy will not disclose information to anyone other than those designated by the students and their families except as required by law or when there is a threat to the health and safety of the individuals and families we serve. This includes, but is not limited to, partner organizations and non-School teachers or administrators. Through the Program Form, students and their families will designate individuals that The Academy may contact to discuss and share information concerning student academic progress, personal behavior, and health during the program.

CONFIDENTIALITY AND MAYO CLINIC

Students are required to conduct themselves in strict conformance to all Mayo Clinic policies

governing confidential information. Simply by being at Mayo Clinic, students may see or hear confidential information related to Mayo Clinic patients (such as charts and other paper and electronic records, demographic information, conversations, admission/discharge dates, names of attending physicians, patient financial information, etc.). **Any patient information you see or hear, either intentionally or incidentally, must be kept confidential.**

As a condition of and in consideration of access to Mayo Clinic facilities and staff, all Students must agree to the following rules with respect to confidential information:

- DO:
 - Access, use, and disclose confidential information only as explicitly permitted by Mayo Clinic.
- DON'T:
 - Share, discuss, or transmit any confidential information heard or observed while on Mayo Clinic's campus to any other person via text message, posting on social media or another online site, or via any other written or verbal communication.

Any violation of the above confidentiality provisions will result in disciplinary action, up to and including loss of privileges or expulsion, and could result in legal liability.

CONFLICT RESOLUTION

When conflicts arise between members of the community, The Academy expects affected parties to participate in a Conflict Resolution process, facilitated by staff, in a respectful and mature manner. The goal of this process is not just to end disputes, but empower community members to learn from their mistakes, solve their own problems and grow from the experience. Students are encouraged to speak to staff if a conflict is forming so that it can be addressed before it escalates into something more complex.

CURFEW

Residential students must be in their assigned room each evening by 9:30 p.m. Sunday to Thursday and 10:00 p.m. Friday and Saturday. Residential staff will conduct room checks at curfew. If a student is late for curfew, parents/guardians will be called immediately. Students are expected to be in their assigned room during curfew hours between 9:30 p.m.-7:00 a.m. Sunday through Thursday and 10:00 p.m.-7:00 a.m. Friday and Saturday. If students are in need of staff assistance during curfew hours, they should call the emergency line. Curfew hours are also established as quiet hours to allow students to sleep and study undisturbed.

DAY STUDENTS

Day students are students who join the program without residing in the dorms. There are specific guidelines around their participation.

- Check-in: Day students are expected to arrive each morning at least 15 minutes prior to

their class start time. Day students will receive instructions on check-in procedures prior to the start of class.

- **Late Arrivals:** In the case that a day student has not checked in by their class start time, The Academy staff will call both the student and parent/guardians before sending an official Absence Notification. Day students who arrive after their class start time still need to check in prior to class. If the student's class has gone off-site this may result in the student waiting until lunchtime or the end of the class session to rejoin the group. If this occurs, students should check in at the Welcome Desk for further instruction. Students are not allowed to join classes off-site for trips that are already in progress so students must be sure to arrive on time.
- **Absences:** Day students who know that they will be absent on a particular day should notify The Academy staff in advance of the start of the term by requesting an excused absence for that day.

Unexpected absences (e.g. illness) should be communicated as early as possible that day by calling the Welcome Desk. Unexcused absences resulting in missing more than one full instructional day may be grounds for dismissal from the program.

- **Meals:** Day students are expected to remain on campus and checked in for lunch on weekdays. Breakfast and Dinner will not be provided for Day students.
- **Checkout:** Day students are required to remain checked in and with their class for the entire day (through the end of classes). Day students may, however, remain with the program until curfew at 9:30p.m. Sunday to Thursday and 10:00 p.m. Friday and Saturday. Be advised however, that Day students planning on attending co-curricular programming will be responsible for their dinner arrangements. The period between the end of classes and curfew is largely comprised of recreational activities and cultural events, although students may also use that time to work on projects. Day students must check out at the Welcome Desk when they are leaving campus for the day.

In the case that a Day student has not checked out by curfew, staff will enact the missing student protocol (see below) until the student is found. Once a Day student has signed out to go home, they are not allowed to return to campus until the next day. Day students may not board overnight.

DINING HALL AND MEALS

Students are expected to behave with maturity and responsibility when in any of the dining halls or are engaged in any meal. They must return their trays, clean up after themselves and treat the dining room staff and other students with respect.

Meal Schedule consists of the following:

- Residential Students will be offered breakfast, lunch and dinner every day throughout the program duration
- Day Students will be offered lunch Monday through Friday

DIVERSITY, EQUITY, AND INCLUSION

The Academy is committed to fostering a culture that embraces the values of diversity, equity and inclusiveness. We believe that diversity — in all its forms — is a driver for new ideas, creativity and academic excellence. Moreover, we are dedicated to creating a climate of dignity and respect as well as recruiting and retaining a diverse group of leaders, administrators, faculty, staff and students.

Promoting a nurturing, inclusive environment means actively opposing intolerance, bigotry, bias and discrimination. The policies and educational objectives of The Academy further inclusivity and cultural effectiveness. These values are recognized, supported, and embraced fully by the program's leadership. Additionally, we recognize that the responsibility for maintaining a culture of diversity and inclusion lies with all of us.

DORM ROOMS

Students (both residential and day) should utilize common areas to congregate and socialize. Students are not permitted in dorm rooms that are not their own.

All residential students must sleep in their own beds in their assigned rooms. Students who would like to exchange room assignments must submit a request to their Residence Hall Director but will only be approved at the discretion of The Academy.

Students are not allowed to rearrange furniture in the rooms without permission from residential staff. Any furniture that is moved with permission must be returned to its original state by the end of the term. Students who do not comply will be identified and charged labor fees for returning furniture to its original location. Bunking beds is prohibited.

The Academy recommends that students keep their rooms locked when unattended. The dorm room door must not be propped open at any time. The Academy is not responsible for any personal property lost, damaged or stolen.

LIABILITY FOR DAMAGES

Students are liable for physical damage to The Academy, the residence hall, and/or the student's dorm room, whether negligently, recklessly or intentionally incurred, during the program term. Students are also liable for any charges incurred as a result of the student's violation of the policies of The Academy or the residence hall, including but not limited to lost/unreturned room key and/or ID replacement, room lockouts, property damage, vandalism, and policy violations such as smoking and tampering with fire safety equipment. Students and their families will be invoiced for

these charges and must reconcile any charges immediately upon notice from The Academy. Failure to do so will result in completion certification being withheld.

DRESS CODE

Mayo's dress code is generally business casual or professional. Students are expected to dress appropriately for a professional healthcare environment.

Prohibited Dress and Decorum Practices include:

- Shorts, beachwear, and sandals without a strap around both front and back of the foot (e.g. flip flops)
- Hats, hoods, or other head coverings, except when needed for work responsibilities, religious, cultural, or medical reasons
- Jeans, sweatpants, sweatshirts, work-out type clothing, and t-shirts are not permitted

DRUGS, ALCOHOL, AND TOBACCO

Students shall not use, possess, or distribute drugs (including prescriptions not for them), alcohol, tobacco, electronic cigarettes, and other tobacco/nicotine products.

Participation in an incident involving alcohol, tobacco or drugs is cause for immediate dismissal, even if the participant did not consume or intend to consume these substances. For example, a student will be in violation of the Code of Conduct if they are in the room with people using drugs. If The Academy staff credibly deems that a student may be in possession of drugs, alcohol, or tobacco, residence hall staff and/or

program staff may perform a search of the student's assigned dorm room or personal property for the aforementioned items. The only exception from this policy relates to medications; students may possess and use prescription and over-the-counter medications approved for use by the participant's parent or guardian.

ELECTRIC VEHICLES

Students are prohibited from renting, driving, or riding electric vehicles such as scooters, bikes, mopeds, or others from app-based rental companies such as Revel, Bird, Lime, and Spin, among others during the duration of the program.

ELEVATORS

Elevators are available for the convenience of all students. Students should be mindful not to overload the elevators. Overloading or manually holding the doors open will cause elevators to shut down. Please use the "open door" button to hold the door. Elevator repairs are expensive and

in cases of vandalism, residents will be responsible for repair costs.

ENTREPRENEURIAL ACTIVITY

Students are not allowed to sell goods or services, including clothing. Students are not allowed to gamble (including online gambling) during the program.

FOOD DELIVERY

Students may utilize food delivery services to the residential hall between 5:00 p.m. and 9:30 p.m. each evening (unless participating in an all-school event). Students must promptly meet the delivery person in the lobby of the residence hall. Students are responsible for payment for food delivered to them.

GUIDELINES FOR VISITING VENUES

The Academy offers students the opportunity to attend on-site lectures and site visits at Mayo Clinic facilities and other venues. All such visits by students are strictly for academic purposes and are directly related to coursework. During such visits, students are reminded that they are representatives of The Academy and as such are expected to conduct themselves accordingly, maintaining an attentive and respectful demeanor and remaining with the class for the entire program. Students are not permitted under any circumstances to:

- Utilize visits for personal business dealings or contacts
- Write about the visits for publication (including public blog postings)
- Interview subjects for any purpose other than for scholarly research
- Discuss any site visit with a member of the press or media
- Use cell phones (inclusive of text messaging) during a visit. If you must use the phone, discreetly leave the room
- Take notes in anything other than pencil to avoid any close contact mishaps or accidents
- Eat, drink, or chew gum to avoid any close contact mishaps or accidents
- Deviate from rules and regulations of the host institution.

Students must comply with all instructions provided by Mayo Clinic personnel while visiting Mayo Clinic facilities, including rules against taking photographs or recordings during lectures or site visits.

HEALTH AND WELLNESS

The Academy is a rigorous program in which students are responsible for managing their own personal health. Students and their families are encouraged to discuss and prepare for the

potential challenges of attending a rigorous academic program that may be in an unfamiliar environment far from home. This preparation should include arranging for any necessary mental health support prior to the start of the program and indicating any ongoing care in the student health forms. The Academy does not provide ongoing mental health counselors for students but is prepared to handle emergency situations according to The Academy's mental health safety plans.

If a student inflicts or threatens harm (either towards themselves or others), Mayo Clinic College of Medicine and Science, may in its sole discretion, send the student home at the expense of the parent/guardian.

Statement on Wellness and Safety: The Academy is committed to working with our faculty, staff, students, families, in collaboration with our university and community partners, to ensure that all who participate in our program contribute to a safe and healthy environment.

All program staff have health and wellness responsibilities specified in their job descriptions and are required to undergo a series of pre-service trainings, including Diversity Equity and Inclusion, Mental Health, and Protection of Minors, and Child Abuse and Neglect/Maltreatment Identification.

All residential life and full-time program staff are required to receive First Aid training including Cardiopulmonary Resuscitation. First Aids kits are stationed in all areas-residential and academic, and individual kits are under the care and supervision all residential staff on activities both indoor and outdoor when chaperoning students. All program staff are expected to understand and support program disciplinary and de-escalation policies.

Health insurance: The Academy requires all students to have medical insurance that is valid in the United States.

Medical Exemptions: Exemptions to vaccination requirements for medical reasons may be granted in limited circumstances and will be evaluated on a case-by-case basis. Requests must be made with supporting documentation. Students and their parent(s) / guardian(s) are responsible for the non-refundable administrative fees associated with the third-party exemption evaluation. Exemptions might be requested for a medical condition that contraindicates a student from:

- receiving other vaccinations
- being able to share a room with other students (requiring a solo room if space permits)
- other relevant conditions

Exemption requests must be received at least 2 weeks prior to the start of term. The Academy will notify students by email if the exemption request has been accepted or rejected. In the case of an accepted medical exemption request, the student must follow all current School guidelines contained within this policy. To request a medical exemption, the student must submit a letter signed by a certified/licensed medical provider describing the student's medical condition. The letter must certify to the following:

- The student is the patient of the medical provider;

- The medical provider has reviewed the student's medical history;
- The student has a medical condition that contraindicates the student from one or more of the above listed circumstances

The letter must also provide contact information for the medical provider (name, address, telephone and email). The letter must be sent by email to studentlife@healthcare.edconic.com.

Compliance and Enforcement: All students are required to follow the policies detailed in this document in relation to any communicable and infectious diseases. Students that do not comply are subject to disciplinary actions up to and including dismissal from the program, without a refund. If a student is dismissed from the program, the student's parent(s) / guardian(s) must arrange for their return home or for accommodation of campus at their own cost.

Medical Emergencies: In case of medical emergencies, either ambulances services will be contacted, or staff will escort students to area urgent care and/or hospitals (depending on severity of emergency) and staff will be in immediate contact with parents/guardians or emergency contact from information provided in the Program Form.

Routine illness: Students are expected to take commonsense precautions to prevent the spread of illness including frequent handwashing and sanitizing. In the case of a student experiencing a routine illness, staff will contact parents or guardians for consultation of appropriate care including the option of accompanying students to an urgent care or hospital facility, remaining in contact with the parents or guardians until the issue is resolved.

Self-Administration of Medication: Parents/Guardians and students are responsible for any issues that may arise as a consequence of students self-administering their medications. Students must keep their medications secure and not make them available to any other student. The Academy assumes no responsibility for securing or administering medication and shall not be liable for any consequences that may arise as a result of students securing, or failing to secure, and administering, or failing to administer, medication. Students and families must indicate any medications in the Program Form.

Medication requiring refrigeration: Students who will be bringing medication that requires refrigeration should indicate this on the Program Form. The Academy cannot be responsible for any student medication. All students will have access to a refrigerator in their room at the residential facility.

Immunization: We reserve the right to require any vaccinations as recommended by the Centers for Disease Control, Food and Drug Administration, The World Health Organization, Minnesota state or Rochester city agencies, and the program's accommodation provider, as deemed necessary for the prevention and control of any outbreak of communicable, infectious diseases.

PROTOCOLS FOR MEDICAL ILLNESS

In the case of a student experiencing severe illness (requiring hospitalization), parent(s)/guardian(s) will be required to take responsibility for their student's needs

and wellbeing, including healthcare and other arrangements, as well as transportation and accommodation for students who leave the program early, at their own cost.

In order to protect the health and safety of The Academy community, The Academy may require that students who present with symptoms and test positive for any infectious disease either a) isolate, until recovered/no longer contagious or b) withdraw from the in-person program with the option of completing the remainder of their course online.

Isolation: When in isolation, students may not attend classes or be in shared spaces, except for their room. When in their room with roommates, they should wear masks. Additionally, they should remain masked whenever they leave their room. Students can move freely to get food or other essentials for their well-being within campus boundaries. The student may end isolation after they are fever-free for 24 hours (without the use of fever-reducing medication) and are no longer deemed infectious.

Updates to Guidance: Policies and procedures regarding any infectious diseases may be updated at the discretion of The Academy in line with any updated guidance received from the WHO, CDC or other federal, state, or city agency, and the program's accommodation provider.

INTERNET POLICIES AND PROCEDURES

Internet access provided by The Academy is intended for educational use (including instruction and research), and the facilitation of communication and collaboration and other program-related purposes. Users are subject to the same standards that would be expected in a classroom and/or professional workplace (e.g., regarding pornography, spam mail, etc.). In addition, students must agree to and follow the terms and services stipulated by the residence hall facility. The Internet is a unique tool and while we encourage our students to use the web freely for academic purposes, we want to also encourage students to use the web appropriately, safely, and responsibly for one's academic work.

LANYARDS, IDS, AND ROOM KEYS

Lanyards are distributed to students at the beginning of the program to carry their room keys and Mayo Clinic College of Medicine and Science ID. Students are expected to always wear their School lanyard during the program. The charge for lost/unreturned keys and/or IDs is \$75. Families are responsible for these fees, which must be paid either to Our Campus Partner directly at the time of room key retrieval or, will be charged directly from Edconic or any unreturned/missing keys at the end of the term, after moving out.

MISSING STUDENT PROTOCOL

Once The Academy staff are notified that a student is missing, the following or similar steps will be taken to ensure a student is located:

- Message or call student's cell phone, staff check residence hall room, dispatch staff to likely location and recheck classroom in case student arrived late, call roommate and/or other students last seen with, and review latest check-outs
- Call parent/guardian
- Send schoolwide alert & continue search activities
- Alert senior team and Public Safety
- Trigger phone chain to The Academy leadership to determine next steps.

If at any point the situation is determined to be an emergency, 9-1-1 will be called immediately.

PERSONAL PROPERTY

The Academy and residence halls are not responsible for any personal property lost, damaged or stolen during the program.

PHYSICAL SPACE & CLEANING

Residential students are responsible for keeping their residence hall rooms, library, commons spaces, and suite bathrooms clean. Students are expected to clean up after themselves in all the common areas including but not limited to the dining room, lounge, classrooms and all outside areas.

PRE-COLLEGE STUDENT TRANSPORTATION POLICY

To ensure student safety and appropriate supervision, students who drive their own vehicles to and from the Pre-College Healthcare Academy may do so **only for arrival to and departure from the program (or for day students, commuting to and from campus)**.

Students are **not permitted to use their vehicles during the program**, including for travel:

- between program locations (e.g., between the residence halls and the Mayo Clinic),
- to or from classes,
- to co-curricular or social activities, or
- at any time during the academic day.

Students (both residential and day) are also **strictly prohibited from transporting other students** in their personal vehicles under any circumstances (the only exception is for participants who are siblings in same household).

Students are required to travel with program staff for all program-related activities, and may not, under any circumstances, drive themselves or other students to program-related activities.

Other than travel to and from campus, Students may use their vehicles during personal/free time only, subject to check out procedures and Special Leave Requests, provided they are not

scheduled for classes or program activities and remain in compliance with all program expectations and local laws.

Students driving to and from campus must hold a valid driver's license, must obey all traffic laws and parking regulations on campus, and must not behave in a reckless manner while driving. The Academy is not responsible for damage, loss, or theft of vehicles or for injuries incurred or caused by student drivers.

Any violation of this policy may result in disciplinary action, including loss of program privileges and up to program expulsion.

PROTECTION OF MINORS POLICY

INTRODUCTION:

The Academy's Residential and Student Life team is committed to the safety and wellbeing of all members of The Academy community including its students, staff, guests, and minors (for purpose of this policy, The Academy considers minors to be students under 18 years of age as well as students over 18 that are participating in a Pre-College Program). The purpose of this policy is to describe The Academy's expectations of staff and other adults associated with The Academy when interacting with minors involved in its Pre-College programs.

POLICY STATEMENT:

The Academy acknowledges its responsibility to protect and promote the welfare of minors and is committed to adopting practices that reflect statutory responsibilities, government guidance and compliance with best practice. This policy aims to ensure that all minors have a positive and enjoyable experience in a safe and student-centered environment and are protected from abuse while participating in The Academy's Pre- College programs.

1. BEHAVIORAL EXPECTATIONS FOR INDIVIDUALS INTERACTING WITH MINORS

The behavior of The Academy's instructors, staff and other adults associated with The Academy is expected to align with The Academy's code of conduct and the specific guidelines for interacting with minors, including The Academy's Pre-College students who are over 18 years old. Adults must be positive role models for minors, and act in a caring, honest, respectful and responsible manner.

2. GUIDELINES

Those associated with programs or activities involving minors should observe the following "dos" and "don'ts" to maintain a safe and positive experience for program participants, encourage parental confidence, and avoid mistaken allegations. These guidelines are not meant to inhibit medical (physical or mental) or other professional interactions with minors where professional standards apply.

Do

- Maintain the highest standards of personal behavior at all times when interacting with

minors.

- Whenever possible, try to have another adult present when you are working with minors in an unsupervised setting.
- Conduct necessary one-on-one interactions with minors in a public environment where you can be observed.
- Listen to and interact with minors and provide appropriate praise and positive reinforcement.
- Treat all minors in a group consistently and fairly, and with respect and dignity.
- Be friendly with minors within the context of the formal program or activity while maintaining appropriate boundaries.
- Maintain discipline and discourage inappropriate behavior by minors, consulting with your supervisors if you need help with misbehaving youth.
- Follow escalation policies when appropriate.
- Be aware of how your actions and intentions might be perceived and could be misinterpreted.
- Consult with other adult supervisors or colleagues when you feel uncertain about a situation.
- Follow appropriate escalation policies if you encounter minors with drugs or alcohol.

Don't

- Don't spend significant time alone with one minor away from the group or conduct private interactions with minors in enclosed spaces or behind closed doors.
- Don't have physical contact with a minor including efforts to console or comfort students especially in private locations.
- Don't use inappropriate language, tell risqué jokes, or make sexually suggestive comments around minors, even if minors themselves are doing so.
- Don't give personal gifts to, or do special favors for, a minor or do things that may be seen as favoring one minor over others.
- Don't share information with minors about your private life or have informal or purely social contact with minor program participants outside of program activities.
- Don't drive students in a vehicle unaccompanied by another staff member.
- Don't strike or hit a minor or use corporal punishment or other punishment involving physical pain or discomfort.
- Don't relate to minors as if they were peers, conduct private correspondence or take on the role of "confidant" (outside of a professional counseling relationship).
- Don't date or become romantically or sexually involved with a minor. Don't show pornography to minors or involve minors in pornographic activities.
- Don't communicate in any fashion (phone, text, email, social media) with minors outside of officially sanctioned and supported methods.
- Don't provide alcohol or drugs to minors or use them in the presence of minors.

3. DUTY TO REPORT SUSPECTED ABUSE AND/OR INAPPROPRIATE BEHAVIOR

Minnesota State recognizes that certain professionals are specially equipped to fulfill the important role of mandated reporter of child abuse or maltreatment. Mandated reporters are required to report suspected child abuse or maltreatment when, in their professional capacity, they are presented with reasonable cause to suspect child abuse or maltreatment. The Academy's staff members are

mandated reporters and follow all instructions as received during their training. If they feel it is appropriate or warranted, they can also contact their HR representative.

Separate from any legal duty, any member of The Academy's community should contact the Director of Residential and Student Life to discuss any suspicious, inappropriate or unusual conduct involving a minor while the minor is participating in The Academy's Pre-College programs that would lead a reasonable person to have concern for the current or future well-being of that particular child or other minors.

4. BACKGROUND CHECKS

All staff who have regular interaction with students will have comprehensive background checks completed before they are allowed to begin working with minors involved with The Academy's programming. This includes instructional staff, residential staff, and any other staff who will have more than incidental interaction with students. Background checks consist of a criminal background check and a check of the national sex offender registry. Returning staff who continue to work with the program undergo a criminal background check and a check of the national sex offender registry every three years. The Academy's Human Resources department, in consultation with its General Counsel, will review any adverse findings revealed during a criminal background check or national sex offender registry check and make appropriate recommendations.

5. RESIDENTIAL AND STUDENT LIFE STAFF MEMBERS

All Residential and Student Life staff members that work with Pre-College programs will participate in an in-person "Protection of Minors" classroom training as well as complete the Minnesota State Mandated Reporter Online Training.

6. ENFORCEMENT AND IMPLEMENTATION

The policy will be enforced and implemented through a collaboration of the Offices of General Counsel, Human Resources, and Pre-College Programs. Any questions regarding this policy should be directed to the Director of Residential and Student Life (studentlife@healthcare.edconic.com).

SEXUAL HEALTH AND SEXUAL HARASSMENT

The Academy discourages amorous relationships between students as it may jeopardize the integrity of the residential and educational experience. All students are prohibited from engaging in romantic and/or sexual relationships with any School instructional or residential staff.

Students shall not engage in any form of sexual harassment. Sexual harassment, a form of gender-based discrimination, is unwelcome verbal or physical behavior based on a person's gender. Some examples of sexual harassment include: unwelcome or inappropriate touching, threatening, or engaging in adverse action after someone refuses a sexual advance, making lewd or sexual comments about an individual's appearance, body or style of dress, conditioning opportunities on sexual favors, displaying pornographic images, cartoons or graffiti on

computers, emails, cell phones, social media, bulletin boards, etc., and making sexist remarks or derogatory comments based on gender.

Students who witness or experience sexual harassment or violence should report the incident immediately to staff who will escalate to the Director of Residential and Student Life.

PRE-COLLEGE COMMUNITY STANDARDS

SOCIAL MEDIA GUIDELINES

The Academy is committed to each student's success in learning within a caring, responsive, and safe environment that is free of discrimination, violence and bullying. Students must not use social media to harass, threaten, insult, disparage and/or bully another student or a staff member. Cyber bullying has and may lead to dismissal from the program.

The Academy aims to create a respectful and student-focused community with the goal of creating a positive learning environment for students enrolled in its programs. With that aim in mind, School staff are dedicated to working closely with our community to ensure that all questions and concerns are answered in a prompt and complete manner. In return, The Academy expects all stakeholders, including students, to treat our staff with respect.

Our Community Guidelines aim to ensure that our public-facing social media channels are inclusive and inviting for everyone. By interacting with us on social media, we require that you adhere to the Community Standards set forth below:

- We welcome your questions and encourage you to share information. However, focus on issues relevant to our school community; raise issues constructively.
- Use appropriate language.
- Do not post photos of students or other participants without their consent. If you have any questions about posting a particular photo, please check with our social media administrators.
- Do not post about concerns, problems or conflicts with individual instructors, administrators, or other community members.
- Online threats or posts that are interpreted as threats will be taken seriously, and proper authorities will be immediately notified.
- Do not post information commonly understood as confidential, such as student evaluations and confidential Mayo Clinic information. Keep in mind what you post is public.
- Do not advertise any business.
- Do not publish content as your own that has been created by others.
- Our staff and administrators reserve the right to delete comments and block users who are not following the rules stated above.

These Community Standards apply to official online spaces. The Academy is not responsible for

unofficial pages or groups created by students, other individuals or groups affiliated with the program.

VISITORS

Per our program policy, students may **not** have any outside visitors in the residential hall. This includes parents/guardians and family members. Students are welcome to visit with family during recreational hours outside of the residence hall.

STUDENT CODE OF CONDUCT

1. Students are expected to be well-behaved, show courtesy and respect at all times.
2. The Academy requires students to uphold high standards of academic integrity. Students are expected to demonstrate a spirit of cooperation and exploration and to meet the intellectual challenges of the program through honest and hard work. Students must refrain from all forms of dishonesty, including, but not limited to, cheating, plagiarism, supplying false information or forgery. Students should refer to the Academic Expectations section of this handbook with questions regarding The Academy's definition of plagiarism.
3. Students shall not take part in or facilitate discrimination or use discriminatory language of any kind, including, but not limited to, discrimination based on gender, gender identity, race, national origin, ethnicity, age, religion, sexual orientation, disability, handicap or intelligence.
4. Students are expected to respect other students and not to engage in any form of harassment or bullying in person or online. Harassment consists of conduct of any type (including, but not limited to, written, verbal, graphic or physical conduct) which has the purpose or effect of unreasonably interfering with an individual's academic or work performance, or which creates an intimidating, hostile or offensive learning, residential or working environment.
5. Romantic or sexual relationships between staff members and students enrolled in Pre-College programs or participating in Pre-College programs are prohibited. The Academy discourages amorous relationships between students as it may jeopardize the integrity of the program experience.
6. Students shall not engage in any form of sexual harassment in person or online. Sexual harassment, a form of gender-based discrimination, is any unwelcome verbal or physical behavior based on a person's gender. Some examples of sexual harassment include unwelcome or inappropriate touching, threatening or engaging in adverse action after someone refuses a sexual advance, making lewd or sexual comments about an individual's appearance, body or style of dress, conditioning opportunities on sexual favors, displaying pornographic images, cartoons or graffiti on computers, emails, cell phones, bulletin boards, etc., making sexist remarks or derogatory comments based on gender.

7. Students are expected to respect property associated with The Academy. Students shall not borrow, use, or disturb items belonging to other students, staff, The Academy or others without clear prior permission. Students are expected to show respect for and take reasonable care of their classrooms, other facilities and equipment and furnishings. Students shall not engage in any unauthorized entry, use or occupation of facilities used by The Academy. Students may not possess, duplicate, or use keys to such facilities without the appropriate authority.
8. Students must follow all local, state, and federal laws. Students shall not commit acts of violence on persons or property or threaten to commit any acts of violence. Students shall not tamper with or misuse fire alarms, firefighting equipment, or safety equipment.
9. Students shall not use, possess, or distribute alcohol, nicotine/tobacco products or drugs; the only exception is students may possess and use those prescription and over-the-counter medications approved for use by the student's parent or guardian. Participation in an incident involving alcohol, nicotine/tobacco products or drugs is cause for immediate dismissal, even if the participant did not consume or intend to consume these substances. Students are reminded it is illegal for those under age 21 to purchase cigarettes, cigars, chewing tobacco, powdered tobacco, other tobacco products, or electronic cigarettes in Minnesota.
10. Students shall abstain from selling, purchasing, producing, or possessing for use any weapons, explosives, fireworks, or incendiary devices.
11. Students are expected to know and to follow all rules listed in this Code of Conduct, those listed in the Student Handbook, as well as the rules presented by The Academy's staff and those in positions of authority, as well as the rules presented by the residential, instructional and University staff during the program.

Violations of the Code of Conduct and other rules for students outlined in the Student and Family handbook or communicated during the program may result in disciplinary actions ranging from loss of privileges to a student being sent home at the discretion of The Academy. Student conduct violations will be investigated quickly and thoroughly by The Academy.

Decisions of the Student Conduct Committee are final and cannot be appealed. Parent/guardian(s) of students dismissed from the program due to infractions of the rules will not receive any refunds. Upon dismissal, parent/guardian(s) of students must make arrangements at their own expense for the student's departure within 24 hours.

The Academy and members of the residential staff act in loco parentis ("in place of a parent") regarding all interactions with a residential student. This means the residential staff functions in a parent-like capacity and the student is under the jurisdiction of The Academy from the time they arrive until the time they depart at the close of the program term. This includes students who are 18 and older.

Exceptions are only when the student has the documented permission of their parents or legal guardians to be off campus for special leave. The Academy will communicate information when appropriate about a student's progress, welfare, safety, discipline, academics, and any other aspect of the program experience while enrolled in the program to the students' families/guardians (and their designees per their program forms), faculty and staff at The Academy and any other parties identified by The Academy.

From time to time, there are situations that may require immediate or nonstandard responses. In such circumstances, The Academy reserves the ability to take actions deemed in the best interest of The Academy, its faculty, staff, students, and the greater community, and to deal with individual circumstances. This Student and Family handbook does not limit the authority of The Academy to alter its rules and procedures to suit any unusual or chances circumstances.

FAMILY EXPECTATIONS & RESPONSIBILITIES

The Academy believes a positive and constructive working relationship between The Academy and a student's parents/guardians and family is essential to the student's success. Parents / guardians and families are expected to abide by the rules and regulations of The Academy as set forth in the Student and Family Handbook. If The Academy determines that the actions of a parent/guardian or family member detract from the goals of The Academy or its students, the parent/guardian or family member may be restricted from access to campus areas and resources. Further, The Academy reserves the right to terminate enrollment of a student if The Academy concludes in its sole discretion that the actions of a parent/guardian or family member seriously interfere with The Academy's accomplishment of its educational purpose.

FAILURE TO COMPLY AND DISCIPLINARY ACTIONS

The Academy's students are expected to abide by the policies and procedures contained herein for the duration of their tenure in the program. It is expected that they and their respective families familiarize themselves with the policies, procedures and expectations of The Academy's program and while some points will be reiterated during student orientation it is a student and their family's responsibility to read and clarify any questions they may have; an ignorance of policy or expectation is not an acceptable excuse for a violation.

Any alleged violations of The Academy's policies and procedures outlined in the Student Handbook, and/or the Student Code of Conduct are reported to the Discipline Council and the appropriate response will be determined. Failure to comply with the discipline process may result in further disciplinary actions. Depending on the severity of the incident, outcomes can range from a verbal warning to dismissal of the program.

Disciplinary Measures will be taken at the discretion of program staff and Discipline Council for the following:

- Warnings (Verbal and Documented)
- Residence Hall violations

- Program Violations
- Program Dismissal

NEXT STEPS

Once you have read the information in this handbook, please complete and submit your Program Form. By submitting the Program Form, students and parents/guardians acknowledge that they have read carefully, understand, and agree to be bound by all the information and policies in the Pre-College Healthcare Academy Student and Family Handbook.

DISCLAIMER

The information published herein represents the policies and procedures of the Pre-College Healthcare Academy at the time of publication. The Academy reserves the right to change without notice any matter contained in this publication. However, all efforts will be made to notify students and families of any updates by email.