

## PROGRAM RULES AND GUIDELINES

### *Introduction:*

- The following rules are intended to create a vibrant and supportive summer community. Each student has the right to a safe, compassionate and educational environment. For the program to maintain such an atmosphere, it is essential that each student understands and follows the guidelines provided below. Violation of any of these rules will result in disciplinary action and potential expulsion from the program with no possible refund of tuition.

### **Major Rules**

#### *Honesty Rule:*

- Honesty is expected at all times in the speech, actions and work of every student.

#### *Respect Rule:*

- Respect for one's self, respect for others, and respect for one's surroundings is expected of every student at all times.

#### *Drug and Alcohol Rule:*

- Possession, distribution or use of illegal or controlled drugs or alcoholic beverages of any kind is forbidden. Prescribed drugs and over-the-counter medications are to be dispensed only through our designated health care provider. A student who violates this rule will be immediately dismissed from the summer program. There are no circumstances under which it is permissible to have alcoholic beverage containers or drug paraphernalia on or off campus.

#### *Fire Rule:*

- Students should not have open flames or other burning items anywhere on- or off-campus, including but not limited to any building. Tampering with fire alarms or other safety equipment is strictly prohibited. The summer program maintains a smoke-free policy. Smoking anywhere on-or-off campus is a direct violation of the fire rule.

#### *Respect for Property Rule:*

- Stealing and/or causing the deliberate destruction or defacement of school or personal property is strictly prohibited

#### *Staff Accompaniment Rule:*

- Students are expected to be accompanied and or in eyesight / earshot of a staff member at all times.

#### *Off Campus Rule:*

- Students are not allowed off-campus unless accompanied by a member of the program staff.

#### *Personal Safety Rule:*

- In the interest of personal safety, the following violations can be considered major rule violations.

- ☐ Curfew violations: Students out of the residence hall, unescorted, after the 11:15 pm check-in.
- ☐ Weapons violations: Students in possession of a weapon, or an instrument whose use could be construed as a weapon.
- ☐ Staff accompaniment violation: Students not accompanied and or in eyesight / earshot of a staff member at all times.
- ☐ Swimming violations: Students swimming without the specific approval of program staff and/or without proper supervision.
- ☐ On-line safety violations: See Online Safety rule.
- ☐ Sexual Behavior: Students engaged in sexual behavior and/or public displays of intimate affection.
- ☐ General violations: Students demonstrating a lack of respect for individual or group safety and welfare.

*Online Safety Rule:*

- Students are expected to comply with the following rules regarding usage of the school technology and the Internet.
  - ☐ Students are expected to respect the intellectual property rights of others. Users are not allowed to copy or transfer copyrighted material (including but not limited to text, photos, music, and video) onto school or personal equipment.
  - ☐ Students are expected not to install additional programs or download programs onto school equipment.
  - ☐ Students are expected not to knowingly cause or permit any computer virus or other harmful code to be introduced into, or transmitted through school technology and /or the Internet.
  - ☐ Students are expected not to make any attempt to discover or use another user's login name or password, tamper with any computer, printer, or other peripheral, or allow others to do so.
  - ☐ Students are expected not to create, transmit, view, store or print obscene, pornographic, or illegal material, whether in the form of images, sounds, text or otherwise.
  - ☐ Students are expected to respect the privacy of files and other materials on the school technology whether stored on servers or workstations. No user shall move, rename or change any file unless the user is the owner of the file and has permission to do so.
  - ☐ All users shall use applications appropriately and leave each program in its assigned location.

*Behavior Rule:*

- Respect for students and adults should be demonstrated by polite and considerate behavior. Gossiping, rudeness, and/or use of inappropriate language, whether in common areas or in the privacy of a residence hall room demonstrates disrespect for other people. Unacceptable behavior includes the following violations.
  - ☐ Intimidation or abuse: Intimidation or abuse and/or insulting speech.
  - ☐ Physical abuse or assault: Any physical aggression on the part of students will not be tolerated. Students who commit abusive or violent acts against others will be immediately dismissed.

- Respect for program rules should be demonstrated by supporting the program staff, abiding by the program rules, and accepting consequences gracefully when mistakes are made.

*Smoking:*

- Possession, distribution or use of cigarettes or other tobacco products is forbidden.

*Stealing:*

- Unauthorized taking or use of personal or school property is prohibited.

## **Academics**

*Food:*

- Food is not allowed in the classroom.

*Class Time:*

- Class periods begin and end according to times indicated on the daily schedule. A daily schedule for the program is attached to this document.

*Preparation:*

- Students are expected to be seated and quiet once a teacher indicates the class is to begin.
- Students are expected to have any required notebooks / class materials ready to use once the teacher indicates the class is to begin.

*Conduct:*

- Students are expected to be prompt and to participate in all class activities unless there is a health issue.
- Students are expected to raise their hand and wait for a teacher's permission in order to address the class.
- Students are expected to listen respectfully to fellow students and teachers.
- Students may not interrupt other students or teachers while they are speaking.
- Students are responsible for their own trash.
- Students are expected to turn off any personal electronics before entering the classroom. Examples include but are not limited to: Ipods / Mobile Phones / Digital Recorders. Teachers have the authority to take these items if students are found in violation of the rule.

*Attendance:*

- Students are expected to attend every classes and unapproved absences or tardiness will not be excused.
- Students are expected to direct any absence or tardy requests to the program director.

*Honesty:*

- Students are expected to be honest in all their work.
- Students are expected to credit the source of any work, ideas or words that are not their own.
- Homework: There is no homework.
- Exams: There are no exams.

## Residential Life

### *Delivery:*

- Students requesting delivery of anything to the program (including but not limited to food, flowers, etc) must notify an on duty staff member of the delivery. Students must meet the delivery person at the residence hall entrance designated for food delivery. Delivery must take place before 10:30 pm. A list of approved merchants will be made available during registration.

### *Lost and Found:*

- Students should have their names on all possessions so that lost articles can be easily and properly identified. Lost articles are returned to the program office. Students should immediately report all items thought to be missing to the program director and fill out a detailed incident report.

### *Personal Belongings:*

- The school is not responsible for loss of or damage to any student's personal property. Students should mark their belongings prominently with their names.
- Students should protect their property by keeping their rooms locked if possible. If students are unable to lock their rooms they may request to store any valuables (including but not limited to jewelry, money, etc) in the program office.
- Any belongings left in the rooms after the program closes in August and not immediately claimed will be donated to charity.

### *Laundry:*

- Washers and dryers are available in the residence for the students to use. Students should bring their own detergent. Laundry rules will be posted.

### *Check-In:*

- Students are expected to be in the residence hall and their assigned rooms at 11:15pm for check-in.
- There is no lights out policy; however, students are encouraged to be budget their time wisely and be well rested.
- While in their rooms, students are expected to maintain a reasonable level of volume and respect the right of fellow students to a peaceful environment.

### *Pets:*

- Pets, including fish, are not permitted. "Seeing-eye" and assisted living dogs are permitted.

### *Room Maintenance:*

- Students are expected to maintain a room that is reasonably orderly, safe and sanitary. The program provides housekeeping services for common areas such as hallways, stairways, laundry rooms, and common hallway bathrooms.
- Students are expected to clean individual rooms and common areas at the end of the program according to staff direction.

*Entry, Inspection and Search of Student Rooms:*

- Summer program staff may inspect student rooms at any time during the summer for the purpose of assessing furniture inventory, general room condition, safety, security and maintenance needs, and for other reasons. When possible, twenty-four hours notice of an entry will be given. These inspections will be made in the presence of at least one occupant, if one is available. Summer program staff and / or school maintenance personnel and contractors may from time to time have a need to enter student rooms for maintenance related purposes. When this becomes necessary, such personnel will knock loudly, announce themselves and when possible, will wear identification. Other school officials may be present from time to time in the common areas.

*Linens:*

- Students are expected to provide for their own bed and bath linens. A detailed list of suggested items, including linens, each student should bring is attached to the this document.

*Residence Hall Behavior:*

- Students are expected to apply the summer program's major rules and community guidelines to residence hall behavior.

*Mail:*

- Incoming mail should be addressed to the student name and the program name and address. Allow one week for mail to reach the program.
- Example Address:  
Student Name  
School Name  
Program Name  
Program Address

*Roommates:*

- Students are assigned a roommate unless they occupy a single room. Roommate selection is based on age, grade, academic track, and student profile. Roommate requests are accepted, but not guaranteed. The summer program will make every effort to honor roommate request.
- Students are expected to learn to cooperate and communicate clearly with their roommates. Students are expected to make a reasonable effort to work out any roommate issues. In line with the programs major rules and community guidelines, learning to live and interact in a respectful manner with a broad spectrum of individuals is critical to personal development and community living. A guide on how to communicate clearly and lay the foundation for a positive roommate experience is attached to this document.
- The Program Director and the Director of Residential Life handle all roommate issues. Students wishing to change roommates should direct their request to the Director of Residential Life. Roommate changes are not always possible, and often lead to hurt feelings and community disruption. Parents are asked to support the school in this process.

*Meals:*

- The school offers three well-balanced meals a day, served cafeteria style. Students are expected to respect the program's major rules and community guidelines at all times. Students return their own trays and dishes to the designated area. No one may take food, dishes or silverware out of the dining room. Students are not to be in the serving area except at meal times. Shoes or appropriate footwear must be worn at all times. Students are expected to follow any additional dining hall procedures not mentioned in this document.

*Damages and Cleaning Charges:*

- Students are responsible for any school property (including, but not limited to, kitchen appliances, furniture, light fixtures, window treatments) in their room and in the common areas (hallways, stairwells, laundry room, elevators) of any school property. A charge for damaged property will be assessed against whomever is identified as being responsible. If the program cannot determine who is responsible for property damaged or defaced in a student room, the charges will be apportioned among all roommate(s). Furniture that needs to be replaced will be charged at the replacement cost.

*Mobile Phones:*

- Without compromising the extra level of safety that cell phones may provide, we have designed a strict policy surrounding their use so that girls may get the most out of their experience on campus. Cell phones may not be used in class, or during activities. Cell phones may only be used during the times, and at the campus areas designated by the Program Director. If necessary, students and family may reach each other 24 hours a day, via the Program Office phone or campus security. These numbers will be distributed at registration.

*Dress Code:*

- There is no dress code for the program; however, there are general guidelines.
- School dress and non-academic field trips:
  - Clothing with inappropriate words, phrases or designs is not allowed
  - Clothing should be in good condition
  - Shoes should be worn at all times outside of the residence hall
  - A cover-up should be worn when walking to and from the swimming pool
  - A bathing suit should be worn only at the pool
  - Shorts and skirts should be worn at mid-thigh or longer than the tips of their fingers
  - Revealing or inappropriately short skirts or shorts are not allowed
  - Clothing that reveals the midriff or cleavage is not allowed
  - Ripped or patched clothing or clothing that has been written on is not allowed
  - Tops with spaghetti straps are not allowed
  - Clothing that reveals undergarments is not allowed
- Students that ignore these guidelines will not be allowed to attend class or participate in other school activities. Students will be allowed to return to class or the program activity once they make the required change to their clothing.

*Off-Campus Policy:*

- Students are not allowed off campus unless accompanied by a staff member.

*Fire Safety:*

- Students are expected to observe all fire safety policies and procedures. Students must not tamper with fire extinguishers or fire alarm systems. Upon the sounding of a fire alarm in the residence area, students must follow established evacuation procedures. Tampering with fire suppression, fire alarm and escape equipment and failure to exit the building when instructed to do so are cause for disciplinary action and may result in dismissal from program. Causing or abetting a fire to be caused on or about school property may result in immediate dismissal from the program. Use of fire escapes for purposes other than emergency egress is prohibited. Candles and incense are not permitted in the school housing.

*Visitation Policy:*

- Students are not permitted to have overnight guests. Any approved guests are allowed to visit between the hours of 8AM and 8PM. To invite a guest (non-family member) into the residence hall, students must submit a written request to the Director of Residential Life 48 hours in advance of the guest's arrival. Guests must sign a student / parent contract and follow all program rules.

## **Health**

Health information is confidential and strictly for the use of program staff in providing necessary health care for students while they are attend the program.

*Health Center:*

- Any student that becomes ill while attending the program must go immediately to Residential Life Director. The student will be evaluated in the Health Center, and the program director will be notified. Parents will be contacted appropriately.

*Medication Policy:*

- No student may carry, keep or dispense, for themselves or any other student, any medications, including prescription medications, over-the-counter analgesics, acne medications or creams, diet pills, cold medications, or herbal supplements, without authorization from the Health Center. It is important for the safety of each student that the Health Center staff be informed of, and dispense, all current medications required by each student while the student is on campus. Should an emergency arise, the Health Center must be able to identify all current medications taken by the student in an effort to prevent harmful drug interactions.
- The Health Center will dispense necessary over-the-counter medications, as indicated, to all students. These medications are distributed, as needed, in accordance with a physician's standing orders. On registration day each student must present to the designated program staff the original prescription bottle, properly labeled by a registered pharmacist as prescribed by law.
- A completed physical examination form must accompany all other medications and supplements for all students. Any changes in dosage, frequency, or interval will require

completion of a new authorization form. Students may carry asthma medications, medications for treatment of diabetes, and epi-pens with them, but they will need to have a medication authorization completed and on file for these medications as well.

- The program may dispense all medications deemed appropriate by program staff and in accordance with state and federal law. Medications will be dispensed in a readily recognizable Health Center container with full dosage and administration directions. Students, including but not limited to those on psychotropic drugs, anti-depressants, stimulant drugs (e.g., Ritalin, Dexedrine or Adderall) or any other controlled substance (narcotics, synthetic narcotics, muscle relaxants etc.) must come to the Health Center for each dose of medication.

*Medical History and Examination Form:*

- The attached medical history and examination form must be completed and submitted before your arrival at the program. A parent-guardian should complete the Medical History portion of the form (items 1 to 10) prior to the medical examination. The physical examination form (items 1 to 14) must be completed by a qualified, licensed physician.

*Health Insurance:*

- The summer program requires that all students have a medical insurance policy. Proof of insurance coverage must be provided in the student profile before a student may move into her residence hall room or participate in any summer program activities. In the event that a health services provider does not participate in a student's insurance plan, the parent/guardian must be prepared to pay the balance in full with the credit card credit on file. The Health Center will follow the protocols for health care and treatment established by the the program, but all expenses for medical services remain the sole responsibility of the parent. Parents are asked to complete all forms thoroughly and accurately to assure timely processing so that the Health Center is able to provide quality care for our students.