**PARTICIPANT CODE OF CONDUCT**

Please keep this for your records

**Some infractions are more serious than others. Due to this not all of the infractions listed below follow the progressive disciplinary procedure. Some infractions may lead to automatic suspension from the summer program.**

**Phones:** In order to be present and engaged during the camp, we ask participants to leave their cell phones or other personal devices in their room. The staff will be using their phones to take photos and post to social media (Facebook and Instagram @summerbsu). Participants will be able to tag themselves and share these photos during off-peak times. Each participant will have an individual room key to store and lock-up their belongings. In addition, occasionally, staff will use their phones to send text messages or make phone calls necessary to the camp.

**Tobacco:** Smoking or chewing is not permitted anywhere or anytime. This policy is in effect at all times at all activities and events on or off the campus. Tobacco products must not be in a participant’s possession or kept in the residence hall.

**Alcohol:** The possession or consumption of alcoholic beverages is prohibited in the halls, on the BSU campus, and at all camp activities.

**Illegal Controlled Substances:** The possession or use of illegal controlled substances is prohibited in the residence halls, on the campus, and at all camp activities. If substances are found in the participant’s possession, the Summer Program Director, Camp Counselor, participant’s parent/guardian, and on-campus Security will be notified. The Summer Program Director and Security will decide whether further legal actions need to be pursued.

*\*\*Any participant(s) affiliated with the suspected use of tobacco, alcohol, or illegal drug use will be suspended from the Summer Program whether or not substances are found.*

**Firearms and Weapons:** Firearms and weapons (including knives, arrows, etc) are not permitted in the residence halls. Possession of a weapon or any item perceived to be a weapon by camp staff will result in automatic suspension from the Summer Program and possible expulsion from the camp program.

**Threats and Violence:** Every participant in BSU’s Summer Camp has a right be feel safe. Threatening words, gestures or violent behavior will result in a disciplinary referral, and possible expulsion depending on the circumstances.

**Gang Identified Behavior:** Any gang behavior or other social subgroup formed for the purpose of exclusion or intimidation is prohibited and will result in automatic suspension from the Summer Program.

**Tardiness:** Camp Staff needs to know where participants are at all times. Therefore, participants are expected to be on time to class and all activities and in the residence hall at established hours. Tardiness will result in progressive disciplinary procedures. Tardiness exceeding one hour may result in dismissal from the Summer Program.

**Designated Floors:** Participants are not allowed on floors outside of the one assigned to that participant. The exception is when the group is traveling together for a supervised activity in a kitchen, lounge, or other approved supervised activity space. Male residence hall rooms and bathrooms must only be occupied by male participants. Female residence hall rooms and bathrooms must only be occupied by female participants. **Those found in a room or bathroom of a participant of an opposite gender will be dismissed from the Summer Program.**

**Unauthorized Night Absence:** After 9:30 pm, participants are required to be on their assigned floors and to remain there until breakfast. **Those found off their floors after 9:30 pm without being accompanied by a staff member will be dismissed from the Summer Program.**

**Quiet Time:** “Quiet Time” means that all participants are in their rooms at 10 pm, the door is locked, and no noise can be heard in the hallway.

**Theft and Vandalism:** The stealing of personal, program, or other property is prohibited. Any vandalism in classrooms, participant rooms, public areas of residence halls, or any other area is prohibited. Restitution will be expected. Participants are encouraged to keep their rooms locked to prevent personal loss and eliminate the possibility of damaged property. If a person is caught for either theft or vandalism, he/she will be dismissed from the program. **The program is not responsible for loss of or damage to personal items. Do not bring valuables.**

**Public Displays of Affection:** Many relationships are formed throughout the Summer Program. We do not discourage this, but ask participants to be sensitive to the fact that excessive public displays of affection may make others uncomfortable.

**Sexual Misconduct:** Sexual harassment or abuse as defined by University policy and Minnesota Statute Section 363 is prohibited. Accusations will be investigated and appropriate action taken, if found to be true, could include dismissal from the program if the conduct is sufficiently serious.

Any participant accused of sexual harassment will be suspended from the program until an investigation can be completed. If the accusations are found to be true, the participant will be dismissed from the program. The specifics of what is considered sexual harassment should be reviewed prior to participation in the camp program.

**Guests or Visitors:** Guests and Visitors not arranged by the Camp Staff are prohibited without prior approval. Some camp programs may overlap with other campus programs in which case socialization outside of your designated camp is encouraged, but only at the discretion of the camp staff.

**Unauthorized Visitation**: Camp participants are not permitted to visit residence halls or campus buildings not assigned to the program without authorization from staff. Interaction between camp participants and others living on campus is discouraged unless a structured program is provided at the discretion of the camp staff. Areas not designated for camp participants are off-limits. Allowable and Off-Limits areas will be made known to participants at orientation.

**Riding in/on Motorized Vehicles:** Participants may not ride in/on motorized vehicles (other than campus vehicles) while under BSU supervision. Participants who must drive themselves to the program will turn in their car keys when they check in to the camp. Their car keys will be checked back out to them when they leave the campus at the end of the camp.

**Dress Code:** Participants are expected to dress appropriately while participating in Summer Programs. Inappropriate clothing includes clothing that is too loose, too tight, too short, or advertises alcohol/drugs. Shoes are also required in all buildings and when requested by a camp staff member. Participants will be asked to change clothing deemed inappropriate by camp staff.

**Harassment:** Any harassment of camp participants or staff will result in the implementation of the Progressive Disciplinary Protocol.

**Unallowable Behavior:**  Behaviors that have the potential to result in harm to yourself or others, or those that may be considered inappropriate are not allowed. These behaviors include, but are not limited to piggy back riding, fake fighting, food fights, and riding with more than one person per bike (the use of bike pegs are not allowed).

**Summer Camp participation is a privilege, not a right or an entitlement**. Reports of any violation of this conduct code will be documented and brought to the attention of the Summer Camp Counselors. The Camp Counselors will either attempt to resolve the situation or refer it to the Summer Program Director. The Summer Program Director will make final decisions involving temporary suspension or termination outcomes.

**This list of infractions is not all-inclusive. Bemidji State University staff reserves the right to ask any participant to leave the summer program at any time. Involuntary dismissal will be at the expense of the Parent/guardian family (arrangements must be made within 24-hours for departure).**

**If it is found necessary, Camp Staff does reserve the right to inspect a participant’s dorm room or their personal belongings.**

**The manual is set up to give an overview of the program as well as act as a guideline for participants. Changes may be made throughout the summer to ensure a successful program.**

This instrument is prepared in English language has a binding effect. In the event that a translation of this Document is prepared and signed by the parties or Participants, parents or legal guardians of Participants, this English language version shall be the official version and shall govern if there is a conflict between this English language version and the translation.  All disputes (litigation and mediation) under this Document shall be resolved and conducted, regardless of the means of authority, in the English language.

**Summer Camp: Respect, Unity and Responsibility**

Summer Camp participants enjoy a level of respect and prestige based on a tradition of academic excellence and opportunity to access higher education. Camp participants are known as winners, achievers, and contributors to society. This should be your performance standard. We look forward to working with you and providing support as you move towards achieving your goals and dreams.