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**Oklahoma State University Youth Program/Camp  
Rules and Disciplinary Procedures**

**Rules Participants and Parents Need to Know:**

- a. Participants are not allowed to drive or ride in personal vehicles during the dates of the Program unless they receive specific permission to do so from the Program Director. While we understand that some participants will drive to the campus, our policy is that they must turn their car keys in to the Program Director for the duration of the workshop. Any vehicles parked on campus must have a University Parking Permit. Parking permits will be issued during on-site registration, and clear instructions will be given as to where parking is authorized. It will be the responsibility of the participant to secure a permit, properly place the permit in the vehicle, park the vehicle in an authorized space, and turn the keys in to the Program Director for safekeeping during the program. Neither Oklahoma State University, nor the program staff, will be responsible for damage to vehicles or for any parking tickets, fines, or towing charges that result from violations.
- b. Participants are to remain on campus for the duration of the program unless program activities require otherwise. If a participant needs to leave campus for some reason, Program Directors must receive prior written permission from the parent or guardian, and grant specific permission.
- c. Campus regulations prohibit the use of alcohol, tobacco, and other illegal substances. Participants may not possess, use, distribute, or sell alcoholic beverages, tobacco, drugs, firearms, weapons or fireworks.
- d. Coed visitation in the residence halls is permitted in the first floor lobby area only. The only people permitted in rooms are staff, members of the participant's immediate family, the participant's roommate and other participants of the same gender residing in that residence hall.
- e. Participants must attend all workshops, classes, and planned social or recreational activities. Full participation is the only way a participant can gain real value from the Program.
- f. Participants will abide by nightly curfews and "Lights Out" announcements from the Program Director or Program Counselors. Participants must be in their OWN room at lights out and remain there until morning. Any use of cell phones or other electronic devices is prohibited after 'Lights Out.'
- g. Participants must never misuse internet privileges. Attempting to access unauthorized sites is strictly prohibited.
- h. Participants must abide by rules and guidelines set by the instructors for each academic facility in use.
- i. In accordance with state law, smoking and use of other tobacco products is prohibited by anyone under the age of 18. Neither smoking nor any other tobacco use is permitted at Oklahoma State University; OSU is proud to be a tobacco-free campus.
- j. Any individual found tampering with any fire equipment (i.e. fire extinguishers, fire alarms, smoke detectors, etc.) will be dismissed from the Program immediately. Participants may not interfere with any security system or tamper with locks in participant rooms and other areas.
- k. All furniture must remain unchanged and kept in place.
- l. Vandalism and pranks will not be permitted. Any damages caused in rooms or common areas will be charged to the responsible party. Replacement cost will be charged to anyone who removes or damages University property.
- m. Participants should keep their rooms locked at all times even if leaving the room for only a few minutes. Neither Oklahoma State University, nor the camp staff, is responsible for lost or stolen items. A participant should take room key when leaving room. Those who lose a key must pay for a replacement. Leave excess money and valuables

at home. Valuables, including jewelry, iPods, cell phones, radios, cd players, etc., may be brought to the Program, but only at Participants' own risk.

**Disciplinary Procedures:**

Each participant has a reasonable expectation to enjoy a positive program experience. Therefore, the misbehavior of one participant, or a group of participants, should not be permitted to impact negatively on the program experience of others. Most programs are short in duration, so prompt action is required when problems occur. Parents and participants should be aware of the disciplinary policy.

**First Offense:** Participants failing to adhere to program rules, or exhibiting behavior clearly intended to annoy or endanger other participants, will be formally warned by a Program Counselor and informed that subsequent misbehavior will result in formal counseling by the Program Director.

**Second Offense:** Subsequent misconduct will result in counseling by the Program Director and a warning that further misconduct will result in removal from Program. At this point, the Program Director will contact the parent or guardian to advise him/her of the situation and the possible need for picking the child up from camp if there is further misconduct.

**Third Offense:** Any further inappropriate behavior will result in counseling by the Campus Sponsor of the Program and expulsion from Program.

NOTE: OKLAHOMA STATE UNIVERSITY EXPECTS EACH PARTICIPANT TO HAVE A SUCCESSFUL PROGRAM EXPERIENCE. ANY OF THE STEPS OUTLINED ABOVE MAY BE OMITTED OR REPEATED AT THE DISCRETION OF PROGRAM STAFF. PARTICIPANTS DISMISSED FROM PROGRAM FOR DISCIPLINARY REASONS WILL NOT RECEIVE A REFUND OF ANY FEES PAID TO ATTEND PROGRAM.

It should be understood this procedure is intended to provide a reasonable and consistent method for dealing with the type of behavior that can be disruptive to a program, but is not so egregious as to warrant immediate dismissal from the program. It in no way precludes immediate dismissal from the program for more serious disciplinary problems or violations of campus or program regulations. A serious disciplinary problem is defined as one in which the program staff determines that a child is engaging in inappropriate behavior that includes, but is not limited to the following: actions which put the participant, other participants, or program staff member's safety in jeopardy; physical, emotional, or electronic harassment/harm against self, program staff or fellow program participants; inflicting physical or emotional harm on self or others, vandalism or destruction of University property; theft of University property or the property of another participant; consistently disrupting the program; possession of alcohol, tobacco, drugs, or weapons; fighting; sexual harassment; or behavior that is serious enough to warrant a third offense.

**Parent and Student Pledge:**

**I/we understand the disciplinary procedures described above. I/we understand failure to demonstrate proper conduct during camp may result in early dismissal from the program without any refund of fees paid to attend. We pledge to abide by all program rules and to exercise good behavior and proper respect for others.**

**Participant Name** \_\_\_\_\_

**Parent/Guardian Name** \_\_\_\_\_

**Participant Signature** \_\_\_\_\_

**Parent/Guardian Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

**Date** \_\_\_\_\_