

**Summer Youth Programs
Rules and Regulations**

1. All students must have completed a registration form and *Emergency Health Form and Emergency Phone Numbers* must be on file at the Center for Continuing and Professional Education.
2. William Paterson University enforces a “**Zero Tolerance Act**” for commuter and resident students:
 - a. Any act of teasing, name calling or taunting will result in a phone call to their parent/guardian for the first offense, a one day suspension or can result in automatic dismissal from the program. Students will follow a “hands off” policy and may be expelled for fighting. A parent or guardian must pick up the student at the time of the incident.
 - b. Students may not leave the campus for any reason unless they receive special permission from one of the counselors. They must always sign out and in with the Counselor on duty. Students found leaving camp without permission or without a parent or guardian will automatically be dismissed from the program.
 - c. Respect others belongings. Do not touch what does not belong to you. Please bring found items to the attention of your instructor. Any student stealing will be dismissed from program.
 - d. All students must respect other campers, counselors and staff members, and treat others as you expect to be treated.
 - e. No foul language will be tolerated.
 - f. Any student in possession of intoxicants, narcotics, drugs or a weapon of any kind will be dismissed from the program.
3. **WPUNJ Computing Policies & Guidelines: Misuse of Information Technology Resource Privileges**
 - a. The University characterizes misuse of computing and information resources and privileges as unethical and unacceptable and as just cause for taking disciplinary action.
 - b. Users must not engage in activity outside the limits of access that have been authorized for them.
 - c. Using the University's computer resources including Internet presence to submit, publish, display, transmit, or intentionally receive information, which violates the University's network security requirements and standards, is not permitted.
 - d. If students are found engaging in any misuse computer activities, they will be dismissed from the program. To view William Paterson University's full Information Technology Policies and Guidelines, please visit the following website: <http://cms.wpunj.edu/global/documents/is/policies.pdf>
4. **Residence Halls Rule and Regulations:**
 - a. Upon entrance the Residence Hall, students must present their numbered key tag to the guard at the desk. Failure to do so will result in difficulty in gaining access into the building.
 - b. Students must be in the dorm by 10:30 p.m. and in their rooms by 11:30 p.m.
 - c. Whenever males and females occupy a room, the door must remain open.
 - d. There will be no running in the halls and students must abide by the following rules:

- Firearms, weapons, ammunition, fireworks, explosives and highly flammable materials are not allowed within the residence facilities or on campus grounds.
 - Animals are not allowed in any location in the residence facilities.
 - Electric skillets, immersion coils, toaster ovens, broilers and hot plates are not permitted in rooms nor is any type of cooking allowed.
 - Remodeling or renovation of rooms or furniture, tampering with the electrical or mechanical fixtures in the rooms, placement of antennas outside windows or removal of or bringing additional furniture is not permitted.
 - Attaching any object to any dormitory premise by nail, screw, or alteration of the premises in any manner whatsoever is not permitted.
 - Parking in the fire lanes or grounds adjacent to the residence facilities is not allowed.
 - Tampering with or removal of windows or window screens from any part of any building is not allowed.
 - All external door locks are to be locked at all times.
 - Gambling or solicitation in any form is not permitted.
- e. *All individuals will abide by New Jersey law, federal law and regulations regarding intoxicants, narcotics and drugs.*
- f. Summer Youth Program student residents are NOT ALLOWED to have visitors during their stay at the Residence Halls. In case of emergency, family members can visit the students; however, it is required for the parents/guardian to notify the Center for Continuing and Professional Education who will be visiting the student at what date and time. Any resident student letting visitors in their room without authorization will be dismissed from program.
- g. Rooms should be left in original condition: e.g. free of garbage and personal belongings. Linens should be left in room upon check out.
- h. Counselors will do room inspection of each room before check-out.
- i. Students are subject to the discretion of the housing staff in the absence of specific disciplinary procedures mandated by the program.

IMPORTANT CHECK OUT PROCEDURES: All residents must check out individually during the check-out scheduled time (students must hand in the key, key tag, meal card and sign out on their check out card.)

5. The University reserves the right to:

- Enter any room for the purpose of inspection, repair or emergency
- Reassign residents within residence facilities, after timely notification, in order to accomplish necessary repairs and renovation to the building.
- Revoke campus privilege, including residency in or utilization of any of its building, of any occupant whose conduct, solely in the University's opinion, becomes injurious or potentially injurious to the academic community.
- The charge for unreturned or lost room keys is **seventy-five dollars (\$75.00)** per incident and includes the cost of an automatic lock change.
- The replacement cost for lost meal cards will be announced at a later date.

Please make sure that your child is aware of these rules to ensure an enjoyable summer program for everyone.