**Other suggested wording could come from the following examples**

Housing Policies & Regulations

The policies and regulations listed in this section cover curfews, visitors and housing assignments. The housing assignment policy conforms with the [Name of Program] Youth Development Youth-Adult Overnight Housing Policy.

Curfew

You must be in your residence hall by 11 p.m., and in your assigned room by 11:15 p.m. Quiet time starts at midnight. CCAs will do room checks each night at 11:15 to ensure that you’re in your room. If you want to go to sleep before 11 p.m., let your chaperone know so that you can be checked in before the official room check time.

You must keep your assigned room once assignments have been made and keys and access cards issued. Unapproved changes make it difficult to contact you in emergencies and at bed check time.

Visitors

**Event Participants of the Opposite Gender –** Housing areas are designated either “females only” or “males only.” Participants are not allowed in the opposite housing areas. If a required group meeting is held in a study lounge on a housing floor, a chaperone will gather participants of the opposite gender in the residence hall lobby and escort them to and from the housing floor study lounge.

**Guests Who Aren’t Event Participants –** You may not have visitors during [Name of Program] who are not associated with the event.

Housing Assignments

Roommate assignments are made by [Name of Program], usually at the pre-event meeting. Let program [Name of Program] staff know if there’s a specific person you’d like to room with. **(Note:** Requests to room with someone may not always be able to be honored.)

Males and females are housed separately, and in general, youth participants will be housed with other youth participants and adult participants with other adult participants.

Any youth aged 18, 19 or 20 at the time of the event must not be housed with or share bathrooms with younger, unrelated youth unless he or she has completed a background check, which includes a reference check and a criminal history check. Local [Name of Program] staff are responsible for ensuring that this background check is completed before the event.

An adult chaperone may share a room with unrelated youth participants only if at least two minors are assigned to the room. No child who is unrelated to an adult chaperone will share a room alone with an adult. Each chaperone will have been through the [Name of Program] Volunteer Selection Process and completed a background check before the event.

A parent or guardian should review and sign the Overnight Housing Permission Form (see section 3 of the Authorization Form). If the form is not signed, the youth participant will be assigned to a room only with other youth under age 18.

Program Rules

[Name of Program] participants are also expected to comply with the following program conduct and safety rules.

***General Student Conduct Rules:***

1. Attend all program scheduled events and activities.
2. Be on time for all activities.
3. Remain where all program activities are taking place.
4. Be present in your residence hall building by 10:00 p.m. each evening of the program.
5. Be present on your assigned floor in the residence hall by 10:30 pm and in your room by 11:00 p.m.
6. Observe residence hall rules that require QUIET TIME in the dorm building from 11:00 p.m. – 8:00 a.m. Please be considerate of those who are trying to sleep.
7. No female or male visitors on the floor or in the room of a student participant of the opposite gender.\*
8. No switching residence hall rooms.
9. No cursing.
10. No smoking.\*
11. No inappropriate texting or instant messaging.
12. No texting during presentations and tours. Cell phones and other electronic devices must be turned off during presentations, advising, tours and all other scheduled activities except meal times.
13. No use (or discussion of plans to use) any alcohol or illegal drugs.\*
14. No conduct that would place you or any other participant at risk of being physically harmed.\*
15. No violence or threats of violence.\*
16. No belligerent or disrespectful behavior toward any of the counselors or other staff members.\*
17. No bullying. Bullying includes, but is not limited to, the following:\*
* Threatening other student participants.
* Teasing, criticizing, mocking, etc. other student participants.
* Behavior that makes another student participant(s) feel scared or uncomfortable. All student participants are entitled to an environment in which they feel welcomed, comfortable and safe.
* Starting or participating in rumors or gossip involving other student participants.

Additional rules may be added or created to respond to student behavior at ANY time during the program. Participants will be made aware of any additional rules.

Violation of these rules, policies, or ordinances while participating in [Name of Program] will result in disciplinary action. Disciplinary action may include dismissal from [Name of Program], especially for those rules designated with an asterisk\*. Violations of some of these University ordinances are also violations of the law and could result in arrest and criminal penalties.

***Dress Code:***

Students are expected to dress appropriately at all times. There is a zero tolerance for clothing with inappropriate language, logos, or messages. If clothing is deemed inappropriate by [Name of Program] staff, the student will be asked to return to his/her room to change clothes.

Girls: No clothing that is too revealing, no strapless tops (unless they are covered with a vest, sweater, jacket), no tops that expose the stomach or midriff, no ultra-short shorts, no miniskirts, and no underwear showing.

Boys: Must wear shirts of some sort (no bare chest), no sagging jeans, no sagging shorts, and no underwear showing.

***General Safety Rules and Information for Students:***

1. Lock your room door whenever you leave and at night when you go to bed. You should not prop open bathroom doors at any time.
2. NEVER prop open the exterior door to your dorm room.
3. Report ANY and ALL suspicious people or activities that may be taking place on the floor or around the dorm rooms to a counselor.
4. Respond to fire alarms quickly and according to the procedures posted on all floors.
5. Use the “buddy system” for safety. (The buddy system requires that students travel in a minimum group size of two -- never alone.)
6. Do not enter any vehicle except University vehicles driven by a staff member for program activities. Students are only allowed to be transported in university vehicles during the program. Students are not allowed off campus without the presence of a [Name of Program] staff member.
7. Be aware of your surroundings at all times and note the location of the “green-light” phones. Green-light phones have a special button that connects the caller directly to the MSU Police Department. These phones can be used for emergency situations if needed.
8. Carry your access card and room keys at all times. You are responsible for your room and shower keys and for the access card you receive when you register on the first day. If you lose your keys or access cards, report the loss to a counselor immediately. The following charges apply to lost keys/cards:
	1. Room key - $75.00
	2. Shower key - $15.00
	3. Access card - $20.00

***Rule Violations & Dismissal from the Program***

All participants are expected to be on their best behavior and abide by the rules listed in this document. The conduct rules in this document are NON-NEGOTIABLE. Failure to adhere to the rules and regulations impacts other participants and the program as a whole. Therefore, to ensure all participants have a positive experience in the program, the following consequences will be imposed for those students who choose to disregard any of the rules.

|  |  |
| --- | --- |
| First offense | Verbal warning by a counselor |
| Second offense | Meeting with a counselor and the assistant director |
| Third offense | Meeting with the program director and a telephone call to the parent |
| Fourth offense | Removal from the program. A telephone call will be made to parent or legal guardian to pick up their child immediately. If the participant lives outside of the State of Michigan and the participant arrived via airline/train/bus, it will be the parent(s) or legal guardian’s responsibility to purchase a return ticket home for the participant on the day of dismissal from the program. |

Serious misconduct may warrant immediate dismissal release from the program and removal from the Michigan State University campus. Violations of rules implicating the safety of the student, other participants, or program staff or serious property damage will generally result in immediate dismissal from the program. The parent(s) or legal guardian will be ***financially*** responsible for making arrangements for their student’s immediate return home. If the participant lives outside of the State of Michigan and the participant arrived via airline/train/bus, it will be the parent(s) or legal guardian responsibility to purchase a return ticket home for the participant on the day of dismissal from the program. The program director will call the parent and make arrangements with the parent for immediate pick up. Any deviations from this process will need approval of the program director.