



GEAR UP KENTUCKY
summer
ACADEMY
STUDENT HANDBOOK

Table of Contents

Welcome..... 4

Letter from the Executive Director 5

Letter from the Academy Site Director..... 6

Understanding Roles 6

 Dr. Natalie Fagan – Associate Director, Postsecondary Transition & Success

 Channing Lawson – NKU Summer Academy Lead Site Director

 Randall Hampton – NKU Summer Academy Assistant Site Director

 Autumn Bishop – Student/Family Service Specialist

 Cindy Jolly – District Program Coordinator – Summer Academy

Meet the Staff..... 8-9

Contact Info 9

 Who to contact when

 Summer Academy Staff Directory

 Student Mail

University Suites Address..... 9

Opening Day Agenda..... 10

Daily Schedule..... 11

Packing List..... 12-13

Dress Code 14-15

 For Students 14

 For Staff..... 14-15

 Dress code violations..... 15

Student Code of Conduct and Disciplinary Procedures 16-23

 RIGHTS AND RESPONSIBILITIES..... 16-18

 Students’ rights16

 Students’ responsibilities 16-17

 Parents/guardians’ rights 17

 Parents/guardians’ responsibilities 18

 Academy staff and faculty’s rights 18

 Academy staff and faculty’s responsibilities 18

 DISCIPLINARY MEASURES & GUIDELINES 19-21

 What students and families can expect from GEAR UP Kentucky Summer Academy Staff related to student disciplinary matters:

 Types of Offenses & Consequences 19-20

 Minor Offense 19-20

 Repeated minor offenses may result in:

 Intermediate Offenses 20

 Major Offenses 20-21

DISCIPLINARY AND DISMISSAL PROCEDURES	21-23
Student Discipline Procedures	21-22
Student Dismissal Procedure	22-23
<i>Medical Processes, Injuries/Illnesses and Emergencies</i>	23-25
<i>Required Forms</i>	23-25
<i>Administration of First Aid and Student Medication</i>	23-24
Students/families are required to:	23-24
<i>Academy staff are required to:</i>	24
<i>Communication and Documentation</i>	24-25
For minor injuries/first aid assistance	24
For additional or emergency medical assistance	25
Student privacy	25
<i>Campus Emergency Alerts and Procedures</i>	26
Northern Kentucky University (NKU) Emergency Resources	
Emergency Contacts and Communication	
Emergency Closure of Program	
<i>Student Use of Personal Mobile Device(s) Policy</i>	27
<i>Student Safety and Supervision</i>	28-30
Background Checks and Identification	28
Student Supervision	28
Dormitory Living	28-29
Nightly Curfew	29
External Visitors	29
Leaving Campus	30
<i>NKU Residence Hall Policy</i>	31-37

Welcome to the GEAR UP Kentucky Summer Academy!

This is a great learning opportunity and cultural experience. We hope you are as excited as we are for this opportunity. Please share this Student Handbook with your family so they will know how to help you prepare for the Summer Academy.

Remember, this is an Academic Program, and we expect you to live up to your academic potential and to succeed in everything you do this summer. We expect you to always conduct yourself in an appropriate way and that you follow all the GEAR UP Kentucky and University policies and procedures.

Remember, we are available to help you have a great and successful summer. We care about you and want you to succeed! As a GEAR UP Kentucky student, you should keep in mind these goals that we have for you:

- To instill a positive attitude toward learning and postsecondary education
- To increase your ability to relate to your peer group by developing a sense of personal worth
- To expose you to new academic, social, and cultural learning experiences
- To provide academic support to you
- To help you increase your understanding of and ability to cope with your environment

Letter from GEAR UP Kentucky Executive Director

Welcome to campus, GEAR UP Kentucky Summer Academy Scholars!

We are excited you have chosen to get outside your comfort zone and spend part of your summer trying out college life with GEAR UP! The Summer Academy is one of my favorite things that we do in GEAR UP Kentucky because of what I have seen it does in the lives of students – it can be a GAME CHANGER if you let it! Our goal is to help you see that you CAN be successful as a college student – and we hope you make a lot of new friends along the way.

These three weeks may include a lot of firsts for you – first time taking a college class, staying in a college dorm, or maybe having a roommate. First times can be challenging and scary – but they are the way we GROW – and you don't have to do it alone. Take advantage of the support around you as you navigate this new landscape - your GEAR UP counselors are here to support you and help you figure it out as you go along!

I can't wait to celebrate with you all that you will accomplish here – thank you for investing in yourself and your future over these next three weeks!

Cheering you on,

A handwritten signature in dark ink, reading "Kim Welch". The signature is fluid and cursive, with the first name "Kim" and last name "Welch" clearly distinguishable.

Kim Welch

GEAR UP Kentucky Executive Director

Letter from Academy Site Director

Welcome, students!

I want to take this opportunity to extend another CONGRATULATIONS to you on being selected to attend the 2024 GUK Summer Academy! I, along with all the GEAR UP Kentucky staff, am beyond excited to have you on Northern Kentucky University's campus. We have many exciting things planned for the duration of the academy and hope you have an AMAZING time.

This summer, we have three weeks of fun-filled, exciting, and educational activities planned. You will get to participate in team-building activities with your peers, complete a rigorous academic course for FREE college credit, and attend multiple field trips off campus to see the beautiful region surrounding Northern Kentucky University—all while getting to experience living on one of the most beautiful college campuses in Kentucky!

Our staff is so excited to share with you some of the activities/hobbies that we each love to do, from painting to poetry. We look forward to creating lasting memories with you and your newfound friends!

I'm so happy to welcome you all to campus in person, and I hope that you are ready for GEAR UP Kentucky's Summer Academy 2024.

Sincerely,

A handwritten signature in cursive script, reading "Channing Lawson". The signature is written in black ink and is positioned above the printed name.

Channing Lawson
GEAR UP Kentucky 2024 Summer Academy Site Director

Understanding Roles

Dr. Natalie Fagan – Associate Director, Postsecondary Transition & Success

Dr. Natalie Fagan serves as the direct supervisor for the Summer Academy Site Directors. Dr. Fagan's role in the Summer Academies is to lead the planning, implementation, and evaluation of GUK Summer Academies. If the Site Director on Duty cannot be reached, Dr. Fagan can be reached at 502-234-0874.

Channing Lawson – NKU Summer Academy Lead Site Director

Channing Lawson serves as the Lead Site Director for the GUK Summer Academy at NKU. As Lead Site Director, Channing is responsible for staffing, coordination, and schedules for the Summer Academy. While on duty, Channing can be reached via the red phone (502-234-0391).

Randall Hampton – NKU Summer Academy Assistant Site Director

Randall Hampton serves as an Assistant Site Director for the GUK Summer Academy at NKU. As an Assistant Site Director, Randall is responsible for the day-to-day functions of the Summer Academy. While on duty, Randall can be reached via the red phone (502-234-0391).

Amy Tobin – NKU Summer Academy Assistant Site Director

Amy Tobin serves as an Assistant Site Director for the GUK Summer Academy at NKU. As an Assistant Site Director, Amy is responsible for the day-to-day functions of the Summer Academy. While on duty, Amy can be reached via the red phone (502-234-0391).

Tony Bartley – NKU Summer Academy Assistant Site Director

Tony Bartley serves as an Assistant Site Director for the GUK Summer Academy at NKU. As an Assistant Site Director, Tony is responsible for the day-to-day functions of the Summer Academy. While on duty, Tony can be reached via the red phone (502-234-0391).

Autumn Bishop – Student/Family Service Specialist

Autumn Bishop is a member of the Summer Academy Team and serves as GEAR UP Kentucky's Student and Family Services Specialist. If you have questions about family-related aspects of the Academy, Autumn can be reached using the GUKAcademy@ky.gov email or by call/text to 606-782-0701.

Cindy Jolly – District Program Coordinator- Summer Academy

Cindy Jolly is a member of the Summer Academy Team and serves as GEAR UP Kentucky's District Program Coordinator for Summer Academies. If you have questions about GUK-provided student transportation for the Academy, Cindy can be reached using the GUKAcademy@ky.gov email or by call/text to 606-291-8384.

District Program Managers

District Program Managers serve as Summer Academy staff, and DPMs oversee support for Summer Academy students. They also aid in transportation, day-to-day activities, and much more.

Meet the GEAR UP Kentucky Summer Academy Staff



Sheila Armstrong
Bath Co. High School
District Program Manager



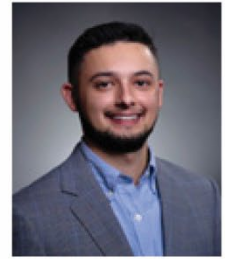
Tony Bartley
Asst. Site Director
BTC/EKU
Postsecondary Transition
Coordinator



Autumn Bishop
Augusta Ind. School
District Program Manager
Student & Family
Services Manager



Felicia Crowe
Mercer Co. Sr. HS
District Program Manager



Mason Doyle
Project Specialist
Operations &
Development



Dr. Natalie Fagan
Associate Director
Postsecondary Transition
& Success



Jarrod Fenwick
Marion Co. HS
District Program Manager



Randall Hampton
Asst. Site Director
ECTC/KSU
Postsecondary Transition
Coordinator



Cindy Jolly
Fleming Co. HS
District Program
Coordinator –
Summer Academies



Sarah Jones
Robertson Co. School
District Program Manager



Beth Lawson
Associate Director
District Implementation



Channing Lawson
Lead Site Director
GCTC/NKU/UofL
Postsecondary Transition
Coordinator



Jennifer Melton
Pendleton Co. HS
District Program Manager



Amanda Miley
Mason Co. HS
District Program Manager



Vanessa Moore
Holmes High School
District Program Manager



Jessica Lester Mullis
Paris High School
District Program Manager



Laura Negron
Associate Director
Operations &
Development



Mark Pressley
Frankfort High School
District Program
Coordinator – Design &
Media Development



Missy Ross
Associate Director
Communications &
Outreach



Kelseigh Stevens
Bourbon Co. HS
District Program Manager
Bilingual Family &
Student Liaison



Amy Tobin
Asst. Site Director
MCTC/MSU
Postsecondary Transition
Coordinator



Kim Welch
GEAR UP Kentucky
Executive Director

Contact Info

Who to contact when:

General questions	GUKAcademy@ky.gov	To be used for non-emergent questions.
Red/On-Call Phone	502-234- 0391	To be used for urgent contact. Monitored 24/7.
Channing Lawson	502-229-7210	To be used if Red/on-call phone is unanswered
Dr. Natalie Fagan	502-234-0874	Only to be used after attempting on-call phone and Lead Site Director: Channing Lawson.

Student Mail

Student's Name
c/o GEAR UP Kentucky Summer Academy
University Suites
Suite Number
10 Campbell Drive
Highland Heights, KY 41076

Address for University Suites

10 Campbell Drive
Highland Heights, KY 41076

Northern Kentucky University Campus Map

<https://map.nku.edu/>

GEAR UP Kentucky Summer Academy 2024 Opening Day Agenda

TIME	ACTIVITY	LOCATION
2:00-3:00 p.m.	Student Arrival	<i>University Suites</i>
3:15-4:15 p.m.	Student Dorm Room Set Up	<i>University Suites</i>
	Selective Parent Focus Group	<i>Science Building, 302/304</i>
4:30-5:30 p.m.	Students and Family Welcome Session	<i>Science Building, 207</i>
5:15-6:15 p.m.	Dinner (<i>Dismissing families from dinner</i>)	<i>Norse Commons</i>

Important:

1. All medications, including over-the-counter and rescue meds, must be checked in during student arrival time.
2. Staff will provide guidance and direction to all locations.
3. If a family member needs to purchase extra items for the student, the family member may leave to purchase those items and bring them back, but students will not be permitted to leave campus once they check in.

Sample Daily/Weekly GUK Summer Academy Schedule

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
7/7/2023	7/8/2023	7/9/2023	7/10/2023	7/11/2023	7/12/2023
	7:10 Roll call Floor Commons Space	7:10 Roll call Floor Commons Space	7:10 Roll call Floor Commons Space	7:10 Roll call Floor Commons Space	7:10 Roll call Floor Commons Space
	7:20-8:30 Breakfast/Meds Norse Commons	7:20-8:30 Breakfast/Meds Norse Commons	7:20-8:30 Breakfast/Meds Norse Commons	7:20-8:30 Breakfast/Meds Norse Commons	7:20-8:30 Breakfast/Meds Norse Commons
	8:40-11:50 ENG 213 (Founders 366) & LDR 180 (Founders 261)	8:40-11:50 ENG 213 (Founders 366) & LDR 180 (Founders 261)	8:40-11:50 ENG 213 (Founders 366) & LDR 180 (Founders 261)	8:40-11:50 ENG 213 (Founders 366) & LDR 180 (Founders 261)	8:40-11:50 ENG 213 (MP 306) & LDR 180 (Founders 261)
12-1 Staff Arrival University Suites	12-1 Lunch Norse Commons	12-1 Lunch Norse Commons	12-1 Lunch Norse Commons	12-1 Lunch Norse Commons	12-1 Lunch Norse Commons
1-2 Staff Unpack/Prep University Suites	1:10-3:30 ENG 213 (Founders 366) & LDR 180 (Founders 261)	1:10-3:30 ENG 213 (Founders 366) & LDR 180 (Founders 261)	1:10-3:30 ENG 213 (MP 306) & LDR 180 (Founders 284)	1:10-3:30 ENG 213 (MP 306) & LDR 180 (Founders 284)	1:10-3:30 ENG 213 (MP 306) & LDR 180 (Founders 284)
2-3 Student Arrival University Suites	3:40-4:30 Free time in dorm University Suites	3:40-4:30 Free time in dorm University Suites	3:40-4:30 Free time in dorm University Suites	3:40-4:40 Free time in dorm University Suites	3:45-4:15 Pack up to head home for the weekend
Student Dorm Room Set Up University Suites Selective Parent Focus Group Science Building	4:40-5:50 GUK 101 Landrum 201	4:40-6:20 Rec Center/Swim Time	4:40-5:50 GUK 101 Landrum 201	5-6:20 Roller Skating Rec Center	4:15-5:15 Students leave on GUK Transportation
4:30-5 Students and Family welcome Science 207	6:30-7:30 Dinner/Meds Norse Commons	6:30-7:30 Dinner/Meds Norse Commons	6:30-7:30 Dinner/Meds Norse Commons	6:30-7:30 Dinner/Meds Norse Commons	
5:15-6:15 Dinner at Norse Commons (Dismissing families from dinner)	7:40-8:45 DPM lead Activity Door decorating (University Suites-3rd floor)	7:40-8:45 DPM lead Activity	7:40-8:45 DPM lead Activity	7:40-8:45 DPM lead Activity Button making (University Suites-3rd floor)	
6:30-8:45 GUK 101-True Colors Welcome activity & review of policies and procedures Campus tour for students Landrum 103					
9 Laundry/Shower time University Suites	9 Laundry/Shower time University Suites	9 Laundry/Shower time University Suites	9 Laundry/Shower time University Suites	9 Laundry/Shower time University Suites	
10 Curfew Check	10 Curfew Check	10 Curfew Check	10 Curfew Check	10 Curfew Check	

Packing List

<u>Clothing Items (All clothing must follow GUK dress code policy)</u>	
	Lightweight jacket
	2-3 nice outfits for special trips and the final showcase
	Jeans/ pants
	Raingear or umbrella
	Shorts
	Sweatshirt (in case you get cold)
	T-shirts
	Shirt or tops
	Underwear
	Pajamas
	Bras (if applicable)
	Socks
	Bathing suit
	Flip flops or comfortable shoes
	Water/Shower shoes
	Closed-toe or tennis shoes
<u>Hygiene products</u>	
	Bath towels
	Hand towels
	Washcloth or shower puff
	Beach towel –used for swimming
	Comb or brush
	Deodorant
	Feminine hygiene products (if applicable)
	Bug repellant
	Shampoo and conditioner
	Shaving cream and razors
	Soap or body wash
	Sunblock
	Tissues
	Toothbrush and toothpaste
	Lotion
	Shower caddy
	Shower shoes
	Disinfectant wipes and/or any general cleaning supplies for personal use
<u>Bedding</u>	
	Extra-long twin size sheets
	Pillow
	Pillowcase
	Comforter or large blanket for bed (rooms can get cold)

<u>Laundry needs (Students are provided with free laundry access, but will need materials to wash their clothes but are STRONGLY ENCOURAGED to take home their dirty clothes and wash them during the weekends):</u>	
	Laundry detergent
	Dryer sheets
	Laundry basket or bag
<u>Miscellaneous</u>	
	Hat
	Glasses/contacts and cleaning solution (if applicable)
	Sunglasses
	Comforts of home, like a family photo or a stuffed animal; just be sure it is replaceable
	Charging cables for personal electronics
	Power strip
	Entertainment (ex: books, deck of cards, or board games)
	Disposable bowls, cups and/or silverware for eating snacks in your rooms (Three meals and snacks are provided daily.)
	Reusable tableware for snacks may be brought if the student brings dish soap and sponge for cleaning
<u>Items that are not required, but students may bring</u>	
	Mini refrigerator
	Small microwave
	TV
	Laptop computer for personal/non-academic use
	Small Bluetooth speakers
	Snacks for dorm
<u>Prescription medications (*must be documented within the GUK Medical policies and procedures) Please have these available for registration upon arrival to NKU.</u>	

GUK Summer Academy Dress Code

It is the mission of the GUK Summer Academy to prepare students for life and work as a college student, so the general atmosphere of the Academy must be conducive to learning. Appropriately dressing and behaving for a given occasion or environment are important skills students will need to succeed in college and work after high school. GEAR UP Kentucky does not utilize a gender-based dress code, but we do have expectations for how students dress. In the interest of health, safety, cleanliness, decency, and decorum among students, the following expectations apply regarding dress code for the Academy:

For Students

- Full clothing is required in all public areas, including the student dormitory.
- Pants, shorts, dresses, and skirts should cover you, even when you sit down.
- Shoes must be appropriate for walking long distances across campus; closed-toe shoes will be required for field trips and/or lab activities. The use of shower shoes is highly encouraged.
- Articles of clothing or accessories with profanity, other inappropriate words/phrases, alcohol, or drugs/drug paraphernalia printed on them are not appropriate or allowed.
- Holes in jeans cannot be above fingertips.
- Sunglasses are not allowed to be worn during indoor class or activities.
- Undergarments or clothes worn as undergarments must be covered at all times.
- Belly, back, and chest must be covered at all times (with the exception of swimming); strapless tops are not permitted.
- Hoodies are permitted, but the hood must be kept down during class or planned activities.
- Pajamas or other items of clothing generally considered "sleeping attire" should not be worn at organized Academy activities (both on and off campus).
- Any see-through material must not be any more revealing than other clothing that follows the dress code.
- Headphones/earbuds may be worn during free time or while traveling on a field trip, but are not permitted during classes, group activities, campus tours, and off-campus events.
- Hats are permitted, but in some situations may not be appropriate. GUK staff will make students aware if those circumstances occur.
- Swimwear must cover all private parts and not be see-through.
- Appropriate attire covering the body is expected when walking to, while in open spaces, and walking from the shared bathroom/shower area.

GUK staff may add to this dress code as necessary in order to clarify "grey areas."

For Staff

Because they are in the role of professional mentors and counselors, Academy staff should wear appropriate business casual to moderately casual attire during Academy activities. Staff will be provided with official Academy shirts to wear while on duty. In addition to the guidelines above for students, staff guidelines include the following:

- Shorts are permitted, but no athletic wear; shorts or skirts should be fingertip length when standing.

- Shoes must be appropriate for walking long distances across campus; closed-toe shoes will be required for field trips and/or lab activities. The use of shower shoes is highly encouraged.
- Appropriate attire covering the body is expected when walking to, while in open areas, and walking from the shared bathroom/shower area.
- Jeans are permitted, but nothing ripped or distressed in appearance.

Dress Code Violations

The GUK Site Director has final judgment over any questions regarding the dress code. If the dress code violation is questionable/in a grey area, the Site Director will consult with two on-site Academy staff members who are of opposite identifying gender of each other, when possible, for additional input before approaching the student.

When addressing dress code violations, two Academy staff who are of the opposite identifying gender of each other, when possible, will be present. Typically, students are instructed to adjust their clothing to be in compliance with the dress code. As long as the student complies with the initial instruction and maintains that compliance throughout the day, there is no further action. Students who refuse to comply with the dress code or initially comply but later revert to their initial violation may receive additional consequences as outlined in the student code of conduct.

GUK Summer Academy

Student Code of Conduct and Disciplinary Procedures

GEAR UP Kentucky's Student Code of Conduct Policy is intended to help students and parents understand their rights and responsibilities as it relates to student behavior at the GEAR UP Kentucky Summer Academy, including what behaviors are allowed and which ones are not. In addition, the Code of Conduct Policy states the consequences when a student does not meet the stated responsibilities as an Academy participant.

Summer Academy participants and their parents/guardians will receive information about the Summer Academy Code of Conduct outlining standards of acceptable behavior and disciplinary procedures in the student registration process and will be reviewed with participants as part of pre-Academy family orientations and first-day student orientations.

RIGHTS AND RESPONSIBILITIES

Students participating in the GUK Summer Academy have the right to:

- Reasonable and timely notice of all rules, regulations, policies, and penalties to which students may be subject.
- Physical safety and protection of their personal property.
- Respect from other students and Academy staff.
- Involvement in Academy activities without being subject to discrimination on the basis of race, ethnicity, sex, gender, physical appearance or ability, socioeconomic status or religion.
- Present complaints or grievances to Academy staff and receive replies/responses regarding such matters.
- Receive the benefits of the full Summer Academy experience by actively engaging in classes and planned activities and refraining from intentional or habitual tardiness or absences.
- Live and learn in an environment free of illegal substances, violence, or unwelcome sexual advances.
- Demonstrate personal responsibility for the equipment and physical facilities of the host campus by refraining from willful destruction and damage.
- Follow the rules and regulations of the Academy and respect the authority of Academy staff.
- Report any threatening situation to Academy staff immediately.

Students have the responsibility to:

- Attend and fully participate in all planned Academy classes, activities, and field trips.
- Be appropriately dressed and on time for all Summer Academy activities.
- Maintain and carry appropriate Academy identification, meal cards, and room keys with them at all times.
- Stay in assigned area at all times (classroom, dorm room, campus area/facility etc.) unless permission is granted otherwise.
- Use technological equipment (including but not limited to cell phones, laptops and tablets) during designated times and keep them off/on silent during class and other organized activities unless allowed to do so by the adult in charge.

- Keep track of and safely store the personal belongings they bring to the Academy and not take things that do not belong to them.
- Be in their sleeping area at the required time and honor all established curfews, quiet hours, and lights out rules.
- Not allow other student(s) to enter or hang out in their assigned dorm room; social activities and study groups are restricted to active learning areas, study rooms, and lobby areas.
- Not possess or use alcoholic beverages, tobacco or nicotine products (including vape pens or disposable nicotine pens), or illegal drugs/drug paraphernalia.
- Not engage in activities or behaviors with other students or Academy staff that could be considered as sexual harassment, sexually abusive, or sexual in nature.
- Not display overly affectionate or inappropriate attention toward another person.
- Use appropriate language toward others and refrain from obscene or discriminatory language/behaviors.
- Be respectful toward all campus facilities and acknowledge that they are responsible for any damage caused intentionally by their actions; setting off or tampering with fire alarms/extinguishers or emergency equipment is not allowed.
- Be respectful of all Academy participants and staff and not demonstrate aggressive, intimidating or violent behavior (physical or verbal) toward others, including digital aggression (cyberbullying).
- Complete their own assignments and avoid cheating and plagiarism (representing someone else's work as your own).
- Refrain from gambling or betting activities.
- Not possess any deadly weapons (any weapon that can discharge a shot, any knife used for purposes other than eating, or any item used with the intent to do bodily harm).
- Respect the authority of Academy leaders and staff and follow the instructions of Academy staff.
- Comply with all rules and policies of the Summer Academy including any policy not mentioned on this form but included in university policy.
- Not operate a vehicle while attending the Academy (weekends at home are not applicable).

Parents/guardians have the right to:

- Have reasonable and timely notice of all rules, regulations, policies, and penalties to which students may be subject.
- Send their student to the Academy and expect a welcoming environment where learning is valued.
- Communicate with their student via phone/text/video call during scheduled free times and be able to contact their student immediately in case of emergency.
- Expect that student safety is a top priority and that disruptions and misbehavior will be dealt with fairly and quickly.
- Receive information about any behavior infraction and resulting disciplinary actions.
- Address a question or concern related to their student to the proper authority and receive a reply in a reasonable time period.

Parents/guardians have the responsibility to:

- Ensure they and their student review, understand and agree to the Student Code of Conduct policy and procedures.
- Respond to communication from Academy Staff regarding their student's behavior and resulting disciplinary action.
- Arrange for transportation home from the Academy at their own expense if their student is dismissed due to multiple or major behavioral offenses.

Academy staff and faculty have the right to:

- The support of co-workers, GUK program and university administrators, and parents/guardians.
- Work in an educational environment with a minimum of disruptions.
- Expect all assignments to be completed and turned in as assigned.
- Safety from physical harm and freedom from verbal abuse.
- Take action necessary in emergencies to protect their own person or property or the persons or property of those in their care.

Academy staff and faculty have the responsibility to:

- Maintain an atmosphere conducive to good behavior and to exhibit an attitude of respect for students.
- Reward exemplary behavior or work of students.
- Follow and enforce the rules and regulations of the GUK Summer Academy and host university.
- Assist in the administration of such discipline as is necessary to maintain order throughout the Academy without discrimination on any basis.
- Inform parents/guardians of student behavior issues and resulting disciplinary action in a timely manner.
- Maintain necessary records of student behavior and resulting disciplinary action as accurately and quickly as possible.
- Report student issues, including disciplinary issues, to the Site Director and/or Assistant Site Director on duty.
- Care for the equipment and physical facilities of the school.
- Supervise and enforce designated times for staff vs. student use of shared bathroom/shower areas.
- Be appropriately dressed and on time for all Summer Academy activities.
- Maintain and carry appropriate Academy identification, meal cards, and room/building keys with them at all times.

DISCIPLINARY MEASURES & GUIDELINES

This section of the Student Code of Conduct outlines levels of severity for specific behavioral offenses and resulting disciplinary actions. These measures are progressive in severity from verbal reprimands to dismissal from the Academy, depending upon the circumstances of the offenses, the type of offense, the degree of seriousness of the offense, and the number of times the offense has occurred.

What students and families can expect from GEAR UP Kentucky Summer Academy Staff related to student disciplinary matters:

- Students will not be subjected to physical harm, fear, or humiliation.
- Students will not be subjected to verbal abuse or derogatory remarks about their or their family's race, color, religion, disability, sexual orientation, gender identity, physical appearance or ability, or national origin.
- If separation from a group or activity is used as a discipline measure, it will be brief and appropriate to the student's age and circumstances. The students will be in a safe, lighted, well-ventilated place within hearing distance of an adult.
- Meals will not be denied to a student as a disciplinary measure.
- Authority to punish will not be delegated to other students, nor will one student be allowed to punish another.

Types of Offenses & Consequences

In the implementation of disciplinary action, Academy staff will seek every opportunity to identify and leverage teachable moments and actively seek to resolve conflicts among students and/or staff.

Minor Offenses include:

- Habitually late to program activities, including scheduled class time
- Repeated dress code violations
- Repeated violations of the mobile device use policy
- Not in the designated area at the scheduled time
- Not participating in Academy activities or completing assignments
- Not demonstrating respectful behavior toward others
- Using language that is offensive to others
- Not respecting the rights and privacy of others in attendance at the program or event
- Untruthfulness to chaperones, leaders, event organizers and others in attendance

For every offense, regardless of severity, the offense will be documented by Academy staff through the use of a Behavior Incident Report and the student will first receive a verbal reprimand. Repeated minor offenses may result in:

- Student conference with Academy Site Director and/or Assistant Site Director
- Written or verbal communication with parent/guardian
- Student-parent/guardian conference with Academy Site Director and/or Assistant Site Director
- Loss of free-time privileges
- Exclusion from group activities for a limited period of time
- Requirement to write a letter of apology to other parties involved

Consistent discipline problems requiring more than two documented reprimands are grounds for sending the student home at the expense of their parent or guardian.

Intermediate Offenses

One or two intermediate offenses are grounds for removal from an Academy event/activity and/or sending a participant home at the expense of their parent or guardian. Intermediate offenses include:

- Inappropriate visitation
- Not remaining in full clothing in all public areas, including the student dormitory
- Leaving an activity without prior approval from the staff in charge
- Being in shared bathroom/shower areas during undesignated times

Major Offenses

The following major offenses will result in automatic and immediate removal from event/activity and/or sending a participant home at the expense of their parent/guardian, depending on the severity of the incident:

- The use or possession of tobacco or nicotine products of any kind
- The use or possession of alcohol, illegal drugs, or drug paraphernalia
- The possession of a weapon or firearm
- Violent or aggressive behavior toward another student or staff member
- Threatening another with bodily harm
- Verbal, physical, or digital bullying
- Intentional damage to facilities or property
- Plagiarism (representing someone else's work as your own) or cheating on assignments
- Theft of any kind
- Viewing, sharing, or downloading any content on a mobile electronic device that is sexually explicit or discriminatory against any race, ethnicity, religion, gender, sexual orientation, disability, socioeconomic status or culture
- Attempting to enter or being in a vehicle not authorized for Academy transportation or with unauthorized non-Academy staff in a vehicle
- Attempting to or operating a vehicle during the Academy (weekends at home are not applicable)

If a student's behavior threatens the safety of another individual, then the campus police should be summoned immediately by any of the bystanders – whether of age or a minor – by dialing 911 or using an emergency pole on campus.

DISCIPLINARY AND DISMISSAL PROCEDURES

This section of the Student Code of Conduct contains the recommended procedures to use in applying disciplinary actions, including procedures for student dismissal from the Academy.

Student Discipline Procedures

In the event of minor offenses/breaches of the Code of Conduct, the Academy staff observing the behavior will document the issue through the completion of a Behavior Incident Report and provide a verbal reprimand to the student.

In the case of repeated minor offenses, intermediate or major offenses, the staff observing the behavior incident shall document the offense(s) through the completion of a Behavior Incident Report and notify the Academy Site Director and/or Assistant Site Director on duty. The Academy Site Director and/or Assistant Site Director shall:

- Review the Behavior Incident Report and obtain any additional facts/information needed from the parties involved, including the student(s) in question.
 - At his/her discretion, the Academy Site Director may convene a review board for the purpose of determining what has occurred and what disciplinary action should be taken. A review board should consist of two GUK on-site staff and a representative from the GUK Senior Leadership Team. The Site Director for the Academy will serve as the chairperson of the review board.
 - Disciplinary action should only be discussed with those involved and their parents/guardians.
- Identify the disciplinary action to be taken; if student dismissal is under consideration and the review board is not utilized, the Academy Site Director will discuss potential dismissal with the university site director and the GUK Associate Director of Postsecondary Transition and Success prior to making a final decision.
- Meet with the student to review the incident, clarify how it violated the code of conduct, discuss how they could have responded differently to the situation, set goals for improved future behavior, and communicate the resulting consequences. If dismissal is the action to be taken, the Academy Site Director begins the Student Dismissal Procedure.
- Brief the university site director, the on-site GUK staff reporting the student behavior, and any relevant university/Academy staff regarding the incident and the resulting consequences.
- Email a copy of the Behavior Incident Form, along with any relevant additional documentation, to the university site director, GUK staff responsible for reporting and documenting issues pertaining to the student, and the Associate Director of Postsecondary Transition and Success.

Student Dismissal Procedure

The following steps should be taken when sending a Summer Academy participant home due to behavior violations:

1. GUK Academy Site Director informs the university site director and consults with the GUK Associate Director of Postsecondary Transition and Success regarding the dismissal prior to taking final action (a full review board may be convened at the discretion of the Academy Site Director).
2. GUK Academy Site Director and/or Assistant Academy Site Director:
 - a. Contacts parents/guardians by phone call to explain the behavior incident and how it violates Academy rules/Student Code of Conduct; advises that their child is being dismissed from the Academy.
 - b. Discusses and confirms arrangements for student transportation home by safest, most direct means possible including:
 - i. Parent/guardian will be requested to pick up their student from the host university campus within 12 hours.
 - ii. If the parent/guardian is not able to do so within that time period, they may designate *in writing* (by email or text) an individual to pick up their student on their behalf; photo ID will be required in order to release the student to the designated individual.
 - c. Completes and signs an Early Release form.
 - d. Meets with student to review the incident and communicate the decision to dismiss them from the remainder of the Academy, along with agreed-upon plans for transportation home; student also signs Early Release form.
 - e. Sends follow-up email correspondence to parent/guardian to document the above information/conversation including a summary of behavior incident, reasons for dismissal, and agreed-upon arrangements for transportation home.
3. Upon pickup, the parent/guardian (or their documented designee) must:
 - a. Present photo ID to confirm their identity
 - b. Receive and sign original copy of the Early Release form signed by Site Director and/or Assistant Site Director and the student.
4. GUK Site Director and/or Assistant Site Director ensures a copy of all documentation related to the dismissal, including original copies of signed Early Release and Behavior Incident Forms related to the dismissal, are saved in a secure location and copies are submitted to the university site director and

the GUK Associate Director of Postsecondary Transition and Success within 24 hours.

5. GUK Academy Site Director communicates the dismissal of the student to Academy staff and participants after student departure.

GEAR UP Kentucky Summer Academy Medical Processes, Injuries/Illnesses and Emergencies

GUK Summer Academy faculty and staff will endeavor to provide safe and healthy programs for students. The safety and well-being of GUK Summer Academy students and staff – and having the right information available in an emergency situation – is very important to GEAR UP Kentucky and our university partners.

In cases of illness or injury not treatable by over-the-counter medication, participants will be taken to the local healthcare provider or campus healthcare facility for medical attention and the parent/guardian will be notified. Should the illness or injury necessitate prolonged or continued medical care, the parent/guardian will be contacted to pick the student up from the Academy to seek that care from their personal healthcare provider.

Required Forms

In order to participate, each student is required to complete and have their parent/guardian sign medical information and release forms as part of the registration process. These forms contain information about the individual's medical history and conditions, prescribed medications, medical insurance, allowable over-the-counter medicines, and signed permission to a) administer prescription and/or over-the-counter medicine as directed, b) supervise the student in the self-administration of a home COVID-19 test, and c) seek medical attention in an emergency.

Administration of First Aid and Student Medication

First aid kits and all medications will be kept in a secure location in the residence hall under the supervision of the Academy Site Director or their designee. GUK is responsible for the collection, secure storage, supervision of self-administration, and documentation of all prescription and over-the-counter medication taken by students during the Academy.

Students/families are required to:

- List and provide instructions/permission for the self-administration of all medications the student will bring to the Academy on the medication form provided in the Academy registration packet.
- Bring all medications in original containers and give them to Academy staff on check-in day each Sunday; the only exception to this is emergency medications such as epi pens or asthma inhalers, which must be documented on the medication form and can be carried by the student. Medications will be returned to the student upon check-out each Friday.

Academy staff are required to:

- Collect student medications on check-in day each Sunday and keep in individual re-sealable plastic bags for each student; each bag should contain a copy of the medication form and log.
- Store all medications in a secure location in a locked container with access only allowed by the Academy Site Director or their designee.
- Distribute medication in their original containers to students at the time designated on medication form, observe the student taking the medication, collect and return medication to secure storage, and log administration.
- Note: Over-the-counter medications that are listed as “approved” on the student’s medical form can be distributed according to directions listed on the medication. When provided, this should be logged by the GUK staff member or their designee on the provided form (kept with medications).
- Return student medications on check-in day each Friday.

Communication and Documentation

Students are required to inform Academy personnel immediately of any injuries, illnesses, or emergencies.

For prescription or approved over-the-counter medications, all medicine listed/approved on medical forms and given to a student will be logged on their medical form/log upon self-administration, as detailed above.

For minor injuries/first aid assistance

If a student is ill or injured and requires first aid assistance beyond approved over-the-counter medication:

- The GEAR UP Kentucky staff responsible for the student should complete a Medical Incident Report as soon as possible, but no later than the end of their work shift the same day as the incident and submit it to the Academy Site Director and/or Assistant Site Director.
- Parents/guardians should be notified within 12 hours by GEAR UP Kentucky staff if a student receives minor first aid for an injury or illness.
- Depending upon the nature of the minor injuries/first aid assistance needs, more than two minor injuries/first aid assistance situations with the same student will require the GUK Site Director and/or Assistant Site Director to contact the parent/guardian to discuss the possibility that the student will need to be picked up by the parent/guardian to seek continued medical treatment from their personal healthcare provider.

For additional or emergency medical assistance

If a student requires medical attention by a local/campus health provider:

- The Academy Site Director and/or Assistant Site Director should be contacted immediately.
- The Academy Site Director and/or Assistant Site Director contacts parents/guardians immediately.

- The GEAR UP Kentucky staff member who identified that the student required medical attention should complete a Medical Incident Report by the end of that day's shift and notify the Site Director and/or Assistant Site Director of any additional details. The Academy Site Director emails the form along with any supporting information to parents/guardians, university site director and the GUK Associate Director of Postsecondary Transition and Success.
- More than two visits to a local/campus health provider by a student for additional medical assistance will require the GUK Site Director and/or Assistant Site Director to contact the parent/guardian to discuss the possibility that the student will need to be picked up by the parent/guardian to seek continued treatment from their personal healthcare provider.
- If a student requires emergency medical treatment* (i.e., ambulance or ER visit) the parent/guardian will be contacted immediately to pick their child up as soon as possible but no longer than 6 hours from the time the parent/guardian is notified that the student required emergency medical treatment.
 - If the parent/guardian cannot be reached through any of the emergency contact methods given by the parent/guardian on the GUK Summer Academy Medical Information and Release Form, GUK staff will be required to seek assistance through the Kentucky Department for Community Based Services-Child/Adult Protective Services Reporting System.
 - The GUK Site Director will review the circumstances surrounding the emergency medical treatment and any subsequent aftercare that will be required for the student and discuss with the parent/guardian whether the student will be able to return to the Academy after seeking emergency medical treatment or if the Early Release procedure for the student will need to begin.

**Please note that due to the geographical location of Northern Kentucky University, emergency medical treatment (i.e., ambulance or ER visit) may occur across state lines in Ohio.*

Student privacy

Information regarding students' medical records is governed by the Health Insurance Portability and Accountability Act (HIPAA) of 1996. HIPAA is a federal law that requires medical providers to protect and secure individually identifiable patient health information in certain ways. HIPAA also governs how medical providers can use and disclose health information. All records and student forms will be maintained by GEAR UP Kentucky staff under lock and key in the possession of the Academy Site Director and/or Assistant Site Director.

GEAR UP Kentucky Summer Academy Campus Emergency Alerts and Procedures

Northern Kentucky University (NKU) Alert System-Emergency Notification:

<https://inside.nku.edu/safety/emergencymanagement/guide/alert.html>

Norse Alert is designed to provide emergency notification via text message and voice message to alert students, faculty, and staff of an emergency at or adjacent to the University. Norse Alert is a simple and reliable means to send messages to many people via cellular phones (or other digital devices) and landline phones. Norse Alert works on any cell phone and does not require hardware or software installation by the receiving party. Individuals who want to take advantage of this system must enroll via [Norse Alert](#).

Emergency Contacts and Communication

Parents/guardians of Academy participants will be provided with a phone number to contact Academy staff in case of emergency as part of the registration process. In addition, contact information for the Academy Site Director, Assistant Site Directors, the Associate Director of Postsecondary Transition & Success, and the Executive Director will be made available.

Before the start of the Academy, the GUK Site Director will create and keep secure an emergency contact list that includes phone numbers and email addresses for the following individuals for use in emergency situations:

- All participating students
- All primary and emergency contacts listed for students
- All staff assigned to the Academy (GUK and university)
- GUK Associate Director of Postsecondary Transition & Success and Executive Director

This emergency contact list will be made available to all Academy staff. Communication to the entire emergency contact list may only be initiated by the GUK Academy Site Director and should only be used to communicate the occurrence of an emergency situation that affects all Academy participants/staff. If the Site Director is unavailable due to the emergency situation, communication to the entire contact list may be initiated by the GUK Associate Director of Postsecondary Transition and Success or the GUK Executive Director.

Emergency Closure of Program

In the rare circumstance of an emergency closure of the Academy, all parents/guardians will be made aware of the immediate need to end the program early by the Academy Site Director, the Associate Director for Postsecondary Transition and Success, or the GUK Executive Director. Parents/guardians will be contacted by mass texts and emails followed by phone calls, if required, to arrange pick up of students from the Academy. Students will remain on campus and arrangements will be made for transportation home on a case-by-case basis. Most students do not reside in the immediate area and additional steps may be needed for transportation/pick-up to be arranged. GUK and university staff will remain on campus to assist with the move-out process and the packing of program materials.

GEAR UP Kentucky Summer Academy Student Use of Personal Mobile Electronic Device(s) Policy

Students may bring their mobile electronic device(s) (i.e., cellphone, tablet, personal computer, etc.) with them to the Academy. The following guidelines apply to use of student personal devices:

- Students are required to keep devices turned off (or silenced) and put away during all Academy classes and activities unless otherwise given permission to use them by the instructor or Academy staff in charge. It is acceptable for students to use their devices during breaks, lunch, and free time.
 - Academy course instructors may permit students to use mobile devices during classes for academically related tasks.
 - The GUK Academy will utilize a color-coded system for communicating acceptable mobile device use during the Academy. Before an activity, event, or gathering begins GUK staff will announce the color so that expectations for mobile device use are clear.
 - Green = mobile devices may be used freely
 - Yellow = mobile devices may be used in certain circumstances such as to engage in an activity (i.e., Mentimeter, calculator, etc.)
 - Red = mobile devices may not be used
 - Disregarding and/or repeatedly ignoring the color-coding system constitutes a minor offense as outlined in the GUK Student Code of Conduct and Disciplinary Procedures. GUK staff are required to document instances of mobile device misuse through the Behavior Incident Report form.
- Academy and university staff are not responsible for any damage to or theft of a student's personal mobile device. Students must properly secure and take care of their own mobile devices.
- Students are restricted from viewing, sharing, or downloading any content that is sexually explicit or discriminatory against any race, ethnicity, religion, gender, sexual orientation, disability, socioeconomic status, or culture. Violations constitute a major offense, as outlined in the GUK Student Code of Conduct and Disciplinary Procedures. GUK staff are required to document offenses through the Behavior Incident Report form.

Students will be subject to disciplinary action, as outlined in the GUK Student Code of Conduct and Disciplinary Procedures, if they use their mobile device to violate the rights of others, including, but not limited to, using the mobile device in violation of our student code of conduct or classroom expectations, harassing or bullying, photographing or video recording of others without their knowledge, or using their device for unlawful purposes. Depending on the severity of the violation, this may include the temporary removal of their phone from their possession. In these cases, the student's phone will be kept in a secure location by Academy staff and their parent/guardian will be notified when the device is removed, including the reason for the disciplinary action and the timeline for returning the device to the student. GUK staff are required to document offenses through the Behavior Incident Report form.

GEAR UP Kentucky Summer Academy Student Safety and Supervision

Background Checks and Identification

All Academy staff will have a completed criminal background check prior to the beginning of the Academy. A copy of the background check will be on file either at the GUK school district for in-school staff or in the Human Resources office at the Council on Postsecondary Education.

Students will be provided with identification/access badges specified to allow access to their dormitory building and assigned dormitory floor/wing and room. The identification/access badge often serves as the meal card for receiving meals each day. Academy staff are not permitted to give their assigned badge to a student for any reason.

Academy staff and students are required to keep their Academy identification/access badge, room key, and name tag with them at all times. GUK will provide lanyards and name tags.

Student Supervision

The GEAR UP Kentucky Summer Academy is a team effort, and all Academy staff and faculty are diligently attentive to the safety and participation of each student. The GUK Summer Academy will maintain an appropriate staff-to-student ratio of 1:10 at all times.

To promote the true experience of life as a college student, students will be given a schedule for all Academy events, which they are expected to read and keep with them at all times (digital access to this schedule will also be provided). Students should make sure they are on time for all activities; they are responsible for getting themselves up each morning and showing up to the designated place and time listed on the schedule or communicated by Academy staff.

Any student who is not present when and where they are expected will be immediately located and Academy staff will document the instance as a behavior. Academy staff will talk with the student to determine the reason for their tardiness or confusion to support the importance of students being present when and where they are expected to be.

Dormitory Living

Academy participants will have free time in the dorms during the evenings to help them get the full college experience. The following guidelines apply to student supervision and conduct in the dorms to ensure the safety of all parties.

- Academy staff will be present in the assigned dormitory 24x7.
- Social gatherings of students are encouraged during free time and are permitted in the lobbies and public areas of the dorm. Students are not permitted to enter or congregate in each other's assigned dorm rooms or suites.
- Males and females will have rooms on separate floors or wings of the dormitory.
- Students and staff will have separately designated times each day to use the shared bathroom/shower area on each floor or wing of the dormitory.
- During free time, staff will monitor public areas/lobbies, shared bathroom/shower area and walk the hallways on a rotating basis to ensure student safety and compliance with behavior expectations.
- Other than when a "room check" is deemed necessary due to concern of unauthorized persons or items, staff is not to enter a student's room nor is a student allowed to enter a staff

- room unless there is an emergency.
- If a room check is performed staff must complete the appropriate Microsoft Form and follow the process outlined within the appropriate Form.
- Students must keep their assigned dorm room reasonably clean. All trash should be in trash containers and furniture should not be moved. If there are any maintenance problems in the room (running toilet, overflowing sink, something doesn't work), a GUK staff member should be alerted.
- Running in the hallways, lobbies, and public areas of the dorm is not permitted.
- Students should clean up all trash that belongs to them in the lobby and other public areas.

Nightly Curfew

Academy participants will have a night-time curfew of 10p enforced by Academy staff. All participants are to be in their assigned room at curfew and comply with quiet hours, lights out, and other Academy rules.

All students must be in their rooms at "lights out." The GUK staff members on duty will do curfew checks via the appropriate Microsoft Form at "lights out," (10p.m.) and after that, all students must remain in their rooms for the duration of the night with the exception of an emergency situation or a visit to their assigned communal bathroom, if applicable. Curfew checks do not require staff to enter the rooms but to visually confirm that each student is accounted for and in their designated room at "lights out."

Students are not to open their doors after lights out to anyone other than GEAR UP or university staff, unless in the unlikely event of an emergency evacuation. In the event of an emergency evacuation, students should meet at the designated emergency meeting location, which will be shared with students on the first day of the Academy. In the event of an emergency that requires students to meet at a designated area a roll call form is to be completed.

External Visitors

Family members are welcome and encouraged to accompany students on campus on check-in (Sundays) and check-out days (Fridays) of the Academy. Family members will have specific family programming available on the first day of the Academy and will be invited to the closing ceremony on the final day. Otherwise, students are not permitted to have visitors during the Academy.

Leaving Campus

To ensure an immersive experience, students are asked to remain on campus for the duration of the three-week Summer Academy, with the exception of weekends (i.e., Friday early evening through Sunday afternoons). GUK staff will coordinate field trips and fun social and cultural activities to expose students to the local community and build a sense of community among Academy students. Anytime GUK students are leaving campus, a Microsoft Form should be completed. If leaving to return home, a check-in/out Form should be completed. All other outings require a roll call Form.

Medical appointments and family emergencies are the only exception to this rule; pre-existing medical appointments should be communicated to the Academy Site Director prior to the first day of the Academy through the GUK Summer Academy Medical Information and Release Form. Family members will be provided with a phone number to contact the Academy Site Director and/or Assistant Site Director on duty in case of a family emergency, in which case GUK staff will take any necessary action to assist the student and family in meeting their immediate needs.

If GUK staff need to transport a student off campus, measures will be taken to ensure that the staff member is not alone with a single student in the vehicle. If at all possible, at least two Academy staff will accompany the student. Transportation off-campus will occur in the university or state vehicles provided for this purpose, not a staff member's personal vehicle. When utilizing a state vehicle staff will check the vehicle in and out via the appropriate Microsoft Form.

NKU Residence Hall Policy

CONFERENCE RESIDENCE POLICY: Conference guests are expected to comply with all federal, state, and city laws and ordinances which may now or hereafter be enacted during the period of their stay in residence. Conference guests are also expected to comply with rules and regulations relating to University Housing as set forth in the Housing and Residence Life Handbook or other official publications. The sponsoring organization of the conference/camp is responsible for distributing and explaining all University and/or Residence Policies to all participants, parents, etc. and assuring they are observed during the conference/ camp. Restricted areas are not to be accessed. No master keys will be distributed. University Housing reserves the right to remove disruptive guests from University residence halls.

ABANDONED PERSONAL PROPERTY: Personal property left on the premises by a conference guest will be tagged indicating where the property was found and then turned over to Lost and Found Services. They will hold lost or abandoned property for a certain period of time during which its owner may claim it. If the property is not claimed after a reasonable length of time, the property will be put to various charitable and educational uses. Where items of considerable intrinsic value are found, the Public Safety Department will report the property to the Highland Heights Police Department for disposition. All personal property placed in the premises shall be at the risk of the resident or owner of the personal property, and the University will not be responsible for loss or damage to such personal property from any cause.

ADDITIONAL GUESTS: Spouses, Children, and friends of Conference Guests are not permitted to reside in the Residence Halls. (The only exception is when two spouses are both attending a conference, and each paying for the unit.) Babysitting is not permitted in the Residence Halls.

ALCOHOLIC BEVERAGES: NKU is an alcohol free campus. We expect guests to comply with this policy.

ASSIGNMENTS: All room assignments will be made in compliance with the university regulations requiring the separation by gender. Married couples and domestic partners are exempt. Specific communities may require arrangements to accommodate partners because of building layout. Assignments in all halls will be made on a double occupancy basis unless the group sponsor specifically requests single spaces for staff members or group members.

CAMPUS SAFETY: We, at Northern Kentucky University in Highland Heights, Kentucky do have and accept the obligation to provide personnel, equipment, and procedures to promote safety on campus. We believe that an effective and successful approach to campus safety includes prevention, education, and the ability to respond. All members of the community are encouraged to take an active role in maintaining a safe environment (keep doors locked at all times, traveling in groups from location to location, etc). The sponsoring organization must report any type of violent crime, threats of violence, fires, or threats of fires to the university police.

CHECK INS & OUTS: To assure correct record keeping, all check-ins and check-outs will be at designated times with residential personnel. All participants are expected to check-in as one group and check-out as one group, and all will be charged for the full number of nights contracted. One

check-in and check-out time period (2-4 consecutive hour range) must be scheduled at least three weeks prior to the start of your conference (section 4C*). These times will be fixed, however additional hours may be contracted in advance for a fee. All check-ins should end by 8:00pm. If the full group does not check-in/out during the submitted times, charges will apply. No early arrivals will be allowed to check in without two weeks advanced notice, approval will be based on availability of space and staff, extra fees will apply. A night shall be defined as 3pm -1pm. Check-in before 3pm, or check-out after 1pm, will incur the Sponsoring Organization charges for additional night(s).

Any guest not following proper check-out procedures, particularly early departures, shall incur the sponsoring organization billing for the full number of nights and charges for any violation of the following:

- All trash must be in proper receptacles. Remove all belongings from your room, including decorations and dorm tape/sticky tack from the walls. Guests are responsible for cleanliness of balconies or walks in front of their apartment. We reserve the right to charge the sponsoring organization for any room/apartment that is excessively dirty or damaged.
- By the end of your contracted check-out time: All keys must be turned in at the desk, all linen returned according to instructions, your Summer Conference Check-In Card completed by a representative of the University, and all group belongings must be removed from the building entirely. An incomplete or late check-out will incur the Sponsoring Organization a \$40 per person charge, plus all other applicable fees.

COMMON AREAS: Lobby or common areas of residence halls may not be used for activities without prior approval from the University Housing Office. A rental fee may apply. Please follow all Housing Staff directions or signage regarding the disposal of trash and/or cleanup of the area or fees may be charged.

COMMUTER PARTICIPANTS: Commuting participants will not be recognized as part of the conference/camp and will receive no benefits.

DAMAGES: Accurate records of room and hall conditions are constantly maintained and updated by the University Housing department staff, and damages, except for normal wear and tear, will become the responsibility of the individual responsible or the sponsoring organization. In every case, these charges will be specifically itemized and documented. Please follow all Housing Staff directions or signage regarding the disposal of trash and/or clean-up of all areas or fees may be charged.

DECORATIONS: If hanging a poster be sure to use the white plastic tack or Dorm Tape. Do not use colored or gooey tack, there will be a fee assessed to remove. The use of screws, nails, or bolts is not allowed. Any activity that results in the damage of University property or facilities will result in a fee to cover the repair or replacement.

DESK COVERAGE: One desk in each residential community will be open. Contact information for each desk will be provided on the guest policies and procedures sheet.

FIRE SAFETY: Sprinkler systems, smoke detectors, and fire alarms are provided in the residence halls as specified by fire safety codes. Since the equipment is for safety of the residents, any abuse or misuse of it, either directly or indirectly, will be dealt with accordingly. Because intentionally causing

a fire or fire hazard and unauthorized alteration, misuse or abuse of fire equipment endangers the entire community, residents who abuse these items may not only face disciplinary sanctions, but may also be subject to arrest. Abuse of firefighting equipment includes, but is not limited to, damage to smoke detectors, damage to exit signs, propping open fire doors, and damage to fire hose pipes. Failure to evacuate during a fire alarm is a violation of University policy.

Any activity or the use of any object that causes an open flame or is considered by the University staff to be a safety hazard (which includes, but is not limited to, unsafe room decorations and obstruction of fire escape routes such as hallways and stairwells) is prohibited. If anyone suspects fire safety equipment to be faulty, or to have been tampered with, they should immediately report their concerns to University Housing staff or Campus Police. Youth conference directors will be responsible for insuring that all participants are familiar with fire evacuation procedures and safety guidelines. It is in violation of the Kentucky Fire and Safety Code to have hallways and/or stairways leading out of a building or out to a breezeway blocked in any way. Groups will not be permitted to use hallways, breezeways, or stairways as "practice/meeting areas" or other unauthorized use. The propping open of exterior or interior doors is prohibited. All NKU residence halls are equipped with an automatic fire suppression system. The enclosed disclosure statement must be signed by the sponsoring organization and one copy returned with the signature page of this agreement on or before the due date (section 1). The sponsoring organization is responsible for disclosing information on the automatic fire suppression system to all conference/camp participants residing on campus.

FIREWORKS, FIREARMS, AND WEAPONS: The possession of firearms, weapons, and fireworks, and their use on campus, is illegal. Any conference guests igniting fireworks in a residence area will be asked to leave the campus. Since it is a violation of state law to possess or store any weapons on campus, conference guest must arrange to keep any weapons off campus.

FURNITURE (within residence hall rooms included) should not be moved. Doing so will result in a fee charged to the sponsoring organization, and/or the removal of individuals or the entire group from the campus.

KEYS: Program participants may receive a keycard/ID to use throughout their stay. This card may act as a room key and/or allow access to other University facilities, etc. No master keys will be given out. There will be a replacement fee for lost keycard/IDs or laundry access cards during the conference/camp. The University reserves the right to charge the sponsoring conference on the final invoice. The sponsoring organization is responsible for securing payment from an individual. This card may be separate from your meal card.

LOST KEYS: The University reserves the right to assess a per key replacement charge and lock change fee, billable to the sponsoring conference, for re-keying locks when key(s) checked out to a User are not returned at the conclusion of the event/program. The sponsoring conference is responsible for securing payment from an individual.

NKU MATERIAL: University Housing supports the efforts of Northern Kentucky University's Admissions Office in recruiting potential students to Northern Kentucky University. To this end, literature may be placed with check-in materials or in rooms prior to participant arrival.

NOISE: NKU is located in the Highland Heights area, and all laws and ordinances of the city are applicable to residents. As a general rule, the playing of any radio, stereo, or musical instrument in such volume, particularly during the hours between 11:00 p.m. and 7:00 a.m., as to annoy or disturb the quiet, comfort or repose of persons in any dwelling, is prohibited. Conference guests experiencing problems with loud stereos, etc., should first contact the individuals responsible for creating the disturbance, and if no satisfaction is received, the conference coordinator. Conference guests will at all times be responsible for the conduct of their visitors.

ON-CAMPUS CONTACTS: There shall be two contact persons who will stay on campus and act as a liaison between the group and the University staff. These two contact persons must be present at check-in and check-out. They will address any roster questions and be available to approve any requested changes. Anyone appointed must have a working cell phone with them at all times and provide their numbers prior to check-in.

PET POLICY: There is a No Pet policy in effect for the University. Conference guests with pets of any kind will be asked to board them in appropriate kennel facilities or be asked to seek lodging elsewhere. If found with a pet in the residence, there will be a violation fee charged per day until the pet is removed. The conference guest will be assessed an additional cleaning/flea eradication fee if applicable.

PROGRAMS AND ACTIVITIES SERVING MINORS: Northern Kentucky University is committed to providing a safe and healthy environment for all who participate in programs and activities on campus or otherwise affiliated with the University. This policy recognizes the special duty of care and supervision when working with minors and sets forth operational requirements to enhance the protection of minors. The policy includes the following minimum requirements: approval, registration, background investigations, training, and records retention. To facilitate compliance with the policy, the following website includes resources, sample forms and frequently asked questions: <https://inside.nku.edu/ethics/minors.html>. The website also houses a program/activity registration system, providing the University with a central database of information regarding approved programs/activities and program contacts. Registration is required for all programs/activities serving minors and will be verified for compliance. Registration will be verified at least 40 days before scheduled check in date.

REMOVAL FROM UNIVERSITY HOUSING: Each group is responsible for the behavior of the participants of that group. Conference guests who become involved in disruptive behavior which endangers the life, health, and safety of self and others, and/or causes damage to University property, will lose the right to reside in campus residential facilities. Any guests asked to leave will be billed the full numbers of nights and charged for any violation, damages, etc. All charges will be the responsibility of the sponsoring organization.

RIGHT OF ENTRY: Duly authorized agents and representatives of the University shall have the right to enter housing space for the purpose of inspection and maintenance, maintenance of order, safety, and to remove electrical equipment not in conformance with the hall regulations, or any contraband items. The University is not liable for loss of or damage to personal property, including damages caused by employees in the performance of their duties.

ROSTER: A guaranteed number of participants is due for housing and linens on the earliest business day three weeks prior to the start date of the conference (section 4C*). You will be charged based on this number. The university reserves the right to charge based on the original estimated number if the guarantee is not provided in time. The guarantee number must be 80% of the original estimate or prices may be subject to change. Should the number of participants exceed the guaranteed number; the University will determine availability and pricing. Discounts for late arrivals, early departures, or no shows will not be given except in extreme circumstances.

A roster, using the template provided, of first and last names must be typed and electronically submitted (emailed as a Word document) to the University in roommate pair format on the earliest business day at least one week (section 4C*) prior to the start of the conference. Any late roster may not be honored and assignments will be made by University staff. Provide pairs in groups of four people per suite/apartment if applicable to the facility. Your conference/camp is considered one group. Requests for single rooms or private occupancy for any reason will be charged at least the private room rate. Any request for changes to the roster after the due date will not be guaranteed. Late add-ons will be roomed together and not mixed in to the original roster. Roster changes may result in a fee. Notations of special requests are not to be considered guaranteed. You should obtain in writing, each year, a confirmation of accepted arrangements. Special requests honored may result in additional fees.

SOLICITORS: No individual or group, or affiliate, are permitted to make door-to-door solicitations in the residence halls (including apartments and suite-type facilities). This includes activities such as selling, fund raising, and campaigning.

STAFF RATIO: The group sponsor agrees to be responsible for the conduct of the group members while on campus and if their group is a pre-college age group, to furnish continuous live-in adult supervision. At no time will a child who is under the age of 18 and also not an enrolled student of Northern Kentucky University be allowed to reside or lodge unsupervised in a NKU housing residence hall. Following the guidelines established by the [American Camp Association](#), all youth conferences and camps to follow the below ratios:

Counselor-to-participant ratio of 1:10 for participants 15 years of age and older

Counselor-to-participant ratio of 1:8 for participants between 9 and 14 years of age

Counselor-to-participant ratio of 1:6 for participants between 6 and 8 years of age

Counselor-to-participant ratio of 1:5 for participants between 4 and 5 years of age

TOBACCO-FREE CAMPUS POLICY: Northern Kentucky University is a tobacco-free campus. Tobacco use at all University owned, operated, and leased properties is covered by this policy. Tobacco products are therefore prohibited in all interior/exterior building space, outside ground areas, walkways and parking structures, indoor/outdoor athletic facilities, and vehicles. Numerous products are prohibited by this campus policy. They include, but are not limited to, cigarettes, cigars, pipes, hookah-smoked products, and oral tobacco such as spit/spitless, smokeless, chew, and snuff products. Products that contain tobacco flavoring or simulate tobacco use, such as electronic cigarettes, are also prohibited.

USE OF PREMISES: Assignment and lease of premises in University Housing does not include the right to use such premises for any business or professional purposes, for storage of commodities for sale, or any purpose other than personal residence, unless approved in writing by the Director of

University Housing. The dwelling unit shall be used solely as a residence. Conference guests are not permitted to carry on any organized business for remunerative purposes from the residence, or inscribe or affix any sign, notice or advertisement on any part of the inside or outside of the building or premises.

WALKTHROUGH: The User has the opportunity to schedule a walk-through of the rooms prior to the group's arrival. The appointment must be scheduled at least two weeks prior to arrival, even if the walk-through will immediately precede check-in. The User will be accompanied by a University Housing representative. The same procedure is available for check-out, and also scheduled two weeks prior to arrival. If the User declines this offer, the User understands that s/he may be liable for any damages that occur during occupancy. University Housing will make a reasonable effort to keep accurate records regarding the condition of the facility and will document any damages that occur as a result of the User.

WHAT TO BRING: Each participant will need to bring linen, pillow, and a blanket. The residence halls have a linen package available at a cost per package. The following items are furnished in the package: one blanket, two sheets, a pillow, one pillowcase, one towel, and one washcloth. *Note: if linen packages are ordered, they must be ordered for the entire group. You will be charged based on the number of packages ordered. Extra linen packages (more than the quantity ordered) may not be available at check-in. The University will need to know if the group desires linen service as soon as possible. The number of packages ordered is due with your guarantee, three weeks (see section 4C*) before your arrival. It is to be understood that anyone requesting more linen than supplied in the original package will be charged accordingly. Used linen must be exchanged for new (one for one). It is expected that the same linen package is to be used for your entire stay, and a replacement is not guaranteed to be available. Damaged or lost linen will be charged to the sponsoring organization. Replacement costs for linen are determined by the linen supplier. University Housing will give directions at check-in and/or post directions for returning linen at the end of your stay. You must obtain written approval to cancel a linen order.

WHAT NOT BRING: Items that should not be brought to residence halls include but are not limited to: any high wattage electrical appliances such as space heaters, heat lamps, any open coil electrical devices, hoverboards/similar devices, or musical instrument amplifiers. Guests should not bring candles, incense/aromatic herb burners, any device using halogen bulbs, toasters, hot plates, or tanning lamps. Guests are not permitted to bring or construct lofts.

WINDOW LEDGES AND SAFETY: All of our residential facilities are air-conditioned; therefore, windows should remain closed at all times. Conference guests caught throwing anything from a window or balcony, or having any part of their body beyond the plane of the windowsill, will be removed from University housing.

Pricing for Potential Housing Items:

Description	Minimum Fee Amount
Additional Space Usage (meeting, storage, camp store)	\$40.00 per day
Lost Access Card	\$20.00 per card
Lost Room Key	\$125.00 per key
Lock Outs	After a total of 5 lockouts per group, \$10.00 per lockout will be charged to the sponsoring organization.
Late Roster (<48 hours before arrival)	\$50.00 per roster
Linen	\$25.00 per set/person
Trash Removal (rooms and common areas)	\$25.00 per 5 gallon bag
Furniture relocation	\$15.00 per item
Use of electronic boards	\$20.00 per request
Lodging rates (per bed/per night)	Double rooms with community bath: \$27.50 Double rooms with semi-private bath: \$30.50 Single rooms with community bath: \$35.00 Single rooms with semi-private bath: \$45.00 Junior Suite: \$77.00
Unused Spaces Not Released > 30 days before arrival <i>Insert date for 30 days out</i>	☐ 29 Days Out – 22 Days Out: - 25% fee of final count of bed spaces ☐ 21 Days Out – 15 Days Out: - 50% fee of final count of bed spaces ☐ 14 Days Out – Eight Days Out: - 75% fee of final count of bed spaces ☐ Day of – Seven Days Out: - 100% fee of final count of bed spaces
Unscheduled additional housing request or application submitted less than 30 days before arrival	\$250.00
Pet Violation	\$50.00 per day until removed (plus cleaning/flea eradication fee if applicable)
Additional damage in housing spaces	Refer to damage charge schedule