



UNIVERSITY OF NORTH CAROLINA WILMINGTON

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## POLICIES AND PROCEDURES

To maintain the safety of our participants and integrity of UNCW MarineQuest, all program participants must abide by the following policies and procedures.

### **UNCW Protection of Minors Policy**

UNCW is committed to the safety of minors during their participation with MarineQuest. As such the University employs effective measures to safeguard any young people visiting or involved in activities on our campus. The University's obligation to these minor visitors (including your child) must ensure our programs address the elements necessary to prevent or reduce the opportunities that can lead to an incidence of abuse. For more information including reporting mechanisms; complaint forms and reporting information; listing of the contacts to whom reports/complaints may be made; process for anonymous reporting; best practice resources and information for programs involving minors; and Title IX and Clery Act compliance information please visit [www.uncw.edu/marinequest/minorspolicy.html](http://www.uncw.edu/marinequest/minorspolicy.html).

UNCW MarineQuest works exclusively with minors and as such many of its rules, policies, and regulations are designed to promote the protection of these participants. Participants (especially teens) are encouraged to remember that UNCW MarineQuest takes this Minors Protection Policy very seriously, and that enforcement of these rules and policies are designed to keep them safe while in MarineQuest's care. **These policies are not designed to inhibit participant independence or treat them as immature**, they are simply for their safety and protection as well as the University's. This includes protecting our program participants from one another; therefore MarineQuesters are expected to respect the privacy of their fellow MarineQuest participants.

### **Harassment Policy**

UNCW MarineQuest defines harassment as any aggressive pressure or intimidation by one individual on to another, such as bullying and including Title IX infractions and discrimination. Title IX infractions and discrimination are defined as treating an individual differently than another based on one or more of the following identifiers: race, gender identity, age, color, ethnicity, religion, disability, sexual orientation, or political affiliation. Bullying is defined as the use of forceful, threatening, or abusive behavior to intimidate or dominate others. Fighting, teasing, or bullying an individual using any part of one's body, gestures, or words is classified as harassment. Similarly, any action that may hurt another student or staff member's feelings is classified as harassment. This harassment policy is subject to zero tolerance and immediate dismissal from the program.

### **Transportation**

Parents/guardians are responsible for providing or arranging student transportation to the UNCW campus to begin the Program and from the UNCW campus at the end of the Program. Parents may arrange carpools if they wish to do so, without the Program's involvement, but must provide *in writing* at least 48 hours prior to pick-up the name of the person who has permission to pick up their child. **Students are not allowed to bring a car to camp and are not allowed to sign themselves into camp.**

If a student must return home because of dismissal, illness, or family emergency, parents are responsible for arranging and, if applicable, paying the costs of the student's travel home. If a student must return home because of dismissal, illness, or family emergency, but the parents cannot travel to the campus, the

student will be sent home by the most reasonable means necessary, at the parent's expense. If the student is underage according to an airline, it is the parent's responsibility to arrange for them to travel as an unaccompanied minor.

With respect to general risks, students should be cautioned (i) not to go out alone or with strangers and (ii) to always keep possession of their identification and valuables (or keep them safely locked up).

**Unchaperoned students are not allowed off campus.**

**No Youth Programs participant will be allowed to go anywhere unsupervised/unchaperoned.**

While in the Program (absent an emergency), students may not take public transportation or taxis unless they are accompanied by a chaperone. By enrolling students in the Program, parents expressly permit their student to travel in vehicles provided for that purpose. During the Program, students are not permitted to ride in cars operated by persons other than adults connected with the Program, with the following two exceptions for residential students (after signing out and later back in with a program representative):

- During visits by a parent or guardian, a student may ride in the vehicle operated by that adult.
- With written permission from a parent or guardian, students will be allowed to ride to religious services of their choice in vehicles operated by representatives of the church, synagogue or temple. These arrangements must be requested in writing prior to camp start and approved by MarineQuest Director.

### **Dress Code Policy**

In an attempt to create a safe, productive, and positive environment, we require that all clothing be modest and appropriate for a young up-and-coming scientist. A student's appearance, mode of dress, or condition of personal hygiene will not be permitted to disrupt the MarineQuest experience or constitute a threat to the health or safety of the participant or others. All clothing items worn must be modest (including swimsuits and pajamas). In general we suggest that if you are not sure if a clothing item would be considered modest by the MarineQuest staff then you should leave it at home. If there is a question of whether or not an item shall be considered modest the final discretion is held by the MarineQuest director (***This discretion is absolute and is not subject to appeal or challenge***). The MarineQuest director may make reasonable accommodations to this Policy based on a student's religious beliefs or medical condition(s). Therefore, the following rules shall be followed:

- Undergarments must be completely covered at all times;
- Net shirts, bare midriffs, or other revealing attire are not acceptable;
- Short dresses, short skirts, or short shorts will not be allowed;
- Pants or shorts must be worn at the waistline. No underwear shall be revealed;
- Swimsuits must be modest;
  - Ladies: tops and bottoms must be full coverage (tankinis are typically the only acceptable form of "two-piece" swimsuits; no bikinis, beach volleyball bottoms, etc). Board-shorts and/or rash guards are encouraged to be worn over swimsuits for ladies with trouble finding a swimsuit that keeps them modestly covered;
  - Gentlemen: swim trunks and/or board shorts please. No speedos or jammers.
- Sunglasses are not to be worn in the building except for medical and/or safety reasons;
- Close-toed shoes must be worn during all field-based and laboratory activities (unless otherwise instructed by MarineQuest staff);
- No clothing or accessories with letters, initials, symbols, or wording that is obscene, offensive, inflammatory, or detrimental to the instructional process are allowed.

When, in the judgment of the MarineQuest director and/or MarineQuest staff, a participant's appearance violates the intent of this Policy, the participant will be required to make necessary modifications. If they

refuse, they risk dismissal from the activity or camp. Violations of the dress code policy will result in disciplinary action as outlined in the MarineQuest student code of conduct and/or MarineQuest Zero Tolerance Policy.

### **Packing Policy**

As scientists we travel light, therefore we require that all residential participants pack for one week regardless of program length. Extended and multi-week programs should also pack for a single week and expect to do laundry (time and facilities will be provided). Each camper should arrive with no more than one suitcase and one small carry-on item. Campers must be prepared to carry their luggage without assistance as needed for check-out. We suggest using luggage with wheels and discourage the use of tote bags. MarineQuest provides linens to all residential participants for your convenience and to reduce the amount of luggage necessary for program participation. Linens provided include sheets, pillow with pillowcase, light blanket, 2 bath towels, and 2 washcloths.

All participants should keep in mind that many activities require that clothing will not stay clean. Although we do not try to get dirty, it happens, therefore participants should only pack clothes that can get dirty and/or ruined. Please use the "What to Bring/Wear" page of your welcome packet as a reference of what to pack for your day program or your stay with MarineQuest. When packing snacks please pack in moderation and avoid peanut products, also we ask that you not send beverages crates/cases.

### **Property**

All personal items brought to the Program are brought at the students' risk. MarineQuest cannot be held responsible for loss, damage, and/or destruction of items brought to the Program by any participant. Students are expected to use good judgment, respect, and consideration for others and their property while participating in the Program. Students are expected to use all equipment (including that belonging to support vendors) in the proper manner it is intended for, following their instructor's directions. Littering, vandalism, graffiti or misuse of grounds or property are grounds for summary dismissal from the Program. A damage assessment of the condition of each student's room and the common areas will be made during the students' arrival and the day preceding their departure. Monetary assessments for damages may be made to an individual, or to individuals or to the group.

Tampering with fire equipment or causing damage to university property may result in summary dismissal. UNCW will determine, to the extent possible, any damage by performing an inspection of the buildings, facilities and properties at the conclusion of the Program. Any damages determined to have been occasioned by the student's use will be charged to the student and/or their parents or guardians, who must pay the charge within thirty (30) days.

### **Photography/Camera Policy**

MarineQuest does not have a full-time photographer on staff; therefore, we cannot guarantee that your child's participation in camp will be photographed. As such, participants who would like to have pictures of their child at camp are encouraged to bring their own single use waterproof camera.

Campers are allowed to use cameras while at MarineQuest, however use of a camera must not delay or otherwise interfere with the camp progress/schedule. Saltwater and electronics do not go well together therefore we discourage the use of electronic digital cameras; however, they are permitted at the Program but at the user's own risk. We suggest that students use disposable cameras. Please note some water "proof" cameras have depth maximums therefore be careful to choose one that best fits your program needs. All personal items (including cameras) brought to the Program are brought at the students' risk. MarineQuest cannot be held responsible for loss, damage, and/or destruction of items brought to the Program by any participant.

Cameras (including GoPros) are not permitted during an Open Water Certification course. Students in Dive Hawks are not allowed to use cameras while diving; all of their attention needs to go to their skills. Other programs have the privilege, upon the approval of the Aquatic Safaris dive instructors, to have 1 camera per buddy pair.

Students/Parents/Guardians are reminded that not all campers have signed media releases, therefore if a participant innocently takes a photo of another camper and then places it on their social media site, they could risk legal action by that camper's parents/legal guardians. To avoid any issues, we suggest talking to your child about accepting a student's request not to be photographed.

### **Cell Phone Policy**

MarineQuest participants are **NOT** permitted to bring cell phones to any UNCW MarineQuest program. We encourage campers to develop friendships (non-romantic) while at camp. We encourage parents to allow their campers to be independent and not request that they call home every day. Of course, we understand some campers may be homesick and a daily phone call home may be necessary. Phones are available on each hall of the dormitory for use to call home between 3:45-5:00 and 8:30-9:30pm. Camp phones are **ONLY** used to call home, no texting or photos.

\*\*\*Students traveling as unaccompanied minor by air to program must turn in their cell phone upon arrival. The phone will be stored in a lock box in the Night Directors office for the duration of their stay and will be returned to the student before they depart.

### **Other Electronic Devices**

MarineQuest strongly discourages participants from bringing electronic devices. Some devices are strictly prohibited which include: tablets, laptops, iPads, and DVD players. Electronic "books" are permitted as long as they cannot access the Internet. MarineQuest cannot be held responsible for theft, damage, or destruction of personal property. Campers found with a prohibited device and watching inappropriate programs are at the risk of dismissal from camp.

\*An exception is made for students enrolled in online courses over the summer. These students are allowed to bring their device with prior approval from the MarineQuest Director. Note that when the student is not using the device for his/her course the device will be stored in the MarineQuest residential office.

### **Illness and Injury**

UNCW MarineQuest must be notified of any pre-existing conditions. Pre-existing conditions include illnesses or injury that have occurred recent to the beginning of program. For example, if a student recently had an ear infection and just completed a prescription medication, UNCW MarineQuest should be notified. Also, please notify UNCW MarineQuest of any injury. We ask that students that are still recovering from an illness to wait on joining their program until they are 100% recovered to prevent relapse of illness.

The UNCW MarineQuest program is **not** equipped with an infirmary that can house ill students for extended periods of time. If a residential student becomes ill while attending the program, a staff member will assist the student in notifying parents of his or her condition and the student will be given a 1-day release from normal program participation. During this time, they will be allowed to stay in the commuter office or if necessary, the dormitory, with supervision. If the student is unable to participate in their normal program activities after their 1-day recovery period, then the student's parents or legal guardians will be required to arrange for the student's return home before the end of that business day. In the instance where a student must leave the MarineQuest program due to illness, he or she will be allowed to return when cleared by a medical professional, but no sooner than 24 hours from the time of their original dismissal. Students with fever must be picked up as soon as possible. Students with fevers

may return to program once their fever has been controlled for at least 24 hours or they are released by a medical professional.

Upon request by the student, parents, or legal guardians (or if deemed necessary by the Program Director), MarineQuest will transport ill students to Medac Health Services where they can be seen by a medical professional. However, **all** expenses for medical care are the responsibility of the student and/or their parents or legal guardians. Due to the close proximity of living for residential students, any student diagnosed with a *contagious illness* is required to return home by the end of that business day and stay home until cleared by a medical professional. Any roommates of these students will be asked to move to a new room in order to maintain a healthy environment.

If requested by the student's parent or legal guardian, or if a situation arises where a student is unable to return home within the required time (end of business day 5 p.m. EST), MarineQuest staff can provide personal supervision for the ill student. The fee for this personal supervision will be at a rate of \$15 per hour. Students will not be allowed to rejoin the program until cleared by a medical professional.

Any injury must be reported immediately by the student to a coordinator, instructor, or staff member so that they may take appropriate action, contact parents, obtain necessary medical care, and grant a student's release from classes or activities if necessary. If a medical professional determines that a student must be held out of an activity, the student shall follow that directive. In the event of an injury, staff will assist students in notifying parents. Assistance in obtaining any needed emergency health services will be provided to students. However, **all** expenses for medical care are the responsibility of the student. ***Students must comply with the medical advice given by the medical professional.*** Failure to do so may result in their dismissal from the Program.

If a student becomes injured while attending the program, they will be given a 1-day release from normal program participation (if needed). If the student is unable to participate in their normal program activities after their 1-day recovery period, then the student's parent or legal guardian will be required to arrange for the student's return home before the end of that business day.

***\*\*Due to the fact that MarineQuest plans, schedules, and commits to paying for food, housing, transportation, and recreational activities before the program begins, we cannot provide refunds for students who are dismissed during the program due to illness or injury. We strongly encourage you to obtain travelers or campers insurance prior to the program's start in case such an illness or injury occurs.\*\****

### **Medical Coverage/Insurance**

Proof of medical coverage/insurance is **required** to attend UNCW MarineQuest. This can be in the form of an insurance card or a letter that states the date of activation and the child's name.

### **Attendance**

Persons unwilling or unable (due to preexisting injury or chronic illness) to fully commit themselves to daily participation, or who are unwilling to conform to reasonable and accepted standards of discipline are advised not to enroll in the Program. Students (especially teens) who object to regulations that they find to be restrictive and not age appropriate (in their opinion) are also encouraged not to enroll in our programs.

The cancellation policy is enforced. If you cannot attend due to injury or illness the policy is still enforced. To protect your investment, we strongly encourage you to purchase travelers or summer camp insurance.

### **Roommate Policy**

Roommate requests must be made at least 5 days prior to attendance, or the Wednesday before attendance. If a residential student has a roommate in mind before arriving to the program, but did not make this request during their registration, then call our Registration Specialist at (910) 962-2640. Both students must indicate their willingness to be housed with each other.

If no roommate preference is specified, then roommates will be assigned based upon gender, proximity in age, and program participation and these assignments will not be changed unless students become dissatisfied with their appointed roommate. *If a student becomes dissatisfied with their roommate, they are required to make the MarineQuest Director or the Night Director aware as soon as possible to accommodate a change in housing.*

### **Visits from Family Members**

Once a student has arrived and checked-in, it is important that parents, legal guardians, and other family members or friends of family follow these guidelines (**please note: we strongly discourage the interruption of camp by visits**):

- a. Program staff must be notified in writing (email) in advance (48 hrs) of any visits by family.
- b. Students leaving a residence hall or the campus with parents or other family members must follow normal sign-out procedures and must meet curfews. Photo ID must be presented.
- c. In the unlikely event that a student decides to withdraw from the Program, the parents must contact the Program to make the necessary arrangements before they travel to campus to pick up the student.

### **Inter-visitation and Dating**

Students are **not** allowed to visit in the rooms of the opposite sex, whether on-campus or off-campus. Students will not open dorm windows to communicate with students of opposite sex. During the Program, students will **not** be allowed to receive visits from or otherwise fraternize with friends who are not Program participants. This prohibition includes but is not limited to friends from home, high school students in other programs on campus, and college students enrolled in courses at UNCW. At absolutely no time will any family member be allowed to stay in the dorm with campers (with the exception of related program participants simultaneously attending MarineQuest as registered campers).

### **Residential Comments and Concerns**

In our continuing effort to provide the best residential experience possible, a comment box will be provided in the residential housing area for students to make comments and concerns known to the staff. These may be either anonymous or a name can be provided for further reference. Concerns will remain confidential. This forum can be utilized for students who have concerns, but are hesitant to speak with one of the directors (ex. roommate issues, homesickness, observance of any inappropriate behavior etc.). The comment box will be checked daily and any requested follow-up will be conducted that day.

### **Emergency Weather Information**

In the event of severe weather such as a hurricane, students will be sent home with as much notice as possible. If the Program is cancelled prior to check-in a refund less a processing fee will be issued. If cancellation occurs after program has started, we will issue an appropriate refund (pro-rated) that takes into account the activities already completed.

To seek information about severe weather on campus, you can find UNCW alerts at: <https://sites.google.com/site/uncwalert/>. You should also check the main [www.uncw.edu](http://www.uncw.edu) website homepage for more information. MarineQuest will always contact parents in the event of an emergency.

\*\*\*Please note under normal weather conditions we operate rain or shine. **HOWEVER**, some activities may be rescheduled or cancelled due to safety concerns.

## **Zero Tolerance Policy & Dismissal**

To ensure the safety of all participants of the Program, UNCW reserves the right to discipline, up to and including dismissal of any student whose attitude, class attendance, work habits, relations with fellow students, faculty, staff, or general conduct is judged by the UNCW staff to be unsatisfactory or unacceptable. Determination of if a student qualifies for dismissal is at the discretion of the Program.

***This discretion is absolute and is not subject to appeal or challenge.*** Under the MarineQuest “**Zero Tolerance**” policy, the Program reserves the right to summarily dismiss and expel any student for the following violations:

- any violation of rules, regulations or policies governing the Program.
- any violation of local, state or federal laws.
- any harassing, threatening or intimidating behavior based on the Program’s interpretation.
- any physical, verbal or substance abuse.
- any behavior that causes emotional/psychological abuse.
- any possession of a cell phone.
- any possession of firearms or other weapons.
- any use, possession, or sale of tobacco, drugs, inappropriate visual materials, or alcohol while attending the Program.
- any conduct judged by the directors and staff of the Program or UNCW to be inappropriate, immature/attention seeking/harmful to oneself or others, dishonest, disruptive, disrespectful or otherwise unacceptable.

**All violations covered by North Carolina law, including but not limited to certain infractions involving alcohol, tobacco and illegal drugs, hazing and sexual assault may be reported to local law authorities.**

The following activities are of particular concern: Program participants involved in such activities will be subject to summary dismissal from the Program and removal from the residence halls:

- a. Actions which are directly detrimental to the physical safety or health of other guests;
- b. Use or possession of fireworks, explosives, flammable materials, firearms, weapons or other objects which are potentially harmful to the physical welfare of other participants;
- c. Removing, damaging, or in any way tampering with fire safety equipment or triggering false fire alarms;
- d. Misusing or vandalizing elevators, elevator equipment or elevator locks;
- e. Deliberate or malicious vandalism or theft of university furnishings and/or equipment; and
- f. Throwing objects out of/at windows or off balconies.

The following infractions will result in disciplinary action and may result in dismissal from the Program: violation of policies on visitation, dating, or visitors; use of a vehicle in violation of rules; riding with an unauthorized driver; threatening or otherwise disruptive behavior; misuse of facilities, unethical use of the Internet or equipment; cutting classes, non-participation in activities.

Students may be disciplined or dismissed for any single violation or for repeated violations of any nature.

UNCW requires that the parents or legal guardians of any discharged student or any student who voluntarily decides to leave the Program to arrange for the student’s return home within 24 hours of the dismissal and that the parents or guardians bear full financial responsibility for the discharged student’s transportation from UNCW campus and/or Wilmington. It is the university’s practice to summon police authorities to manage situations involving illegal activity on or off UNCW premises by any individual. **All**

**fees and payments paid on behalf of any discharged student or student who decides to voluntarily leave will not be refunded.**





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## MARINEQUEST STUDENT CODE OF CONDUCT

To ensure that everyone has a positive experience while participating in a camp or program located at facilities of the University of North Carolina Wilmington ("UNCW"), students attending the Program are expected to behave in a disciplined, responsible and respectful manner when on or off the UNCW campus. Failure to follow these rules and regulations will subject the students to immediate disciplinary action as described more fully below.

**As a condition of the student's participation, both parents/guardians and students must agree that neither UNCW nor the instructors, staff members, resident assistants and desk staff are guarantors of the safety of the students, particularly for the students' unsupervised time and instances where the students fail to follow applicable rules and regulations.**

Students will:

- respect Program staff requests and follow all of their directions with a positive attitude;
- respect all safety guidelines required by Program staff including prescribed locations and boundaries;
- respect all curfew, wake-up and lights-out policies (residential students);
- respect all program changes made based on weather or safety related considerations;
- wear appropriate clothing and closed-toes shoes during all field activities;
- respect the differences in other people, make an effort to include everyone;
- pick-up after themselves (at all locations) and throw all trash away;
- respect other people's personal property and privacy;
- treat all animals (invertebrate and vertebrate) and their environments with respect;
- respect all UNCW property including equipment, boats, buildings and the campus;
- be respectful of UNCW students and staff when in university buildings;
- let their Program counselor know if they are not having a good time;
- immediately bring disagreements to the attention of Program staff;
- behave in an age-appropriate manner;
- dress in a manner consistent with the MarineQuest dress code.

Students will not:

- fight, tease or bully other students using any part of their body, gestures or words;
- behave in a manner that may hurt another student or staff member's feelings;
- put themselves, other students or Program staff at risk;
- go anywhere without the permission and accompaniment of counselors;
- go into water above knee-level unless given permission while in a lifeguard's presence
- use derogatory terms or offensive language at any time;
- bring inappropriate items to program (weapons, drugs, cigarettes, R-rated materials, binoculars, etc.);
- enter the sleeping quarters or shower areas of the opposite sex (residential students);
- alter, damage, destroy, and/or deface the MarineQuest brand and/or logo (including, but not limited to, tee-shirts, posters, and signs);
- open windows or prop open locked doors in any buildings but particularly in the dormitory;
- bring any type of electronic equipment that is prohibited, which include: tablets, laptops, iPads, and DVD players.
- have a personal cell phone in their possession at any time during camp for any reason;

- in any way encourage others to violate the code of conduct.

Parents will:

- provide ***all necessary*** camper information (including differences in behavioral, physical, and/or learning abilities) to ensure a safe and positive program experience and informs the MarineQuest staff of the best way to interact with/manage their child;
- review the Student Code of Conduct with their child prior to arrival at the Program.

Parents will not:

- interact with Program staff in a threatening/abusive manner at any time (in person or on the phone) or their child will be dismissed from the Program without tuition/fee refund.
- interact with campers or their parents in a threatening/abusive manner at any time (in person or on the phone) or their child will be dismissed from the Program without tuition/fee refund.

*I understand and acknowledge that if I chose not to follow the Student Code of Conduct that on my:*

First offense - I will be given a verbal warning explaining the expected behavior;

Second offense - I will be removed from the activity and my parent(s) will be called to discuss my behavior.

Third offense - my parent(s) will be called notifying them of my dismissal from program.

Furthermore, I understand that MarineQuest has a **zero tolerance policy** for some actions. In these cases, students will be immediately dismissed and will not receive a program refund.