

UNIVERSITY OF NORTH CAROLINA WILMINGTON

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.

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

Students, adults, and staff are prohibited from engaging in or encouraging any form of harassment, including bullying and cyberbullying. The harassment policy applies to both in-person and virtual programming. This harassment policy is subject to the zero tolerance policy and immediate dismissal from the program.

UNCW MarineQuest defines harassment as any unwanted, unwelcome and uninvited behavior (verbal or physical) that demeans, threatens, hurts (physically or mentally) or offends the victim and results in a hostile environment. The hostile environment may be created as a result of aggressive pressures, intimidation, or passive pressuring by one individual on to another as defined as bullying, Title IX infractions or discrimination. Bullying is defined as the use of forceful, threatening, or abusive behavior to intimidate or dominate others. 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.

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.

Following current best practices MarineQuest is highly recommending a one parent/guardian-one child drop-off and pick-up policy for Summer 2022, with exceptions made for siblings. Therefore, carpools are highly

discouraged for Summer 2022. We recognize that some families will need to carpool. However, if you choose to carpool and any camper in your car exhibits signs or symptoms of COVID and cannot pass the morning screening, all carpool campers may be turned away for that day or longer.

Students who are old enough to drive are not allowed to bring a car to camp and are not allowed to sign themselves into camp.

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

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 not wear it. 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:

- Face masks must be worn at all times unless eating, drinking, or participating in water based activities;
- 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;
- For water-based activities students are expected to wear a rash guard/shirt over swimsuit (prevents exposure to intense sun) and full coverage bottoms that are conducive to working and conducting research in a high energy marine environment. Swimsuits must be:
 - Ladies: active swim tops and full coverage bottoms or full coverage one piece (no triangle/string bikinis or beach volleyball bottoms, etc).
 - Gentlemen: swim trunks and/or board shorts. (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, classroom and laboratory activities – basically at all times. Closed toed sandals are acceptable. Crocs have proven to be a problem in the marsh mud and on exceptionally hot pavement. If your child is uncomfortable in wet shoes, you may want to provide water shoes to wear in the field and an old pair of sneakers to put on when indoors.
- No clothing or accessories with letters, initials, symbols, or wording that is obscene, offensive, inflammatory, racists, sexists 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. Intentional 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

Students must be able to carry their own backpack containing all of the materials that they pack/bring to camp.

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 bring a light change of 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 with MarineQuest. This must include two face masks per day of program. Please provide two heavy duty plastic zipper bags for storage of masks (one for clean masks and one for dirty masks). When packing snacks, please pack in moderation and avoid peanut products. Also, we ask that you not send super sugary, carbonated or caffeine drinks.

Property

All personal items brought to the Program are brought at the students' risk. Please review the items that are listed in the "what not to pack" section. They are NOT allowed at camp. 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 program 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 facilities or property are grounds for summary dismissal from the Program. 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. Note, a cell phone is not allowed at camp and therefore cannot be used as a camera.

Students 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. You may consider getting a waterproof case for the camera. 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.

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. Also, parents who do not sign the media release are responsible for making sure their student knows not to include themselves in photos.

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 them during the day. Each camp has an assigned phone for emergencies. If you need to reach your camper, you will call the main MarineQuest number (provided at orientation) and the main office will get in touch with your child's camp instructors to relay the message.

Other Electronic Devices

MarineQuest strongly discourages participants from bringing electronic devices. Some devices are strictly prohibited which include: smart watches*, tablets, laptops, iPads, and DVD players. 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.

*simple fitness/health watches may be approved so long as they are cannot connected to wifi or cellular network.

Electronics Release

The curriculum goals of MarineQuest call for integrating technology into our instructional programs. Students access to electronic resources, including the Internet, is directly related to specific education camp activities. All access to the Internet will take place only under the direct supervision of trained staff. Students' use of computers, networks, and internet services is a privilege, not a right. Students must use the electronic resources to support the instructional activities currently occurring in the classroom. If the student is found to be using the electronic resources provided in a way that is deemed inappropriate by Youth Programs staff, the student may be subject to disciplinary action.

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 from Medicaid or other agency that states the date of activation and the child's name. We ask that you upload a file with the front and back of your insurance or Medicaid card/letter in the confirmation forms before the first day camp. This is in case of an emergency.

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, or any other serious illness including COVID-19 that may impact their ability to fully participate in program, 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 treats students nor are we able to provide mental health care. If a **commuter student** becomes ill or has a mental health crisis while attending the program, a MarineQuest staff member will notify parents of the student's condition and parents must pick up the student from either the MarineQuest summer office or meet in the field. In case of symptoms of COVID-19, student will be placed in isolation until parent/guardian can implement the agreed to family emergency response plan for pick up. For non-COVID related illness, during this time, they will be allowed to stay in the commuter office with supervision. In the instance where a student must leave the MarineQuest program due to illness, the student will be allowed to return when cleared by a medical professional, but no sooner than 24 hours from the time of their original dismissal. If a student leaves due to COVID related symptoms, they will not be allowed to return until they have a negative COVID test. Students with fever must be picked up as soon as possible. Students with fevers may return to program once their fever has been controlled without medication for at least 24 hours (unless a COVID diagnosis is confirmed) or they are released by a medical professional.

Any injury (including pre-existing ones) must be reported immediately by the student to a MarineQuest staff member so that staff can take appropriate action, contact parents/guardians, provide temporary first aid or medical support, and excuse student from participating in camp 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 notify parents/guardians. Assistance in obtaining any necessary emergency response health

services will be provided to students. However, **all** expenses for medical care are the responsibility of the student's family. ***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 must leave camp because of dismissal due to injury, illness, or family emergency, parents/guardians are responsible for arranging the student's pick up, if they cannot respond immediately themselves.

*****Due to the fact that MarineQuest plans, schedules, and commits to paying for transportation, activity supplies, 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.*****

Attendance

Each MarineQuest program curriculum is planned out for maximum learning effectiveness over the duration of the program. Some activities build upon others therefore, absences are highly discouraged. Missed activities will not be made up or refunded.

Persons unwilling or unable (due to pre-existing 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 the 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.

Family Emergency Response Plan

As a part of the confirmation forms each family must submit information outlining an emergency response plan. This may or may not include the same people listed in your Emergency Contact. This plan must include:

- Name of individual(s) responsible for picking up the student in event of dismissal, illness, or family emergency (must show ID at pickup); *keep in mind that the child being picked up may be in a camp in which another camper has reported a possible COVID-19 exposure*
- 24-hour contact information to immediately reach individual(s)

With respect to general risks, students should be cautioned (i) not to go off on their own or with strangers and (ii) to always keep possession of any identification or valuables they bring to camp (we actually discourage bringing valuables to camp).

Seasickness Policy

All portions of this seasickness policy should be reviewed with your personal physician, and in no way should it be considered medical advice.

MarineQuest wants to make sure you are safe and have fun on your Research Vessel Cruise. Students and parents should realize that boating on the ocean may cause some people (even experienced boaters) to become seasick. Students who normally would not get seasick still have a tendency to get sick on the Research Vessel. This is due to a number of factors including size of vessel, distance from shore, and the pitch and roll. On the vessel students are focused on conducting experiments, deploying equipment, and interpreting data. This situation is similar to a passenger reading in a car and getting carsick when they would not get sick if they were just sitting and observing surroundings.

We suggest that if you believe it is possible your camper might experience seasickness you (the parent/guardian) administer seasickness medication to your camper the evening prior and also morning of the Research

Cruise. Non-drowsy Dramamine (Dimenhydrinate) and Bonine (Meclizine) are two medications that marine scientists have found personally helpful, however, check with your doctor before taking any medication. Please note that weather (particularly wave height) can change the research cruise schedule. Please check with your instructors during pick up to confirm that the cruise is still scheduled for the next day. Instructors are required to confirm with parents and participants that the research cruise will take place as scheduled.

Parents and students should be aware that the Research Vessel is booked in advance and accommodates our entire group, not single individuals. As such, short of a medical emergency the Research Vessel will not return to land for seasickness. Seasickness is something that is often easily avoided, but without proper preparation can result in an uncomfortable experience for those who encounter it. If you are concerned, you and your child should discuss ways to help prevent seasickness (for example: proper hydration, good/bad foods, medication, etc.) with your physician.

Immunization and Outbreak Policy

MarineQuest requires that students attending MarineQuest have the North Carolina recommended immunizations outlined below at least 14 days before the beginning of camp. These immunizations are also required for attendance at all public North Carolina schools. It is important that you share this information for the safety of all MarineQuest participants and staff, however, noncompliance with the immunization requirement will not prevent you from participating in the Program.

Required Vaccinations for all children:

Vaccine	Number Doses Required Before Camp Start Date*
Diphtheria, tetanus and pertussis	5 doses** 4 doses for children between ages 4 and 6
Polio	4 doses
Measles	2 doses
Mumps	2 doses
Rubella	1 dose
Haemophilus Influenzae type B (Hib)	4 doses
Hepatitis B (Hep B)	3 doses
Varicella (chickenpox)	2 doses
Pneumococcal conjugate	4 doses

Additional Required Vaccinations for children who are entering 7th grade:

Vaccine	Number Doses Required Before Camp Start Date*
Tetanus/diphtheria/pertussis	1 dose
Meningococcal conjugate	1 dose

MarineQuest does not require, but encourages that participants are vaccinated against COVID-19 in order to attend.

In the event of an outbreak of a contagious illness MarineQuest will consult with representatives from UNCW Student Health Services and Environmental Health and Safety to secure and provide appropriate information regarding the health and safety of MarineQuest participants. Parents will be notified and any students that are not

in compliance with the above listed immunizations will be required to leave camp. This includes COVID (see policy below).

Emergency COVID-19 & Screening Protocols Information

At the time this document is being prepared these are the current recommendations. They may change prior to camp.

- Parents/guardians will monitor their child's temperature for 3 days leading up to the program.
- Parents/guardians will monitor their child for flu, cold, and COVID-like symptoms during the 72 hours prior to camp. If a child has these symptoms within 72 hours of camp, they may not be able to attend camp. A negative COVID test does not necessarily guarantee a child can attend camp while exhibiting these symptoms.
- Parents/guardian will complete an at home self-screening of child each morning of camp and attest to the results at daily check-in. MarineQuest will provide the screen questionnaire via email prior to camp attendance, due to ever changing conditions related to the pandemic.
- Students with a temperature of 100°F or more will not be allowed to attend their program until the temperature is resolved for over 24 hours without the use of medication.
- Students will be required to wear face masks during camp unless eating, drinking or participating in water-based activities.
- In the event of a confirmed case of COVID within a participant's household, participants must inform MarineQuest office immediately. While we will not identify by name any family, all impacted participants in the potentially exposed camp(s) will be notified and asked to quarantine as appropriate. Contact tracing, appropriate quarantining measures, and sanitization of program spaces will be completed before program can resume.
- In the case of a camp wide outbreak, camp will be shut down and family emergency response plans implemented.
- If camp is cancelled by UNCW before your camp starts, families will receive a refund less processing fee. For more information, please refer to the cancellation policy.

Non-share Policy

MarineQuest requires that students maintain control of their personal belongings. This is particularly important during the on-going COVID-19 health situation. Students are not allowed to share water bottles, sunscreen, food, cameras, etc. Food is particularly problematic in that campers may not know ingredients that can trigger allergies in another camper.

Contact with Non-program Individuals

Per national COVID best practices and policies we will limit interactions with non-essential individuals. As part of this policy, parents/guardians will remain in their cars to transfer campers to and retrieve from a staff member during drop-off and pick-up. Students must remain with Program at all times. They will not be allowed to socialize with any family or friends they may innocently encounter during the program, at the beach for example.

Inappropriate Relationships

One of our favorite sayings at MarineQuest is that "this is not LOVE camp". We do not tolerate romances at camp. In consideration of COVID to consider, students must maintain social distancing and refrain from touching other students or counselors.

Emergency Weather Information (information also included in Cancellation Policy)

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. ***This is based on the unpredictability of severe weather.***

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 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.
- repeated, intentional refusal to wear a mask or to obey other safety policies implemented to reduce the potential spread of COVID-19. *Based on recommendations at the time this document is being prepared.*
- any violation of local, state or federal laws.
- any harassing, threatening or intimidating behavior based on the Program’s interpretation.
- any inappropriate use of Program technology including cyber-bullying
- 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 also 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 as soon as possible that day. 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.**