

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. The harassment policy applies to both in-person and virtual programming. 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. Following best practices MarineQuest is highly recommending a one parent/guardian-one child drop-off and pick-up policy for Summer 2021, with exceptions made for siblings. Therefore, carpools are highly discouraged for Summer 2021. 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.

**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.**

If a student must leave camp because of dismissal, illness, or family emergency, parents are responsible for arranging the student's pick up, if they cannot respond immediately themselves.

Each family must submit an emergency response plan in writing to MarineQuest prior to the start of the student's program. 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)
- 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).

**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 engaging opportunities where wearing a mask is unsafe (i.e. snorkeling, diving)
- 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; Rash guards are great protection from the intense sun.
  - Gentlemen: swim trunks and/or board shorts please. No speedos or jammers. Rash guards are also recommended for male campers.
- 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**

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. 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 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.

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. 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.

## 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: 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.

## 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.

## 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 treat campers. If a **commuter student** becomes ill while attending the program, a staff member will assist the student in notifying parents of his or her condition and parents can pick the student from office or meet program in the field. In case of symptoms of COVID-19, students will be placed in isolation until parents/guardians can implement the agreed to family emergency response plan (must be provided to MarineQuest). 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, 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. If a student leaves do 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 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 coordinator, instructor, or staff member so that they take appropriate action, contact parents, 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 assist students in notifying parents. 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.

***\*\*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.\*\****

### **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. We suggest that if you believe it is possible your camper might experience seasickness you (the parent) administer seasickness medication to your camper the evening prior to the Research Cruise. Non-drowsy Dramamine and Bonine are two medications that our staff have found personally helpful in the past. 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.

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.

### **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. We ask that you provide a photocopy of the front and back of your insurance or Medicaid card at drop-off on the first day of camp. This is in case of an emergency.

### **Attendance**

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.

### **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 particular with COVID to consider, students must maintain social distancing and refrain from touching other students.

### **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:

<b>Vaccine</b>	<b>Number Doses Required Before Camp Start Date*</b>
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 7<sup>th</sup> grade:

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

MarineQuest does not require 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 due to medical or religious exemptions will be required to leave camp. This includes COVID (see policy below).

### **Emergency COVID-19 Screening Protocols Information**

- Parents/guardians will monitor their child’s temperature for 10 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.

- Students will participate in daily COVID screenings before joining their program. This may include a temperature screening.
- 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 swimming.
- 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 any spaces used by that camp will be sanitized 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 before your camp starts, families will receive a refund less processing fee. If it occurs once camp has started, no refunds will be issued. *This is based on the predictability of the potential for COVID.*

### **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](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.
- repeated, intentional refusal to wear a mask or to obey other safety policies implemented to reduce the potential spread of COVID-19. *This is a public health crisis.*
- 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 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.**



# MarineQuest Summer Programs Cancellation & Refund Policy

## MarineQuest Cancellation and Refund Policy

### **Policy States:**

- Cancellations made prior to April 19<sup>th</sup> (8 weeks from opening of camp season on June 13<sup>th</sup>), will receive a refund minus processing fee of 15%.
- Cancellations made on or after April 19<sup>th</sup> through May 17<sup>th</sup> (4 weeks from opening of camp season on June 13<sup>th</sup>), will receive a 50% refund.
- Cancellations made after May 17<sup>th</sup>, will receive no refund.

To ensure that our camps are of the highest quality, we plan, schedule, and commit to paying for staff, supplies transportation and recreational activities months before summer camp begins. Families typically book their camp months in advance. Therefore, last minute cancellations are particularly difficult for us to fill since most campers have already made other arrangements for the summer. If you need to change dates (and space is available in another session during the current summer) there is a \$50 processing fee.

The program reserves the right to cancel a camp session in the unlikelyhood of low enrollment. If the data suggests a cancellation, you will be contacted by a Program representative 4 weeks prior to the start of the camp date.

**We strongly encourage you to secure travelers or summer camp insurance to protect your investment. Make sure the policy covers COVID-19 related illness and/or cancellations.**

### **Emergency Weather Information** (*restating of previous information but this time as it relates to the 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 of 15% 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](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.

### **Emergency COVID-19 Information**

If camp is cancelled before your camp starts due to COVID-19, families will receive a refund less processing fee of 15%. If it occurs once camp has started, no refunds will be issued. *This is based on the predictability of the potential for COVID-19 this season.*

**All cancellation requests must be made in writing by fax, mail, or e-mail.**

#### **Mail**

UNCW Youth Programs  
MarineQuest Summer Programs  
601 S College Rd  
Campus Box 5630  
Wilmington, NC 28403-5630

#### **Fax**

910-962-4000

#### **Email**

[marinequest@uncw.edu](mailto:marinequest@uncw.edu)  
2939

#### **Questions**

Call 910-962-



UNIVERSITY OF NORTH CAROLINA WILMINGTON

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### MARINEQUEST STANDARD 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;
- respect use of UNCW computer facilities and adhere to the UNCW electronic use policy
- be respectful of UNCW students and staff when in university buildings;
- let their Program staff 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 in consideration of COVID-19:

- wear face masks unless eating, drinking or sleeping;
- maintain six-foot social distancing whenever possible and follow staff spacing instructions when it is not possible;
- respect all signage related to spacing, directional pathways, entrance/exits points;
- respect placement and usage of shields and barriers in areas of closed confinement
- wash hands or use viral disinfectant at every appropriate opportunity (entering/exiting buildings, handling equipment, etc.) and when directed by Program staff
- comply with daily health screenings (forehead temperature reading, questionnaire) and notify Program staff of any symptoms
- report any contact with suspected or confirmed COVID-19 exposure
- comply with need to separate from group due to potential COVID-19 symptoms and complaints related to health
- comply with need to be excused from program and return to guardian’s care
- adhere to hygienic bathroom and restroom protocols
- adhere to all cleaning protocols related to the individual use of space and some equipment (Program staff responsible for hygiene will manage the overall cleaning and disinfecting of equipment)
- comply with Program “non-shared” policies related to personal belongings (i.e.. backpacks, food, water bottles, sunscreen etc.)

Students will not:

- fight, tease or bully other students using any part of their body, gestures or words;
- will not use UNCW computer facilities to access inappropriate sites or material, or engage in cyberbullying;
- 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 Program staff;
- 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, e-cigarettes, R-rated materials, binoculars, etc.);
- 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;
- 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 (MarineQuest phones are available to call home);
- in any way encourage others to violate the code of conduct.

Parents will:

- provide **all necessary** camper information (including differences in learning and/or physical disability or behavioral disorder) 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 in consideration of COVID-19:

- wear face masks at all times and practice social distancing while at Program facilities and engaging with Program staff or participants (including during drop-off and pick-up)
- adhere to pick and drop off policies as established by Program
- adhere to Program “non-shared” policies related to student’s belongings (i.e.. backpacks, food, water bottles, sunscreen etc.)
- maintain six-foot social distancing whenever possible;
- respect all signage related to spacing, directional pathways, entrance/exits points;
- comply with daily health screenings of themselves and their child (forehead temperature reading, questionnaire) and notify Program staff of any symptoms
- keep child at home if anyone in home exhibits symptoms of or has been exposed to COVID-19 and notify Program of absence
- report any contact with suspected for confirmed COVID-19 exposure to Program
- comply with need to separate child from group due to potential COVID-19 symptoms or other health complaints during Program
- comply with need for child to be excused from Program and make arrangements to immediately receive child back into your care and provide Program with emergency COVID-19 response plan for removing child from Program if need arises
- will encourage and remind your child to follow COVID-19 protocols while in attendance at MarineQuest (i.e. wear mask, wash hands, etc.)

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, including the refusal to wear a face mask. In these cases, students will be immediately dismissed and will not receive a Program refund.