



Badger Precollege  
UNIVERSITY OF WISCONSIN-MADISON



## STUDENT HANDBOOK

**\*\*Content subject to change as campus guidance regarding in person youth programs for Summer 2022 continues to evolve. \*\***

# PACKING

## Clothing

Campus dress is casual, but must be tasteful and appropriate. Shorts, t-shirts, and jeans are fine. A sweater, sweatshirt, or a jacket will be necessary for cool evenings and some air-conditioned classrooms. Rain gear is almost always needed. You may want to bring your “best” outfit for special occasions (formal dress is not required, but there will be a dance and other occasions for which students may want to dress up). In any case, the list below will help you plan for your weeks on campus. Some items are certainly optional. Keep in mind – you will have to transport all of your items from the car up to your room, and you will be sharing a small space with a roommate. Plan accordingly!

## Accommodations

Linens – sheets, a pillow, and a blanket – are provided by the dormitory and may be changed weekly at the DeJope Information Desk, although you may prefer to have your own. Most students decide to bring another “heavier” blanket for the air-conditioned rooms. Towels are not provided. Laundry is available in the dorm and is free for students to use. Each room has a small refrigerator. All rooms also have two small lockable drawers, but students must bring their own padlocks. Please do not bring too much money or anything of great value.

## Cell Phones

If your student is planning on bringing a cell phone, please discuss expected phone behavior with them. Badger Precollege will not be held responsible for lost or stolen phones or the minutes/costs that accumulate during the program. Phones must remain off or silent during class and all organized activity times.

## Computers

Students are allowed and encouraged to bring computers, as they may be helpful for coursework. If you use a computer on regular basis with your normal schoolwork, we would suggest bringing along a computer to camp. Many students have found having a computer helpful during the evening study sessions. If any inappropriate material is found, it will be confiscated for the duration of the program. Badger Precollege will not be held responsible for any lost or stolen computers. Laptops may not be brought to class except with the explicit permission of the instructor. If you have an Ethernet cable, you may bring it for Internet access. There is wireless internet access in Bradley Hall and across campus.

## Packing List

Clothes and Linens	Other Basics	Optional
informal class clothes sweater, jacket, sweatshirt swimsuit semi-formal outfit shower shoes (flip flops) comfortable shoes Sports/active clothes Sleepwear hat/sunglasses towels/wash cloths beach towel extra blanket, sheets, and pillow umbrella or rain poncho	water bottle sunscreen/aloe backpack insect repellent pocket money alarm clock pens/pencils/general school supplies/ binder laundry detergent toiletry articles (soap, shampoo, deodorant, etc.) medicine (given to UHS at check-in) clothes hangers	laptop ethernet cable cell phone/charger books camera board games 4th of July Dress-Up Clothes sports equipment movies (G, PG, and PG-13) Snacks ( <u>must be nut-free</u> )

**DO NOT BRING: TVs, video game consoles, anything with an exposed heating element (i.e. coffee pot), microwaves, skateboards, bikes, and roller blades. If staff members encounter any of the above items, they will be confiscated for the duration of the program. The items will then be handed over to a parent/guardian during check-out.**

## LIVING ON CAMPUS

### Approximate Daily Schedule

7:30 a.m. - 8:30 a.m.	Breakfast
8:30 a.m. - 9:00 a.m.	Morning Meeting, walk to class
9:00 a.m. - 11:30 p.m.	Class
11:30 p.m. - 12:30 p.m.	Lunch
12:30 p.m. - 3:00 p.m.	Class
3:00 p.m. - 5:00 p.m.	Recreational Activities
5:00 p.m. - 6:00 p.m.	Dinner
6:00 p.m. - 8:00 p.m.	Evening Class Session
8:00 p.m. - 10:00 p.m.	Recreational Activities
10:00 p.m. - 11:00 p.m.	Block Meetings, dorm time, and preparation for bed
11:00 p.m. - 7:30 a.m.	Quiet Hours & Room Checks

The daily schedule is used Monday – Thursday. Students are expected to be on time and prepared for every activity. We recognize that many of these times may change depending on student choices, but students are required to attend class, block meeting, room checks, and all mandatory checks on time. Infractions of a great extent take away from the ALP experience, and may result in consequences. At Room Check each day, students are expected to be in their own residence hall rooms, but do not necessarily have to go to bed. Staff members do not monitor bedtimes, but expect that students get an appropriate amount of sleep to be engaged with camp each day. On Friday, there is no evening class session and students have extended activity time for the night. Friday and Saturday room checks are moved to midnight. Saturday and Sunday, students have a range of events scheduled including trips to State Street and the zoo, swimming, and other activities. Students return to class on Sunday at 6:00 p.m. for the evening session.

### Housing

ALP students are housed in a residence hall on campus. Double rooms are the norm, and students will be assigned a roommate. We will do our best to match students with their requested roommate and/or someone at the same age level. A full (shared) bathroom is located on each floor that is shared with floor-mates. Individual rooms are air-conditioned; fans may help with circulation, but they are not essential. The residence halls have various common lounge areas open to all genders. Please inform us of any special needs that may require accommodations. It is important that students keep track of their keys to maintain security in the residence hall. **For security reasons, it is necessary to replace lost keys. A student will be billed \$75 to cover the replacement key. Please don't lose your keys! You will be charged for keys not returned at the end of the program.**

### Meals

All meals during the program are provided for residential students. Students will eat most meals in the cafeteria closest to the residence hall. Alternate arrangements are made on occasion, but students will be notified by the RAs in advance of any changes. Ample choices of food, including vegetarian options, are available at the cafeteria. Students who require a special diet or have dietary restrictions are advised to contact program staff as soon as possible to determine if special arrangements can be made. UW-Madison is very accommodating, but they need at least two weeks to investigate ingredients and make changes. Please visit: <http://www.housing.wisc.edu/dining/nutrition> for more information. If a student loses their meal card, there will be a charge associated with the replacement and it can be taken care of through housing services.

Another option for meals includes restaurants located on campus and on/near State Street. Students may have the opportunity to go out for dinner during the week on certain days (per the discretion of the residential staff), or have the option to eat some meals out on the weekends. These meals are at the expense of the student, and if interested, students may need to bring more spending money.

## Residential Assistants

Each student will be assigned to a Residential Assistant. Traditionally, the RAs are college-aged or young professionals of whom many are former Badger Precollege students. Each RA will be responsible for approximately 12-14 students and will live within their students' section of the residence hall. The RAs are responsible for the residential aspects of camp and will be working closely with the students to create a fun and educational atmosphere at camp. Students should communicate all issues, concerns, and ideas with their RA.

## Recreation

Playing fields, courts and general amenities in Madison give students a great range of recreational opportunities. To take advantage of these facilities, be sure to bring a swimsuit, baseball glove, tennis racket, Frisbee, volleyball, etc. Students who play a musical instrument should consider bringing it! There will be time to practice during activity and dorm time. There will be an opportunity for a talent show, so if any students are interested they can prepare a short performance. There are additional activities that may require an out of pocket expense from the student. There will always be alternate activities that do not require an additional fee.

## Pocket Money

Experience has taught us to leave the decision about how much pocket money to bring to campus up to the individual students and their families. Students choose different activities, and the program activity fee for each program covers most of students' expenditures. Some activities, however, are optional and may require a small contribution from students wishing to participate. Students should not initially bring more than **\$50 in cash** with them. Free ATMs are available on campus. Some students have found that using a VISA pre-paid card is a good option. **Each student will be responsible for his or her own money. Some special arrangements for delivery of checks or cash may be made with the Site Coordinator.**

The following is a list of activities and their approximate costs for which pocket money could be used:

- State Street Ice Cream/Dinner/Souvenirs/Shopping \$10
- Field Trip Souvenirs \$10 - 30
- Weekend Trip \$20-30
- Farmers Market \$10-\$15
- Monroe Street (ice cream, comic book shop, etc.) \$15
- Zoo Trip- Free admission but \$10 for snacks or souvenirs
- Goodman Pool \$3 or \$4
- Union South Bowling \$2.50 for shoes and \$3.95 per person per game

## Religious Observation

Services for most major religions are within walking distance of the campus. Students who want to attend services will have the opportunity to make arrangements with the residential staff during the program.

## Transportation

Residential students may not have cars while at ALP. Students walk to class and activities. Some public and private transportation will be provided for special events/field trips. Residential students are not allowed off campus without prior approval from the Site Coordinator.

## Health Services

University Health Services will provide health service staff for the Accelerated Learning Program. UHS maintains health and treatment records for students, will dispense **all** medication, and provide 24/7 care. **If you have an emergency inhaler, epinephrine pen, etc. you will be allowed to keep that on your person at all times.** All students must submit a health form through Camp Docs (link emailed out in May) prior to camp to be reviewed by UHS and ALP staff. Please make us aware of any possible health concerns or of any disabilities so that our staff is prepared for medical situations or is able to make any necessary modifications. **Due to university-wide policies, all medication will be dispensed by UHS staff.**

## Dance

There is an all-camp dance on the last Friday evening of camp. Many students choose to dress up for the dance, but it is not mandatory. Students many suggest appropriate songs during the week leading up to the dance. If a student is not interested in dancing, board games and other activities will be brought to the area. Students have the ability to bring their own activities as well.

## Communication – Staying in Touch

### ***E-mail and Phone:***

Outside of class time, students are welcome to use their cell phones and laptops. There are also computer labs available for use and students may use the program phone. They will not have a campus e-mail address.

### ***Mail:***

Students (and staff) love mail and care packages! It helps them know that people are thinking of them and is an inexpensive way to send forgotten items. Please send all letters and care packages to:

Student Name - ALP  
Bradley Hall, Room #  
650 Elm Dr.  
Madison, WI 53706

### ***In Person:***

We request that there be no visits during the program. Students will be kept very busy, and we are striving for a sense of community and continuity in the program. Visits and phone calls from parents frequently intensify, rather than lessen, feelings of homesickness, and interfere with the building of a sense of community and the participation in program activities. We expect some students to go through a short period of homesickness. This is normal, and the counselors will be prepared to help the students through it, especially during the first few days. Parents will certainly be notified if there are any out-of-the-ordinary problems or concerns as soon as they arise and are welcome to check in with the Site Coordinator for an update on their child's activities.

### ***Forgotten Supplies Drop Off:***

If there is a need to drop off forgotten or additional items to camp, we ask that you drop off the items at the information desk in Dejope Hall (640 Elm Dr, Madison, WI 53706). They are open from 7:00 a.m. to 10:00 p.m. daily. The phone number for this desk is 608-890-4895. When you walk into the building from Elm Drive, you will walk through the hallway to the main lobby. You will see the desk in front of you. Please make sure you have the following things clearly labeled:

- **ALP-Bradley Hall AND Student Name**

The RA staff picks up the mail and packages each day at approximately 6:00 p.m. and they are distributed to the students during their night meeting. A student should talk to their RA if they know something has been dropped off for them and need it prior to their night meeting.

## CONTACT INFORMATION

### **Contacting ALP Staff**

During programs, our staff members are usually away from their desks, so please allow a few hours for messages to be returned. The best way to reach the Program Director and Site Coordinator is via email. You may also reach staff by phone at the site office phone number. Messages left between 8:00 a.m. – 5:00 p.m. will be returned within a few hours. Non-emergency questions or concerns may be addressed in email to the Site Coordinator. Please allow 24 hours for the Site Coordinator to respond. For emergency situations, you may contact the emergency phone number. Please see the "Staying in Touch" section for information on contacting your child during the program.

# OPENING AND CLOSING DAYS

## Opening Day - Sunday

Registration for all ALP students (both residential students AND commuter students) will begin at **12:30 p.m.** We will be ready to check you in from 12:30 p.m. through 2:30 p.m. Please make sure to have all medications ready to hand over to UHS. As we work with other campus entities who keep a tight schedule over the summer, we **cannot** accommodate early registrations, except with prior arrangements. Please arrive by 2:30 p.m. so that we can get everyone checked in before the Opening Ceremony. At 3:00 p.m. the Opening Ceremony will begin. If you plan to arrive after 2:30 p.m. please contact the Site Coordinator to make accommodations.

Parking: On the weekends, free parking is available on the street and in various lots on campus. The meters outside the dorm are also reserved for ALP and other camps from 12:30 – 4:30 p.m. Parents and guardians should move cars to the parking lot prior to the opening ceremonies so that other guests can use the short-term load and unload areas. Additional public parking info can be found here: <http://www.cityofmadison.com/parking/parking.html>

12:30 - 2:30 p.m.	Arrival and registration
2:00 - 3:00 p.m.	Instructor Meet and Greet
3:00 – 4:00 p.m.	Opening Ceremony
4:00 - 5:00 p.m.	Students attend their first class meeting/parents depart
5:00 - 6:00 p.m.	Dinner
6:00 - 7:00 p.m.	Camp Orientation
7:00 - 9:00 p.m.	Activities
9:00 - 11:00 p.m.	Commuter students depart/Block meeting and dorm time
11:00 p.m.	Room checks

## Closing Day - Saturday

From 8:00 - 11:00 a.m., students will participate in exit interviews with their instructors. Parents are encouraged to attend the exit interviews, but the main communication will be between the student and instructor. The exit interview is a recap of the student's performance in the course and a review of any portfolio materials. Please note that performance will be discussed during the Exit Interview, however, final transcripts and grades will be sent to families in August. The Closing Ceremony is scheduled for 11:15 a.m. and is required for all students. This is important closure for the program; instructors will hand out certificates and students will have a chance to say good-bye to friends. Students will be able to depart by about 12:15 p.m.

8:00 - 11:00 a.m.	Exit interviews Your exit interview time is included in this mailing. Please be on time! The meetings are short and we must complete all of them by 11:00 a.m.
11:15 - 12:15 p.m.	Closing Ceremony
12:15 p.m.	Depart Campus

## Out-of-State Travel Arrangements

Special arrangements can be made for students to be picked up at the Dane County Regional Airport or Badger Bus depot. Email the site coordinator by June 1<sup>st</sup> to make arrangements. After June 1<sup>st</sup>, arrangements may not be accommodated due to final schedules, so please plan in advance.

# SAFETY AND SECURITY

## Guidelines

Students are asked to follow certain simple guidelines to help ensure their safety while participating in the Accelerated Learning Program. Common sense behavior regarding safety is a must. Students must also sign a rules contract.

- You are to remain on campus at all times. Campus boundaries are clearly defined during orientation. Approved trips with staff members are the only exception to this rule.
- You must sign out for **all** activities and during every activity time. Staff must be able to account for student whereabouts at all times. The residential staff will carefully monitor this procedure and students will be held accountable.
- Always walk with staff going to and from class, during open campus times, and during any other outings. Depending on the time of day, students may be required to stay with larger groups.
- Walk in well-lit areas; avoid shortcuts through dark and isolated areas. Always carry plenty of change, a calling card or cell phone to make a call, if necessary.
- Notify a staff member immediately if you see someone you do not know in the dorm. Do not let people you do not know into the dorm. The only people allowed in the residential areas of the dorm are students and staff of ALP. University Housing staff will be present in the halls and are identifiable by the University Housing Name tag. If you are having a visitor due to a special occasion, it must be approved through the Site Coordinator **before** the start of camp (see page 12).
- Notify a staff member immediately if you are approached by a stranger.

## Thefts

Yes, they do happen, even at a small summer program like ALP. We cannot overemphasize the fact that students need to be careful with their belongings and be respectful of others. Please keep in mind that you are sharing a room with another person. Treat their belongings with the same respect as you would your own. Badger Precollege is not responsible for any lost or stolen items. We suggest you follow the list below.

- Do not keep large amounts of cash on your person or in your room.
- **Keep your room door locked at all times**, and do not lose your keys. Also, do not prop doors open. Secure your items even when you are gone for only a few minutes. All rooms have a drawer with the ability to be locked, but students must bring their own locks.
- Keep accurate descriptions and serial numbers of your property.
- Backpacks, books, coats, and other items have been stolen from libraries, Unions, and other UW facilities. Keep your property with you or lock it up when unattended.

## Room Checks and Lights Out

Wear a watch, and be prompt at lights out and other meeting times. It is your responsibility to know when and where you should be. If you don't know, ask your RA. Residential staff will conduct room checks each night at lights out.

# COMMUTER STUDENT DAILY SCHEDULE

7:45 a.m. -8:15 a.m.	Check in with RA
8:30 a.m. -9:00 a.m.	Morning Meeting, walk to class
9:00 a.m. - 11:30 a.m.	Class
11:30 a.m. – 12:30 p.m.	Lunch and Block Meeting
12:30 p.m. - 3:00 p.m.	Class
3:30 p.m. - 5:00 p.m.	Recreational Activities
5:00 p.m. - 6:00 p.m.	Dinner
6:00 p.m. - 8:00 p.m.	Evening Class Session
8:00 p.m. - 10:00 p.m.	Recreational Activities – First Check out timing
10:00 p.m.	Remaining commuter students must check out with RA

## Commuter Check-in and Check-out

Commuter students must check in and check out with their Commuter RA each day. Students have the option to leave after their afternoon class or after the evening recreational activity period. If a student needs to adjust their leave time to be directly after the evening class session, they may discuss this with the Commuter RA. Once a student leaves camp for the day, they may not return. The daily schedule is used Monday – Thursday. On Friday, there is no evening class session and students have extended activity time for the night. We ask that students and parents be as punctual as possible. If you are running late, we ask that you communicate that with the staff. Specific contact instructions will be given to commuter families on the first day.

## Weekends

Commuter students are welcome to participate in camp activities on Friday, Saturday, and Sunday. On Friday, there is no evening class session and students have extended activity time for the night. Saturday and Sunday students have a range of events scheduled including trips to State Street, the Zoo, Goodman Pool and other activities. Commuter students have the option to attend the off campus, weekend trips. They should communicate their preference with their RA. Students return to class on Sunday at 6:00 p.m. for the evening session.

## Evening Class Session

Commuter students are not required to attend the evening session on Sunday evening. Evening class sessions are dedicated to studying, guest lectures, and cross-class collaboration and students are encouraged to attend. Commuter students may attend one or both as they choose. Please note that students are still responsible for all coursework and those who do not attend the evening session will be expected to spend time at home finishing readings, homework, and projects in order to maintain progress.

**All ALP courses are credit-worthy, but note that it is the school district, not Badger Precollege, that grants credit.** If school credit is important to the student, Badger Precollege staff strongly recommends that the student commit to attending all evening sessions so that these hours are included in the total hours of instruction that is provided to school districts. Note that most schools base credit evaluation on the number of required class hours. Commuters who do not commit to all evening sessions will not have these evening hours included in the hours and will most likely fall below the minimum threshold of class hours that most school districts expect. For consistency, commuter students who are seeking school credit must commit to attending all evening hours.

# COMMUTER STUDENT- CONT.

## Packing

It is recommended that commuting students bring a backpack with some daily items for the duration of camp. The students are able to put their backpack in an RA storage room when it is not needed during the day. Here are a list of items commuting students have found helpful to have at camp:

Water bottle	Extra set of clothes	Towel	Cell phone charger
Spending money	Tennis Shoes	Sunscreen/Bug Spray	Raingear/Umbrella

## Classes

All ALP classes are held in campus classrooms and labs. There may be occasional field trips off-campus for some classes. Students should bring notebooks, writing utensils, and other organizational materials they depend upon in school (sticky notes, white out, etc.). **It is suggested that students bring a reusable water bottle for use during class.** If a fieldtrip or recreational activity will follow a different schedule, the commuter RA will communicate the details with the students and/or guardian at pick-up or drop off.

## Residence Halls

Residential students are housed on the UW-Madison campus. Commuter students have access to the residence halls and the lounges in the residence halls. Due to housing policy, commuter students will not be given keys. Commuting students are not allowed to stay over-night in the residence halls during the duration of program.

## Residential Assistants

Commuter students are assigned to a Commuter RA. Commuters **must** check in and out with this individual each day. Failure to check in or check out the RA may result in disciplinary action due to the safety concern that may arise from not knowing where is student is located during camp. The RAs are responsible for the recreational aspects of camp and will be working closely with the students to create a fun and educational atmosphere at camp. Please bring up any concerns, questions, or ideas with your RA.

## Transportation

Commuter students must provide their own transportation to and from camp each day. UW-Madison campus has limited parking facilities and Badger Precollege cannot provide parking permits for commuter students. If students would like to purchase their own parking permit for camp, please see the UW Transportation website. If a commuter student does bring a car to camp, they are forbidden from transporting other students. Failure to comply with this rule may result in expulsion from the program. If you have special transportation circumstances, please call the Badger Precollege office before camp begins.

## Meals

Lunch and dinner Monday-Friday is included in the commuter tuition; however, breakfast and weekend meals are not. Students may choose to purchase breakfast or weekend meals on a daily basis. Meal tickets must be purchased in advance of the meal, no later than the morning meeting prior to the meal. Tickets must be paid for in cash: \$6.00 for breakfast, \$10.00 for lunch, and \$10.00 for dinner. Students are also welcome to bring a sack dinner and ask a staff member to keep it cool in a refrigerator.

## Health Services

University Health Services will provide health service staff for the Accelerated Learning Program. UHS maintains health and treatment records for students, will dispense **all** medication, and provide 24/7 care. All students must submit a health form (online in the application system) prior to camp to be reviewed by UHS and ALP staff. Please make us aware of any possible health concerns or of any disabilities so that our staff is prepared for medical situations or is able to make any necessary modifications.

# BEHAVIOR EXPECTATIONS

Please familiarize yourself with the expectations and policies at ALP before arriving at camp. These rules are designed to maintain a friendly camp atmosphere where students are expected to be safe, include everyone, respect others, challenge themselves, and have fun.

**The ALP honor code is based on an expectation of mutual respect for self, others, and the program.**

## General Policies

- The ALP summer Program is first and foremost an academic program. Students are expected to commit themselves to serious and honest work during their three weeks at the program. We expect you to attend all classes and academic functions and complete all homework assignments.
- Students are expected to adhere to the daily schedule and be present and on time to required activities.
- Students will shower daily, wear clean clothes, and keep their residence hall rooms and common areas clean. The physical structure of the residence hall, furniture, walls, etc. should be respected.
- Since other groups will be on campus during the summer, ALP students are expected to act in a mature fashion. Students should be respectful of other classes and faculty at all times.
- Students should read and adhere to the policies concerning appropriate items to bring to ALP. Students who bring restricted items will have them confiscated and returned on the final day of camp. Laptops, iPods, cell phones, and stereos are permissible at camp. However, if they are found to contain inappropriate content, they will be confiscated for the duration of camp.
- Students are expected to bring concerns to their RA each day during block meetings in order to contribute to the comfort and well-being of all members of the ALP community.
- As with any community, some rights and privileges students may enjoy at home must be put aside for the good of the group.

The following include rules that if violated, may result in dismissal from the program:

- Residential students must obey curfew, stay within the program boundaries at all times, and be in their rooms from lights out until 7:00 am.
- Participants in the program will conduct themselves in an appropriate manner and dress appropriately at all times while at meetings, classes, meals, on field trips, or during any other activities, including free time.
- Students of the opposite sex are not allowed in residence halls rooms. Lounges are coed.
- Violation of any city, state, or federal law will not be tolerated. The following are not allowed: gambling; possession of tobacco products, drug paraphernalia, fireworks, weapons, explosives, ammunition; sex; harassment of any kind. Destruction of campus or personal property will not be tolerated and any damages will be charged to the student/family.

The program directors may establish additional rules as behavior warrants. These and additional specific camp rules will be addressed with the students the first evening of the program. If an issue should arise with a student not following the camp rules/guidelines, parents/guardians will be notified.

## FORMAL DISCIPLINARY PROCEDURES

1. First time violations of most policies will be handled by the student's residential staff member or teacher as appropriate. Offenses may result in restricted privileges. A written report is filed in the student's records.
2. Residential staff or teachers will refer more serious or repeat offenses to the Site Coordinator for counseling and discipline. Parents may be contacted.
3. The following procedures apply to students who repeatedly violate rules or who are suspected of having committed a major violation as per the Student Rules Contract:
  - a) The student is notified of the alleged violation and of the date, time, and place of a disciplinary hearing. Student may be removed from program activities.
  - b) The parent is notified by the Site Coordinator of the alleged violation and of the date, time, and place of a disciplinary hearing. The student is not required to contact the parent until after the hearing has taken place. It is the student's choice whether he/she will call home prior to the hearing.
  - c) The Site Coordinator convenes the Disciplinary Review Board (DRB), which consists of representatives from among ALP Summer Program staff, and will always include the Site Coordinator, an RA or instructor, and may include Badger Precollege or other summer program staff.
  - d) The student presents his or her case to the DRB. The student may choose a representative from the program to support his or her case.
  - e) The DRB will discuss the case immediately after the hearing and will notify the student of the decision; the DRB decision is final.

Behavior	Potential Consequences
<p><b>Minor Infractions</b></p> <p>Tardiness (to class, study hall, activities)            Disruption in the cafeteria            Forgetting to sign in/out            Not being in the location specified on sign-out            Violation of classroom or residence hall rules            Classroom/residence hall pranks            Noise/disruption after lights out            Disrespect towards anyone/anything            Intentional non-compliance with staff</p>	<p>Loss of Activity Time</p> <p>Early Bedtime</p>
<p><b>Major Infractions</b></p> <p>Physical violence and theft            Harassment            Vandalism and destruction of campus or personal property            Not obeying curfew or going outside of program boundaries            Continued disrespect for the rights and property of others</p>	<p>Disciplinary Review Board Hearing</p>
<p><b>Zero Tolerance</b></p> <p>Violation of any city, state, or federal law            Gambling; possession of tobacco products, drug paraphernalia,            fireworks, weapons, explosives, ammunition</p>	<p>Dismissal from program</p>

# VISITING AND OFF-CAMPUS TRIPS

As you know, the program in which your student is enrolled provides a carefully planned and supervised schedule of events. The residential program is designed to fill students' time during afternoons, evenings, and weekends in constructive and enriching ways, and to help them succeed in our demanding academic program. ALP's Visiting and Off-Campus Trips Policy is designed to ensure the safety and promote the academic progress and social integration of your child into our program.

For this reason, **we request that all residential students remain in residence at the program throughout the three weeks of the program.** Exceptions to this policy are infrequent and will be made by program staff before the program starts. **Requests must be made on our Off Campus Request Form by June 1st; please email Katie to request a form.** Off-campus trips with family or friends should be planned for before Opening Day or after Closing Day of the program. For the continuity of the program experience, we ask that you try to avoid all occasions where your child might leave the program during the three weeks that he or she is living on campus. Ultimately, we leave it up to the parents' discretion as to what circumstances warrant a departure from campus during the program.

Should you have a family emergency such as illness or death in the family that requires your child's presence, please use the contact numbers (provided on our contact page) to make arrangements with the Site Coordinator.

Beyond emergencies, we strongly discourage off-campus visits, and we appreciate your understanding and compliance with this policy. We discourage these visits for the following reasons:

1. The visits are often disruptive to students' integration into the residential program.
2. Visits make supervision more difficult. We are responsible for knowing where all students are at all times. When one student or a small group of students make arrangements to leave campus, the tracking becomes very complex. It is difficult to know who is arriving when, with whom, and who needs to check in with staff.
3. Activity planning is compromised. Weekends often involve group trips or activities. If we plan to take students off campus for a program trip, it is nearly impossible to accommodate individuals' requests to leave at various times throughout the day. A student cannot leave campus or return to campus without a staff member meeting him or her to assure the student's safety.

If you feel strongly about visiting your child during the program because of a particular event or activity, be aware that you **must** make the arrangements **prior** to the program. **We cannot accommodate spontaneous visits.** Students will not be allowed to leave during class time, as participation in class is critical to success.

Parents may make arrangements to drop off special items (things accidentally left at home, birthday treats, etc.) by calling the Site Coordinator. We will be sure to celebrate student birthdays and special events during the program.