



Student Code of Conduct Agreement for Residential & Commuter Students

Zero Tolerance Policy

Every student is required to submit a Student Code of Conduct Agreement that details NAPCA regulations and standards of conduct for both residential and commuting students. This agreement must be signed by both the student and their parent(s) or legal guardian(s) in order for the student to participate in the program.

Being selected to participate in NAPCA requires each participant to uphold policies, regulations, and guidelines established to create a positive learning environment. Each participant is required to adhere and conform to the instructions and guidance of the Program Director, Faculty, Resident Advisors, and other program staff. Therefore, the following are expected of each participant:

1. Respect the rights and property of others, and refrain from illegal activity, both on and off campus.
2. Respect one another, program staff, faculty, and guest speakers to create a positive learning environment.
3. NAPCA is not responsible for any property missing or damaged on or off campus property. The student and the parent understand that they are financially responsible for any missing or damaged property the student may have caused.
4. Always stay with your assigned group. Do not leave with another group unless instructed by your Resident Advisor or representative of NAPCA.
5. Attend all scheduled seminars, presentations, activities, and actively participate. No eating, chewing gum, drinking, mp3 players/iPods, or cell phones are allowed during class time.
6. NAPCA shirts must be worn at all times.

7. Take responsibility for keeping track of dorm room key(s) and meal card. If the key(s) and/ or meal card is lost, the student and/ or the parent(s) will be financially responsible. There will be a \$100.00 fee for each lost key or meal card.

8. NAPCA is not responsible for any personal equipment that is left by the student on-campus property (residence halls, dining halls, etc.) as well as off-campus activities.

9. If it applies, do not ever lock the deadbolt on your dorm room door.

10. Keep the dorm window closed and locked at all times when you plan to leave your dorm room; this is for your safety and to conserve energy- the air conditioner or heat will be on.

11. Doors to rooms automatically lock when you leave your room. You must take your key(s) with you each time you leave. DO NOT prop or leave the door open, IT IS AGAINST FIRE REGULATIONS.

12. In case of a fire alarm, everyone will adhere to the campus emergency preparedness procedures in place. Do not take time to get dressed; put on a robe or cover up with a jacket and get downstairs (with your RA!).

13. The dorms have a way of tracing where the fire alarm was set off. Anyone caught setting off the false alarm may be personally charged \$1500.00 by the city Fire Department; Such misuse of the fire safety equipment is a felony and will result in the removal of the involved party(s) from NAPCA, and the Campus may seek legal action.

14. The office phones are only to be used with your RA's permission – no social phone calls.

15. You should be quiet and in your bed with the lights out by the curfew time, 11:00pm.

16. Anyone caught smoking, drinking or involved in any other activity not in accordance with these rules and guidelines will be sent home immediately.

17. No dorm room switching is allowed. Each participant must sleep in their assigned dorm rooms.

18. With the exception of parents and legal guardians, NO VISITORS are allowed at any time.

19. No student shall be found hanging out in the hall or floor lounge between the curfew hours of 11:00pm and 6:00am. Students must be in their room with lights out during curfew hours. The hall and floor lounge will open at 6:00am for students to prepare for the day (i.e., shower, get dressed, fellowship with roommates and staff, study, watch a movie, listen to music, etc.).

20. Students will not be involved in any bullying or any type of harassment of any other student.

21. The use of foul language is strictly prohibited.

22. No photos taken of another student shall be uploaded to any type of social media site (i.e. Facebook, Twitter, Instagram, etc.) without that student's prior knowledge and approval.

23. NAPCA is not responsible for any violation of the internet usage policies where NAPCA hosts our programs.
24. Pets and animals are not allowed at NAPCA and will be removed from campus premises.
Exception: Service animals for individuals with disabilities (as defined by the Americans with Disabilities Act) are permitted in the residential and dining facilities.
25. Cooking is prohibited in the residential halls.
26. Acts that are a threat to safety i.e. setting fires in trash cans, using lighter fluid in a prank, open flames, using charcoal grills, using candles, and water fights are prohibited in all housing areas. Such behavior will result in the removal of all parties involved from NAPCA and the Host campus may seek legal action.
27. NAPCA is committed to creating and maintaining a community in which all people who participate in programs and activities at NAPCA can work together in an atmosphere free of all forms of harassment, exploitation, or intimidation. Specifically, every program participant should be aware that NAPCA is strongly opposed to any acts of discrimination based on race, ethnicity, sex, gender identity, age, disability, sexual orientation, religion, and political beliefs, and we will confront and appropriately respond to such acts. Physical abuse, threats of violence, harassment, or any conduct that threatens the health and safety of any person is strictly prohibited.
28. Throwing any object (includes water balloons) from the windows or balconies of the halls, apartments or dining facilities is prohibited and will result in fines as well as removal of all party(s) involved from NAPCA/ Host campus.
29. Posting on exterior balconies or railings of apartment rooms or residence hall suites is prohibited. Chalking is restricted to residential areas and extra cleaning fees will apply.
30. The possession or discharge of firearms, fireworks, or other explosive substances is prohibited. The possession of BB guns, pellet guns, air guns, sling shots, M80's, or lethal weapons of any form, (martial arts equipment included), is prohibited. Dart throwing inside or within the vicinity of the housing and or dining facilities is prohibited. Such possession is a felony and will result in the removal of the party(s) involved from NAPCA/ Host campus and the Host campus may seek legal action.
31. Destructive and/or dangerous horseplay which could result in injuries or damage to the facilities or furnishings is prohibited.
32. Under no circumstances may the room or apartment to which a participant is assigned be used by any other person without the prior approval from NAPCA.
33. Radios may be played only in a student's room at a reasonable volume so as not to disturb the other students. No amplified instruments and/or musical instrument without a volume control may be played in the housing facilities.

Students who do not follow the above rules and guidelines will be sent home. All students sent home for violating student code of conduct will not receive a refund and any remaining balance due must be paid.

For health and safety reasons, NAPCA staff must ensure that all participants are aware of and abide by all of the Program Rules and Safety Regulations as stated above.

CAMPUS BOUNDARIES

While attending the program, students have access to the academic and recreational facilities on campus. However, in order to ensure to the students' safety and security, some areas near campus are off limits to all students.

Students are permitted to visit select shopping areas located on the perimeter of campus with a NAPCA Staff member, all of which are about a five - ten minute walk from the residence halls. Shops and places of interest at most NAPCA program locations include: a movie theater, grocery stores, CVS/pharmacy, an international food court, sandwich shops (Subway, Togo's, Quiznos), Starbucks, Coffee Bean, Yogurtland, Chipotle, Chick-fil-A, Taco Bell, a pizzeria and several sit-down style restaurants. Bank of America and Chase Bank also have branches in these locations.

ABSENCES AND VISITORS

Leave of Absence Request Guidelines:

- If a student will be absent, the student or student's parent must notify NAPCA at least 48 hours in advance of student's leave of absence.
- The adult who picks up the student will be required to show a photo ID to verify that his or her identity matches the person named on the Leave of Absence Request Form.

COMMUTING STUDENTS

Commuting students are required to attend all program sessions and academic field trips. If a student will be absent, the student or student's parent must notify the NAPCA office before the scheduled course session or academic field trip.

RESIDENTIAL STUDENTS

Families should plan for the student to stay on campus for the duration of the program. Residential students are not permitted to have a personal vehicle on campus or to operate a motor vehicle while attending the program.

Residential students are permitted to make off campus visits if a parent or guardian submits a written request via the Absence Request Form at least 48 hours in advance of the student's

departure, and it is approved by the NAPCA Program Director or authorized representative.

The Absence Request Form that must be submitted for approval at least 48 hours in advance of the student's departure includes the following details:

Destination

Departure date & time

Return date & time

Name and relationship of the responsible adult who is signing out the student

Contact phone numbers

Transportation Method

VISITING STUDENTS ON CAMPUS

We strongly recommend that parents, relatives or friends visit students on Sundays to avoid conflicts with program activities.

CELL PHONE POLICY

Students are encouraged to bring their cell phones to campus. However, if a student uses a cell phone during class, the phone may be confiscated and returned on the last day of the program.

PROGRAM DISMISSAL

Certain actions may result in immediate dismissal from the program. Students dismissed from the Program at any time and for any reason will be withdrawn from the program. Residential students will be required to vacate the residential hall immediately. No refund will be provided in cases where a student is dismissed and any remaining balance due on student account must be paid.

I agree to abide by the Student Code of Conduct and I understand that if I do not adhere to the code, it will result in dismissal from the program and responsibility for paying any charges.

STUDENT AND PARENT/GUARDIAN ACKNOWLEDGEMENT

Student Section

I, _____, acknowledge that I have read, understand and will follow the above mentioned rules and regulations. I understand that if I do not adhere to the code, it will result in dismissal from the program.

Student Signature _____

Date: _____

Parent/Guardian Section

I, _____, acknowledge that I have read and understand the code of conduct expected of my child or the student named above. I understand that if the student named above does not adhere to the code of conduct, it will result in dismissal from the program. I will take responsibility for picking up the student from the program immediately and I understand that I will not receive a refund for any payments made to NAPCA and any remaining balance due to NAPCA must be paid.

Parent/Guardian Signature _____

Date: _____