

Rules and Discipline Protocol for Iowa Summer Journalism Workshops (ISJW)

The safety and welfare of the ISJW campers is our primary concern, so it is important that each person complies with the following the camp rules and procedures.

1. Every effort is made to ensure that campers are properly supervised by an ISJW staff member throughout the daily operational hours of camp, at lunch in the Market Place, and at night in the Residence Hall. Here are the days/times of course activities:
 - Sunday: 4:00 – 9:45 pm
 - Monday: 8:30 am – 9:30 pm
 - Tuesday: 8:30 am – 10:00 pm
 - Wednesday: 8:30 am – 9:00 pm
 - Thursday: 8:30 am – Noon

Any time a camper must leave camp during the regular camp times detailed above, they must check out through a camp counselor or ISJW camp staff. The main camp office is E254 AJB.

2. Campers are to provide their cell phone numbers on their application form, and this number may be used in the event the student needs to be reached by an ISJW staff member. However, cell phones should be turned off during class instruction.
3. Resident campers who drive to camp are to surrender their car keys to the head counselor at the first resident hall meeting.
4. Campers are to keep up with room keys and must keep up with meal tickets. There is a cost to replace them.
5. All campers are required to wear their ISJW credential around their neck at all times.
6. Campers should always wear something on their feet – no bare feet!
7. No one should be in the Residence Hall during the day except for lunch time unless you are chaperoned by a counselor. If you are ill, notify the Health

Counselor. No one can just stay in bed. You will need to see the Health Counselor for evaluation or go to class.

8. Do not use skateboards, roller blades, scooters, etc.
9. Attendance is required at all workshop sessions, associated field trips, and scheduled camp events. Be punctual. Campers are required to attend all evening events. Exceptions include illness or emergency. In the event a camper must miss class, please contact Michelle Sillman, camp director, michelle-sillman@uiowa.edu or 319-335-3427 as soon as possible.
10. Campers are not allowed into Residence Hall rooms of campers of the opposite gender. Any camper caught in a Residence Hall room of a member of the opposite gender will be expelled from camp immediately.
11. In the event of severe weather, students will seek appropriate shelter according to the University of Iowa severe weather policy. We still have classes when it's raining!

In the case of a severe discipline problem at ISJW, please note the following information regarding serious infractions and consequences.

Level 1: Underage smoking, riding in cars or having riders, attendance problems.

1. Frequent check-ins/grounded/assigned to direct supervision of a counselor.
2. Dismissal from camp.

Level 2: Boys in girls rooms/floor, girls in boys rooms/floor, leaving room after curfew, leaving campus without permission.

1. Notify parents. Immediate dismissal. STUDENT IS SENT HOME AT THEIR OWN EXPENSE.

Level 3: Possession of or under the influence of alcoholic beverages or drugs, violence, sexual assault, harassment, bullying, or hazing of any type.

Notify parents. Mandatory reporting to the authorities including UI Police. Immediate dismissal.

INCIDENT/ACCIDENT REPORTING POLICY

The Iowa Summer Journalism Workshops strictly adheres to the University of Iowa zero tolerance policies regarding substance abuse (possession or use of alcohol, drugs), sexual harassment (verbal or physical), bullying, hazing, vandalism, or violence of any type. In the event of a summer program violation, students will be reported to the camp director, who will then report the incident to the director of the School of Journalism and Mass Communication and school administrator, the appropriate university Vice President, and the Director of Youth Programs. The student may be expelled from the camp and sent home immediately (at their own expense).

In the event of a violation of a local, state, or federal law, the camp director will contact UI Police. The student may be expelled from the camp and sent home immediately (at their own expense).

Medical incidents and mental health interventions will be reported to the Office of Risk Management.

Accidents will be reported to the camp director, who will then inform the Director of the School of Journalism and Mass Communication and school administrator. Other offices that may be notified include the Office of Risk Management and Facilities Management as appropriate.