

# UNIVERSITY OF WYOMING

## RULES AND DISCIPLINARY PROCEDURES

### University of Wyoming First Year Orientation

#### PROGRAM RULES:

1. The possession, distribution, or use of alcohol or drugs is prohibited.
2. Fireworks, firearms, guns, knives, archery equipment and other weapons are prohibited.
3. The operation of motor vehicles by Minors is prohibited while attending and participating in the Program. Permission for a Minor to drive from the Program at the Program's conclusion must be authorized by the parent/legal guardian. Use of bicycles, skateboards, rollerblades, skates and other related items is discouraged and any use must be in accordance with University Policy. Hover boards are prohibited.
4. Participants are to remain on campus for the duration of the program unless program activities require otherwise. If a participant needs to leave campus for some reason, Program Directors must receive prior written permission from the parent or guardian, and grant specific permission.
5. Participants must attend all Program activities including workshops, classes, and planned social or recreational activities.
6. No violence, including sexual abuse or harassment, will be tolerated.
7. Hazing of any kind is prohibited. Bullying including verbal, physical, and cyber bullying are prohibited.
8. No theft of property, regardless of owner, will be tolerated.
9. Use of tobacco products and smoking instruments including electronic cigarettes and vaporization devices will not be tolerated by participants. Smoking is prohibited in all University buildings.
10. Misuse, damage, tampering, moving, modifying, or theft of University property is prohibited. Charges will be assessed against those participants who are responsible for damage or misusing University property.
11. Misuse, damage or theft of the property of others is prohibited.
12. The inappropriate use of cell phones, cameras, imaging, and digital devices is prohibited including use of such devices in showers, restrooms, or other areas where privacy is expected by participants.

#### ADDITIONAL PROGRAM RULES FOR RESIDENTIAL PROGRAMS:

13. Participants will abide by nightly curfews and "Lights Out" and by any building study/quiet hours. Participants must be in their OWN room at lights out and remain there until morning. Unauthorized room changes are prohibited. Any use of cell phones or other electronic devices is prohibited after 'Lights Out.'
14. Coed visitation is permitted in the common areas of Orr Hall only. The only people permitted in rooms are Program staff, members of the participant's immediate family, the participant's roommate and other participants of the same gender residing in that residential structure.
15. Guests of participants (other than a parent/legal guardian and other program participants), if allowed, are restricted to visitation in the building lobby and/or floor lounges and only during approved, specified hours with supervision. Guests must follow all Program/Participant Rules.
16. Tampering with any fire or safety equipment (fire extinguishers, fire alarms, smoke detectors, exit signs, etc.), any security system, or locks (including propping open locked doors, sharing of combinations, and duplication of keys) is prohibited. Making or communicating false alarms or threats is prohibited.

17. Flammable and combustible materials are prohibited. Burning, open flames, and exposed element appliances (such as hotplates), and halogen lamps are prohibited. The use of extension cords or multi-plug outlet adapters is prohibited.
18. Participants should keep their rooms locked at all times even if leaving the room for only a few minutes. The University is not responsible for lost or stolen items. Participants should limit property and valuables brought to the Program and any property and valuables are brought to the Program at the participant's sole risk. Banners, signs, pictures, and other items may not be displayed in or affixed to windows or on the interior or exterior of the building.

#### **ADDITIONAL PROGRAM RULES FOR PROGRAMS USING DINING FACILITIES:**

19. A Conference Meal Card is required for entrance to the UW dining room. Dining room privileges are non-transferable. A card used by anyone other than owner may be confiscated by Program Staff or dining personnel.
20. Unlimited trips to serving lines are allowed during each visit to the dining room but only one entree is allowed per time through the serving line.
21. Throwing food or objects or causing them to be thrown in the dining room is prohibited.
22. Shirts, shoes and appropriate clothing must be worn at all times in the dining room.
23. Large equipment bags and equipment must be stored in guest rooms or other appropriate locations and are not allowed in the dining room.
24. Beverage containers of any kind including water bottles, mugs, etc. are not allowed in the dining room.
25. Plates, silverware, and other dining services property must remain within the dining room.
26. Participants must take trays, dishes, trash and other dining service items to the designated areas when finished dining and prior to leaving the dining room.
27. Participants must remain in the public/designated portions of the dining facility. Entrance into the kitchens, storerooms, loading dock, food preparation areas, and other non-public areas is prohibited.

#### **DISCIPLINARY PROCEDURES:**

Each participant has a reasonable expectation to enjoy a positive program experience. Therefore, the misbehavior of one participant, or a group of participants, should not be permitted to impact negatively on the program experience of others. Most programs are short in duration, so prompt action is required when problems occur. Parents and participants should be aware of the rules and disciplinary policy.

**First Offense:** Participants failing to adhere to Program Rules, assisting or encouraging others to break Program Rules, or exhibiting bad or disruptive behavior, will be warned by Program Staff.

**Second Offense:** Subsequent misconduct will result in a discussion between the Program Staff and Participant and Program Staff will contact the Participant's parent/guardian.

**Third Offense:** Subsequent misconduct will result in expulsion from Program.

**ANY OF THE STEPS OUTLINED ABOVE MAY BE OMITTED OR REPEATED AT THE DISCRETION OF PROGRAM STAFF. PARTICIPANTS DISMISSED FROM PROGRAM FOR DISCIPLINARY REASONS WILL NOT RECEIVE A REFUND OF ANY FEES PAID TO ATTEND PROGRAM.**

This procedure is intended to provide a reasonable and consistent method for dealing with the type of behavior that can be disruptive to a program or other University activities or functions, but is not so egregious as to warrant immediate dismissal from the program. It in no way precludes immediate dismissal from the program for more serious disciplinary problems or violations of campus or program regulations. A serious disciplinary problem is defined as one in which the program staff determines that a child is engaging in inappropriate behavior that includes, but is not limited to the following: actions which put the participant, other participants, or program staff member's safety in jeopardy; physical, emotional, or electronic harassment/harm against self, program staff or fellow program participants; inflicting physical or

emotional harm on self or others, vandalism or destruction of University property; theft of University property or the property of another participant; consistently disrupting the program or other programs or University functions; possession of alcohol, drugs, or weapons; fighting; or sexual harassment.

Disciplinary decisions are solely in the discretion of Program Staff and the decision of Program Staff is final.

**With my/our signature below, I/we understand the disciplinary procedures described above. I/we understand failure to demonstrate proper conduct during the Program may result in early dismissal from the Program without any refund of fees paid to attend. I/we pledge to abide by all Program Rules and to exercise good behavior.**

**Participant Name** \_\_\_\_\_

**Parent/Guardian Name** \_\_\_\_\_

**Participant Signature** \_\_\_\_\_

**Parent/Guardian Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

**Date** \_\_\_\_\_

**UNIVERSITY OF WYOMING**  
**RELEASE, ASSUMPTION OF RISK & AGREEMENT TO HOLD HARMLESS**

I am aware that part of UW Admissions Orientation on \_\_\_\_\_ (date) includes physical activities. Physical activities may include, but not limited to, running, jumping, ultimate Frisbee, country swing dancing, volleyball, basketball, and climbing the rock wall. I am aware that these activities may be dangerous activities and involve A RISK OF INJURY ranging from minor injury to serious injuries such as paralysis or event death. I am aware that such an injury can limit my future life activities, including future earning capacity. Because of the potential dangers and risks, I recognize the importance of following instructions provided and I agree to follow all directions.

I hereby grant permission for the University to give or authorize emergency medical treatment, if necessary, and such action by the University shall be subject to the terms of this Agreement. I understand and agree that the University assumes no responsibility for any injury or damage, which might arise out of or in connection with such authorized emergency medical treatment.

In consideration of the University of Wyoming, providing me with the opportunity to Participate, I hereby assume all the associated risks and agree to hold the University of Wyoming, its trustees, officers, employees, agents, representatives, instructors, and volunteers and the State of Wyoming harmless from any and all liability, actions, causes of action, debts, claims, or demands of any kind and nature whatsoever which may arise by or in connection with my participation. The terms hereof shall serve as a release and assumption of risk for myself, my heirs, estate, executor, administrator, assignees and for all members of my family.

I have read the above statement and fully understand the contents, consequences and implications of signing this document.

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PRINTED NAME

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SIGNATURE

DATE

**IF THE INDIVIDUAL ABOVE IS UNDER 18 YEARS OF AGE:**

I, being the parent or legal guardian of the above participant, \_\_\_\_\_, who is under the age of 18, have read the above statement and fully understand the contents, consequences and implications of signing this document.

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PRINTED NAME

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SIGNATURE

DATE