Commuter Program Policy Orientation

In Compliance with the University of Iowa’s Youth Programs Policy Manual
Program Rules and Regulations

• Students are expected to behave in a mature and responsible manner toward all Belin-Blank Center staff, faculty, and students. Inappropriate behavior may result in disciplinary action, including termination from the program. All students are bound by The University of Iowa Code of Student Conduct, and all applicable federal, state, and local regulations.
Discipline Procedures

• The following behaviors are considered detrimental and may result in expulsion from the program:
  – Willful damage or vandalism to University or individual property.
  – Possession of fireworks or weapons of any kind.
  – Misuse of fire equipment, including pulling of fire alarms or misuse of fire extinguishers.
  – Possession or use of alcohol, tobacco, or any controlled substances.
  – Unexcused absence from program classes or behaving irresponsibly in class.
  – Willful or consistent misbehavior.
  – Operation of, or being a passenger in, any vehicle not authorized for program purposes.
  – Failure to comply with program rules or with requests made by program staff members.
Off-Limits Facilities

• Students are expected to remain under the supervision of the Belin-Blank Center staff and faculty from the time they check in until the time they check out.

• Students may not visit facilities without supervision of Belin-Blank Center staff.
Harassment Policy

• Engaging in hazing, harassment, or sexual misconduct will result in expulsion from the program.

Alcohol and Illicit Drug Consumption Policy

• Consuming alcohol or illicit drugs will result in expulsion from the program.
Program Security

• Students are expected to remain under the supervision of the Belin-Blank Center staff and faculty from the time they check in until the time they check out. Students are expected to attend all classes and activities. Students should not plan to leave the program for any reason other than emergency situations. In the event of an emergency, parents must notify a Belin-Blank Center staff member before removing their student from the program.
Emergency Procedures

• Tornado Procedures
  – When a tornado warning is sounded (it will be a long steady whistle/horn noise), all participants must proceed to the directed tornado shelter in the building they are in. If you are not in a building and one is nearby, proceed to the nearest building and take shelter if time permits. If no building structure is around, find the nearest low level land and lie down protecting your head.
  – Staff will conduct a roll call of all participants and report back to the camp Director to verify all participants are accounted for in shelters if events permit.
  – After the warning has passed, all participants should be accounted for.
Emergency Procedures

• Hawk Alert
  – To assure staff and participants are aware of all alerts, the Director will inform all staff if a Hawk Alert is issued.
  – If extreme measures for safety are required, staff will comply with all University Public Safety orders.
  – The Director will inform all staff when an alert has expired.
Emergency Procedures

• Missing Student
  – Conduct a roll call at the beginning of each session. If a student is not accounted for, ask if anyone has seen the student. If no one knows of the student’s whereabouts, wait 5 minutes to see if the student shows up for the event.
  – After 5 minutes, call the Director to report a student missing.
  – Director will contact Public Safety and report a missing student.
Inclement Weather Program

• Whenever possible, the University continues to function during inclement weather. Regularly scheduled classes meet to the extent that students and faculty are able to travel to campus and attend classes. Individuals should use good judgment and avoid serious risks in traveling to campus or in attending classes.

• If cancellations are to be announced, care will be taken to make a public announcement at the earliest possible time.
Reporting Injury or Illness

- Participants should inform the instructor of their course if they experience an injury or illness.
- The University of Iowa Student Health Service or University of Iowa Hospitals and Clinics will provide any medical services, in which students require treatment, and the student and his/her parents must pay the expense of such services. A staff member will accompany the student for any health-related treatment and every effort will be made to contact parents concerning treatment.
- An injury or illness report will be filed by the Director and include:
  - Names of participants involved
  - Nature of injury, illness, or incident
  - How it occurred, date, and time it occurred
  - Emergency action taken
  - Other actions taken including parent notification
  - Details including the name(s) of the staff involved and the action taken by each during and after the event
CPR and Blood-Borne Pathogens

• CPR
  – Rachelle Blackwell
    • Belin-Blank Center Staff
    • 319/335-6148
    • 800/336-6463

• Blood-Borne Pathogens
  – All of our summer faculty who are public school teachers have completed blood-borne pathogen training through their local Area Education Agency
Reporting Disciplinary Action

- All camps will retain detailed documentation of disciplinary actions involving participants. At a minimum the following information will be collected and reported to University of Iowa Director of Youth Programs in addition to any other appropriate University unit requiring information:
  - Names of participants involved
  - Nature of rules violation
  - How it occurred
  - Action taken to protect the alleged victim
  - Action taken to discover facts
  - Disciplinary action taken
  - Other actions taken including parent notification
  - Details including the name(s) of the staff involved and the action taken by each during and after the event
How to Report Concerns

• Any concerns experienced by a student in a commuter program, or by parents/guardians of a student, may be reported to:
  – The teacher of the course
  – Lori Ihrig
  – Ashlee Van Fleet
  – Susan Assouline
  • Director, Belin-Blank Center
Belin-Blank Center Contact Information

• Lori Ihrig
  – lori-ihrig@uiowa.edu
  – 319/335-6148
  – 800/336-6463

• Susan Assouline
  – Director
  – susan-assouline@uiowa.edu
  – 319/335-6148
  – 800/336-6463

• Ashlee Van Fleet
  – ashlee-vanfleet@uiowa.edu
  – 319/335-6148
  – 800/336-6463
University of Iowa Contact Information

• Office of the Provost
  – provost-office@uiowa.edu
  – (319) 335-3565

• University Police
  – police@uiowa.edu
  – (319) 335-5022