

CONDUCT CODE

ENGLISH VERSION

NOV 2025



Loyola Camps

Keep striving



@LOYOLA_CAMPS



Loyola Camps Programs are designed to assist students in acquiring the necessary academic skills and personal development to successfully complete a language immersion program in the United States, while providing them with the tools needed to gain admission to a four-year university. These summer academic programs complement a comprehensive preparation process that begins more than a year in advance.

RESIDENTIAL LIFE

Participants will experience various aspects of university life. Loyola Camps students will reside in a university dormitory affiliated with the program, alongside other college students and participants of summer academic camps. For some, this will be a new experience requiring cooperation and adaptability.

As in home, school, and community settings, certain guidelines must be followed. The University and Loyola Camps have provided the rules for the Summer Residential Component as described in this handbook.

During the program, students are expected to adhere to the standards outlined in this handbook, both academically and behaviorally, as they represent Loyola Camps and the University. Shared rooms and immediate common areas are to be kept clean at all times. While University Housing staff perform light daily cleaning of all common areas, students are expected to maintain these spaces in an orderly condition and free of trash.

ROOM ASSIGNMENT

All participants are assigned roommates based on the information provided in the application forms submitted prior to the summer session. If no application was submitted, a Loyola Camps staff member will assign a roommate. Requests for specific roommates are not guaranteed.

Once rooms and roommates have been assigned, these assignments are final and cannot be changed.

RESIDENTIAL GUIDELINES

The Summer and Spring Residential Component of Loyola Camps is designed to provide an authentic university living experience. Activities within the residence halls are subject to restrictions in order to comply with both university and program policies. Please observe the following guidelines:

- Keep residence hall doors locked at all times.
- Always keep your room door closed and locked.
- You are responsible for your key and must not share it with anyone, including your roommate. Pets are not permitted in the residence halls.
- Furniture may not be removed from designated areas (dormitory rooms, lobbies, or common areas). Windows must remain closed at all times.

- Report any unfamiliar individuals in or near the residence hall to the Resident Advisors (RAs).
- The use of candles, cooking appliances, incense, or aerosol sprays is strictly prohibited.
- False fire alarms will result in legal consequences.
- The use of alcoholic beverages, illegal drugs, smoking, or vaping is strictly prohibited. Male students are not allowed on female floors or in female rooms, and female students are not allowed on male floors or in male rooms. Violation of this rule will result in dismissal from the program.

1. **ROOM AMENITIES**

All rooms are air-conditioned and furnished with a single bed, desk, desk lamp, desk chair, wastebasket, and window blinds. Linens, towels, blankets, and pillows are provided.

All items provided at the start of the camp must be returned in good condition at the end of the program.

2. **PERSONAL BELONGINGS**

Loyola Camps and the University are not responsible for lost or forgotten items within the residence halls.

Neither Loyola Camps nor the University are responsible for personal belongings loaned to other participants.

3. **KEYS AND IDENTIFICATION CARDS**

Each participant receives a room key. Doors must remain locked at all times. Loyola Camps is not responsible for lost or stolen items. Students locked out of their rooms must notify the Head Chaperone or Resident Director to obtain a replacement key. Lost keys incur a replacement fee of \$250, and replacement ID/access cards cost \$50.

4. **INSPECTIONS AND SEARCHES**

Loyola Camps and the Resident Advisors (RAs) reserve the right to enter rooms for the purposes of:

- Maintenance and improvements
- Retrieval of unauthorized items
- Safety, health, and welfare checks
- Deterrence or detection of behavior in violation of program policies
- Periodic checks after curfew

RAs are not allowed to enter participants' rooms alone.

In female rooms, at least one female RA must be present to conduct the inspection.

5. **ILLNESS**

Any participant who becomes ill must immediately notify the Resident Director. If the illness is verified, the participant will be restricted to the residence hall for the entire day. Loyola Camps staff are not authorized to administer medication to students.

In the event of a medical emergency, the Resident Director will first notify the parents or guardians, and then contact University Public Safety for transportation assistance to the nearest hospital. Any medical services received will be billed to the participant's health insurance.

6. ELECTRONIC DEVICES

Electronic devices are permitted in the dormitories; however, bringing expensive items is discouraged. Volume levels must be kept to a minimum to respect other residents. Electronic devices may be confiscated in study halls if they are not being used for academic purposes.

7. PHONES

Use of campus office phones is strictly prohibited.

8. FOOD DELIVERIES

Participants must remain on campus and are not allowed to visit nearby restaurants or fast-food establishments without permission. Food delivery is permitted but only before 9:00 p.m. and must be collected at the main reception or lobby, with notification to the Resident Advisor.

9. MEALS

All meals will be served in the University dining halls at the following times:

- Breakfast: 7:00 – 8:00 a.m.
- Lunch: 12:00 – 1:00 p.m.
- Dinner: 5:00 – 6:00 p.m.

Participants must check in with the RAs in charge for all meals. Individuals with special dietary needs must inform the Program Director prior to the start of the camp.

If participants arrive late to the dining hall, their meal will be withheld and replaced with basic provisions provided by the RA.

10. ENTRY AND EXIT

Each participant must scan their identification card when entering and exiting each building. Failure to comply with these procedures will result in a written warning.

11. CURFEW

Curfew is at 10:00 p.m. All participants are expected to be in the residence hall by this time and in their assigned rooms by 10:30 p.m. Lights out is at 11:00 p.m. Violation of curfew will result in disciplinary action.

12. OFF-CAMPUS PERMISSION

Loyola Camps operates under a "closed-campus" policy. Students are not permitted to leave campus without authorization. For medical appointments or urgent family matters, parents or guardians must notify Loyola Camps professional staff through the Academic Coordination Office.

13. VISITORS

No visitors are allowed in the residence halls under any circumstances.

14. CLASS ATTENDANCE

Attendance in class is mandatory. Participants are required to attend all scheduled classes. **Four unexcused absences will result in dismissal from the program.** Excused absences must be accompanied by written documentation and approval from the Program Director.

15. TEXTBOOKS

Students may receive textbooks and other materials for their classes. Textbooks must not be damaged and must be returned at the conclusion of the program.

16. STUDY ROOMS

Assignments and schedules for study rooms are listed in each participant's individual timetable. Electronic devices for non-academic purposes, food, and beverages are not permitted in study rooms. Participants are expected to complete assignments and prepare for exams. Respectful behavior is mandatory at all times.

17. CAMPUS RESOURCES

Library: Available to students under supervision and according to the established summer schedule. It is intended for quiet academic activities.

Computer Labs: Work areas where socializing, gaming, and eating are not permitted. Computers are to be used for academic research and study purposes only.

Gym: Access is limited and supervised during the summer program.

Laundry Room: Available for use when no scheduled activities are taking place.

Classrooms: Students are expected to maintain order and cleanliness in classrooms and buildings.

No items may be removed from or relocated within their designated spaces.

DISCIPLINARY PROCEDURES

Participation in Loyola Camps is a privilege. Program administrators, teachers, and support staff operate under the principles of trust and mutual respect. Misbehavior will result in immediate dismissal from the program. Disciplinary matters are managed by the Resident Advisors (RAs) and the Resident Director in accordance with the Loyola Camps Code of Conduct. Each participant will be notified of a violation through a written warning, which will be recorded in a disciplinary form.

DRESS CODE GUIDELINES

Loyola Camps maintains a dress code to positively represent the program. The following guidelines must be observed:

- Shorts are permitted, but extremely short shorts are not allowed.
 - Short skirts and midriff-baring tops are not permitted.
 - Thin, pajama-style tank tops are allowed only in dormitories.
 - T-shirts should have sleeves and be of an appropriate size.
 - Sandals are permitted, but closed-toe shoes are recommended.
 - Semi-formal attire is required for special events.
 - Pajamas may not be worn outside of rooms.
 - Transparent clothing is not allowed.
 - Program staff reserve the right to determine what constitutes inappropriate attire.
-

PROGRAM ACTIVITIES

Additional duties are assigned throughout the week. Participants will receive task sheets and a detailed activity calendar outlining excursions, events, study times, classes, and assignments.

INTERNET AND SOCIAL MEDIA USE

Internet access on campus is permitted under certain restrictions. Participants must comply with the following rules:

- Internet use is primarily intended for academic and research purposes. Accessing inappropriate or non-educational websites is prohibited.

SOCIAL MEDIA

Social media must be used responsibly and respectfully. Any harassment or inappropriate online behavior will result in disciplinary action.

SAFETY AND EMERGENCIES

The safety of all participants is a top priority at Loyola Camps. Please follow these guidelines to ensure a secure environment:

- Report any suspicious activity or individuals to campus security or the Resident Advisors (RAs).
- Be familiar with evacuation routes and emergency procedures, which will be explained during orientation.
- Do not engage in dangerous or unauthorized activities on campus.
- Always keep the RAs informed of your location, especially if you will be away from the main group.

ABSENCE POLICY

Any absence from the program must be authorized and documented. This includes absences due to medical, family, or other personal reasons. The procedure for requesting an absence is as follows:

- Complete the absence request form, available from the RAs or the Program Director's office.
- Notify the appropriate instructors and RAs of the approved absence.

DRUG AND ALCOHOL POLICY

Loyola Camps enforces a zero-tolerance policy regarding the use of drugs and alcohol. Any violation will result in immediate dismissal from the program, and the appropriate authorities will be notified. Parents or guardians will be informed of any incident involving prohibited substances.

PORNOGRAPHY POLICY

Loyola Camps maintains a strict policy against pornography. Possessing, distributing, or accessing pornographic material during the program is prohibited. Violation of this policy will result in severe consequences, which may include immediate dismissal from the program. Additionally:

- Any electronic device used to access pornographic material will be confiscated.
 - Parents or guardians will be informed of any violations related to this policy. Relevant authorities may be contacted if deemed necessary.
-

TRANSPORTATION

Transportation organized by Loyola Camps for off-campus activities will adhere to the following rules:

- Participants must arrive promptly at the designated meeting point to board the transportation.
 - All participants are expected to follow staff instructions and behave respectfully during travel.
 - The use of electronic devices at a high volume that may disturb other passengers is prohibited.
 - Any damage caused to the transportation will be the responsibility of the participant involved, and appropriate sanctions will apply.
-

EVALUATION AND FEEDBACK

At the conclusion of the program, participants will complete an evaluation, which includes:

- Feedback on the academic and residential experience.
 - Suggestions for improving future programs.
 - Evaluation of staff and instructor performance.
-

EMERGENCY CONTACT

In the event of an emergency, parents or guardians may contact Loyola Camps staff at any time using the emergency numbers provided during orientation. Participants are also encouraged to carry an emergency contact card with relevant numbers.

DISMISSAL AND DISCIPLINE

Serious violations of program rules, including but not limited to disobedience, vandalism, harassment, possession of prohibited substances, and dangerous behavior, will result in the participant's immediate dismissal. The procedures for disciplinary dismissal are as follows:

- Immediate notification to the participant of the violation and the dismissal decision.
- Contact with parents or guardians to inform them of the situation.
- Coordination of the participant's safe and prompt return home.
- Loyola Camps is not responsible for any extra expenses incurred as a result of being dismissed from the program.

ORIENTATION AND TRAINING

All participants are required to attend a mandatory orientation session at the start of the program. During orientation, the following will be covered:

- Program policies and procedures.

ACADEMIC POLICIES

Academic Standard – Reason – Consequences

1. Participation in Daily Classes and Activities

- **Standard:** All participants must attend daily classes and scheduled activities.
- **Reason:** Consistent attendance is necessary for continued academic success. Full participation is required to gain the maximum benefits from the academic portion of the program.
- **Consequences:** After four excused absences, Loyola Camps staff will review the participant's status. An "excused" absence must be accompanied by written documentation and approval from the Program Director. After three unexcused absences, the participant will be dismissed from the program.

2. Bringing Required Materials

- **Standard:** Participants must bring textbooks, writing materials, assignments, and notes to classes and study halls.
- **Reason:** Students must be prepared to fully engage with educational opportunities.
- **Consequences:** Failure to bring required materials to classes or study halls will result in disciplinary action. Continued failure may result in dismissal from Loyola Camps.

3. Participation in Social, Cultural, and Educational Activities

- **Standard:** Participants must attend all assigned extracurricular activities.
- **Reason:** Extracurricular activities provide a holistic experience that complements academic diversity.
- **Consequences:** Repeated absences from these activities may result in dismissal. Exceptions must be approved by the Program Director.

Overall Program Expectations

The purpose of Loyola Camps is to prepare participants for university enrollment immediately after completing the program. Summer campus activities, including academic courses and residential life, are designed to maximize the use of participants' time. Therefore, each Loyola Camps student is expected to:

- Attend all scheduled classes on time
- Participate in all classes

- Be courteous
- Complete all assignments
- Follow instructions
- Carry their ID at all times
- Attend all program activities, including evening tutoring sessions

Note: Because students reside on campus, absences from scheduled classes and activities are not acceptable unless approved. Students who fail to comply with the schedule may be immediately suspended from the program.

CODE OF CONDUCT

STANDARD	REASON	CONSEQUENCES
1. Attendance in Classes and Study Halls	Reason: Consistent attendance enhances high school success and familiarizes students with university life.	1st offense: Written warning + \$20 2nd offense: Meeting with Program Director 3rd offense: Dismissal
2. No Visitors in Residence Halls	Reason: Loyola Camps is exclusively for program participants.	Immediate dismissal
3. Remain in Designated Areas	Reason: Loyola Camps operates as a guest within the University and host institutions.	1st offense: Written warning+ \$25 2nd offense: Dismissal
4. Active Participation in Classes and Activities	Reason: Education is a serious endeavor.	1st offense: Written warning + \$15 2nd offense: Written warning+ \$30 3rd offense: Meeting with Director and possible dismissal
5. No "Horseplay"	Reason: Ensures participant and peer safety.	1st offense: Written warning+ \$15 each ss 2nd offense: Written warning+ \$30 each ss 3rd offense: Dismissal
6. No Inappropriate Language, Racial Epithets, or Insults	Reason: Courtesy and mutual respect.	Immediate dismissal
7. No Sleeping in Class	Reason: Sleeping prevents learning.	1st offense: Written warning+ \$20

		2nd offense: Written warning+ \$40 3rd offense: Dismissal
8. No Possession or Use of Alcohol, Energy Drinks, Controlled Substances, Tobacco, Vapes, or Drugs		Consequences: Immediate dismissal
9. No Possession or Use of Weapons, Fireworks, Hazardous Materials, Firecrackers, Explosives, Candles, Incense, or Open Flames	Strictly prohibited	Consequences: Immediate dismissal
10. No Theft, Destruction, or Vandalism	Reason: Protect personal and institutional property.	Immediate dismissal
11. No Public Displays of Affection (PDA)	Reason: Maintain program integrity and respect for others.	1st offense: Written warning+ \$30 each ss 2nd offense: Written warning+ \$60 each ss 3rd offense: Dismissal
12. Gender-Specific Residence Rules.	Explanation: No male students on female floors, no female students on male floors.	Immediate dismissal
13. No Obscene or Pornographic Materials	Loyola Camps maintains a zero-tolerance policy.	Consequences: Meeting with Director and parents plus dismissal
14. No Physical or Verbal Aggression Toward Staff or Students	Reason: Respect for others; illegal behavior	Immediate dismissal and police charges
15. No Fighting, Instigating Fights, or Deliberately Causing Harm	Reason: Respect for others; illegal behavior	Immediate dismissal and police charges
16. No Disrespect Toward Staff or Students	Reason: Courtesy and mutual respect	Immediate dismissal

17. No Persons or Objects on Roofs or Ledges	Reason: Safety	Consequences: Strictly prohibited; \$500 fine per incident; possible dismissal
--	-----------------------	---