

Code of Conduct for Virginia Tech Programs/Events Involving Minors

Purpose

Programs sponsored and/or directed by Virginia Tech are intended for the positive development of young people. Being safe and secure is the starting point for any learning opportunity. We expect all persons involved (minors, parents, minor/adult volunteers/employees) to practice behaviors that foster the total development of all participants. Each participant involved in any program or event involving minors must accept responsibility of creating a positive experience for everyone. We pledge our collective commitment to these principles in the spirit of the Virginia Tech motto of **Ut Prosim (That I May Serve)**. Participants and parents/guardians **must sign this form acknowledging their having read the document and understand in order to participate.**

Code of Conduct

1. For the safety and wellness of all participants, a completed and signed Virginia Tech Emergency/Releases/Health History Form is required for participants of an event or program qualifying as an event involving minors according to VT Policy 4815. In addition, medications and the VT-Medication Form (for all participants under 18 years of age, a minor) must be submitted before the event or program. (Does not apply to online programs)
2. Participants should attend and be actively involved in all scheduled activities. (The following in #2 only applies to in-person events, activities and programs) Curfew is to be followed for activities involving overnight events or programs. Directions will be given regarding any off-limits locations unless under the direct supervision of event/program staff. Failure to be in the assigned location may lead to dismissal from the event/program.
3. Visitors to an event/program must check in with the Program Administrator, designee or other properly arranged check-in process immediately upon arrival. (Applies to online programs)
4. Participants should remain at the event/program until scheduled to end. Participants may not leave without proper notification of the Program Administrator, designee, or properly arranged check-out procedure. Participants may only be checked-out and/or picked up by the person(s) designated on the VT-Health History Form. Identification will be requested at the time of pick-up. (Does not apply to online programs)
5. Participants in a Virginia Tech Event/Program are expected to follow the direction of those identified as "staff". Staff will be organized in a tier system of supervision and participants are to treat each as an event/program official with full authority for program scheduled activities and procedures. (Applies to online programs)
6. Participants should respect the property of others and be responsible for themselves. Deliberate destruction or removal of property, equipment of facilities is prohibited. Financial responsibility for damages caused by deliberate destruction or removal of property will be assumed by the participants and/or parent(s)/guardian(s). The same applies to the property of any participant or staff. (Applies to electronic destruction using online actions)
7. Participants will treat all others and themselves with respect. Aggressive, abusive, vulgar, or violent language or behavior toward others are prohibited. (Examples include: fighting, threats, insults, discriminatory behavior, cursing and any other actions deemed applicable by the Program Administrator) (Applies to online programs)
8. Participants are to respect the privacy of others. (The following in #8 only applies to in-person events, activities and programs) Proper restroom etiquette, sleeping/lodging rules and personal space requests will be followed.
9. Participants are to dress appropriately. The Program Administrator in consultation with staff will determine the proper dress for each activity and has the last say on what is appropriate. (Applies to online programs)
10. Possession, distribution, and/or use of fireworks, weapons, knives, or other items that can be used or are presented as a weapon are prohibited. (The Program Administrator is given the ability to approve items need for an activity, i.e. Axe Throwing activity for a history/agriculture demonstration) (Applies to online programs)
11. Possession, distribution, and/or use of alcohol, drugs, tobacco products, and unauthorized prescription medication are prohibited at any Virginia Tech Activity/Program/Event. Violations will be reported to law enforcement.
12. Animals and pets are not allowed at Virginia Tech Activities/Programs/Events unless to accommodate a disability or as part of the organized Activity/Program/Event. The Program Administrator reserves the right to approve the

use of an animal for an Activity/Program/Event. Animals used per this policy will be provided the proper care at all times. (Applies to online programs but does not apply to homes or what schools allow)

13. Program Administrators will determine the cell phone policy of the respective Activity/Program/Event. This code of conduct will apply to the Administrator’s directive and that directive will be part of this policy. Violations of the Program Administrators directive could result in a range of consequences. Program staff members have the authority to take a phone for safe keeping until it is proper to return it to the participant, return to a parent at check-out and/or up to dismissal from the Activity/Program/Event. An emphasis on the professional use of a cell phone will be modeled and taught during the Activity/Program/Event. Any use of a cell phone to violate any part of this code of conduct can increase the level of consequence. (i.e. cyberbullying as a violation of #7) (Applies to online programs)

Consequences

Unacceptable behavior during an Activity/Program/Event involving minors will result in consequences for the offending participant(s). Consequences may include:

1. Dismissal from the Activity/Program/Event. (without refund)
2. Restitution for damaged or lost property due to malicious intent.
3. Denial of future participation in Activities/Programs/Events for one or more year(s).
4. Forfeiture of any financial support for the Activity/Program/Event (if applicable).
5. Removal from any leadership role (if applicable).
6. Release to proper law enforcement agency acting in the legal authority of their office.

Note: Any conduct not specifically stated in this document, but deemed inappropriate by the Program Administrator, designee(s) or staff can be deemed a violation of this code of conduct and the list of consequences may be applied. If a violation occurs the Program Administrator will communicate promptly and appropriately to parent(s)/guardian(s).

Signature(s) (Both the participant and parent/guardian signature are needed for participants under 18 years of age)

I have read and understand the above “Code of Conduct” for Virginia Tech Activity/Program/Event Involving Minors and will abide by the expectations described. I understand if I act in violation of any of these expectations I will have to accept responsibility for my actions that may result in one or more of the consequences listed.

Participant Printed Name

Participant Signature

Date: _____

I have discussed and read this Code of Conduct with my child. I understand that failure to abide by the expectations may result in consequences listed above in this document. I take special note of the “no refund” clause in #1 and restitution possibility in #2. In the event this code is violated, I agree to come to the Activity/Program/Event location and pick my child up at the request of the Program Administrator. I further understand that if I refuse to pick up my child, am unavailable, or fail to make timely arrangements to retrieve my child, Activity/Program/Event staff and administrators may contact law enforcement and/or Social Services to provide necessary protection for a child in need of services. I acknowledge responsibility for all fees/charges that may result from stated services. Sign if participant is under 18 years old.

Parent/Guardian Printed Name

Parent/Guardian Signature

Date: _____

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Virginia Tech programs and employment are open to all, regardless of age, color, disability, gender, gender identity, gender expression, national origin, political affiliation, race, religion, sexual orientation, genetic information, military status, or any other basis protected by law.