

# Iowa Summer Journalism Workshop (ISJW)

## Rules and Procedures

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 Burge Market Place, and at night in Catlett Hall for the resident campers. Commuter campers are also supervised during the daily camp classes and activities, which vary according to day. However, any commuter camper who arrives before the day's arrival time and departs after the day's departure time may be without direct supervision. Here are the days/times for camp:
  - Sunday: 4:00 – 9:45 pm
  - Monday: 8:45 am – 5:15 pm
  - Tuesday and Wednesday: 8:45 am – 8:30 pm
  - Thursday: 8:30 am – Noon

Any time a commuter or resident camper must leave camp during the regular camp times detailed above, they must check out through a camp counselor or through the Main Camp Office located in the Student Center of Adler Journalism Building, Room E350 AJB.

2. Resident and commuter 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.
3. Resident campers who drive to camp are to surrender their car keys to the head counselor at the first resident hall meeting.
4. Commuters may use their cars only for commuting between home and camp during camp hours. They cannot give other campers rides.
5. Resident campers are to keep up with room keys. There is a cost to replace them.
6. Camp counselors will provide meal tickets to campers at mealtimes.
7. All campers are required to wear their ISJW credential around their neck at all times.

7. Campers should always wear something on their feet – no bare feet!
8. No one should be in Catlett or Burge Hall during the day except for lunch time unless you are chaperoned by a counselor. If you are ill, notify the Head/Health Counselor. No one can just stay in bed. You will need to see the Head/Health Counselor for evaluation or go to class.
9. Do not use skateboards, roller blades, scooters, etc.
10. Attendance is required at all workshop sessions, associated field trips, and scheduled camp events. Be punctual. Commuters sign in/out in the Student Center (E350 AJB) or with a camp counselor if needed. Commuters are invited, welcome and encouraged to attend evening special events. Resident campers are required to attend all evening events.
11. In the event of severe weather, students will seek appropriate shelter according to The University of 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, commuters on the dorm floor, attendance problems

1. Early check-in/grounded/assigned to direct supervision of a counselor

Notify parents (commuters)

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.

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