

## Topics for Residence Halls & Campus Orientation for Youth and Pre-College Programs

Program organizers should arrange to have an orientation session for residential participants. The following are suggested topics and information to include in your residential orientation program. These are designed to assist you in highlighting areas that your participants should be aware of while on the UW-Madison campus.

### COMMUNITY LIVING

**Alcohol Policy-** Only conference participants who are 21 years old or older may possess alcohol. It is the responsibility of the program to address these concerns. The program may put stricter guidelines in place.

**Behavior in the Residence Halls-** Appropriate behavior is required at all times. This includes, but is not limited to:

- Abiding by your program's established curfews and policies.
- Staying within approved areas of the designated residence hall space. This includes not wandering onto unassigned floors.
- Using designated entrances and exits to all buildings.
- Listening to and following staff's and supervisory volunteer's instructions.
- Avoiding harassment, which includes threat or damage to any person or another's property.

**Crimes Against Persons-** Police are to be called in all instances. These include any form of assault.

**Discrimination or Discriminatory Harassment-** "Harassment" is defined as verbal threats, intimidation, or conduct which tend to cause or incite a breach of the peace; or are severe or pervasive enough to substantially interfere with a reasonable student's educational performance, opportunities or benefits, or mental, emotional or physical well-being and which actually do so interfere. The presentation of any idea, regardless of the ideas' nature or perceived value, may not be considered harassment unless it is accompanied with verbal threats, intimidation, or conduct as previously defined. Behaviors and actions exhibited via electronic media including email, text messaging or social networking websites (e.g. Facebook or Twitter) may be in violation of the harassment policy or fit the definition of a bias incident. Behavior which demeans, intimidates, or threatens individuals based on age, ability, appearance, ethnicity, gender expression, group affiliation, HIV status, personal values, race, religious affiliation, sexual orientation, and size is not tolerated in University housing.

**Elevators Tampering-** Tampering with elevators is not permitted. This includes, but is not limited to:

- Tampering with the control panels/key access.
- Forcing elevator doors open or preventing them from closing.
- Cramming too many people or items into the elevator.
- Tampering with the alarm system.
- Engaging in behavior which damages the proper functioning of the elevators, including dumping water or other liquids in an elevator.

In the event of an elevator malfunction when you are in it, ring the emergency bell and wait for assistance.

**Illegal Substances-**

- The possession, use, or intent to deliver narcotics or drugs, including marijuana, in the residence halls or on adjacent grounds is prohibited. This policy applies to all University buildings and adjacent grounds.

- The possession of paraphernalia that is specific and unique to drug use, such as bong and pipes in the residence halls or on grounds adjacent to the residence halls is prohibited.
- The misuse of prescription and/or over-the-counter medication, including, but not limited to, sales and distribution in the residence halls or on grounds adjacent to the residence halls is prohibited.

**Lounges/Dens/Classrooms-** In compliance with UW-Madison Youth Program Guidelines surrounding supervising minors, the common area activities should be monitored by an adult supervisor at all times. Common area space should not be used for sleeping. University Housing property (furniture, televisions, air conditioners, etc.) may not be moved or removed. If you would like to request alternate locations for these items, please contact Conference Services to see if this is possible. Appropriate behavior is expected at all times.

**Personal Property-** The University of Wisconsin-Madison is not liable for property belonging to you that may be lost, stolen, or damaged in any way, anywhere on the premises, including in storage facilities, unless caused by negligence on the part of a University employee. You should lock your room door whenever you are not in the room, even when you are close by, and whenever you are sleeping. You should not leave your room door unlocked for convenience. A desk or dresser drawer with a locking hasp is provided in each room. You can secure small valuables with a padlock that you provide. Do not leave personal belongings unattended in common areas.

**Room Cleanliness-** Guests are responsible for cleaning their own rooms. All unrefrigerated food should be properly covered. All garbage and recycling should be disposed of promptly and in receptacles provided for this purpose.

**Smoking-** Smoking, including the use of e-cigarettes, is not permitted anywhere in the University Residence Halls, including common area spaces such as dens, hallways, and bathrooms as well as resident rooms. Smoking is not allowed within 25 feet of all University Residence Halls and Dining Service buildings under the University's smoke-free policy and state law.

**Tampering with Fire Equipment-** Tampering with fire equipment such as fire alarms, fire extinguishers, sprinkler systems, exit signs, and common area smoke detectors is prohibited. Violations include, but are not limited to:

- Removing a fire extinguisher from its prescribed location.
- Discharging a fire extinguisher for any purpose other than putting out a fire.
- Setting false alarms.
- Tampering with the covers on fire alarm pull stations.
- Tampering with common area and room sprinkler systems.
- Tampering with exit signs.
- Activating an alarm absent an emergency situation.
- Interfering with fire fighters or equipment designed to prevent or respond to fires is prohibited.

**Tampering with Windows and Screens-** Window screens must be kept on the windows, in their proper location, at all times.

- Throwing or dropping objects out of windows or down stairwells is prohibited. Violations of this rule include: throwing objects out of windows and throwing, dropping, or disposing of liquid through the window.
- Removal of windows and screens is prohibited.
- Hanging items, such as flags, outside of windows is prohibited.
- Climbing out of a window onto the roof or window ledge is prohibited.
- Exiting a room via the window is prohibited unless it is due to a life-threatening situation.
- Items may not be placed outside of the screen or dropped/thrown out of the window.

**Vandalism and Damages-** Guests may not damage, deface and/or destroy University property or property belonging to another guest either deliberately or through negligence on guest's part. Sponsoring programs will be expected to reimburse the University for any damages guests cause.

**Video Camera Surveillance-** Security cameras are in operation in many of our entrances, stairwells, and elevators. They are also present on some residential floors.

**Campus Reporting Policy-** While you are living within University Housing, we want to ensure that we can best support you and your program. In order to provide prompt and appropriate support, all sponsors, counselors, program leaders and adult guests must immediately notify professional Housing staff (608-225-7118), or the University of Wisconsin – Madison Police Department (UWPD) (608-264-2677) of all crimes, misconduct, sexual harassment, sexual assault, stalking or dating/domestic violence that occur or reportedly occur in University Housing. Please understand that University Housing staff and the University of Wisconsin-Madison Police Department are not confidential resources and may have an obligation to report to other professionals at the University. UW-Madison is obligated to notify the campus community of crimes that present an ongoing threat, so reporting immediately is important.

## **EXPECTATIONS**

University Housing provides residence hall accommodations, meals, and catered events for summer youth and pre-college programs sponsored by the University of Wisconsin and State of Wisconsin. Specific arrangements are defined in each group's contract. To ensure the safety and security of the participants, and to provide high-quality support for each program, as a supplement to expectations outlined in the UW-Madison Youth Program guidelines, here is a summary of our guidelines and expectations for all youth and pre-college programs.

We expect that every program will:

**Provide a safe environment**, including but not be limited to:

- Having adult supervision within the required campus license adult-to-participant ratio to monitor living areas on all occupied floors of the halls.
  - Enforcing [University and Housing policies](#).
  - Establishing and enforcing curfews, visitation policies, and other policies regarding behavior expectations.
  - Ensuring proper check-in and check-out of keys and within guest rooms (including checking for damages and lost and found items).
- Complying with campus licensing and codes, including working through University Health Services (UHS) for health related services. This includes following requirements for background checks, Clery Act reporting, and other policies and procedures.
- Implementing emergency plans.
  - Monitoring and assisting participants with health-related situations.
  - Working closely with University Police and other campus resources.

**Plan and communicate** adequately with University Housing Conference Services (CS) staff regarding:

- Timelines and policies within the room and board contracts.
- Room and roommate changes.
- Participant dismissals from the program.
- Revocation of program participants from the residence halls by University Housing and promptly finding alternative housing if staying for the duration of the program.
- Policy infractions, incidents, and emergencies within Housing facilities.
- The program's policies, procedures, and emergency contact information.

**Train/orient their counselors and program supervisors** on policies and best practices, including:

- Being on-site and actively monitoring participants at all meals and programs within Housing facilities.

- Setting clear expectations and proactively managing behaviors.
- Role modeling and providing positive leadership.
- Risk management and emergency training.
- Housing policies and procedures (Housing staff has written materials and is available to assist the program with training.).

### [Youth Program Compliance Manual](#)

#### **Meals and catered events:**

- Stay within designated dining room space.
- Attend meals at assigned times.
- Display assigned meal card, ticket or wristband at each meal.
- Adult supervisors should be on-site and actively supervising participants at all meals and catered events.
- Avoid excess consumption or waste of food and beverages. Additional charges may be incurred by the sponsoring program for excessive waste or consumption (i.e. intentional overeating, beverage chugging, taking extra food from the dining room, etc.).
- Shirts and shoes must be worn in the serving and dining areas.
- Multiple entrees may be taken on the "all you can eat" meal plan. However, excessive waste is discouraged. Residents may go back through the serving line when they desire additional servings.
- Meals may be eaten outdoors. Trays, dishes, and silverware should be returned to the dining tray return area.
- Meals should not be taken back to the resident's room. Supervisors/counselors may make advanced arrangements with the dining room staff for a participant who is ill to have a meal taken to the room.
- Due to state and federal guidelines, food from sources other than University Housing Dining & Culinary Services may not be brought into the dining rooms.
- Catered events and boxed meals should be planned a minimum of three weeks prior to the date with the University Housing Conference Services staff. Guaranteed numbers are required as stated in the confirmation letter.
- Weather-related decisions for outdoor catered events will be made by mutual agreement of University Housing Conference Services staff and program coordinators by the designated timeline.

#### **SAFETY AND SECURITY TOPICS**

**Campus Construction Areas-** For your safety all campus construction areas are off limits.

**Crimes Against Property-** Any theft or malicious destruction of property should be reported to the UW-Madison Police Department and University Housing Conference Services.

**Electrical Storms-** During electrical storms, participants should remain indoors and away from windows.

**Campus Emergency Telephones-** Emergency phones are located throughout campus and are identified by a blue light on the top of the booth. This telephone will put the caller directly in contact with the UW-Madison Police Department. Additionally, there are phones located in several residence halls which are programmed for emergency calls.

**Fire-** In the event of a fire, pull the alarm and leave the building immediately through the nearest stairwell and exit. Building evacuation is required when the fire alarm is sounding. Youth programs should have a designated meeting place outside the building in the event of a fire alarm to ensure that you can account for all your participants.

**Keys-** Keys are to be in the possession of and only used by the participant to whom they were issued. University keys may not be duplicated or altered. Participants should be able to show guest room keys upon

request. Lost guest keys should be reported to the residence hall desk as soon as possible. There will be a charge for lost or unreturned room keys.

**Locking Exterior Doors-** Establish a plan with University Housing Conference Services for designated locking times and guest room key access limitations.

**Locking Guest Rooms-** Room doors should be locked at all times. This includes when leaving momentarily or for extended periods and while it is occupied. Protect yourself and your participants from potential thefts. Never open your door to someone who does not carry the proper identification. All University Housing custodial and maintenance staff wear identification tags.

**Power Outages-** In the event of a power outage, proceed to an area that has windows. Do not light any candles. Have a procedure to ensure that you can account for all your participants.

**Propped Doors-** Propping open exterior doors that are locked may put your program participants at risk for unapproved access. Never prop open a door without monitoring access. Doors propped for more than 30 seconds will sound an alarm.

**Strangers in the Building-** Any time you observe someone who you believe does not belong in the residence hall or dining hall, is behaving in a suspicious manner, or if you ever feel that your or another's safety is in jeopardy, dial 9-1-1. You should also report suspicious persons to the program coordinator and residence hall desk or dining hall staff.

**Tornado Warning-** When a tornado warning has been issued, the emergency sirens will sound a steady tone for three or more minutes. During a tornado warning you should:

- Seek shelter at the lowest possible level away from glass windows, partitions, doors, and outside walls.
- Not use the elevator.
- Remain in the shelter location until the all clear signal has been given.
- Remain calm- do not obstruct emergency personnel.

Programs should consider having a weather radio on-site. Additionally, most cell phones are Wireless Emergency Alerts (WEA) enabled. WEA will sound for extreme weather, other threatening emergencies, AMBER Alerts, and Presidential Alerts during a national emergency.

**Traffic-** Many campus streets are very busy. Cross in designated crosswalks and use intersections with traffic lights whenever possible. Extreme caution should be used when crossing streets.

## **PROGRAM SPECIFIC TOPICS**

Each program should have rules and procedures established for the safety, security and an overall positive experience for participants. A copy of your policies and procedures should be kept on file with the UW-Madison OYPC. The following are some suggestions for discussion:

- Boundaries for free time.
- Circumstances of when to call for assistance.
- Counselor/chaperone/program assistant – contact information.
- Curfew and quiet hours.
- Disciplinary actions.
- Illness.
- Leaving the program/camp early.
- Mail and message distribution.
- Medication distribution with UHS.
- Parking (there is no parking available at the residence halls).
- Special needs (i.e. physical, medical, dietary).
- Vehicle use by participants.
- Visitor/guest policy.

University Housing Conference Services will work with conference program coordinators to assist in answering your planning questions. We appreciate receiving communication regarding concerns and disciplinary actions you are taking in your program.

**University Housing reserves the right to take disciplinary action and to require dismissal from our facilities for instances where we believe a participant's behavior adversely affects other community members and/or the University.**

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