



**THE COLLEGE OF NEW JERSEY**  
CENTER FOR SENSORY AND  
COMPLEX DISABILITIES

# **College Prep Experience Staff & Student Manual**

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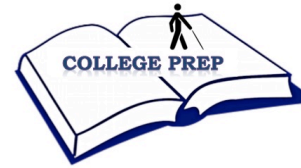
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COMMISSION FOR THE BLIND  
VISUALLY IMPAIRED



## **College Prep Experience Administration**

### **Dr. Jerry G. Petroff, Executive Director**

*Executive Director, Jerry G. Petroff, is a full professor at TCNJ, has been professionally involved in the education of students with deafblindness for over thirty years. He holds a doctor of philosophy in psychological studies in special education, a master of education in speech pathology and audiology, and an undergraduate degree in deaf education. Dr. Petroff is a nationally recognized expert in the education of children with deafblindness.*

### **Kelly Reymann, Assistant Director**

*Kelly has been professionally involved in Supported Employment for young adults with intellectual disabilities since 2003. A graduate from The College of New Jersey, with degrees and Certification of Teacher of the Handicapped and a Masters Degree in Educational Leadership and Instructional Design, she began her career with a public school district, where she used the community work-sites as her "classroom". With a passion for having high expectations for people with disabilities in the workforce and community, Presently, Kelly is also an adjunct professor in the School of Education teaching graduate courses emphasizing on Transition and Community-Based Instruction for Students with Severe Disabilities and Curriculum Design for Students with Severe Disabilities.*

### **Melissa Buck, Program Coordinator**

*Melissa has been involved, professionally, with young adults with intellectual disabilities since 2005. A two-time graduate from The College of New Jersey, Melissa holds a Master's Degree and dual certification in Elementary Education and Teacher of Students with Disabilities. In 2012, she became the Transition Teacher/Specialist at the Northern Burlington County Regional School District. Currently, Melissa is the Program Coordinator for Summer Transition Programs within the Center for Sensory and Complex Disabilities (CSCD) at TCNJ, a partnership with the New Jersey Commission for the Blind and Visually Impaired.*



Welcome to The College of New Jersey!

Located on 289 wooded acres in scenic Ewing, New Jersey, The College of New Jersey is proud to host your summer program.

Please feel free to explore our campus and its numerous facilities at your leisure, including our two beautiful lakes, outdoor tennis courts, outdoor volleyball court, indoor swimming pool, etc. Our staff is always available to handle any questions or concerns you might have during your time with us.

The following information is intended to make you aware of the facilities and services available to you throughout your stay at The College of New Jersey. If you have any questions about the residence halls, the college, or the surrounding area please do not hesitate to contact me at Conference and Event Services at x2701 or any member of Guest Services at x5507 here at TCNJ.

**Please be reminded that all correspondence with Conference and Event Services and Guest Services must go through a lead staff member.**

## IMPORTANT PHONE NUMBERS

MELISSA BUCK, Program Coordinator	x3274 or 609.771.3274
GUEST SERVICES	x 5507 or 609.637.5507
CAMPUS POLICE	x 2345 or 609.771.2345
CMS	x 2701 or 609.771.2701

### EMERGENCY OR FIRE

- Dial x911 from a campus phone to reach TCNJ Campus Police.
- Cell phone calls to 911 will be routed to the State Police and may delay response time).

## TELEPHONES

Dedicated offices (WSP Staff Office, Nurse's Office, CPE Staff Office) will have phones. Individual rooms will NOT have phones.

- Staff are permitted to use the campus phones for emergency use only.
- Staff are not to make personal calls while on duty, while working with students.
- At NO TIME are students permitted the use of *staff* cell phones.
- Students are permitted to use cellular devices at appropriate times (i.e. down times, meals).

## PHONE INSTRUCTIONS

On-Campus Calls:

Simply dial the four-digit extension

Off-Campus Calls:

1. Press 8 1, then the area code and phone number
2. The system will then prompt for the pin code provided  
→Once you have entered the pin code the call will go out

## CHECK-IN AND CHECK-OUT

### General Information:

Check-In/Check-Out times will be communicated via the Program Coordinator.

Upon departure please check rooms to insure that personal belongings are not left in closets, drawers, etc. Please make sure that all windows are closed, all lights are turned off, and all doors are bolted open. Keys should be returned to Guest Services at the arranged check-out time and place to ensure proper key credit. Rooms must be left in a clean and orderly fashion with furniture in its original location within the room.

### Check-In/Check-Out Procedure:

Guest Services will staff check-in for the distribution of the keys or key cards and check-out for the collection of keys or key cards. Conferences: If you want to collect and/or distribute keys between this period, you must provide your own staff and return the original number of keys/key cards with official documentation to the Guest Services Senior Staff who can be reached through the Guest Services Office (x 5507).

## CHANGING ROOM ASSIGNMENTS

Rooms are pre-assigned by the Program Coordinator and will be listed on a room roster. A copy of this roster will be posted in the staff office. For SAFETY AND SECURTIY purposes, unauthorized room changes are absolutely prohibited.

**Any changes in room assignments that are made must be approved by a Lead Staff Member and Guest Services Office by a Senior Staff Member.**

## RESIDENCE HALL GUIDELINES

During your stay, we ask for your cooperation in maintaining the residence hall(s) designated to your group.

### CLEANLINESS:

All trash that accumulates in any rooms or lounges occupied by your group must be taken to the trash rooms located on each floor, or to the dumpsters in staying in the Townhouses. **Should your group use the main lounge in the building for meetings, any waste must be taken to the dumpsters located in the rear of the buildings.** If your group fails to follow these guidelines, a cleaning charge will be added to your final bill.

Please note: Building Services will provide normal daily maintenance in the residence halls. This includes cleaning hall floors, restocking bathroom products, and cleaning common area furniture. There is no trash service or extensive cleaning offered in individual rooms, lounges etc. unless staff is specifically hired to perform this service.

### RESPECTING THE ENVIRONMENT

**Please make sure all of your participants are aware of these items:**

Please respect college property. Participants and staff **members will be held liable for any damages** done to the furniture or living space, or elsewhere in the building.

Please respect the environment by disposing of garbage at all times, wherever participants are on campus.

Inappropriate and unruly behavior in the dining hall will not be tolerated, and offending persons will be asked to leave.

Please respect all staff in the buildings, and especially those at the security and office desks.

Please observe the regulations on smoking. **SMOKING IS PROHIBITED IN ALL RESIDENCE HALLS.**

## **POLICY FOR ENTERING RESIDENCE HALL ROOMS**

The College has the right to inspect rooms and furnishings in order to maintain health, safety and maintenance standards. This enables College personnel to easily take care of routine maintenance requests from residents. Rooms are not entered for the purpose of search by staff members of the College on a routine basis. Under special conditions, a member of the Camp/Conference staff may ask a resident to go through his/her possessions in the presence of a program staff member. These inspections are made only to provide an opportunity for participants to clear themselves of accusations made about them. To further protect the right of participants, a statement was developed in August 1968 on the "Rights and Freedom of Students at The College of New Jersey," which states: "Except under extreme emergency circumstances, premises will not be searched unless appropriate authorization has been obtained." An application to the Auxiliary Services Director and Dean of Student Life must be made before a search is instituted. The application must specify the reasons for the search and the objects of information sought. The participant will have the opportunity to be present during the search.

### **GENERAL INFORMATION**

- All residence halls are locked. To enter, an access card and key must be used.
- Close and lock room door whenever the room is vacant. The College of New Jersey is not responsible for any lost or stolen items.
- No hall games are permitted in the residence halls. This includes, but is not limited to throwing balls and frisbees, hockey, running, wrestling, rollerblades, bikes and water fights.
- Wearing cleats or rollerblades, riding on a skateboard, or bouncing any type of ball in the residence halls is NOT permitted.
- Participants may not throw objects out of the windows or cut the window cables in Travers/Wolfe. FINES WILL BE ISSUED TO VIOLATORS.
  - Furniture may not be moved from any room. A fine will be issued to any group who is found to have moved furniture out of its original location.
- Elevators are available for convenience. No more than eight people are permitted to be in an elevator at one time.
- All common areas (lounges, lobbies, dining halls, snack bars, etc.) must be kept neat or your group will be banned from using them.
- Anyone who violates policies in the Student Center or any other building on campus will be asked to leave.



- Any urgent messages received by the Guest Service's office will be placed under or taped to the door of a guest's room. Due to the volume of messages, Guest Services can only handle urgent messages.
- Laundry facilities are located in each building. In Eickhoff Hall, they are located on every floor. **Washers and dryers are free for use.**

## **KEYS and LOCKOUT POLICY**

TCNJ room keys are obtained by guests during registration and are returned to the college at check-out. If an additional key is required after registration, proper identification must be shown to the office staff and a **staff member** of the program must sign for the additional key.

The Program Directors will not have access to keys other than the keys given to them during check-in unless special arrangements are made with the Office of Conference and Event Services.

For the safety of residents and of resident's belongings, locking of individual room doors is important. Doors should be locked when residents are sleeping. It is the responsibility of the residents to carry a room key at all times and not to lend keys to others without the specific consent of all those who live in the room.

If a participant is locked out of his/her room during the hours of 7:00 AM and 12:00 midnight, a Guest Services Staff member will open the door, after a representative from the camp/conference contacts the Guest Services office (x 5507). The participant's camp/conference office must validate the identity of the individual who is locked out. When the Guest Services office is closed, participants should contact x 5507 in order to contact the on call staff member.

In an attempt to reinforce the responsibility of carrying a room key, residents who are without a key, and are given a spare key by staff, will be held financially accountable for their irresponsible behavior. People who either lose keys or have them stolen will be issued a spare key and will be charged \$50.00 for the lock change. In addition, a key may not be held out for more than 48 hours, or a lock change will be administratively activated at the resident's expense.

Lost or stolen keys should be reported to the Guest Services staff **immediately**. A lock change will be requested and will usually be completed in two days. When the lock change is completed, new keys will be available to the resident

*NOTE: Keys not returned at the end of the conference/camp are considered lost. Keys returned after a check-out are not acceptable since lock changes occur almost immediately following a check-out.*

PLEASE NOTIFY A GUEST SERVICES STAFF MEMBER  
AS SOON AS A KEY IS LOST

## **DAMAGES**

### Initial Damage Walk-through

- The initial damage walk-through will be done by a Guest Services staff member and a professional staff member from your organization.
- The initial damage walk-through is done prior to check-in.
- Damages will be documented and the list should be signed by both parties.
- A copy of the original damage report will be provided to both parties.

Please speak with the Assistant Coordinator to schedule your walk through.

NOTE: An Initial DRIC of the rooms is done by Guest Services after each group check-out. Also, the original DRIC card is used and damages are recorded on that card.

### Final Damage Walk-through

- The final damage walk-through will be completed within 24 hours after your conference has ended.
- The same staff that participates in the initial walk-through will participate in the final walk-through.
- Residence Hall damages will be documented and signed by both parties.
- A copy of the revised damage report will be provided to both parties.

## **MAINTENANCE**

To report any maintenance concerns, Guest Services is open for your convenience from 7:00 A.M.-midnight, 7 days/week. Emergencies will be handled immediately. Routine maintenance problems will be corrected as quickly as possible, frequently during the following workday. In the event of an emergency between the hours of 12:00 midnight and 7:00 AM, call x5507 and an on call staff member will assist you

## **DINING SERVICES**

The College of New Jersey Dining Service prepares menus to meet the needs and requests of a varied number of guests. Cafeteria-style serving is used in the dining halls while banquets and meeting breaks are available as well.

Be sure to check with your program coordinator for meal times and locations. The Guest Services staff will be happy to assist you with any problems and questions.

### DINING HALL RULES

Please be aware of the following:

1. Shirts and shoes are required at all times.
2. Meal bands must be firmly strapped around the participant's wrist, or meal cards must be available for the reader access at each meal for admittance.  
NO EXCEPTIONS SHALL BE MADE.
3. No food, dishes, trays, or utensils may be taken out of the dining hall.
4. Your group must bus their own trays before leaving the dining hall.
5. Inappropriate behavior will not be tolerated.

## **MEAL BANDS**

All guests will receive a meal band for both identification and dining hall access. Meal bands must be worn at all times by weekly participants, or strapped onto the keychains of those participants who stay longer than one week. If a meal band is broken, there is a \$3.00 charge for its replacement. If one is lost, there is a \$5.00 charge for a new one. The individual must report to the Townhouse West Guest Service office and request a new band from the Office Assistant.

These meal bands will be issued at registration. Bands must be securely strapped onto the participant's wrist at that time and may not be removed until check-out. For those guests staying for an extended amount of time, bands must be securely strapped onto key chains which will be carried at all times. In addition, a meal card may be issued for access to meals in the dining hall.

PLEASE REMEMBER: Participants will not be admitted into the dining hall without the proper identification; meal card, meal band bracelet or nametag

### **CAMPUS RECREATION**

The Aquatic Center - The TCNJ swimming pool is available for use by guests if it has been reserved by your group. Please inform your participants of the exact times scheduled for your group. This information will also be available by inquiring at the Guest Services desk in Townhouse West, or by calling x 5507.

The pool is located in Packer Hall, next to the Student Center. (Consult campus map or ask at the Guest Services Office for directions.)

Student Recreation Center - The following facilities are located in the Recreation Center for your group's convenience and enjoyment: racquetball, basketball, tennis (indoor and outdoor), and weight rooms. The recreation center needs to be reserved by your group. Check with Athletics for more details.

The Recreation Center is located next to Travers/Wolfe Towers. (Consult campus map or ask at Guest Services for directions.)

## **CAMPUS TOWN**

Campus Town is located near the main entrance of the college near Route 31/Pennington Road. The following is a listing of stores/services available:

### Restaurants\*

Panera Bread  
Red Berry Frozen Yogurt  
Mexican Mariachi Grill  
Yummy Sushi  
Piccolo Pronto  
Barnes and Noble Café  
Brick Wall

\*Please note: meal bands are only accepted at Eickhoff Dining Hall. Guests dining at any other restaurant will be required to pay for meals at the time of service.

### Retail Shops

Verizon Wireless

### Other Services

California Tanning  
Enterprise Car Share  
Fitness Center

### Banking

Spencer Savings Bank  
NJM Bank

## **COLLEGE BOOKSTORE/BARNES AND NOBLE**

The College Bookstore/Barnes and Noble is located in Campus Town. You can find textbooks, other literature, TCNJ gear, as well as a small convenience store and café.

## **LIBRARY**

The College of New Jersey's New Library operates on a modified schedule during the summer. The library is closed on Fridays and Weekends in the summer. Dial x 2311 for library hours and assistance.

## **PARKING**

Free parking is available in all lots on campus during the summer months. No decals are necessary. Please remind everyone to lock his or her automobile.

Please refrain from parking in spaces marked "Reserved for TCNJ Service Vehicle", faculty/staff spaces, or handicapped spots (without proper documentation). Park in designated parking spaces only.

Staff will be given an access card to swipe into Lot 17 under Eickhoff.

## SECURITY AND EMERGENCY INFORMATION

### Security Operations:

Each conference sets up, coordinates, and staffs their own security operations according to their own guidelines. Guest Services staff will rove all occupied residence halls between 8:00 PM to 12:00 AM every night to ensure proper safety procedures are being followed, unless other arrangements are made. Guest Services will *not* be responsible for participants of your conference or camp.

**EMERGENCIES ONLY:** Call CAMPUS POLICE (24 hours, 7 days/week) x 911 from an on campus phone.

### Fire Alarm:

In the event of a fire, please remember the following: A FIRE EXTINGUISHER is located on each floor at each end of the hallway and in the center stairwell. There are also pull boxes located in each hallway.

- Please pull fire alarm and leave the building immediately.
- Do not use elevators; exit through the doors at the end of each corridor and use the stairs.
- Once outside, remain 50 feet from the building.
- Rooms are keyed into by the Senior Staff on call as the alarm is sounding.
- In the event of a lengthy or campus-wide emergency, arrangements will be made for the group to be evacuated to the Student Center or another designated location.
- Participants will be permitted to re-enter the building only upon instructions from a police officer or a conference staff member.

Additional fire evacuation information has been placed on the inside of each room door.

### Bomb Threat

- If a call comes in, keep the person on the phone as long as possible and obtain as much information as possible from him/her.
- Call Campus Police and relay all information to them.
- If an evacuation is deemed necessary by Campus Police, pull the alarm and evacuate as if it were a fire.
- Follow remaining fire alarm procedures.

### Prowler or Other Disturbances:

Call Campus Police at x 2345 and the Guest Services Office at x 5507

## FIRE SAFETY

Conference and Meeting Services and the Summer Camps will schedule a fire drill with the Coordinator of the conference or camp at your check-in. The Assistant Coordinators will contact you one week prior to your check-in date with your fire drill time.

- A fire drill must be performed within 48 hours of the group's arrival.
- After scheduling a time for the drill, the Assistant Coordinators will call Campus Police and arrange for them to pull the alarm. Campus Police will reset the alarm when the drill is over.
- Guest Services Senior Staff will walk through each floor to determine if the building has been evacuated. Individual rooms are not keyed into during a drill.

### POLICIES

Tampering with or misuse of fire safety equipment is a serious threat to all residents and is strictly prohibited. This includes, but is not limited to, fire extinguishers, pull alarm stations, sprinkler heads, smoke detectors, heat sensors, elevator phones and call boxes, and initiating bomb scares. Blocking doorways and hanging objects from any type of fire equipment/device or ceiling may endanger someone's safety and is therefore prohibited.

Due to the significant fire hazard potential, the burning of all candles, incense, fireworks, cigarettes or other flame producing device is strictly prohibited. In addition, personal furniture made of or containing urethane may not be brought into the residence halls.

#### Extension Cords:

Light-weight extension cords may not be used. (18 gauge brown/white cords). As a general rule, an extension cord should not be smaller than the cord supplied with the appliance with which it will be used and should be no longer than 6 ft.. Extension cords should not be used for heat producing devices such as microwaves, curling irons, or hair dryers. Extension cords shall not be run under the carpets, extend from rooms to corridor outlets, or be a tripping hazard.

#### Appliances:

Appliances with exposed heating elements are not permitted in the residence halls. These devices include, but are not limited to: **broiler or toaster ovens**,



**heating devices, hot plates, toasters, pop corn makers, and space heaters.** These items are considered fire hazards.

Exterior Doors:

Leaving exit doors propped open or unlocked, or entering or exiting the residence hall through clearly marked exit doors which will only open during fire alarms is a safety hazard. Residents are expected to properly secure their front door at all times.

### **ALCOHOLIC BEVERAGE POLICY**

Please review the alcoholic beverage policy with your staff. Your full cooperation in enforcing this policy is expected. Any person found in violation of this policy will be asked to leave the campus.

POLICY:

- Alcohol may not be consumed by those under the legal drinking age.
- Alcohol may not be consumed on campus or while on duty by those over the legal drinking age.
- No Alcohol Permits will be issued for Residents.
- No Kegs or Beer Balls are allowed in private or public rooms.

ENFORCEMENT:

- If an underage participant or guest is found in possession of alcohol the alcohol will be confiscated and disciplinary action will follow. Participants will be banned from residence and dismissed from the program.
- A staff member confronted with alcoholic beverage(s) on campus will receive, minimally, a written warning, REGARDLESS OF AGE.
- A valid form of identification must be made available upon request by a staff member. (for instance, driver's license).
- Staff has the right to inspect packages and coverings and refuse entrance into a residence hall if the party denies the staff member.

### PARTY ATMOSPHERE:

- Definition: An event at which the number of persons in attendance, the noise, behavioral concerns, etc. constitutes a disruption or the potential for disruption to other members of the residence area.
- Decision: It shall be staff decision as to when such a "party atmosphere" is and when to terminate the party.
- Enforcement: If a "party atmosphere" arises and a complaint is made, the staff will respond in the following manner:
  - the party will be disbanded.
  - names of all occupants and guests will be taken (host will be held accountable for providing staff with information regarding guests).
  - a staff member has the right to involve Campus Police if further assistance is needed.
  - occupants of the room and guests will receive a written warning.

### **DRUG AND CONTRABAND POLICIES**

The College of New Jersey prohibits the distribution, possession and use of illegal drugs and narcotics. All laws of the State and Federal Government are subject to enforcement on the grounds of The College of New Jersey campus. Through the enforcement of its own regulations, the College Community can help create an atmosphere which will not be troubled by problems of legal enforcement.

The College Staff will refrain from initiating random investigative work for the purpose of uncovering drug abuses, but it will not tolerate any deliberate illegal activity which comes to its attention.

#### A violation occurs when:

- there is strong evidence.
- possession is determined, or
- distribution of sale is indicated.

When a resident is subjected to any of the above violations, he/she will be confronted. A violation may result in removal of the camp/conference participant. Other action will also be dependent upon the seriousness of the incident.

#### Responsibilities:

- Individuals should be aware of the limitations determined by Federal and State Laws.

- Community responsibilities, likewise, exist due to the limits set by Federal and State Laws. Therefore, violations cannot be ignored by Guest Services or the Camp and Conference Staff or other authorities would be left with the responsibility to set further limits.
- Staff Responsibilities: As a community member, staff will share responsibility for approaching policy violators within residence. In addition, residents should be aware of students staff responsibilities for:
  - relaying information regarding residence hall policy and procedures
  - referring violators to the Conference and Meeting Service Manager or Camp Coordinator

**NOTE: Any and all drugs and/or contraband will be confiscated by Campus Police.**

## **HAZING POLICY**

The College of New Jersey strictly prohibits hazing of any kind by any person using the facilities of the college. Camps and conferences are held accountable for both violations of state law and college policy as it relates to hazing.

### **College Regulations**

The College of New Jersey defines hazing as "any action taken, created, or situated which intentionally or recklessly subjects any person to the risk of bodily harm, mental or physical discomfort, embarrassment, harassment, or ridicule; or causing or encouraging any person to commit an act that would be a violation of law or college regulations; for the purpose of initiating, promoting, fostering, or confirming any form of affiliation with an organization."

Examples of hazing include, but are not limited to:

- \* forced consumption of alcohol or other drugs;
- \* required ingestion of any substance;
- \* dietary restrictions of any kind;
- \* sleep deprivation;
- \* creation of excessive fatigue;
- \* paddling, whipping, beating, or physical abuse of any kind;
- \* forced tattooing or branding;
- \* calisthenics or any type of physically abusive exercise; exposure to the elements;
- \* compulsory servitude;

- \* work projects without the participation of the full membership;
- \* scavenger hunts, treasure hunts, road trips, kidnapping, drop-offs, or any other such activities;
- \* assigned or endorsed pranks such as borrowing or stealing items, painting property or objects, or harassing other individuals or groups;
- \* morally degrading or humiliating games or activities;
- \* verbal harassment including yelling and screaming;
- \* line-ups, kangaroo courts, or any interrogation not consistent with the legitimate testing for information about the purposes and history of the organization;
- \* any activity which interferes with one's ability to study or complete one's course of study;
- \* the wearing of apparel in public which is conspicuous or not normally in good taste;
- \* participation in sexual rituals or assaults;
- \* mentally abusive or demeaning behavior;
- \* deceptions and/or threats contrived to convince a new member that he/she will not be permitted to join;
- \* requiring the use of a side door entrance not normally used to enter a building; requiring the answering of phones or doors with songs, chants, riddles; requiring yelling or screaming upon entering or leaving a facility;
- \* requiring new members to "greet" initiated members;
- \* activities that promote or encourage the violation of state law or college policy;
- \* collective behavior such as marching; requiring members to escort each other on campus; dressing alike, etc.; and
- \* requiring the carrying of items such as bricks, pumpkins, pledge books, lunch boxes, items for members, etc.

*The organization or any individual involved in hazing commits a violation of college policy by:*

- engaging in hazing
- soliciting, encouraging, aiding, or directing another engaged in hazing
- intentionally or knowingly permitting hazing to occur

- having first-hand knowledge that a specific hazing incident has occurred and failing to report said knowledge in writing to the camp and conference liaison to TCNJ.

**New Jersey Hazing Statutes: 2C: 40-3**

A. A person is guilty of hazing, a disorderly person offense, if, in connection with initiation of applicants to or members of a student or fraternal organization, he knowingly or recklessly organizes, promotes, facilitates, or engages in any conduct, other than competitive athletic events, which places or may place another person in danger of bodily injury.

B. A person is guilty of aggravated hazing, a crime of the fourth degree, if he commits an act prohibited in subsection a. which results in serious bodily injury to another person.

**2C: 40-4**

Notwithstanding any other provision of Title 2C of the New Jersey Statutes to the contrary, consent shall not be available as a defense to a prosecution under this act.

**2C: 40-5**

Conduct constituting an offense under this act may, at the discretion of the prosecuting attorney, be prosecuted under any other applicable provision of Title 2C of the New Jersey State Statutes; and

Other behaviors or activities in addition to those prohibited under N.J.S.A. 2C:40 et seq. defined as hazing by a college or university with respect to its students.

**HARASSMENT, INTIMIDATION, AND BULLYING (HIB) POLICY**

Overview of Harassment, Intimidation, and Bullying

The definition of HIB has been established by *N. J. S. A. 18A: 37-14*.

HIB is defined as any gesture, any written, verbal or physical, or electronic communication whether it be a **single incident** or a **series of incidents** that:

- Is reasonably **perceived as being motivated** either by an **actual or perceived characteristic**, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability, or by any other distinguishing characteristic;

- A reasonable person should know, under the circumstances, will have the effect of **physically or emotionally harming** a student **or damaging the student's property** or placing the student in reasonable **fear of physical or emotional harm** to his person or damage to his property;
- Has the effect of **insulting or demeaning** any student or group of students or creates a **hostile education environment** for the student by interfering with a student's education or by **severely or pervasively** causing physical or emotional harm to the student.

A HIB violation occurs when:

- any aggressive or negative gesture, or written, verbal or physical act that places another student in reasonable fear of harm to his or her person or property;
- any aggressive or negative gesture, or written, verbal or physical act that has the effect of insulting or demeaning any student in such way as to disrupt or interfere with the law or regulation;
- any assertion of physical or psychological power over, or cruelty to, another student;
- any behaviors including but not limited to pushing, hitting, threatening, name-calling or other physical or verbal conduct of a belittling or intimidating nature;
- any transmission of information intending to coerce, intimidate, harass, or cause emotional distress to a person via text/data messages, instant messaging, e-mail, and social networking sites.

Enforcement

If a complaint is made, the staff will respond in the following manner:

- All persons involved will be interviewed by lead staff.
- A staff member has the right to involve Campus Police if further assistance is needed.
- Participants will receive, at minimum, written warning and parents will be contacted.
- Participants may be subject to dismissal from the program.

## ACADEMIC INTEGRITY

The College of New Jersey is a community of scholars and learners who respect and believe in academic integrity. This integrity is violated when someone engages in dishonest academic behavior such as that described in this brochure.

Academic dishonesty is any attempt by the student to gain academic advantage through dishonest means; to submit, as his/her own, work which has not been done by him/her; or to give improper aid to another student in the completion of an assignment. Such dishonesty would include, but is not limited to, submitting as his/her own, a project, paper, report, test, or speech copied from, partially copied, or paraphrased from the work of another (whether the source is printed, under copyright, or in electronic or manuscript form).

Credit must be given for words quoted or paraphrased. The rules apply to any academic dishonesty, whether the work is graded or ungraded, group or individual, written or oral.

Academic dishonesty is not tolerated at The College of New Jersey. Each student must do his or her own work and behave in an ethically responsible manner. Academic dishonesty includes, but is not limited to, the following behaviors:

- Copying from another student's exam
- Completing an academic activity or taking an exam for someone else
- Giving answers to or sharing answers with another student during an exam
- Using notes, books, electronics, or other aids of any kind during an exam when prohibited
- Stealing an exam or possessing a stolen copy of an exam
- Disrupting or delaying the administration of an exam or academic activity
- Submitting a work for credit that includes words, ideas, data, or creative work of others without acknowledging the source
- Using another author's words without enclosing them in quotation marks or paraphrasing them without citing the source appropriately
- Concealing, destroying, or stealing research or library materials with the purpose of depriving others of their use
- Falsifying bibliographic entries
- Submitting any academic assignment which contains falsified or fabricated data or results

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- Submitting the same term paper or academic assignment to another class without the permission of the instructor
- Feigning illness or personal circumstances to avoid a required academic activity
- Sabotaging someone else's work
- Collaborating on homework or take-home exams when instructions have called for independent work
- Attempting intimidation for academic advantage
- Inappropriate or unethical use of technologies to gain academic advantage
- Submitting a falsified document

#### Consequences of Academic Dishonesty

If a student is found to have committed an academic integrity violation, the consequences may include having to redo an assignment, receiving a lower grade on the assignment or the entire course, failing the course, receiving a Disciplinary F (a grade that permanently contributes to the calculation of the GPA) for the course, or being suspended or dismissed from the Program as well as The College of New Jersey.

### **ADDITIONAL PARTICIPANT CONDUCT POLICIES**

#### Property

- The CPE Program will not be responsible for personal equipment of any staff member or student. This includes, but is not limited to: cell phones, computers, appliances, wallets, etc.
- All students are responsible for their own property



## Student Dismissal

The following terms will result in student dismissal from the Program:

- Students who pose a threat or engage in physical behavior towards themselves or others will be immediately terminated from the program.
- Students who violate any policies contained in this manual may be terminated from the program.
- Students who contract a contagious illness, must return home.
  - The student may be considered to return with signed documentation from the student's primary physician.

## Participation

Participation in the pre-college program is contingent upon your success during orientation. Students who are deemed unsuccessful in orientation will not have the opportunity to complete the Pre-College Program.

Accepted students must commit to the program (Orientation and the Pre-College Program) in its entirety.

Students are required to participate in all activities facilitated by CPE/Bonner staff; failure to do so may result in dismissal from the program.

Please note: participation at the service site is mandatory and is calculated into your final class grade. Should you have any concerns about your participation at the service site, please contact a lead staff member immediately.

## **STAFF SPECIFIC POLICIES**

### Health and Safety

- Staff shall make a point each day to be aware of each student's general health.
  - Staff should note the following:
    - Signs of illness, rashes, cleanliness, loss of appetite and general health.
- **ANY AND ALL ACCIDENTS, INJURIES OR SIGNS OF ILLNESS INVOLVING STUDENTS OR STAFF MEMBERS, HOWEVER MINOR OR SEEMINGLY INCONSEQUENTIAL, ARE TO BE REPORTED TO LEAD STAFF. LEAD STAFF WILL THEN CONTACT THE PROGRAM COORDINATOR AS NEEDED.**

## Driving

- **Staff must follow the “rule of two” when transporting students.** There should always be two staff members in a vehicle when transporting students.
- Throughout the duration of the Orientation, the following staff will be permitted to drive the Enterprise Rental Vans:
  - Staff above the age of 25 (as per the Policies and Procedures at Enterprise)
- Throughout the duration of the Program, the following staff will be permitted to drive the TCNJ Rental Vans:
  - Staff who have had the following form previously approved by The College of New Jersey: *TCNJ Additional Driver Information Form* and *Drivers’ License Verification* form.
- **Please note:** All staff may be called upon to drive any vehicle, which he or she is permitted to drive, to transport students to and from any off-campus activities (i.e. work sites, community activities).

## Vehicular Accident

- In the event you are involved in a vehicular accident on campus or at any program-related activity off campus, notify the Program Coordinator immediately.
- If deemed necessary, local police will be contacted. If students or staff are injured, the coordinator, Nurse, and police will determine how and by whom families will be notified and course of medical treatment.
- NO STUDENTS ARE PERMITTED TO BE TRANSPORTED ON THE CAMPUS OR AT PROGRAM-RELATED ACTIVITIES IN ANY VEHICLE OTHER THAN A STATE VEHICLE, INCLUDING THE VEHICLE RENTED FROM ENTERPRISE

## Pool Safety

Throughout the duration of the program, students and staff who wish to utilize the TCNJ pool amenities are permitted to do so ONLY if a Lifeguard is present, and under the authority of the Director or Student Life Coordinator.

- Lifeguards are staffed by The College of New Jersey
- On-duty staff supervising students at the pool must maintain a constant screening and supervision of all students.

## STAFF CONDUCT POLICIES

CPE is a reflection of The College of New Jersey, as well as the Commission for the Blind and Visually Impaired. Therefore, the actions of our staff members, whether on or off the premises, are under constant scrutiny. Each staff member is expected to conduct him/herself in such a manner as to reflect credit on themselves and our affiliates.

### Time Off

- Proper supervision and adequate coverage of students and program activities is a primary responsibility. Within these constraints, each staff member will receive **one day off for every six days worked**.
- The following staff positions are paid per hour worked: Nurses.
- In the event that a staff member needs to request unscheduled time off, he or she must find coverage for said shift **before** contacting the Program Coordinator.
- The Program Coordinator has the final say in determining approved coverage and time off for all staff members.

### Visitors

- Visitations by guests of all staff members are discouraged, but will be allowed under the following conditions:
  - Visits are limited to off-duty hours.
  - Under no circumstances, should visitors interact with students.
  - At no time will any staff be permitted overnight visitors.

### Relationships with Students

- **All off-season contact with students is prohibited and is NOT supported by the professional staff of CPE.**
- Physical support may be appropriate in the course of providing assistance with daily needs or program activities.

- Physical/ verbal behaviors that are in any way harmful or abusive to participants, or which might be interpreted as sexual in nature are strictly prohibited.
- As a staff member, you represent the College Prep Experience, the Commission for the Blind and Visually Impaired, and the College of New Jersey, and will respond to all student and parent correspondence in a professional mentoring capacity. Keep correspondence professional at all times.

### Personal Health

- **Staff members are encouraged to notify the Medical Staff of any pressing medical conditions.**
- All staff members are responsible for administering personal medications independently.
- All student medications are to be given to the nurse for storage and/or administration. No medications of ANY kind are permitted anywhere else.
- Except for procedures such as CPR (which must be administered immediately to save a life) only the Nurse is to administer first-aid to a student.

### Property

- All staff are responsible for the proper care and use of all camp buildings and property. This includes, but is not limited to computers, printers, supplies, athletic equipment, dorm rooms and vehicles.
- The CPE Program will not be responsible for personal equipment of any staff member or student. This includes, but is not limited to: cell phones, computers, appliances, wallets, etc.

## **BEHAVIOR POLICIES**

### Inappropriate Behaviors

- If a staff member hears of, or observes any inappropriate behavior on the part of any student or staff member, **IT IS THEIR DUTY TO REPORT** this behavior to the Program Coordinator **IMMEDIATELY**.

## Students who Become Physical

- **In any incidences of physical aggression, NEVER leave the student(s) unattended.**
- **Always call for support from other staff during this situation.**
- In the event that a student becomes physical/proposes a harm to:
  - him or herself,
  - a staff member and/or
  - a student

Staff should adhere to the following procedure:

- Notify the Lead Staff on duty immediately.
  - Lead staff should notify the Program immediately.
- **Note:** Students who pose a threat or engage in physical behavior towards themselves or others will be immediately terminated from the program.



## **Breaking Up Fights**

### ***Basic Techniques for School Personnel***

***by NEA Staff***

**Found in:** [Classroom Management](#)

Occasionally, arguments between students escalate and erupt into fights. It is important that school personnel know basic techniques for breaking up fights and dealing with students who are physically aggressive. Here are some suggestions from Johns and Carr, 1995:

- Never ignore aggression. If ignored, small acts of aggression can quickly grow to more violent aggression.
- Go toward the scene of the violence. Sometimes just the presence of an adult will stop a potentially violent situation.

- Quickly review the situation. Try to determine what has happened, who is there, and what is likely to happen. If the situation includes members of rival gangs, send an onlooker for more adults.
- Look to see if there are any weapons present.
- In a strong voice, tell students that they must stop doing what they're doing. Sometimes students are hoping an adult will tell them to stop fighting so they will have a "graceful" way out.
- Tell any onlookers to leave the area. Call students by name if you know them, and tell them specifically where to go. For example, "Brian, go back to your class now!" is more effective than saying, "Everyone get out of here now!"
- Tell onlookers, and those involved in the aggression, the consequences of not following your directions.
- Make a mental note of the names of onlookers.
- Never get between students who are fighting.
- If the situation does come to blows, tell the students to stop. Sometimes just directing students to stop fighting -- in a loud, demanding voice -- is enough to make them stop. Again, in many cases the students actually are looking for an excuse to stop.
- After the incident, document what happened, and share this with other adults as required.
- Support victims in any way you can. Get them any help they may need.

### **Reference**

Johns, Beverly H., & Valerie G. Carr. 1995. *Techniques for Managing Verbally and Physically Aggressive Students*. Hawthorne Educational Services, Inc.