**Conference Rules & Regulations**

*These rules are intended to insure a safe and meaningful experience for all students. JCLA maintains a zero-tolerance policy against the use of/possession of alcohol, tobacco products, illegal drugs/or abuse of prescribed medicines, and sexual harassment or sexual misconduct.*

**Curfews**

* **9:00pm** – all students must be inside the dorm building. Students may be in another building on campus if it is part of a scheduled JCLA activity.
* **10:00pm** – all students must be in the hallway of their floor and must stay on the floor from this point forward. No male students are permitted on female floors **at any time** and female students are not permitted on male floors **at any time.**
* **11:00pm** – all students must return to their own rooms. Between RA Check-In at 10:00pm and 11:00pm, the students are allowed to be anywhere on their floor.
* Under no circumstances, other than an emergency, should you leave your floor until the first scheduled activity on the following day.

**Ordering Food/Vending Machines**

* Students may order food as long as the order/delivery does not interfere with scheduled activities or RA Check-In. All food must be delivered before 11 p.m.

**Cell Phones**

* Cell phones should not be out during any lectures or scheduled activities unless the instructor tells you otherwise.
	+ Violations of this rule may result in cell phone confiscation. The phone will be returned at the end of each day.

**Socials**

* Students MUST be appropriately dressed and must wear shoes.
* Students MUST wear their nametag at all times.

**Floors/Dorm Rooms**

* Students may not switch rooms.
* No hall sports, fighting, or aggressive games.
* Do not slam your doors.
* Make sure to use your deadbolt when locking your door.
* Do not open the windows.
* Please keep the hallways quiet for those that go to sleep earlier or may be napping.
* Please do not move the furniture. When moving in, you should be sure to check the room for any damages and notify your RA **immediately** if you find any damages. If you fail to report damages, you will be held responsible for them. All students sharing a room are responsible for all damages that occur.

**Conference Absences**

* No student is permitted off MSU property without the express written permission of a parent/guardian unless it is part of a JCLA activity. The Off Campus Permission form must include the dates, exact start and end times during which the student is permitted off campus, be submitted/signed by the parent/guardian at least 48 hours in advance of the off-campus trip and signed by program administration.

**Car Keys**

If a student drives themselves to JCLA, their car keys will be given to JCLA Administration upon arrival and returned upon the conclusion of the graduation ceremony.

**ID Bracelets and Nametags**

Your ID bracelet gives you access to the University facilities and resources over the course of JCLA. You MUST wear your ID bracelet and nametag at all times. Your ID bracelet and nametag will be your pass to enter the dining facilities and any other facilities on the campus.

**What To Do If You Get Lost at Any Time**

If you get lost or have an emergency while on an off-site field trip, you should immediately go to the designated meeting location where a staff member will assist you. You should also keep the telephone number of the JCLA Office with you in case of an emergency. **The onsite office number is 662-325-3328.**

**What to Do if You Feel Ill**

If you are not feeling well or you have an emergency that requires medical attention, you should notify a conference staff member who will contact the Program Administrators. If you require medical attention after room check, you should contact your counselor, who will contact the JCLA office. If you do not feel well, DO NOT stay in your room without informing the office and your counselor. For your safety, your counselor must know where you are at all times.

**Money & Valuables**

Do not leave money and/or valuables in your room or on the buses during field trips. JCLA and Mississippi State University are **not** responsible for lost or stolen money or articles.

**Student Agreement and Code of Conduct**

***As a participant of this Leadership program, you are expected to and responsible for reading, understanding and adhering to this Code of Conduct while in residence at the JCLA. In case you signed the Student Code of Conduct without carefully reading it, here is a copy for your review.***

**Both Parent and Student understand that participation in the JCLA requires the highest standards of personal conduct and responsibility. Accordingly, as a JCLA student I understand and agree to the following rules, regulations, and standards of conduct:**

1. I will not **use** or **possess** alcohol, illegal substances, non-prescribed controlled substances, or tobacco/nicotine (including vaping) products **at any time.** I understand that the use or possession of alcohol, illegal substances, non-prescribed controlled substances, or tobacco/nicotine products, will result in immediate disciplinary action not limited to but including dismissal from the conference and forfeiture of all tuition paid.
2. If I am 18 years of age, I will not use or possess any of the above listed products or substances, even if it is legal for me to do so in the state in which the conference is being held. I understand that if I use or possess alcohol, illegal substances, non-prescribed controlled substances, or tobacco products disciplinary action not limited to but including dismissal from the conference and forfeiture of all tuition paid will be taken.
3. I will not use or possess weapons or items that may reasonably be viewed or used as weapons, including but not limited to, firearms, fireworks, knives, or other sharp objects.
4. I will follow the instructions of Presenters, Conference Staff, and University Staff at all times and abide by all university and conference site rules and regulations.
5. I will arrive on time and attend all scheduled classes, meetings, workshops, field trips, etc. in their entirety, and I will abide by all curfew rules, ensuring that I am in my room at the designated time each night.
6. I will wear my ID bracelet and JCLA nametag at all times, unless specifically told otherwise by a member of the Staff.
7. I will not leave the conference group **at any time.**
8. I understand that I am only permitted off campus during scheduled conference field trips.
9. I understand that if I drive myself, I must give my car keys to a JCLA administrator for the remainder of the week.
10. I understand that male students are not permitted on female floors **at any time** and female students are not permitted on male floors **at any time.**
11. I understand that the conference staff will indicate the designated areas for socialization and these do not include hallways or stairwells.
12. I will not engage in threatening behavior or verbal/physical altercations with another person during the conference. This includes but is not limited to aggressive verbal or physical behavior and fighting.
13. I will treat all University Staff, Conference Faculty and Staff, and Students with courtesy and respect.
14. I will not engage in sexual harassment and/or sexual misconduct in any form.
15. I understand that I am responsible for my own belongings (money, jewelry, laptops, cell phones, cameras, etc.) and that the JCLA and/or the University/Conference Site are not responsible for damage, loss, or theft. I further understand that I should keep my doors and windows locked at all times.
16. I understand that for the health and safety of each participant, the JCLA reserves the right to conduct room inspections at any time to ensure compliance with the code of conduct and the University or Conference Site policies.
17. I understand that any violation of any conference rule, regulation, or standard or personal conduct may result in disciplinary action not limited to but including immediate dismissal from the Conference at my own expense and forfeiture of all tuition paid and graduation materials. I understand that this decision shall be made at the sole discretion of the JCLA administration on site.

*I have read and understand the above Code of Conduct and agree to the terms and conditions thereof.*

STUDENT NAME (Please Print) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ STUDENT ROOM #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

STUDENT SIGNATURE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PARENT SIGNATURE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Student Agreement and MSU Site Policies**

***As a participant of this Leadership program at Mississippi State University, you are expected to understand and adhere to the site policies while in residence at Mississippi State University with the JCLA. Please initial each item below:***

**Curfews**

* **9:00pm** – all students must be inside the dorm building. Students may be in another building on campus if it is part of a scheduled JCLA activity.
* **10:00pm** – all students must be in the hallway of their floor and must stay on the floor from this point forward. No male students are permitted on female floors **at any time** and female students are not permitted on male floors **at any time.**
* **11:00pm** – all students must return to their own rooms. Between RA Check-In at 10:00pm and 11:00p.m., the students are allowed to be anywhere on their floor.
* Under no circumstances, other than an emergency, should you leave your floor until the first scheduled activity on the following day.

**Ordering Food/Vending Machines**

* Students may order food as long as it does not interfere with scheduled activities or RA Check-In. All food must be delivered before 11 p.m.
* Staff will not bring the delivery to students if it is delivered late.
* Do not ask the desk for change.

**Cell Phones**

* Cell phones should not be out during any lectures or scheduled activities unless the instructor tells you otherwise.
	+ Violations of this rule may result in cell phone confiscation. The phone will be returned at the end of the day.

**ID Bracelets and Nametag**

* Students MUST wear their ID bracelets and nametag at all times.

**Dress Code**

* Be appropriately dressed at all times in accordance with the dress/attire listed on the student schedule.
* Always wear shoes.

**Floors/Dorm Rooms**

* No hall sports, fighting or aggressive games.
* Do not slam your doors.
* Keep windows closed.
* \Keep the floor lobbies clean.

**Car Keys**

* If a student drives themselves to JCLA, their car keys will be given to JCLA Administration upon arrival and returned upon the conclusion of the graduation ceremony.

**Respect**

* JCLA promotes a safe, fun, and productive learning environment.  All students are expected to treat each other, JCLA staff, and the university staff with respect.  Students will not engage in any form of harassment, discrimination or threatening behavior physically or verbally.

 **Social Media**

* Be Respectful. Do not post any photos of other students without their permission first.
* **Do not make comments about another student on any social media platform, including TikTok, Snapchat, GroupMe, Text Messages, etc.**