

NEW YORK STATE SUMMER INSTITUTES

RULES AND REGULATIONS

In order that a meaningful program can be provided and the well being and safety of members can be maintained, the NEW YORK STATE SUMMER INSTITUTES has established the following rules and regulations. These rules and regulations apply to every student in each of the eight schools, including students who are 18 years or older. We ask that the following items be carefully read and understood by both students and parent(s) or guardian(s). Students **MUST ABIDE BY ALL RULES AND REGULATIONS**. Parents or guardians will be notified of serious violations of the rules and regulations. Serious violations will result in immediate dismissal from the program. In the event of dismissal, tuition cannot be refunded. In addition, the student's school district may be notified. The Administrative Staff of the School will make final decisions on disciplinary procedures.

As voluntary members of a school that seeks to establish high moral and ethical standards for all common activities, participants in the Summer Institutes are expected to show respect for the rights and property of others, and to conform to the code of behavior as outlined in the Rules and Regulations. Upon completion of the summer program, students become ambassadors to their schools and communities, helping to recruit the finest talent for participation in future years.

ATTENDANCE

Students are required to attend and participate in all scheduled activities of the program as determined by the Administrative Staff of the schools. Staff must approve any exceptions. Advance written permission from parents or guardians must be given to staff before a student is allowed to leave the school site or the program for parent visitation or for any activities not arranged and sanctioned by the program staff.

SUBSTANCE ABUSE

Possession of drug paraphernalia or possession or use of controlled substances or drug paraphernalia (alcohol, non-prescribed drugs, marijuana, cocaine, crack, etc.) by any student is strictly forbidden in the school, on or off campus. Infraction of this regulation is considered extremely serious and will result in IMMEDIATE DISMISSAL from the program.

SMOKING

Smoking is not allowed in any building on campus. Students who insist on smoking during the program with parental permission must register with the residential life staff and can only smoke in designated areas. We will contact the parents/guardians of the student to verify that they have parental permission. Without parental permission, students will NOT be allowed to smoke, and may be dismissed from the program for violations of this policy.

CELL PHONES

Although cell phones are permitted, they must be turned off at **all times** during classes, rehearsals, lectures and performances, as well as any other times the artistic or residential life staff indicates. Inappropriate cell phone use will result in confiscation of the phone and further restricted use.

MOTOR VEHICLES

Students in the program are not allowed to have or use cars or motorbikes.

TRANSPORTATION

Students are required to use the buses or other forms of transportation provided by the school for all scheduled trips. No other means of transportation may be used without advance, written parental or guardian permission.

BICYCLES

Bicycles may be brought to the program, but students must provide their own locks. Staff is not responsible for the security of the bicycles and individual campus regulations for use and storage must be observed.

BODY PIERCING

Students shall not pierce, puncture, tattoo or otherwise surgically alter any part of their bodies during the course of the school, nor have such procedure done by any other student or other person, whether in a commercial enterprise or otherwise. This includes piercing, puncturing, tattooing or otherwise surgically altering the ear, nose, navel, eye, torso, leg, arm or any other part of the body.

MEDICATIONS

For the safety of all students, all prescription medications must be kept in the office of the Head Resident or Assistant Director for Administration. Medications will be dispensed by residential life staff.

MEDICAL EXPENSES

All medical expenses incurred by students during the term of the program will be the responsibility of the student and/or his/her parents or guardians. These will include both routine and emergency medical care.

PERSONAL PROPERTY

Respect for the personal property of others is expected. However, responsibility for belongings lies with the individual, not the school, the host institution or campus.

PROPERTY DAMAGE

Individual students and their parents or guardians will be held responsible for any damages to campus or school property and will be held accountable for the monetary reimbursement to the proper authorities for damages.

DISCIPLINE

Students are expected to follow the rules and regulations as outlined in this document, including the attached addendum, as well as any regulations in effect at the individual campus. Students are also expected to cooperate with the requests of the residential life staff. In certain circumstances it may be necessary to establish rules which are not specifically covered in these documents. Students are required to abide by these rules and infractions will be handled in the same manner as described above.

TUITION

In the event of dismissal or voluntary withdrawal from the School, **tuition will not be refunded.**

SCHOOL OF JAZZ STUDIES
RULES AND REGULATIONS ADDENDUM
(5/08)

The following rules and regulations apply to all students in the School of Jazz Studies, regardless of age, and carry the same penalties as provided for in the overall NYSSSA Regulations signed by students and parents/guardians.

Transportation

Students are to use the buses provided by the school for all scheduled trips. Hitchhiking is strictly forbidden.

Student Conduct

Students are expected to attend all classes, rehearsals and performances arranged or assigned by the school and all planned group recreational activities unless excused due to illness.

Coed socializing in the dormitory is permitted from 9 A.M. to 11 P.M. This is a privilege that is contingent on appropriate behavior at the discretion of the counselors. Social rooms are available.

Students will be allowed one hour following performances until room check and lights out, except on Saturday evenings when the time may be extended to 12:00 Midnight. On evenings when performances are not attended, dormitories will be locked at 11:00 P.M. Room check will be the same time as lock-up. Quiet hours are from 11:00 P.M. until 7:30 A.M.

Smoking is not allowed in any building on campus or at SPAC. Students who insist on smoking during the program with parental permission must register with the residential life staff and can only smoke in designated areas. We will contact the parents/guardians of the student to verify that they have parental permission. Without parental permission, students will NOT be allowed to smoke, and may be dismissed from the program for violations of this policy.

Dormitory and Campus

All students will be provided with an I.D. card which must be carried at all times.

Students will be expected to cooperate with the requests of the counselors, who will be living in the dormitory.

No animals or live pets of any kind are allowed.

Cooking is not permitted in the dormitory.

Parents/Guardians

Should students wish to be absent from the school overnight, for any extended period or to attend off-campus activities without the group, a completed **Leave of Absence form** must be provided by the parent/guardian in advance and given to the Assistant Director for Administration upon arrival at the school.

Parental visitation to students may be made during the program provided they are short visitations that do not interrupt classes or program activities. Advance notice for visitations should be given to the Assistant Director for Administration or your child's counselor, who will assist with any necessary arrangements. Parents may not attend program functions such as recreational outings, parties or SPAC performances.

Cell phone use by students will be limited so as to not interrupt program activities. We ask that parents/guardians assist us in implementing this policy.

Parents will be notified of serious infractions of rules by students. Enforcement of disciplinary measures will be handled by officials of the school. Serious infractions of rules and regulations may result in immediate dismissal from the program. In such cases, the student's parent or guardian will be responsible for making necessary transportation arrangements and tuition will not be refunded.

RETURN THIS FORM TO: **NEW YORK STATE SUMMER INSTITUTES**
c/o State Education Department
Room 866 EBA
89 Washington Avenue
Albany, NY 12234

**NEW YORK STATE SUMMER INSTITUTES
2009 SCHOOL OF JAZZ STUDIES**

RULES AND REGULATIONS AGREEMENT

**THIS SECTION MUST BE SIGNED BY STUDENT
AND PARENT(S)/GUARDIAN(S)**

We have read the Rules and Regulations of the New York State Summer Institutes. Our signatures below indicate our agreement that the student participant named below will abide by all of rules and regulations regardless of his/her age. We understand that serious violations may result in immediate dismissal from the program **with no refund of tuition.**

Signature of Student

Date

Signature of Father or Guardian

Signature of Mother or Guardian

Date Rec'd by NYSSSA Office