

Sample Program Expectations and Parental Permission

Program/Activity/Camp Name: _____

Participant Name: _____

Parent/Guardian Name: _____

The Program has established standards of conduct for all Participants. It is the responsibility of the Parent/Legal Guardian and the Participant to review the Program rules and standards of conduct. Dismissed Participants may not be eligible for a refund of any fees or expenses.

The Program agrees to:

- Provide an agenda outlining the activities of the Program including the times, days, and how to access content.
- Collect registration information such as participant name, address, phone number, parents/guardian(s) name(s), phone number(s) and email(s).
- Provide a supply list and recommendations for setting up the home work space to help participants fully engage in the program.
- Take attendance and only allow registered participants to participate.
- Only communicate with participants through official Program platforms.
- Ensure that two or more Program staff are present for the duration of the program.
- Keep conversations and interactions focused on the Program goals and objectives.
- Create an environment where everyone is welcomed and given the opportunity to succeed.
- Ensure that all participants are treated with dignity, fairness and respect. Harassment will not be tolerated. Hazing of any kind is prohibited. Cyberbullying is prohibited.
- Address problems that are brought to their attention.
- Will not share personal information, email, or social media accounts with minor participants.

The Participant agrees to:

- Participate in the digital environment to the same standard as a physical environment, including participating when called on, listening attentively, and minimizing distractions to others.
- Not share links or passwords for Program meetings or content.
- Challenge themselves to engage, be present and learn.
- Complete assigned projects on time.
- Request help if needed.
- Mute when not talking.
- Dress appropriately when on video.
- Not take inappropriate screenshots or images.
- Assume good intentions and have fun!

The Parent/Legal Guardian(s) agrees to:

- Assist the participant in setting up the home environment to meet the goals of the Program.

- Ensure the participant logs in on time and is prepared for the Program.
- Limit distractions and keep the participant safe throughout the duration of the Program.
- Will be visible on camera with the participant during private instruction(s).
- Allow time for the participant to complete required assignments.
- Communicate with staff prior to Program start time if the participant must be absent.
- Work with Program staff to resolve issues that may arise.
- Report illegal or inappropriate online behavior by staff or program participants:
 - Conference and Camp Services
 - Contact conferenceservices@appstate.edu or call 828-262-3045
 - For emergencies contact Appalachian Police Department at 828-262-8000

The following may result in being dismissed from the program:

- Bullying, harassing or using derogatory language towards another person or group of people.
- Being under the influence of alcohol or drugs.
- Repeated absences or failure to meet agreed upon program work requirements.
- Violation of a University code, policy, or regulation.

What are the consequences if the participant does not meet Program expectations?

- Staff will give a verbal or written warning regarding behaviors and actions that are not allowed and in most cases give the participant an opportunity to correct the behavior.
- Depending on the behavior, they may also contact the parent or legal guardian.
- In some cases, staff may require a corrective action plan in order to stay in the program.
- Some behaviors may result in immediate suspension or termination.

PARTICIPANT AGREEMENT

I understand that I must abide by the Program’s expectations.

Participant Signature: _____ Date: _____

PARENT/LEGAL GUARDIAN AGREEMENT

I understand that my child and I must abide by the Program expectations. I understand that Dismissed Participants may not be eligible for a refund of any fees or expenses.

Parent/Guardian Signature: _____ Date: _____

Parent/Guardian Name _____ Date _____