This educational experience will be successful when everyone is able to participate to the fullest. We have established the following guidelines for the Kansas Advanced Teacher Academy (KATA) to make this possible.

A. Role of Academy Staff
1. Kansas Advanced Teacher Academy (KATA) staff’s directions must be followed by participants at all times. The goal of this is safety of each participant.
2. The Academy/Program Directors have authority to make decisions pertaining to the Academy/Program, participants, and staff.

B. Residence Halls
1. Participants must be inside the residence hall by 9:30pm and leave no earlier than 7:00am the next morning.
2. Quiet hours are from 11:00pm to 7:00am for the entire residence hall. Participants MUST be in their rooms by 11:00pm.
3. No overnight guests will be permitted in the residence hall. No participants or guests shall be in the sleeping rooms of other participants.
4. Whenever a fire alarm is sounded, participants must evacuate the residence hall.
5. The registered occupants of a room shall not extend the use of the room to anyone else.
6. There will be a $37.50 charge to replace a lost room key.
7. Participants are responsible for maintaining the room and common areas of the Residence Halls in good condition and free of damage, including without limitation, the furniture in their assigned rooms. Participants and their parents will be charged for damages and any missing property.

C. Phone Usage
1. Phones will be in each dormitory room for local use only. If a participant needs to call their parents and does not have a cell phone with them, they may use the Program Coordinator’s phone.
2. Participants are allowed to have cell phones. However, participants must turn phones on silent or off during all workshop activities. Use of cell phones, including texting, is not allowed during activities. Personal calls can be made during free time. Participants are encouraged to refrain from use of cell phones except as necessary to contact parents or in the event of other emergencies.

D. Care of Facilities and Equipment
1. Vandalism in any form will not be tolerated. Participants and their parents will be charged the cost of repair or replacement, as determined by Kansas State University, for any facilities or equipment damaged because of vandalism or misuse in whole or part by the participant.
2. Care of the personal equipment and belongings is the sole responsibility of each participant. Kansas State University is not responsible for the damage, loss, or theft of personal property.

E. Attire Policy
1. Participants are expected to dress in a manner appropriate for outside activities.
2. Participants are expected to maintain decency and good taste in their dress at all times.

F. Workshop Forms and Information Sheets
1. All records on participants will be used only for purposes of the Kansas Advanced Teacher Academy (KATA), and other official Kansas State University use.

G. Visitors
1. No one is permitted to visit or take part in any activity unless they are a participant, or otherwise authorized directly by the Academy/Program Directors.
2. Parents, family and guardians are invited to attend the Academy/Program opening and closing sessions.
H. Conduct of Participants (general)

1. Participants shall be responsible for their words and actions. They shall be respectful of others while participating in the program. They shall follow directions from staff members.

2. Participants must attend all program classes and activities unless unable to because of illness or disability. In case of illness, participants should report the illness to their group mentor. In the case of disability, a participant or parent may notify the Program Coordinator that accommodations to participate are needed.

3. Participants must stay with their group and under the supervision of staff at all times.

4. Participants are expected to be on time so that groups may leave to go to activities on time.

5. Participants shall not endanger the health and safety of themselves or others. Participants shall not interfere with the participation of other participants. Other prohibited behaviors include but are not limited to –
   i. Stealing;
   ii. Vaping;
   iii. Disrespect or discrimination in any form;
   iv. Leaving the Kansas State University campus with anyone other than their parent/guardian;
   v. Going to parts of campus that are not necessary for the program;
   vi. Damaging or failing to appropriately care for property;
   vii. Inappropriate physical contact;
   viii. Harming others;
   ix. Engaging in illegal conduct;
   x. Acts of aggression or violence.

6. Participants and their parents are bound by other applicable university policies, which may be viewed here: http://www.k-state.edu/policies/

I. Substance Abuse

1. Participants are prohibited from possessing, consuming, using, or otherwise handling cigarettes, snuff, tobacco in any form, alcoholic beverages, and/or illegal drugs or narcotics.

J. Fire and Weapons

1. Participants are prohibited from possessing, using, or otherwise handling matches, candles, fireworks, or other flammable materials.

2. Participants are prohibited from possessing, using, or otherwise handling firearms, ammunition, knives or other weapons.

K. Removal from Academy/Program

1. A participant who violates one or more of these guidelines, or otherwise has problems conforming their conduct in a manner consistent with these guidelines, may be subject to remedial action by the Academy/Program staff, which may include one or more of the following but is not limited to –
   i. Being reminded of these guidelines;
   ii. Phone call to parent/guardian to discuss the problem;
   iii. Separation from other participants;
   iv. Removal from an activity;
   v. Mandated early pickup from the program; and
   vi. Immediate dismissal/pick-up from the program.

2. Academy/Program fees will not be refunded if a participant has to be picked up early and/or is dismissed from the program.

3. Parents/guardians agree it is their sole responsibility to pick up their child-participant if he/she is removed because of violation of these guidelines.

NOTICE: Realizing these guidelines are not “all inclusive”, Kansas State University reserves the right to make adjustments to and/or add to or remove guidelines, as it deems necessary. These guidelines are intended to provide a reasonable and consistent method for ensuring appropriate conduct during the Academy/Program, but in no way shall limit remedial actions that can be taken by staff when they deem necessary to permit all participants to participate in the Academy/Program to the fullest extent. These guidelines do not preclude immediate dismissal or other reasonable action for disciplinary issues not specifically stated herein.