

The SMART Program – 2017 RULES AND REGULATIONS

WITHDRAWAL/CANCELLATION

Enrollment may be cancelled by the parent(s)/guardian(s) without penalty upon written notification delivered one week to the start date of the program.

In the event of **documented** medical reasons (doctor's note, etc) or documented personal/family emergency that will require student to withdrawal from the program, prorated fees (10% of tuition paid by parent/guardian multiplied by the number of full weeks remaining) will be returned.

All other withdrawals will result in forfeiture of ALL fees.

ATTENDANCE:

SMART classes begin promptly at 9:00 am and end at 3:00 pm except where noted on the schedule. **Students are expected to attend all activities; students should not be absent.** Any participant who has an unexcused absence will result in immediate dismissal from the program without return of fees. Any student who is late three (3) times will be immediately dismissed from the program without return of fees.

CODE OF CONDUCT

Education in this community represents a significant commitment of financial and human resources. The benefits a student derives from this investment depend on the student's attitude toward learning and the student's adherence to high standards of behavior. It is expected that every student:

- Demonstrate courtesy and responsible behavior
- Respect the rights and property of teachers, other students, and all members of the University community.
- Attend all activities on time.
- Prepare for each class; take appropriate materials and assignments to class.
- Be well groomed and dress appropriately.
- Obey all University, SMART and classroom rules and directives.
- Cooperate with the University staff in maintaining safety and order.

Certain areas of New Jersey Medical School will be accessible to SMART participants who arrive prior to the start of scheduled daily activities. Students are required to remain in the designated area(s). Program participants, will not be permitted to go to any other area of the building or campus without appropriate supervision and/or permission from their classroom instructor or activity sponsor.

All electronic devices including cell phones, personal audio devices, etc. must be turned off during all activities unless permitted by the instructor.

Fighting, profane language and inappropriate conduct will NOT be tolerated. **Any student failing to meet these expectations will be dismissed from the program without return of fees.**

DRESS CODE: NO PROVOCATIVE CLOTHING

Clothing must cover bare skin and under garments between the upper chest and knees during all activities. Clothing with derogatory or inappropriate messages is unacceptable. Students in violation will not be allowed to participate in activities for the day and will be sent home with one warning. **SUBSEQUENT VIOLATIONS WILL RESULT IN IMMEDIATE DISMISSAL FROM THE PROGRAM WITHOUT RETURN OF FEES.**

Hair: Neat,
No hats or head coverings indoors unless
required by religious mandate.

Nails: neatly trimmed,
Jewelry: No large or overly ornate jewelry

FEMALES

Tops:

No sheer shirts, shirts showing the midriff or excessive cleavage

Bottoms

No cut-outs

Must be worn at the waist (no sagging)

Shorts must be knee length or longer

MALES

Tops:

No grossly oversized shirts

Bottoms:

No cut-outs

Must be worn at the waist (no sagging)

Shorts must be knee length or longer

ARRIVAL/DISMISSAL

SMART participants arriving by private transportation should be picked-up/dropped off at the South Orange Avenue entrance.

DIRECTIONS

Mass Transit:

PATH and Amtrak rail lines and New Jersey Transit buses and trains serve Penn Station in downtown Newark, about a mile from the Medical School campus. The #1, #31 and #99 buses stop at the campus. Taxi service is available to and from Penn Station and Newark International Airport. Check with NJ Transit for the cost of a monthly train ticket or bus pass.

From New Jersey Turnpike, North or South:

Take exit 15W to I-280 West to the Orange St./6th St. exit. Make the first right onto Orange St. and proceed one block to First St. Turn right and proceed about half a mile to West Market St., where First St. becomes Bergen St. Follow the parking directions below.

From The Garden State Parkway, North or South:

Take exit 145 to I-280 East. Stay to the left to exit at First St. Turn right on First St. and continue across W. Market St., where First St. becomes Bergen St. Follow parking directions below.

From Route 78, East or West (From Newark International Airport, use Route 78 Westbound):

Take Exit 56, Clinton Ave., and turn left at the second light (W. Bigelow St.). Go about three-tenths mile and turn right onto Bergen St. proceed about one-and-a-half miles to South Orange Ave.

For metered parking in Lot 1, turn right on South Orange Ave. and take first left into the University Complex.

For valet parking or the Doctors Office Center parking garage, continue straight on Bergen St., University Hospital is on the right. Proceed past the hospital and turn right at the Doctors Office Center sign. Bear left for self-parking in garage (hourly rates); bear right for valet parking at entrance to the hospital.

For parking near the Administration Complex continue straight on Bergen St. across 12th Ave. and take the first right into parking Lot 9 for metered parking.

All participants must leave the campus immediately following the conclusion of daily activities, unless involved in activities under the supervision of a teacher and/or activity sponsor. Loitering on campus before or after program hours is prohibited. Students are subject to the same rules of conduct and consequences that apply during the instructional.

LUNCH

LUNCH WILL NOT BE PROVIDED.

LATE PAYMENT/NON-PAYMENT/RETURNED CHECK FEES

A fee of \$25 will be assessed for payments that are more than five days overdue and any returned checks. Tuition and fees must be replaced with a money order or cashier's check within five (5) business days following receipt of notification. Any payments not received as described will result in participant's inability to participate in program activities for three (3) days after which participant will be dismissed.

VISITORS

To help ensure the safety and avoid disruption of the students' learning, all visitors must obtain permission to visit a classroom from the program director or his/her designee. Parents who wish to arrange parent/teacher conferences and/or visit individual classrooms during the instructional day must schedule an appointment in advance. Upon arrival for the conference or visit, the parent should report to the office of SMART Program Administrator or designee.