



GEAR UP KENTUCKY
Summer
ACADEMY

STUDENT HANDBOOK

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Welcome

Welcome to the GEAR UP Kentucky Summer Academy! This is a great learning opportunity and cultural experience. We hope you are as excited as we are. Please share this Student Handbook with your family so they will know how to help you prepare for the Summer Academy.

Remember, this is an Academic Program, and we expect you to live up to your academic potential and to succeed in everything you do this summer. We expect you to always conduct yourself in an appropriate way and that you follow all the GEAR UP Kentucky and University rules.

Remember, we are available to help you have a great and successful summer. We care about you and want you to succeed! As a GEAR UP Kentucky student, you should keep in mind these goals that we have for you:

- To instill a positive attitude toward learning and postsecondary education
- To increase your ability to relate to your peer group by developing a sense of personal worth
- To expose you to new academic, social, and cultural learning experiences
- To provide academic support to you
- To help you increase your understanding of and ability to cope with your environment

Letter from GEAR UP Kentucky Executive Director



Welcome to campus, GEAR UP Kentucky Summer Academy Scholars!

We are excited you have chosen to get outside your comfort zone and spend part of your summer trying out college life with GEAR UP! The Summer Academy is one of my favorite things that we do in GEAR UP Kentucky because of what I have seen it does in the lives of students – it can be a GAME CHANGER if you let it! Our goal is to help you see that you CAN be successful as a college student – and we hope you make a lot of new friends along the way.

These three weeks may include a lot of firsts for you – first time taking a college class, staying in a college dorm, or maybe having a roommate. First times can be challenging and scary – but they are the way we GROW – and you don't have to do it alone. Take advantage of the support around you as you navigate this new landscape - your GEAR UP counselors are here to support you and help you figure it out as you go along!

I can't wait to celebrate with you all that you will accomplish here – thank you for investing in yourself and your future over these next three weeks!

Cheering you on,

A handwritten signature in black ink that reads "Kim Welch". The signature is written in a cursive, flowing style.

Kim Welch

GEAR UP Kentucky Executive Director

Letter from Academy Site Director



Welcome, students!

I want to take this opportunity to extend another **congratulations** to you! You'll soon be joining us for GEAR UP Kentucky's Summer Academy for 2023! Myself, along with all of the GEAR UP Kentucky staff are so beyond excited to have you on Morehead State University's campus for this experience.

This summer, we have three weeks of fun-filled, exciting, and educational activities planned. You will get to participate in team-building activities with your peers, visit Morehead State University's farm, complete a rigorous academic course for FREE college credit, and attend multiple field trips off campus to see the beautiful region surrounding Morehead State—all while getting to experience living on one of the most beautiful college campuses in Kentucky!

Our staff is so excited to share with you all some of the activities that they love to do as well—so look forward to learning some calligraphy, writing poetry of your own, painting rocks to leave around campus, BOOIAKA dancing, tie-dye, and more!

I'm so happy to get to welcome you all on campus in person, and I hope that you are ready for GEAR UP Kentucky's Summer Academy 2023.

Sincerely,

Amy Tobin

Academy Site Director, GUK Summer Academy at Morehead State University

Meet Our Staff

Dr. Natalie Fagan – Associate Director, Postsecondary Transition & Success

Hi, I'm Dr. Natalie Fagan. I am the Associate Director for Postsecondary Transition and Success. My role in the Summer Academies is to lead the planning, implementation, and evaluation of GUK Summer Academies. My favorite part about the Summer Academies is witnessing students experience college for the first time and hearing them talk about how this experience will impact their plans for life after high school.

Amy Tobin – MSU Summer Academy Site Director

I'm Amy Tobin! I am the Site Director for the Summer Academy, and during the school year, I am a postsecondary transition coordinator at Morehead State University and Maysville Community and Technical College for GUK. My favorite part about Summer Academy is meeting new students from all of our districts!

Antoine Smith-Rouse – MSU Summer Academy Assistant Site Director

Hello! I am Antoine Smith-Rouse. I am one of the Assistant Site Directors for the Summer Academy, and during the school year, I am a postsecondary transition coordinator at Northern Kentucky University, Gateway Community and Technical College, and University of Louisville for GUK. Although this is my first Summer Academy with GUK, I am excited to interact with students across the different districts.

Randall Hampton – MSU Summer Academy Assistant Site Director

Hey! My name is Randall Hampton, and I am an Assistant Site Director for the 2023 Summer Academy. I have been with GEAR UP since 2019 and have been fortunate enough to work with middle school, high school, and college students in my various roles. I am currently a Postsecondary Transition Coordinator serving first year college students at Kentucky State University and Elizabethtown Community and Technical College. This will be my second summer academy and I am looking forward to the experience!

Tony Bartley – MSU Summer Academy Assistant Site Director

Hey there! Nice to meet you! I am the Postsecondary Transition Coordinator serving GUK students at ECU and BCTC during the academic year. I have been with GUK since 2013 and have served in multiple roles. I am happy and look forward to this opportunity, as I am a graduate of MSU. I am most excited to see students go from strangers to best friends who build each other up – in a short three weeks!

Sarah Jones – Student/Family Service Specialist

I am Sarah Jones! I am the Student/Family Services Specialist for GEAR UP Kentucky, while also holding a district role as District Program Manager for Robertson County School. My role for Summer Academy is to create and implement family promotions, family events, and also your family orientations. One of my favorite things about Summer Academy is getting to meet all the new faces within our GEAR UP grant as well as spending time with the students on campus. MSU is my alma mater and feels like my home away from home – and I am so glad I get to share that experience with our students!

Cindy Jolly – District Program Coordinator- Summer Academy

Hi, I am Cindy Jolly. I am the GUK District Program Coordinator for Summer Academies and the Fleming County District Program Manager. My role for Summer Academy is to create and implement the application process, start to finish. For students in need of transportation to and from the Academy, I coordinate that service as well. One of my favorite parts about Summer Academy is monitoring the applications as they are submitted. The excitement of watching the daily submissions from all 12 districts to compete for one of 40 spots to attend our Academy is amazing and a sign of our dedicated team members who go above and beyond to ensure our GUK Summer Academy is the best experience for our students.

GEAR UP Kentucky Staff Snapshot



Sheila Armstrong
Bath Co. High School
District Program Manager



Tony Bartley
BCTC/EKU/UK Postsecondary
Transition Coordinator



Autumn Bishop
Augusta Ind. Schools
District Program Manager



Anita Brown
Pendleton Co. High School
District Program Manager



Felicia Crowe
Mercer Co. Sr. High School
District Program Manager



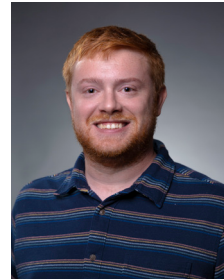
Dr. Cody Davidson
Assoc. Director, Project
Reporting & Evaluation



Mason Doyle
Project Specialist,
Operations & Development



Dr. Natalie Fagan
Assoc. Dir., Postsecondary
Transition & Success



Jarrod Fenwick
Marion Co. High School
District Program Manager



Randall Hampton
ECTC/KSU Postsecondary
Transition Coordinator



Cindy Jolly
Fleming Co. High School
District Program Coordinator



Sarah Jones
Robertson Co. School
District Program Coordinator



Beth Lawson
Associate Director,
District Implementation



Amanda Miley
Mason Co. High School
District Program Manager



Vanessa Moore
Holmes High School
District Program Manager



Jessica Lester Mullis
Paris High School
District Program Manager



Laura Negron
Associate Director,
Operations & Development



Mark Pressley
Frankfort High School
District Program Coordinator



Missy Ross
Associate Director,
Communications & Outreach



Antoine Smith-Rouse
GCTC/NKU/UL Postsecondary
Transition Coordinator



Kelseigh Stevens
Bourbon Co. High School
District Program Manager



Amy Tobin
MCTC/MSU Postsecondary
Transition Coordinator



Kim Welch
Executive Director

Contact Info

Who to contact when

General questions	Summer Academy Email	To be used for non-emergent questions.
General questions	TBD	To be used for non-emergent questions.
On-Call Phone	502-234- 0391	To be used for urgent contact. Monitored 24/7.
Amy Tobin	859-473-5937	To be used if on call phone is unanswered
Dr. Natalie Fagan	502-234-0874	Only to be used after attempting on-call phone and Amy.

Mail

To receive mail on campus please use the format below. Mail will be checked once a day M-F.

Student's Name
c/o GEAR UP Kentucky
Outreach Students Services
EDSB 208B
Morehead State University
Morehead, KY 40351

Packing List

<u>Clothing Items (All clothing must follow GUK dress code policy)</u>	
	Lightweight jacket
	2-3 nice outfits for special trips and the final showcase
	Jeans/ pants
	Raingear or umbrella
	Shorts
	Sweatshirt (in case you get cold)
	T-shirts
	Shirt or tops
	Underwear
	Pajamas
	Bras (if applicable)
	Socks
	Bathing suit
	Flip flops or comfortable shoes
	Water/Shower shoes
	Closed toe or tennis shoes
<u>Hygiene products</u>	
	Bath towels
	Hand towels
	Washcloth or shower puff
	Beach towel –used for swimming
	Comb or brush
	Deodorant
	Feminine hygiene products (if applicable)
	Bug repellent
	Shampoo and conditioner
	Shaving cream and razors
	Soap or body wash
	Sunblock
	Tissues
	Toothbrush and toothpaste
	Lotion
	Shower caddy
	Shower shoes
	Disinfectant wipes and/or any general cleaning supplies for personal use
<u>Bedding</u>	
	Extra-long twin size sheets
	Pillow
	Pillowcase
	Comforter or large blanket for bed (rooms can get cold)

<u>Laundry needs (Students are provided with free laundry access, but will need materials to wash their clothes but are STRONGLY ENCOURAGED to take home their dirty clothes and wash them during the weekends):</u>	
	Laundry detergent
	Dryer sheets
	Laundry basket or bag
<u>Class Materials</u>	
	Binder with note paper for taking notes in class
	Headphones
	Pens and pencils
<u>Miscellaneous</u>	
	Hat
	Glasses/contacts and cleaning solution (if applicable)
	Sunglasses
	Comforts of home, like a family photo or a stuffed animal; just be sure it is replaceable
	Charging cables for personal electronics
	Power strip
	Entertainment (ex: books, deck of cards, or board games)
	Disposable bowls, cups and/or silverware for eating snacks in your rooms (Three meals are provided daily.)
	Reusable tableware for snacks may be brought if the student brings dish soap and sponge for cleaning
<u>Items that are not required, but students may bring</u>	
	Mini refrigerator
	Small microwave
	TV
	Laptop computer for personal/non-academic use
	Small Bluetooth speakers
	Snacks for dorm
<u>Prescription medications (*must be documented within the GUK Medical policies and procedures) Please have these available for registration upon arrival to MSU.</u>	

Driving Directions from I-64:

1. At Exit **137**, head right on the ramp for KY-32 toward **Morehead State University**
2. Turn **right** onto **KY-32/Flemingsburg Road** toward **MSU**
3. Turn **left** onto **US-60**
4. Turn **left** onto **University Blvd**
5. Turn **right** onto **Earle Clements Drive**
6. Turn **right** to stay on **Earle Clements Drive**
7. Turn **left** onto **Woodlawn Drive**
8. Bear **right** onto **Satellite Access Road**
9. Arrive at **Nunn Hall**, 200 Satellite Access Road

Opening Day Agenda

Time	Activity	Location
3:00 PM-4:00 PM	Check In	Cartmell Hall <i>Important: All medicines, including over the counter and rescue meds, must be checked in during check-in time.</i>
4:15 PM-5:00 PM	Family Welcome and Orientation	Family Orientation: Reed Hall <i>Staff will provide guidance and direction.</i>
4:30 PM-6:00 PM	Dorm Room Set-Up & Family Time	Cartmell Hall
6:00 PM-7:00 PM	Dinner (The Rock) & Family Farewells	<i>Special Note: If you need to purchase extra items for your student, you may purchase them and bring them back, but students will not be permitted to leave campus at this time.</i>

Sample Daily Schedule

Sunday 7/10/2022	Monday 7/11/2022	Tuesday 7/12/2022	Wednesday 7/13/2022	Thursday 7/14/2022	Friday 7/15/2022	Saturday 7/16/2022
	8:15-8:45 Breakfast The Rock	8:15-8:45 Breakfast The Rock	8:15-8:45 Breakfast The Rock	8:15-8:45 Breakfast The Rock	8:15-8:45 Breakfast The Rock	8:15-8:45 Breakfast The Rock
12:00-1:00 Staff Arrival Nunn Hall	9:00-11:00 SSE 105 Space Science Center	9:00-11:00 SSE 105 Space Science Center	9:00-11:00 SSE 105 Space Science Center	9:00-11:00 SSE 105 Space Science Center	9:00-11:00 SSE 105 Space Science Center	8:45-11:00 Free Time/Cleaning Time/Study Time
1:00-2:00 Staff Luncheon	11:00-12:00 Lunch The Rock	11:00-12:00 Lunch The Rock	11:00-12:00 Lunch The Rock	11:00-12:00 Lunch The Rock	11:00-12:00 Lunch The Rock	
2:00-3:00 Student Arrival Nunn Hall						11:00-4:00 Cave Run Day/Lunch upon Arrival (Bag Lunch)
3:15-4:15 Welcome Students and Parents Button Auditorium	12:00-3:00 SSE 105 Space Science Center	12:00-3:00 SSE 105 Space Science Center	12:00-3:00 SSE 105 Space Science Center	12:00-3:00 SSE 105 Space Science Center	12:00-3:00 SSE 105 Space Science Center	
4:15-5:00 Student Dorm Room Set Up Nunn Hall	3:00-4:30 GUK Orientation (True Colors) w/Amy & Mary Location TBD	3:00-4:00 GUK 101 (Financial) w/Sarah & Mark Location TBD	3:00-4:00 GUK 101(Academic) w/Anita & Sarah Location TBD	3:00-4:00 GUK 101(Cultural) w/Dr. Dawn Offutt Location TBD	3:00-4:00 GUK 101 (Emotional) w/SLT Member & Sarah Location TBD	4:00-5:00 Free Time
5:00-6:00 Dinner Nunn Hall Parent Departure after dinner	4:30-5:00 Free Time	4:00-5:00 Free Time	4:00-5:00 Free Time	4:00-5:00 Free Time	4:00-5:00 Free Time	5:00-6:00 Dinner The Rock
6:00-9:00 DPM Lead Intro Activity and Campus Tour	5:00-6:00 Dinner The Rock	5:00-6:00 Dinner The Rock	5:00-6:00 Dinner The Rock	5:00-6:00 Dinner The Rock	5:00-6:00 Dinner The Rock	
	6:00-8:30 First Aid w/Risk Management	6:00-8:30 City Park (Croquet and other games)	6:00-8:30 Free Time (Library Time)	6:00-8:30 Free Time (Rec Time)	6:00-8:30 MSU Farm	6:00-9:00 Free Time
10:00 Room Check	10:00 Room Check	10:00 Room Check	10:00 Room Check	10:00 Room Check	10:00 Room Check	10:00 Room Check

Dress Code

It is the mission of the GUK Summer Academy to prepare students for life and work as a college student, so the general atmosphere of the Academy must be conducive to learning. Appropriately dressing and behaving for a given occasion or environment are important skills students will need to succeed in college and work after high school. GEAR UP Kentucky does not utilize a gender-based dress code, but we do have expectations for how students dress. In the interest of health, safety, cleanliness, decency, and decorum among students, the following expectations apply regarding dress code for the Academy:

For Students

- Full clothing is required in all public areas, including the student dormitory.
- Pants, shorts, dresses, and skirts should cover you, even when you sit down.
- Shoes must be appropriate for walking long distances across campus; closed-toe shoes will be required for field trips and/or lab activities. The use of shower shoes is highly encouraged.
- Articles of clothing or accessories with profanity, other inappropriate words/phrases, alcohol, or drugs/drug paraphernalia printed on them are not appropriate or allowed.
- Holes in jeans cannot be above fingertips.
- Sunglasses are not allowed to be worn during indoor class or activities.
- Undergarments or clothes worn as undergarments must be covered at all times.
- Belly, back, and chest must be covered at all times (with the exception of swimming); strapless tops are not permitted.
- Hoodies are permitted, but the hood must be kept down during class or planned activities.
- Pajamas or other items of clothing generally considered "sleeping attire" should not be worn at organized Academy activities (both on and off campus).
- Any see-through material must not be any more revealing than other clothing that follows the dress code.
- Headphones/ear buds may be worn during free time or while traveling on a field trip, but are not permitted during classes, group activities, campus tours, and off-campus events.
- Hats are permitted, but in some situations may not be appropriate. GUK staff will make students aware if those circumstances occur.
- Swimwear must cover all private parts and not be see-through.
- Appropriate attire covering the body is expected when walking to, while in open spaces, and walking from the shared bathroom/shower area.

Note: *GUK staff may add to this dress code as necessary in order to clarify "grey areas."*

Dress code violations

The GUK Site Director has final judgment over any questions regarding the dress code. If the dress code violation is questionable/in a grey area, the Site Director will consult with two on-site Academy staff members who are of opposite identifying gender of each other, when possible, for additional input before approaching the student.

When addressing dress code violations, two Academy staff who are of opposite identifying gender of each other, when possible, will be present. Typically, students are instructed to adjust their clothing to be in compliance with the dress code. As long as the student complies with the initial instruction and maintains that compliance throughout the day, there is no further action. Students who refuse to comply with the dress code or initially comply but later revert to their initial violation may receive additional consequences as outlined in the student code of conduct.

Student Code of Conduct and Disciplinary Procedures

GEAR UP Kentucky's Student Code of Conduct Policy is intended to help students and parents understand their rights and responsibilities as it relates to student behavior at the GEAR UP Kentucky Summer Academy, including what behaviors are allowed and which ones are not. In addition, the Code of Conduct Policy states the consequences when a student does not meet the stated responsibilities as an Academy participant.

Summer Academy participants and their parents/guardians will receive information about the Summer Academy Code of Conduct outlining standards of acceptable behavior and disciplinary procedures in the student registration process and will be reviewed with participants as part of pre-Academy family orientations and first-day student orientations.

RIGHTS AND RESPONSIBILITIES

Students' rights

- Receive reasonable and timely notice of all rules, regulations, policies, and penalties to which students may be subject.
- Have physical safety and protection of their personal property.
- Be shown respect from other students and Academy staff.
- Participate in Academy activities without being subject to discrimination on the basis of race, ethnicity, sex, gender, physical appearance or ability, socioeconomic status or religion.
- Present complaints or grievances to Academy staff and receive replies/responses regarding such matters.
- Receive the benefits of the full Summer Academy experience by actively engaging in classes and planned activities and refraining from intentional or habitual tardiness or absences.
- Live and learn in an environment free of illegal substances, violence, and/or unwelcome sexual advances.
- Report any threatening situation to Academy staff immediately.

Students' responsibilities

- Attend and fully participate in all planned Academy classes, activities, and field trips.
- Be appropriately dressed and on time for all Summer Academy activities.
- Maintain and carry appropriate Academy identification, meal cards, and room keys with them at all times.
- Stay in assigned area at all times (classroom, dorm room, campus area/facility etc.) unless permission is granted otherwise.
- Use technological equipment (including but not limited to cell phones, laptops and tablets) during designated times and keep them off/on silent during class and other organized activities unless allowed to do so by the adult in charge.
- Keep track of and safely store the personal belongings they bring to the Academy and not take things that do not belong to them.
- Be in their sleeping area at the required time and honor all established curfews, quiet hours, and lights out rules.
- Not allow other student(s) to enter or hang out in their assigned dorm room; social activities and study groups are restricted to active learning areas, study rooms, and lobby areas.
- Not possess or use alcoholic beverages, tobacco or nicotine products (including vape pens or disposable nicotine pens), or illegal drugs/drug paraphernalia.

- Not engage in activities or behaviors with other students or Academy staff that could be considered as sexual harassment, sexually abusive, or sexual in nature.
- Not display overly affectionate or inappropriate attention toward another person.
- Use appropriate language toward others and refrain from obscene or discriminatory language/behaviors.
- Be respectful toward all campus facilities and acknowledge that they are responsible for any damage caused intentionally by their actions; setting off or tampering with fire alarms/extinguishers or emergency equipment is not allowed.
- Be respectful of all Academy participants and staff and not demonstrate aggressive, intimidating or violent behavior (physical or verbal) toward others, including digital aggression (cyberbullying).
- Complete their own assignments and avoid cheating and plagiarism (representing someone else's work as your own).
- Refrain from gambling or betting activities.
- Not possess any deadly weapons (any weapon that can discharge a shot, any knife used for purposes other than eating, or any item used with the intent to do bodily harm).
- Respect the authority of Academy leaders and staff and follow the instructions of Academy staff.
- Comply with all rules and policies of the Summer Academy including any policy not mentioned on this form but included in university policy.
- Not operate a vehicle while attending the Academy (weekends at home are not applicable).
- Demonstrate personal responsibility for the equipment and physical facilities of the host campus by refraining from willful destruction and damage.
- Follow the rules and regulations of Academy and respect the authority of Academy staff.

Parents/guardians' rights

- Receive reasonable and timely notice of all rules, regulations, policies, and penalties to which students may be subject.
- Send their student to the Academy and expect a welcoming environment where learning is valued.
- Communicate with their student via phone/text/video call during scheduled free times and be able to contact their student immediately in case of emergency.
- Expect that student safety is top priority and disruptions and misbehavior will be dealt with fairly and quickly.
- Receive information about any behavior infraction and resulting disciplinary actions.
- Address a question or concern related to their student to the proper authority and to receive a reply in a reasonable time period.

Parents/guardians' responsibilities

- Ensure they and their student review, understand and agree to the Student Code of Conduct policy and procedures.
- Respond to communication from Academy Staff regarding their student's behavior and resulting disciplinary action.
- Arrange for transportation home from the Academy at their own expense if their student is dismissed due to multiple or major behavioral offenses.

Academy staff and faculty's rights

- Have the support of co-workers, GUK program and university administrators, and parents/guardians.
- Work in an educational environment with a minimum of disruptions.

- Expect all assignments to be completed and turned in as assigned.
- Have safety from physical harm and freedom from verbal abuse.
- Take action necessary in emergencies to protect their own person or property or the persons or property of those in their care.

Academy staff and faculty's responsibilities

- Maintain an atmosphere conducive to good behavior and to exhibit an attitude of respect for students.
- Reward exemplary behavior or work of students.
- Follow and enforce rules and regulations of the GUK Summer Academy and host university.
- Assist in the administration of such discipline as is necessary to maintain order throughout the Academy without discrimination on any basis.
- Inform parents/guardians of student behavior issues and resulting disciplinary action in a timely manner.
- Maintain necessary records of student behavior and resulting disciplinary action as accurately and quickly as possible.
- Report student issues, including disciplinary issues, to the Site Director and/or Assistant Site Director on duty.
- Care for the equipment and physical facilities of the school.
- Supervise and enforce designated times for staff vs. student use of shared bathroom/shower areas.
- Be appropriately dressed and on time for all Summer Academy activities.
- Maintain and carry appropriate Academy identification, meal cards, and room/building keys with them at all times.

DISCIPLINARY MEASURES & GUIDELINES

This section of the Student Code of Conduct outlines levels of severity for specific behavioral offenses and resulting disciplinary actions. These measures are progressive in severity from verbal reprimands to dismissal from the Academy depending upon the circumstances of the offenses, the type of offense, the degree of seriousness of the offense, and the number of times the offense has occurred.

What students and families can expect from GEAR UP Kentucky Summer Academy Staff related to student disciplinary matters:

- Students will not be subjected to physical harm, fear, or humiliation.
- Students will not be subjected to verbal abuse or derogatory remarks about their or their family's race, color, religion, disability, sexual orientation, gender identity, physical appearance or ability, or national origin.
- If separation from a group or activity is used as a discipline measure, it will be brief and appropriate to the student's age and circumstances. The students will be in a safe, lighted, well-ventilated place within hearing distance of an adult.
- Meals will not be denied to a student as a disciplinary measure.
- Authority to punish will not be delegated to other students, nor will one student be allowed to punish another.

Types of Offenses & Consequences

In the implementation of disciplinary action, Academy staff will seek every opportunity to identify and leverage teachable moments and actively seek to resolve conflicts among students and/or staff.

Minor Offenses

- Habitually late to program activities, including scheduled class time
- Repeated dress code violations
- Repeated violations of the mobile device use policy
- Not in the designated area at the scheduled time
- Not participating in Academy activities or completing assignments
- Not demonstrating respectful behavior toward others
- Using language that is offensive to others
- Not respecting the rights and privacy of others in attendance at the program or event
- Untruthfulness to chaperones, leaders, event organizers and others in attendance
- For every offense regardless of severity, the offense will be documented by Academy staff through the use of a Behavior Incident Report and the student will first receive a verbal reprimand.

Repeated minor offenses may result in:

- Student conference with Academy Site Director and/or Assistant Site Director
- Written or verbal communication with parent/guardian
- Student-parent/guardian conference with Academy Site Director and/or Assistant Site Director
- Loss of free-time privileges
- Exclusion from group activities for a limited period of time
- Requirement to write a letter of apology to other parties involved

Consistent discipline problems requiring more than two documented reprimands are grounds for sending the student home at the expense of their parent or guardian.

Intermediate Offenses

One or two intermediate offenses are grounds for removal from an Academy event/activity and/or sending a participant home at the expense of their parent or guardian. Intermediate offenses include:

- Inappropriate visitation
- Leaving an activity without prior approval from the staff in charge
- Being in shared bathroom/shower areas during undesignated times

Major Offenses

The following major offenses will result in automatic and immediate removal from event/activity and/or sending a participant home at the expense of their parent/guardian, depending on the severity of the incident:

- The use or possession of tobacco or nicotine products of any kind
- The use or possession of alcohol, illegal drugs or drug paraphernalia
- The possession of a weapon or firearm
- Violent or aggressive behavior toward another student or staff member
- Threatening another with bodily harm
- Verbal, physical, or digital bullying
- Intentional damage to facilities or property
- Plagiarism (representing someone else's work as your own) or cheating on assignments
- Theft of any kind
- Viewing, sharing, or downloading any content on a mobile electronic device that is sexually explicit or discriminatory against any race, ethnicity, religion, gender, sexual orientation, disability, socioeconomic status or culture
- Attempting to enter or being in a vehicle not authorized for Academy transportation or with unauthorized non-Academy staff in a vehicle
- Attempting to or operating a vehicle during the Academy (weekends at home are not applicable)

If a student's behavior threatens the safety of another individual, then the campus police should be summoned immediately by any of the bystanders – whether of age or a minor – by dialing 911 or using an emergency pole on campus.

DISCIPLINARY AND DISMISSAL PROCEDURES

Student Discipline Procedures

In the event of minor offenses/breaches of the Code of Conduct, the Academy staff observing the behavior will document the and provide a verbal reprimand to the student.

In the case of repeated minor offenses, intermediate or major offenses, the staff observing the behavior incident shall document the offense(s) and notify the Academy Site Director and/or Assistant Site Director on duty. The Academy Site Director and/or Assistant Site Director shall:

- Review the Behavior Incident Report and obtain any additional facts/information needed from the parties involved, including the student(s) in question.
- Identify the disciplinary action to be taken; if student dismissal is under consideration, the Academy Site Director will discuss potential dismissal with the appropriate leadership staff prior to making a final decision.
- Meet with the student to review the incident, clarify how it violated the code of conduct, discuss how they could have responded differently to the situation, set goals for improved future behavior, and communicate the resulting consequences. If dismissal is the action to be taken, the Academy Site Director begins the Student Dismissal Procedure.

Student Dismissal Procedure

The following steps will be taken when sending a Summer Academy participant home due to behavior violations:

1. GUK Academy Site Director and/or Assistant Academy Site Director:
 - a. Contacts parents/guardians by phone call to explain the behavior incident and how it violates Academy rules/Student Code of Conduct; advises that their child is being dismissed from the Academy.
 - b. Discusses and confirms arrangements for student transportation home by safest, most direct means possible including:
 - i. Parent/guardian will be requested to pick up their student from the host university campus within 12 hours.
 - ii. If the parent/guardian is not able to do so within that time period, they may designate *in writing* (by email or text) an individual to pick up their student on their behalf; photo ID will be required in order to release the student to the designated individual.
 - c. Completes and signs an Early Release form.
 - d. Meets with student to review the incident and communicate the decision to dismiss them from the remainder of the Academy, along with agreed-upon plans for transportation home; student also signs Early Release form.
 - e. Sends follow-up email correspondence to parent/guardian to document the above information/conversation.
2. Upon pickup, the parent/guardian (or their documented designee) must:
 - a. Present photo ID to confirm their identity.
 - b. Receive and sign original copy of the Early Release form signed by Site Director and/or Assistant Site Director and the student.
3. GUK Academy Site Director communicates the dismissal of the student to Academy staff and participants after student departure.

Medical Processes, Injuries/Illnesses and Emergencies

GUK Summer Academy faculty and staff will endeavor to provide safe and healthy programs for students. The safety and well-being of GUK Summer Academy students and staff – and having the right information available in an emergency situation – is very important to GEAR UP Kentucky and our university partners.

In cases of illness or injury not treatable by over-the-counter medication, participants will be taken to the local health care provider or campus healthcare facility for medical attention and the parent/guardian will be notified. Should the illness or injury necessitate prolonged or continued medical care, the parent/guardian will be contacted to pick the student up from the Academy to seek that care from their personal healthcare provider.

Required Forms

In order to participate, each student is required to complete and have their parent/guardian sign medical information and release forms as part of the registration process. These forms contain information about the individual's medical history and conditions, prescribed medications, medical insurance, allowable over-the-counter medicines, and signed permission to a) administer prescription and/or over-the-counter medicine as directed, b) supervise the student in the self-administration of a home COVID-19 test, and c) seek medical attention in an emergency.

Administration of First Aid and Student Medication

First aid kits and all medications will be kept in a secure location in the residence hall under the supervision of the Academy Site Director or their designee. GUK is responsible for the collection, secure storage, supervision of self-administration, and documentation of all prescription and over-the-counter medication taken by students during the Academy.

Students/families are required to:

- List and provide instructions/permission for the self-administration of all medications the student will bring to the Academy on the medication form provided in the Academy registration packet.
- Bring all medications in original containers and give them to Academy staff on check-in day each Sunday; the only exception to this is emergency medications such as epi pens or asthma inhalers, which must be documented on the medication form and can be carried by the student. Medications will be returned to the student upon check-out each Friday.

Academy staff are required to:

- Collect student medications on check-in day each Sunday and keep in individual re-sealable plastic bags for each student; each bag should contain a copy of the medication form and log.
- Store all medications in a secure location in a locked container with access only allowed by the Academy Site Director or their designee.
- Distribute medication in their original containers to students at the time designated on medication form, observe the student taking the medication, collect and return medication to secure storage, and log administration.
- Note: Over-the-counter medications that are listed as “approved” on the student’s medical form can be distributed according to directions listed on the medication. When provided, this will be logged by the GUK staff member or their designee on the provided form (kept with medications).
- Return student medications on check-out day each Friday.

Communication and documentation

Students are required to inform Academy personnel immediately of any injuries, illnesses, or emergencies.

For prescription or approved over-the-counter medications, all medicine listed/approved on medical forms and given to a student will be logged on their medical form/log upon self-administration, as detailed above.

For minor injuries/first aid assistance

If a student is ill or injured and requires first aid assistance beyond approved over-the-counter medication:

- The GEAR UP Kentucky staff responsible for the student will complete a Medical Incident Report as soon as possible.
- Parents/guardians should be notified within 12 hours by GEAR UP Kentucky staff if a student receives minor first aid for an injury or illness.
- Depending upon the nature of the minor injuries/first aid assistance needs, more than two minor injuries/first aid assistance situations with the same student will require the GUK Site Director and/or Assistant Site Director to contact the parent/guardian to discuss the possibility that the student will need to be picked up by the parent/guardian to seek continued medical treatment from their personal healthcare provider.

For additional or emergency medical assistance

If a student requires medical attention by a local/campus health provider:

- The Academy Site Director and/or Assistant Site Director is contacted immediately.
- The Academy Site Director and/or Assistant Site Director contacts parents/guardians immediately.
- More than two visits to a local/campus health provider by a student for additional medical assistance will require the GUK Site Director or Assistant Site Director to contact the parent/guardian to discuss the possibility that the student will need to be picked up by the parent/guardian to seek continued treatment from their personal healthcare provider.
- If a student requires emergency medical treatment (i.e., ambulance or ER visit) the parent/guardian will be contacted immediately to pick their child up as soon as possible but no longer than 6 hours from the time the parent/guardian is notified that the student required emergency medical treatment.
 - If the parent/guardian cannot be reached through any of the emergency contact methods given by the parent/guardian on the GUK Summer Academy Medical Information and Release Form, GUK staff will be required to seek assistance through the Kentucky Department for Community Based Services-Child/Adult Protective Services Reporting System.
 - The GUK Site Director will review the circumstances surrounding the emergency medical treatment and any subsequent aftercare that will be required for the student and discuss with the parent/guardian whether the student will be able to return to the Academy after seeking emergency medical treatment or if the Early Release procedure for the student will need to begin.

Student privacy

Information regarding students' medical records is governed by the Health Insurance Portability and Accountability Act (HIPAA) of 1996. HIPAA is a federal law that requires medical providers to protect and secure individually identifiable patient health information in certain ways. HIPAA also governs how medical providers can use and disclose health information. All records and student forms will be maintained by GEAR UP Kentucky staff under lock and key in the possession of the Academy Site Director and/or Assistant Site Director.

Campus Emergency Alerts and Procedures

Morehead State University (MSU) Emergency Resources: <https://moreheadstate.edu/about-msu/emergency-resources/>

MSU uses Omnilert to notify the campus community of safety, weather, and other emergencies by text message and email. Please subscribe to receive these important messages by cell phone. Alerts are also delivered by email to all MSU employees and students, as well as the MSU [Facebook](#) page and [Twitter](#).

- Sign up for alerts here: <https://moreheadstate.edu/about-msu/emergency-resources/eagle-alerts>

Emergency Contacts and Communication

Parents/guardians of Academy participants will be provided with a phone number to contact Academy staff in case of emergency as part of the registration process.

Emergency Closure of Program

In the rare circumstance of an emergency closure of the Academy, all parents/guardians will be made aware of the immediate need to end the program early by the Academy Site Director, the Associate Director for Postsecondary Transition and Success or the GUK Executive Director. Parents/guardians will be contacted by mass texts and emails followed by phone calls, if required, to arrange pick up of students from the Academy. Students will remain on campus and arrangements will be made for transportation home on a case-by-case basis. Most students do not reside in the immediate area and additional steps may be needed for transportation/pick-up to be arranged. GUK and university staff will remain on campus to assist with the move-out process and the packing of program materials.

Student Use of Personal Mobile Device(s) Policy

Students may bring their mobile electronic device(s) (i.e., cellphone, tablet, personal computer, etc.) with them to the Academy. The following guidelines apply to use of student personal devices:

- Students are required to keep devices turned off (or silenced) and put away during all Academy classes and activities unless otherwise given permission to use them by the instructor or Academy staff in charge. It is acceptable for students to use their devices during breaks, lunch, and free time.
 - Academy course instructors may permit students to use mobile devices during classes for academically related tasks.
 - The GUK Academy will utilize a color-coded system for communicating acceptable mobile device use during the Academy. Before an activity, event, or gathering begins GUK staff will announce the color so that expectations for mobile device use are clear.
 - Green = mobile devices may be used freely
 - Yellow = mobile devices may be used in certain circumstances such as to engage in an activity (i.e., Mentimeter, calculator, etc.)
 - Red = mobile devices may not be used
 - Disregarding and/or repeatedly ignoring the color-coding system constitutes a minor offense as outlined in the GUK Student Code of Conduct and Disciplinary Procedures.
- Academy and university staff are not responsible for any damage to or theft of a student's personal mobile device. Students must properly secure and take care of their own mobile devices.
- Students are restricted from viewing, sharing, or downloading any content that is sexually explicit or discriminatory against any race, ethnicity, religion, gender, sexual orientation, disability, socioeconomic status, or culture. Violations constitute a major offense, as outlined in the GUK Student Code of Conduct and Disciplinary Procedures.

Students will be subject to disciplinary action, as outlined in the GUK Student Code of Conduct and Disciplinary Procedures, if they use their mobile device to violate the rights of others, including, but not limited to, using the mobile device in violation of our student code of conduct or classroom expectations, harassing or bullying, photographing or video recording of others without their knowledge/permission, or using their device for unlawful purposes.

Depending on the severity of the violation, this may include the temporary removal of their phone from their possession. In these cases, the student's phone will be kept in a secure location by Academy staff and their parent/guardian will be notified when the device is removed, including the reason for the disciplinary action and the timeline for returning the device to the student.

Student Safety and Supervision

Background Checks and Identification

All Academy staff will have a completed criminal background check prior to the beginning of the Academy.

Students will be provided with identification/access badges specified to allow access to their dormitory building and assigned dormitory floor/wing and room. The identification/access badge often serves as the meal card for receiving meals each day. Academy staff are not permitted to give their assigned badge to a student for any reason.

Academy staff and students are required to keep their Academy identification/access badge, room key, and name tag with them at all times. GUK will provide lanyards and name tags.

Student Supervision

To promote the true experience of life as a college student, students will be given a schedule for all Academy events, which they are expected to read and keep with them at all times (digital access to this schedule will also be provided). Students should make sure they are on time for all activities; they are responsible for getting themselves up each morning and showing up to the designated place and time listed on the schedule or communicated by Academy staff.

Any student who is not present when and where they are expected will be immediately located and Academy staff will document the instance as a behavior. Academy staff will talk with the student to determine the reason for their tardiness or confusion to support the importance of students being present when and where they are expected to be.

Dormitory Living

Academy participants will have free time in the dorms during the evenings to help them get the full college experience. The following guidelines apply to student supervision and conduct in the dorms to ensure the safety of all parties.

- Academy staff will be present in the assigned dormitory 24x7.
- Social gatherings of students are encouraged during free time and are permitted in the lobbies and public areas of the dorm. Students are not permitted to enter or congregate in each other's assigned dorm rooms or suites.
- Males and females will have rooms on separate floors or wings of the dormitory.
- Students and staff will have separately designated times each day to use the shared bathroom/shower area on each floor or wing of the dormitory.
- During free time, staff will monitor public areas/lobbies, shared bathroom/shower area and walk the hallways on a rotating basis to ensure student safety and compliance with behavior expectations.
- Other than when a "room check" is deemed necessary due to concern of unauthorized persons or items, staff is not to enter a student's room nor is a student allowed to enter a staff room unless there is an emergency.
- Students must keep their assigned dorm room reasonably clean. All trash should be in trash containers and furniture should not be moved. If there are any maintenance problems in the room (running toilet, overflowing sink, something doesn't work), a GUK staff member should be alerted.
- Running in the hallways, lobbies, and public areas of the dorm is not permitted.
- Students should clean up all trash that belongs to them in the lobby and other public areas.

Nightly Curfew

Academy participants will have a night-time curfew enforced by Academy staff. All participants are to be in their assigned room at curfew and comply with quiet hours, lights out, and other Academy rules.

All students must be in their rooms at “lights out.” The GUK staff members on call will do curfew checks at “lights out,” and after that, all students must remain in their rooms for the duration of the night with the exception of an emergency situation or a visit to their assigned communal bathroom, if applicable. Curfew checks do not require staff to enter the rooms but to visually confirm that each student is accounted for and in their designated room at “lights out.”

Students are not to open their doors after lights out to anyone other than GEAR UP or university staff, unless in the unlikely event of an emergency evacuation. In the event of an emergency evacuation, students should meet at the designated emergency meeting location, which will be shared with students on the first day of the Academy.

External Visitors

Family members are welcome and encouraged to accompany students on campus on check-in (Sundays) and check-out days (Fridays) of the Academy. Family members will have specific family programming available on the first day of the Academy and will be invited to the closing ceremony on the final day. Otherwise, students are not permitted to have visitors during the Academy.

Leaving Campus

To ensure an immersive experience, students are asked to remain on campus for the duration of the three-week Summer Academy, with the exception of weekends (i.e., Friday early evening through Sunday afternoons). GUK staff will coordinate field trips and fun social and cultural activities to expose students to the local community and build a sense of community among Academy students.

Medical appointments and family emergencies are the only exception to this rule; pre-existing medical appointments should be communicated to the Academy Site Director prior to the first day of the Academy through the GUK Summer Academy Medical Information and Release Form. Family members will be provided with a phone number to contact the Academy Site Director and/or Assistant Site Director on duty in case of a family emergency, in which case GUK staff will take any necessary action to assist the student and family in meeting their immediate needs.

If GUK staff need to transport a student off campus, measures will be taken to ensure that the staff member is not alone with a single student in the vehicle. If at all possible, at least two Academy staff will accompany the student. Transportation off-campus will occur in the university or state vehicles provided for this purpose, not a staff member’s personal vehicle.