Student Handbook

Youth Programs

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Adapted for Summer 2021 hybrid delivery
Welcome Students!

Welcome to the University of North Carolina Wilmington and to Summer Ventures in Science and Mathematics! We are looking forward to having you as part of our campus community this summer for an academically challenging experience filled with excitement, fun and many new friends. We have published this handbook in an attempt to answer many of your questions about our institute and to let you know what to expect during your stay with us. This handbook also provides you with those rules and regulations to which all participants are expected to adhere. In addition to your academic classes, the recreational/evening staff is planning a variety of enrichment activities sure to fill your “beach bucket” list and keep you engaged. So welcome aboard for a good time at SVSM by the Sea and UNCW!

PROGRAM STAFF
Each course is staffed by a UNCW faculty member and a Master Teacher from regional school systems. In addition, the courses use graduate students to support student learning and needs. A recreational/evening staff member will plan and facilitate some outside of class/evening activities for your enrichment and to build community. Each member of the summer staff is eager to work with you to make this a memorable summer in spite of being online or hybrid delivery.

PHILOSOPHY
The primary function of the SVSM program is to provide an environment and experience through programming that encourages the development of individuals in a positive direction. We attempt to provide an environment that allows each student to develop responsible personal, social, and academic skills vital to his or her individual success and happiness, and to the health and well-being of other community members. By offering evening activities that encourage community building and comradery, we support your development as young STEMists.

The following are of great importance to us:

1. HONOR AND TRUTH: We expect students to be honest with each other and with faculty and staff members. Therefore, lying, cheating, theft, and violation of any applicable program policy or regulation, or of any law will not be tolerated, and may result in dismissal from the program.
2. **MOTIVATION AND COMMITMENT:** Students should remember that *Summer Ventures* is a four-week commitment, including weekends and holidays. We ask that each member strive for excellence in his or her academic, social, and personal development. In addition to their academics, SVSM students are chosen because they demonstrate a level of self-motivation. We expect students to exercise this motivation along with self-discipline to meet their commitments both in and out of the classroom.

3. **FAIR PLAY AND CIVILITY:** Everyone deserves to be treated with respect and courtesy. Therefore, conduct that is objectively and actually offensive to the degree that it reasonably interferes with the ability of others to participate in the program, that is disruptive, displaying abusive behavior of a physical, visual, or verbal nature will not be tolerated in our institute, and may result in dismissal from the program. Please see the *Kindness Compact* in your welcome packet.

4. **HEALTH AND HYGIENE:** We advocate good physical and mental well-being for all members of our institute. Therefore, we do not condone neglect of personal or community cleanliness. In addition, for health and legal reasons, we prohibit students from consuming alcohol or drugs without a valid prescription. Sexual intimacy between all Summer Ventures’ participants is also prohibited while they are under the jurisdiction of the institute. *Use of drugs without a valid prescription and/or alcohol, as well as sexual intimacy shall result in dismissal from the program.*

5. **SAFETY AND SECURITY:** Students must follow all policies governing online safety and security to take care of themselves and their environment, and to ensure their personal safety.

6. **RESPONSIBILITY AND ACCOUNTABILITY:** Students will have the freedom to make decisions and individual choices within the boundaries of applicable regulations; however, students will be held accountable for the decisions they make and their behavior, both online and offline that impact the program and/or participants. The Director has the authority to dismiss any student who violates those expectations, rules and regulations cited in this Handbook, as well as those that are not specifically covered in the regulations, provided however, no students will be dismissed prior to receiving notice of the misbehavior and opportunity to be heard.
RULES AND REGULATIONS

1. DATING: We will be providing numerous chances for you to get to know lots of people through our coed program. We would like you to use your time at Summer Ventures as an occasion to make many new friends and not become attached to one or two individuals. During the program, students will not be allowed to date other SVSM students in the program, or to include friends who are not SVSM participants in program activities. Students are not allowed to share their logon information with anyone in order to provide them with access to SVSM programming. We do want to build a sense of community among our SVSM students. In an effort to help build this community, you were given a survey to complete. Based on that information, you will be assigned a Zoommate from a different course. Our goal is for you to get to know your fellow SVSM students and participate in out-of-class time activities together. Supervision and everyday guidance for these out-of-class time activities will be provided by a program staff with experience in educational and/or recreational programming.

2. CLASS ATTENDANCE: Individual class schedules may vary slightly; however, in general, online classes will begin by 9:00 AM and will end by 4:00 PM with periodic breaks from the online environment throughout the day. The in-person portion of any hybrid course, classes will begin on campus as early as 8:00 am. There may be some late days when academics run until 5 pm. Attendance is required for all classes. Any absences must be coordinated with the instructor and the Summer Ventures Director prior to the absence, if possible. Attendance will be taken in every online class during the day for each logon session. If a student is missing, the instructor will report this to the institute director immediately who will then follow up with the student.

3. For ADA accommodations contact us as soon as possible, but no later than June 14th so that we can work with campus to make arrangements.

4. DISTRACTION POLICY: It is important for parents, relatives and friends to realize your commitment to this serious academic program. The activities planned by the Academic and Recreational Staff are an integral part of your Summer Ventures experience. Therefore, we ask for your cooperation as well as your parents, friends and relatives in this respect and strongly discourage providing any distractions during the program.
5. **Dress Code Policy:** In an attempt to create a safe, productive, and positive environment, we require that all clothing be modest and appropriate for a young up-and-coming scientists and mathematicians. A student’s appearance, mode of dress, or condition of personal hygiene will not be permitted to disrupt the academic experience or constitute a threat to the health or safety of the participant or others. All clothing items worn must be modest. If there is a question of whether or not an item shall be considered modest, the final discretion is held by the SVSM director (This discretion is absolute and is not subject to appeal or challenge). The SVSM director may make reasonable accommodations to this Policy based on a student’s religious beliefs or medical condition(s). Therefore, the following rules shall be followed:

- Undergarments must be completely covered at all times;
- Net shirts, bare midriffs, or other revealing attire are not acceptable;
- Pants or shorts (OK, pajamas bottoms) must be worn during the online program;
- Sunglasses are not to be worn in the building except for medical and/or safety reasons;
- Close-toed shoes must be worn during all field-based and laboratory activities conducted at home;
- You may need to apply sunscreen/ wear a hat for any required outdoor activities
- No clothing or accessories with letters, initials, symbols, or wording that is obscene, offensive, inflammatory, or detrimental to the instructional process are allowed.

Student dress should be neat, clean and appropriate for the occasion. For the final presentation we will ask that students dress “professionally” as young STEMists.

6. **DRUGS, ALCOHOL, AND TOBACCO:** The use of alcohol, drugs, drug paraphernalia, and all tobacco products (cigarettes, cigars, pipes, snuff, and chewing tobacco) is prohibited while participating with Summer Ventures at UNCW. This includes the purchase, sale, distribution, possession, or use of any of these products. Violation of this rule shall result in immediate dismissal from the program.
7. **INFRINGEMENTS:** Sanctions imposed due to infractions of these rules and due to behavior, that in the professional judgment of the director is contrary to the educational goals of the Summer Ventures Program may include but are not limited to notification of parent/guardian, dismissal, probation, restrictions, loss of privileges, restitution, and/or warnings. The purpose of these responses is not merely punitive in nature; they are also to help students make a positive change in behavior. All infractions and responses will be logged in the student's file and kept for the duration of the program. All violations covered by North Carolina law, including, but not limited to certain infractions involving the use or possession of alcohol and drugs, will be reported to local law authorities as is legally required.

**Dismissal:** The director of the Summer Ventures has the authority to dismiss any student provided that, prior to dismissal, the student will have notice of the infraction and an opportunity to be heard. Some examples of infractions that warrant full dismissal from the institute, even on the first offense, include:
1. Alcohol, drugs, drug paraphernalia, and tobacco products: 
   *purchase, sale, distribution, use or possession.*
2. Dating violations or inappropriate sexual situations
3. Visitation violations
4. Cutting class, non-participation in academic activities, and/or chronic failure to complete academic assignments
5. Falsification: Lying, cheating, theft, etc.
6. Misuse of academic equipment and/or electronic resources; vandalism
7. Sharing of logon information or screen captures
8. Threats of physical violence, harassing and/or stalking and/or being found responsible for assaulting another individual, including cyberbullying
9. Breaking restrictions imposed because of a previous offense
10. Repeated violations of any nature or any single gross or excessive violation

**Other Responses:** Violations of a less serious nature than those cited above will be handled by the Program Director or Faculty Member. Possible responses include but are not limited to the following: notification of parent/guardian, probation, restrictions, loss of privileges, restitution, conference, and/or warnings. Students suspected of having violated the aforementioned rules shall be provided notice of the alleged infraction and an opportunity to respond prior to any action, including dismissal, being taken against him or her.
HEALTH, SAFETY, AND SECURITY

1. HEALTH SERVICES: Should a participant require medical attention during the program, the parents will be notified by telephone. We are requesting student medical information because we will be engaging with your student in-person as part of any hybrid course, and also while they are online, and some conditions may impact their ability to participate successfully in this environment. If a student has a medical condition for which they need breaks to take medication, use a restroom, eat something, stretch their bodies etc. the medical information you provide will make us aware of these needs. In addition, should your child experience a medical emergency while we are online with them (ex. diabetic episode, seizure, feinting spell) this information will help us assess what we see and better enable us to contact you and describe the situation. If your child has any pre-existing condition or current injury, please let our staff know. All medical information considered confidential and will be available only to faculty and master teachers for each course. Student medical forms will be kept securely on file in the Summer Ventures office.

2. INSURANCE: Summer Ventures has no insurance covering costs of care related to the illness of a student. Any and all expenses incurred as a result of any service or services by a medical institution for any illness is the responsibility of the parent/guardian. You are required to provide a copy (back & front) of your student’s health insurance card, which will be kept with their health information. Note for summer 2021: as Summer Ventures is being offered as an online program and hybrid program with in-person field days that are commuter based, we would only make a decision about a participant’s health care in an emergency situation and if parents could not be reached.

3. SECURITY: It is imperative that all Summer Ventures participants adhere to the rules and regulations provided in the welcome packet and this handbook, follow the Code of Conduct, and respect the directions of all Summer Ventures staff. The online nature of program delivery introduces a new level of security concerns and certain inherent risks, including but not limited to the risk of data mining, phishing, viruses, malware, data breach of online information, cyberbullying, exploitation, victimization, cyber stalking, online grooming, cyber predators, and image replication. Students must follow all program policies and procedures related to online security and regulations. Most importantly, students must not share any personal information or program login credentials or links with others.
OTHER USEFUL INFORMATION

1. STUDY HOURS: Students are encouraged, during certain times of the day, to support an atmosphere for Study Hours in their home during which students are encouraged to complete homework or work on research projects (unless there is a whole group evening activity planned). Your faculty instructor may offer evening coaching sessions if deemed necessary.

2. EVENING ENRICHMENT ACTIVITIES: In addition to academic classes and meetings, students are encouraged to attend evening enrichment activities, including guest speakers, STEM career skill building sessions, and recreational offerings. Students will be provided with a schedule of activities and be notified which select few of them are required and which are optional.

3. FREE TIME: It is important to maintain a regular schedule during Summer Ventures. This includes scheduling free time away from the computer screen.

4. HEALTHY HABITS: We strongly encourage you to get outside each day as weather permits. Please have healthy snacks at the ready throughout the day so that your online learning sessions are not interrupted.

5. LIBRARY SERVICES: Students will have access to the campus library for research and study purposes. Students will be given access to utilize all online materials using their LMS email accounts that will be assigned for the month.

6. RESEARCH PRESENTATIONS: One of the academic requirements of the Summer Ventures program is that each student conduct a literature search and write a research abstract in one of their classes. In addition, each student is required to make a short oral presentation on the last day of the program, and some courses create posters. Often the students work in teams to achieve their research projects, but they are still required to turn in individual documents. As part of a team, they will also sign a collaboration agreement with their members to ensure fair distribution of work. An abstract and copy of the research presentation and accompanying background research must be turned in to the instructor prior to the student’s completing the program. No Certificate of Completion of the program is awarded unless the student presents their research abstract. To be considered for the Catalyst Award, students will be required to write a full research paper.
7. **FINAL PRESENTATIONS:** Parents and immediate family members of all participants are invited and encouraged to attend the UNCW Summer Ventures in Science and Mathematics Student Symposium on Saturday morning July 24th. This is your chance to learn about the research your student and his/her collaborators have accomplished. The exact time and login information will be sent to parents/guardians earlier that week.

8. **COMMUNICATION:** We encourage each student to contact the *Summer Ventures* program through its email address ([summerventures@uncw.edu](mailto:summerventures@uncw.edu)) for communication before and during the program. Please put Summer Ventures along with the student name in the subject line. Using this secure address will insure you receive all information regarding the program. It is the student’s responsibility to check their spam folder.

9. **MAIL DELIVERY:** If you need to mail anything to the *Summer Ventures* office, please use the following address:
   
   Summer Ventures  
   c/o Youth Programs  
   University of North Carolina Wilmington  
   601 South College Road  
   Wilmington, NC 28403-5630

10. **NOTIFICATION OF PARENT/GUARDIAN:** Parents will be notified by telephone any time a student violates the rules and regulations, experiences problems of an academic or residential nature, or is seen during online program delivery to need attention or possible medical treatment. If a student appears to be in crisis, we must be able to get hold of the parent or guardian. Therefore, it is most important that you provide us with your names and phone numbers in case of an emergency or some other unusual circumstance. We will be glad to keep on file any alternate phone numbers at which you might be reached or the names of relatives or neighbors who will assume responsibility for the Summer Ventures student should the need arise. Parents and students are expected to take the initiative in giving this information to the Summer Ventures staff. You will find on the “Parental Permission and Contact Form” we have asked for that information.