

*One thing is for certain—
we cannot continue to
maintain the status quo, or
we will continue to fail
many of our children.*

*GEAR UP provides a
unique and historic
opportunity for early
intervention and
systematic change that
no federal program has
done before.”*

U.S. Department of Education

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WELCOME

On behalf of the GEAR UP II Program staff, I would like to welcome you to the 2003 GEAR UP II Summer Program. All of you students are about to embark on a wonderful learning experience here at Kansas State University. Our staff has developed a program designed to promote teamwork, social skills, cultural diversity, and mental and physical well being in a college setting.

Our theme for the summer is, "Gateway To Success." Our goal by the completion of the summer program is to:

- Explore and learn qualities of behavior necessary for a well-balanced life style.
- Set and achieve personal goals in important aspects of your life.
- Learn about self-respect and respect for others from peers, peer mentors, and staff.

We look forward to working with you and your parents this summer. Remember, you possess unlimited potential and it is our job to prepare you for the next level of success. Have a great summer!

Robert L. McNair Jr.
Project Director
GEAR UP II Program

GROUNDS FOR AUTOMATIC DISMISSAL

1. Sexual harassment
 2. Verbal harassment
 3. Weapons
 4. Fighting (to include off-campus activities)
 5. Stealing
 6. Visiting the wing of the opposite sex, or in the room of the opposite sex
 7. Being in the living area of the Bridge students
 8. Students jeopardizing or endangering the safety of other students, staff or themselves
 9. **ALCOHOLIC BEVERAGES AND DRUGS**
In accordance with Kansas State Laws, the regulations of the GEAR UP II Program and Kansas State University, the use of or possession of alcoholic beverages or illegal drugs are prohibited.
- ** VIOLATION OF THIS REGULATION WILL BE HANDLED BY OFFICERS OF THE LAW AND/OR GEAR UP II DIRECTOR.**
- ** INFRACTIONS OF THIS RULE WILL NOT BE OVERLOOKED. ANY STUDENT ABUSING THE ALCOHOL/DRUG CODE WILL BE DISMISSED FROM THE GEAR UP II PROGRAM.**
- ** IF A STUDENT IS DISMISSED FROM THE PROGRAM, TRANSPORTATION HOME WILL BE AT THE EXPENSE OF THE STUDENT OR THE STUDENT'S PARENTS.**

LINENS

A blanket, two sheets, a pillow and a pillowcase are issued to each student by the residence hall. At the specified time, the student should take two sheets and the pillowcase to be exchanged for clean ones. All linen must be turned in at the end of the program.

ATTENDANCE POLICY

Participation is required for all activities. In the event of illness during the above scheduled activities, a student is to contact a Peer Mentor about going to Lafene Health Center. The student will be accompanied by a Peer Mentor or other staff member. **Parents will be billed for medicine, X-rays and extra treatment costs.** This procedure must be followed for an excused absence.

YOUR ROOM

Roommates will be determined by students and program administrator. Burning incense of any kind is not allowed. Students should use plug-in or aerosol fresheners. Do not use clear tape on the walls or put nails in the woodwork. Do not remove furniture from the room for any reason. All windows have screens and stops. **It is a serious offense to remove window screens and/or stops.**

Cleaning supplies (brooms, dustpans, vacuums, etc.) are available for your use. Your room must pass a cleanliness inspection every Thursday. During the week, Peer Mentors will check student rooms periodically. **You should keep your room clean at all times.**

The following check list will be used for the inspection:

- Beds made up with clean linens
- Mirror cleaned
- Desk, dresser and window sill dusted and neatly arranged
- Floor swept
- Trash can emptied

Cooking is not allowed in rooms. Vending machines and microwaves are available for your use.

KEYS

Each student will receive a key to his/her room in the residence hall. This key will be the responsibility of the individual student. If you become locked out of your room, report to the staff at the front desk. A fee of \$0.25 will be charged for unlocking your door.

Kansas State University GEAR UP II 2003 Summer “ Parent/Student Handbook ”

Purpose of Handbook

This handbook is provided as a guide for the policies and procedures of the students participating in the Kansas State University GEAR UP II Summer Program.

The GEAR UP II Program Gaining Early Awareness And Readiness For Undergraduate Programs

Mission of GEAR UP II

Is to significantly increase the number of limited income middle and secondary school students who are prepared to enter and succeed in postsecondary education.

The Vision of GEAR UP II

Ensure all students have access to rigorous courses that prepare them for college. Provide early information about college options and required courses.

Increase the participation and success of limited income students. Provide information to families about college and the availability of student financial assistance.

Develop intensive tutoring, mentoring, and counseling programs that meet students needs by focusing on strong academics, and high expectations of concentrated parental involvement.

GEAR UP II Parent Component

Educational Workshops Counseling Services Volunteering Opportunities
Technology Advising Peer Support

GEAR UP II Student Services

Course Selection/College College Entrance Exam Assistance with Admissions
Preparation Advice Preparation Financial Aid Forms

Mentoring Tutorial Services In-Service Training Leadership Training
Counseling College Campus Visits

**GEAR UP II SUMMER PROGRAM
ADMINISTRATIVE STAFF**

Dr. Michael L. Lynch.....Associate VP of Educational
And Personal Development

Mr. Reginland McGowan.....Assistant VP of Educational
And Personal Development

Mr. Robert McNair.....Project Director

Ms. Sherrie Howell.....Project Coordinator

Ms. Valerie Guy.....Community Coordinator

Ms. Lori Colston.....Senior Administrative Assistant

Mr. Rajashekhar Bhyri.....Graduate Assistant

PEER MENTORS

Megan Baum.....Peer Mentor

Shalondra Booker.....Peer Mentor

Rickey Frierson.....Peer Mentor

Schylar Thomas.....Peer Mentor

GEAR UP II DORM MASTER

Mr. Larry Dawson.....Dorm Master

STUDENT WORKERS

Laverne Johnson.....Student Worker

Ell Roberson III.....Student Worker

JUNCTION CITY MIDDLE SCHOOL TUTOR

Ajiaga Hudson.....JCMS Summer Tutor

TELEPHONES

A telephone is located in each room. Students are allowed to use telephones at their own discretion until lights out. Long distance calls can only be made on room phones with the use of a phone card or by calling collect. Messages may be left for students at the front desk of the residence hall. When leaving a message, callers will need to provide the student's name and room number. **STUDENTS ARE NOT ALLOWED TO BRING THEIR OWN CELL PHONE, OR PAGER TO THE SUMMER PROGRAM.**

EMERGENCIES

Contact the KSU GEAR UP II office between 8:00 a. m. - 5:00 p.m. Monday—Friday at (785) 532-3658.

After hours contacts:
THESE NUMBERS SHOULD ONLY BE USED IN CASE OF AN EMERGENCY
Project Director, Robert McNair: (785) 323-0722
Project Coordinator, Sherrie Howell: (785) 587-8545
Community Coordinator, Valerie Guy: (785) 210-1045
KSU Police Department, (785) 532-6412

HEALTH INFORMATION

In the event of illness, you are to notify your Peer Mentor who will then escort you to Lafene Health Center on campus. Routine Health care will be provided. **HOWEVER, CHARGES FOR MEDICINE, X-RAYS, LAB WORK, ETC. ARE THE RESPONSIBILITY OF THE PARENTS AND STUDENT.**

If you have a special medical condition, a doctor's report must be filed with GEAR UP II and the Lafene Health Center. If you require medication, please provide our office with a one-week supply along with clear instructions for taking the proper dosage.

STUDENT/PARENT CONTRACTS

All summer participants and parents must sign a binding agreement with the GEAR UP II Program. This contract explains and reminds each student and parent of his/her responsibility to himself/herself, GEAR UP II, and Kansas State University. It is understood that students will be under the authority of the GEAR UP II staff during the one-week summer session, and their decisions and judgments will be final.

MAIL

Mail will be delivered daily to the residence hall, then distributed to students by staff members. A mail drop is located in the residence hall, and on the ground floor of the Student Union. Your correct mailing address is:
{Your Name} {Residence Hall Name} {Your Room Number} Kansas State University
Manhattan, KS 66506.

RESIDENCE HALL AND LIVING ARRANGEMENTS

GEAR UP II Peer Mentors and students will live in a designated residence hall. The residence hall rooms are large, air-conditioned and completely furnished. Linen service is provided. Facilities include study rooms, television lounge, laundry room, computer room, recreational area and exercise room. Games can be checked out.

Residence hall living will require adjustments in lifestyle, respect for the personal rights and property of others, and consideration of another's point of view. Each of us will have to compromise in order to maintain a peaceful, harmonious atmosphere. Inappropriate activities will not be tolerated. Examples of inappropriate activity include: "horse play" in the halls, yelling, angry outbursts, profanity, physical abuse of property or people, and failure to follow the rules. It is the responsibility of each student to cooperate, compromise, be respectful and considerate, and behave in a mature manner.

Two students will occupy each room. Males and females will be housed in separate wings of the residence hall.

Students and staff will be charged for any damage that occurs to the room assigned to them.

There is to be "NO SMOKING" in the dorm, on campus or at any activity.

RESIDENCE HALL HOURS

Quiet hours will begin at 10:30 p.m. During quiet hours, students are required to be in their own rooms, with the doors closed and activity and noise kept to a minimum. All visitation, business, showers etc. must be completed by 11:00 p.m. At 11:00 p.m., all lights must be out. These hours may change on evenings when special activities are planned. A Dorm Master will be housed in the dormitory from 11:00 p.m.-7:00 a.m., Sunday through Thursday. This person will monitor quiet hours and night behavior during the summer program.

LAUNDRY AND OTHER FACILITIES

Students will have access to laundry facilities (washers, dryers and ironing boards). There is a charge for their use. Clothes are not to be left unattended for long periods of time.

A TV lounge, computer room, exercise room and recreational area are available to students in the residence hall.

Each student is expected to treat all areas and facilities with respect and care. Gum on chairs, pop can on floor, paper thrown, etc. will not be tolerated. Our residence hall is our home for one week. Please pick up after yourself.

GEAR UP II 2003 SUMMER PROGRAM PARENT/STUDENT ORIENTATION

First Week Session
Sunday - June 1, 2003
Derby Dining Center- Gold Room
3:30 p.m.- 4:30 p.m.

Second Week Summer Session
Sunday - June 8, 2003
Derby Dining Center- Gold Room
3:30 p.m. - 4:30 p.m.

WELCOME TO GEAR UP II 2003 SUMMER PROGRAM

Presented By:
Mr. Robert McNair, GEAR UP II Project Director

INTRODUCTION OF GEAR UP II SUMMER STAFF

Presented By:
Sherrie Howell, GEAR UP II Project Coordinator

2003 SUMMER SESSION GENERAL CALENDAR

May 28 - 31 (Wed.- Sat.).....	Peer Mentor/Staff Training and Orientation
June 1 (Sunday).....	Dorm Check- In 12:00 - 3:00 Parent/Student Orientation 3:30 - 4:30
June 2 (Monday).....	Academic Sessions Begin 1st Tee Golf Academy
June 8 (Sunday).....	Dorm Check - In 12:00 - 3:00 Parent/Student Orientation 3:30 - 4:30
June 9 (Monday).....	Academic Sessions Begin 1st Tee Golf Academy

STANDARD OF CONDUCT

The GEAR UP II students and staff are guests of Kansas State University. As a guest, you are expected to behave in a manner that is respectful of the University, it's property and personnel, and to adhere to established policies of the University.

GEAR UP II cares by adhering to the following expectations.

- Students will promote good citizenship by being considerate and respectful of the rights of others.
- Students will be expected to behave in a manner that will promote learning and safety for themselves and others.
- Students will respond appropriately to adult supervision.
- If a student is written - up twice for bad conduct, they will not be allowed to attend the Six Flags/St. Louis trip.

DRESS AND APPEARANCE

Each student should pay attention to his/her personal appearance and proper health care. General campus attire is casual and shall be left to the discretion of the student, provided it is within reason and in good taste. For females the attire must be either a one or two piece bathing suit. If the suit is determined to be inappropriate the staff reserves the right to have the student put something over it. Students wearing articles of clothing displaying inappropriate language and/or lacking proper coverage, must change their clothing. Students may not go barefoot in any campus building including the lobby of the residence hall.

PERSONAL PROPERTY

All personal items will be the sole responsibility of the student. Always lock your door when you leave your room to prevent unwanted visitors and loss of personal property. Bringing valuable items to the summer session is discouraged. We recommend that students do not lend or borrow personal items.

IDENTIFICATION CARDS

Each student will be issued an GEAR UP II identification card. You should keep close track of your identification card, as it is important, A \$5.00 fee will be charged to any student losing their card. These cards will be checked in Thursday before departure.

SUNDAY CHECK-IN

Each student is to check-in prior to orientation Sunday between 12:30 - 3:00. At this time you will pick up your keys, and ID card from the staff on duty in the lobby. Those students who can not meet the check-in time should not return to the residence hall until 9:00 p.m. or after the scheduled return time of the recreational activity listed on the recreational calendar. Students can not be in the residence hall without a staff member present.

VEHICLES

Students are not permitted to have or drive any type of motorized vehicle, bicycle, scooter or skate board while participating in the Summer Program. Students are not permitted to get into unauthorized vehicles during the summer program.

LEAVING CAMPUS

Students will not be allowed to go off campus without a staff member unless special arrangements have been made with Mr. McNair.

VISITORS

Friends not residing in the residence hall must be seen at home during the weekend. They will not be allowed in the residence hall. Only immediate adult family members will be permitted to visit. The KSU security officers stand ready to escort unauthorized guests away from the campus area. Students are prohibited from visiting people on other floors or in other residence halls. The KSU security officers stand ready to escort unauthorized guests away from the campus area.

VISITATION IN RESIDENCE HALL

GEAR UP II Students are encouraged to visit with each other during the designated free time. Visitation between members of the opposite sex is limited to the lobby and recreational areas only. This means students will not be allowed to visit members of the opposite sex on the wings, hallways, or in the rooms.