

THIS HANDBOOK BELONGS TO:

**ACADEMIC ACHIEVERS
AT
YOUNGSTOWN STATE UNIVERSITY**

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WELCOME

Welcome to Academic Achievers at Youngstown State University. Academic Achievers is jointly-funded by a private donor and Youngstown State University. Through academic, cultural, and social experiences it prepares students for success in college. In an effort to best serve you, we have designed an enriching program to meet the academic and social needs of all of our participants.

The administrative staff of Academic Achievers has worked diligently to create a positive and stimulating learning environment that accurately reflects the goals of the program. The overall goal of Academic Achievers is to assist students in the manner that results in successful high school careers, acceptance and ultimately graduation from YSU.

We hope to achieve this goal by providing intensive academic instruction, individual intervention, service projects and workshops. Students will also attend cultural and community activities promoting awareness of themselves, others, and their environment. We are confident that Academic Achievers at Youngstown State University will reflect the commitment and energy of the administrative, instructional, and residential staff.

This handbook is provided as a reference guide. If you have any questions or concerns, please refer first to your handbook. If the issue is not addressed in this handbook, please call the Academic Achievers Office at (330) 941-3198. This handbook is subject to change at any time and will be modified accordingly.

Thank you for your time and cooperation. We look forward to sharing your Academic Achievers experience.

Here's to an exciting and challenging year!

ACADEMIC ACHIEVERS STAFF

ACADEMIC ACHIEVERS MANUAL

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ACADEMIC POLICIES

ACADEMIC STANDARD	REASON	CONSEQUENCES
<p>1. Participants are required to complete the following high school classes to remain on the college preparatory curriculum:</p> <ul style="list-style-type: none"> ⇒ 4 units of English ⇒ 3 units of Math (or through pre-calculus) ⇒ 3 units of Science (including a laboratory science) ⇒ 3 units of Social Studies (including American History and Government) ⇒ 2 units of the same Foreign Language ⇒ 1 unit of Fine Arts <p>Students should successfully complete and advance in college preparatory courses.</p> <p>See Academic Achievers Staff for specific details regarding the description of courses.</p>	<p>Completion of college preparatory courses is a requirement for admission into a four-year college or university.</p> <p>* Subject to change as college admissions requirements change. This is based on the college preparatory curriculum recommended by the thirteen state universities in Ohio for unconditional freshmen admissions.</p>	<p>Failure to continue to enroll in college preparatory courses indicates that the participant is not interested in pursuing a college education, which is inconsistent with the goal of Academic Achievers. Therefore, the participant may be dismissed from the program.</p>
<p>2. All participants are required to complete college preparatory courses with a minimum GPA of 2.5.</p> <ul style="list-style-type: none"> ⇒ Freshman 2.5 ⇒ Sophomore 2.5 ⇒ Junior 3.0 ⇒ Senior 3.0 	<p>All participants are required to maintain grade point averages that result in successful high school careers, acceptance and ultimately graduation from a four-year college or university.</p>	<p>A student receiving a GPA below the grade level minimum will be required to attend After-School Tutoring. Academic progress will be monitored to determine action plan. (See After-School Tutoring policy.)</p>

ACADEMIC STANDARD	REASON	CONSEQUENCE
3. No participant shall drop, change a class, or change from a college preparatory curriculum without first consulting an Academic Achievers Staff Member.	Completion of college preparatory courses is a requirement for admission into a four-year college or university.	Failure to continue to enroll in college preparatory courses indicates that the participant is not interested in pursuing a college education, which is inconsistent with the goal of Academic Achievers. Therefore, the participant may be dismissed from the program.
4. Participants are required to submit mid-term progress reports, quarter grades, semester grades, and or results upon request.	The evaluation of these reports are needed to provide you with adequate service.	Stipends will be held until required reports are submitted. Refusal to submit documents may result in dismissal from the program.
5. All participants are required to participate in weekly tutorials, interventions, ACT prep, After-School Tutoring and Saturday Enrichment.	Consistent attendance is necessary for continued success in high school.	After 2 absences, the student's status is reviewed for continuation in the program. The Academic Achievers Coordinator will review extenuating circumstances involving attendance.
6. All participants are required to bring books, writing materials, homework, and notes to scheduled Academic Achievers activities. Pagers, cell phones, playing cards, game systems, portable CD players, headphne, and other electronic devices are not permitted during tutoring sessions or Saturday activities.	Students need to be fully prepared to take advantage of educational opportunities.	<p>Failure to bring the required materials to each tutorial session and Saturday activities will result in the loss of the stipend for that day. Continued failure may result in dismissal from the program.</p> <p>Use of electronic devices during tutoring and Saturday activities will result in a warning the first offense and Academic Achievers staff reviewing of participants continued involvement in the program.</p>
7. All participants are required to attend a minimum of 12 hours of academic and career guidance counseling during the academic year.	Participants need to meet consistently with Academic Achievers staff to receive adequate academic advising.	Participants who miss appointments will have their status in the Academic Achievers program reviewed. If missed appointments continue after the review, the student may be dismissed from the program.
8. Participants are required to attend all classes. Participants must maintain a 93% percent attendance rate at school.	Absences slow the educational process.	<p>Unexcused absences from any class will result in a status review and possible dismissal from the program.</p> <p>⇒ Participants who attendance rates falls below 93% for a given grading period will meet with parent/guardian and the counselor to resolve any underlying problems.</p> <p>⇒ A participant whose attendance falls below 93% for a second consecutive grading period will be placed on probation and suspended from all non-academic Academic Achievers activities. A participant on probation must continue to attend all tutoring sessions and Saturday Academic Achievers activities.</p>

GUIDELINES FOR COMPUTER USE AND ACCESS TO THE INTERNET

As an eligible Academic Achievers computer / Internet user I understand that:

The use of the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges.

Inappropriate use includes, but is not limited to:

- ⇒ Placing unlawful information, computer viruses or harmful programs on the computer systems in either public or private files or messages.
- ⇒ Accessing, transmitting, or downloading materials that are: 1) pornographic, vulgar, obscene, or defamatory, 2) illegal, 3) plagiarized or in violation of the copyright law, 4) commercial, for profit, or political lobbying, 5) considered “chain mail” or other broadcast messages, and 6) inconsistent with Academic Achievers policies, guidelines or codes of conduct.
- ⇒ The unauthorized altering of system software.
- ⇒ Intentionally seeking information on, obtaining copies of, or modifying files, other data, or passwords belonging to other users.
- ⇒ Malicious use of the network through hate mail, harassment, profanity, vulgar statements, or discriminatory remarks.
- ⇒ The use of obscene, vulgar, threatening, abusive, defamatory, or otherwise objectionable language in sending messages.
- ⇒ Violating federal, state or local, or criminal law – illegal activities.
- ⇒ The misuse of 800 and 900 telephone numbers.

CODE OF CONDUCT

As an Academic Achievers student, it is expected that you will conduct yourself in a responsible manner. **THE MAJOR EMPHASIS OF Academic Achievers IS ACADEMICS.** Therefore, these rules and regulations have been developed to provide a stimulating learning environment. All students must comply with the following Code of Conduct.

NOTE: Rules and regulations are the same for the Summer Residential Program.

CONDUCT POLICY	REASON	CONSEQUENCES
1. Participants must attend all tutorials, Saturday Enrichment Activities, interventions, ACT prep sessions, and workshops. Students or their parents must contact the Academic Achievers office in advance if they foresee an absence.	All Academic Achievers activities are designed to enhance the academic experience.	Continued absences from Academic Achievers activities will result in a review of the status of your participation in Academic Achievers.
2. Participants must be prompt to all tutorials, Saturday Enrichment Activities, intervention sessions, ACT prep sessions, and workshops. A student is considered tardy if he or she is not in the classroom and prepared to begin at the specified time.	In an effort to make best use of the limited time available.	Unexcused tardies will result in a review of the status of your participation in Academic Achievers.
3. Participants must remain in the designated area for Academic Achievers activities. Students are not to leave the buildings at any time during tutorials or Saturday Enrichment Activities.	This is the only area Academic Achievers has contracted to use; therefore, you must remain in the designated area and respect the rights of others who have access to facilities. Safety and to maintain a positive image for the program. Respect of the rights of others who may also have access to the facilities.	Students will receive a verbal or written warning and may be dismissed from that particular activity. Continued violation of the rule may result in dismissal from the program.
4. Participants must actively participate in the classroom and other activities at all times. Disrespectful and/or disruptive behaviors such as talking, texting, use of electronic devices and leaving the classroom without permission are unacceptable at all times.	Participants should value their education and respect classroom instructors. Academic Achievers promotes academic success.	Students will receive a verbal or written warning and may be dismissed from that particular activity. Continued violation of the rule may result in dismissal from the program.
5. No "horseplay" is allowed at anytime, e.g., playing tag, running up and down stairs and hallways, throwing water, etc.	Safety is our first priority and all accidents can be prevented.	Students will receive a verbal or written warning and may be dismissed from that particular activity. Continued violation of the rule may result in dismissal from the program.

CONDUCT POLICY	REASON	CONSEQUENCE
<p>6. Inappropriate, disrespectful, and profane language, racial slurs, and name-calling are not permitted at any time.</p> <p>Cell phones, game systems, other electronics (music devices) should not be used while engaged in Academic Achievers activities.</p>	Common courtesy and respect.	<p>1st Time – Verbal Warning 2nd Time – Written Warning 3rd Time – Parental Conference, intervention, and review of the student’s status within the program.</p> <p>Verbal Warning to Confiscation of Device</p>
7. Visitors are not permitted at Academic Achievers functions without prior approval from the Coordinator.	Academic Achievers is intended for program participants and their families.	Guest(s) will be asked to leave immediately.
<p>8. There will be no public displays of affection at any time between program participants. No touching, holding hands, arms around shoulder or waist, etc.</p> <p>SUMMER: MALES ARE NOT PERMITTED IN FEMALE QUADS AND FEMALES ARE NOT PERMITTED IN MALE QUADS.</p>	To maintain a positive image for the program and show respect for others.	At any time, staff may ask for space between participants. All participants are to comply immediately and without argumentation. Students may receive verbal or written warnings. Continued violation of this rule may result in dismissal from the program.
9. No disrespect of a staff or student is permitted.	Common courtesy and respect for others.	Students may receive verbal or written warnings. Continued violation of this rule may result in dismissal from the program.
10. No physical or verbal assault of a staff member or student is permitted. Fighting, instigating a fight, arguing intentionally, or knowingly causing bodily harm to any person is forbidden.	Unlawful and respect for others.	Dismissal.
11. Possession or consumption of any controlled substance, alcohol, tobacco, or mood-altering substance is forbidden.	Unlawful.	<p>⇒ Dismissal from Academic Achievers. ⇒ Referral to the appropriate law enforcement agency. ⇒ Re-entry into Academic Achievers requires that the student participate in a drug and alcohol treatment program approved by the Coordinator. When this program has been completed, the Coordinator will meet with the student and parent/guardian(s) to determine if the student will be re-admitted to the program.</p>

CONDUCT POLICY	REASON	CONSEQUENCE
12. Possession or use of any weapon or object that can be used as a weapon is forbidden.	Unlawful.	Dismissal.
13. Theft, destruction, defacing or vandalizing of student or staff property is forbidden.	Unlawful.	Restitution and dismissal.
14. Theft, destruction, defacing of Youngstown State University or any property of a host institution is forbidden.	Unlawful.	Restitution and dismissal.
15. Fireworks, firecrackers, or any other type of explosives are NOT permitted.	Unlawful.	Dismissal.

CLOTHING GUIDELINES / DRESS

Students are expected to maintain an acceptable personal appearance on and off campus.

- Shirts and shoes must be worn at all times.
- No body dresses, midriffs, or miniskirts.
- No biker shorts (spandex), boxer shorts, or short shorts. No saggy pants. Skirts and shorts must reach a reasonable length and not be tight-fitting. Absolutely NO display of undergarments.
- No see through clothing, halter tops, or tube tops allowed. Males are NOT permitted wear tank tops unless worn under a shirt. Female tank tops MUST cover bra straps and midriff.
- Rollers, stocking caps, and bandanas are not allowed. Hats must be worn properly.
- No inappropriate slogans, symbols, liquor or drug logos on clothing.
- Cell phones may be used when not engaged in Academic Achievers activities or with permission from Academic Achievers staff

If program staff encounters a participant in questionable dress, he/she will be asked to change. If a student is continually being questioned about his/her attire, he/she may be sent home.

IDENTIFICATION

As an Academic Achievers participant, you will receive a Youngstown State University/ Academic Achievers Identification card. This is your official program identification and must be carried at all Academic Achievers Summer activities. The identification card must be shown when requested by an authorized university official or program staff.

AFTER-SCHOOL TUTORIALS HOMEWORK ROUNDTABLES

PURPOSE: AST is provided to assist students in achieving academic success and to support students in reaching and maintaining the required program GPA. We encourage participants to attend every day. *After school tutorials are OPEN to ALL Academic Achiever participants.*

WHERE and WHEN: Tutoring sessions will be held at Warren G. Harding High School. Tutoring sessions will be conducted after school weekdays from September to May. Specific times will be announced.

TRANSPORTATION: Transportation is not provided home from After School Tutorials. Please arrange for transportation home for your child. Students may also utilize public transportation or car pool with other students. Academic Achievers provides stipends that offset this cost.

WHO IS REQUIRED TO ATTEND AFTER SCHOOL TUTORING?

I AM REQUIRED TO ATTEND TUTORING IF...

- YES If I have a GPA below 2.99 and received grades below a C in Math, Science, History/Government, or English
- YES If I have a quarterly GPA above 2.99 but received a grade below a C in Math, Science, History/Government, or English the last nine-week grading period
- YES If I have a cumulative GPA between 2.5 and 2.99 but received a 3.0 or above the last nine-week grading period.
- YES If I am new to the program (minimum of one hour/week for one grading period)

I AM NOT REQUIRED TO ATTEND TUTORING IF ...

- NO If I have a GPA between 3.0 and 4.0 and I did not receive below a C in Math, Science, History/Government, or English

In other words...

*At the beginning of the school year, your need for tutoring will be assessed based upon your cumulative GPA.

*After the first midterm reports, we will look at your individual class grades and your overall cumulative GPA, as well as your GPA for that academic term

*If you have a C in Math, Science, History/Government, or English, you will be required to attend an hour of tutoring a week for each C. In addition, you will be required to attend extra hours (no more than 4 total) based on your cumulative GPA. (see next bullet point)

*Even if you did not receive a C or lower in Math, Science, History/Government, or English, you are required to come to tutoring 1 hour a week if your GPA is between a 2.75-2.99, and 2 hours if your GPA is between a 2.6-2.75. Those with a GPA of 2.5 or below must come to four hours.

*Basically, you are required to come to tutoring unless BOTH of the following apply:

1. You have above a 3.0 cumulative GPA
2. You did not receive any grade lower than a B in Math, Science, History/Government or English

*As always, if you have questions about your tutoring requirements, *just ask!*



C or below in...	Hours Required
Math	1
Science	1
History/Gov'n't	1
English	1
GPA	
3.0 or above	0
2.75-2.99	1
2.6-2.75	2
2.5 or below	4
New Student	1

*To determine your requirements, check all the boxes that apply to your previous quarter's grades and *cumulative* GPA. This will give you the total hours you are required to attend.

*If the hours equal more than four, you are required to complete only four of those hours.

IMPORTANT RULES
<ol style="list-style-type: none"> 1. Students must arrive by 2:40 or they will not be permitted to stay, unless you have a pass from a teacher. 2. Even if you come to tutoring, your attendance will not be counted if you do not work. We will ask you once to work, if you are continually being asked, your attendance will not be counted 3. Only Academic Achievers participants are permitted to attend. Please do not invite your friends. 4. No food or drinks to be used at computer terminals. (This is WGH rules.) 5. If you have food during tutoring it must ate at a desk. 6. Vending machine use once in tutoring will be determined by staff and will limited. 7. No leaving the building and returning to the tutoring room. Once you leave the building you cannot return.

SATURDAY ENRICHMENT PROGRAM

WHERE and WHEN: Saturday Enrichment Sessions are held during the academic year at Youngstown State University and Harding High School. The meeting place will be determined. The schedule of activities is distributed to students and parents at the beginning of each academic year.

TRANSPORTATION: Note to parent (s)/guardian(s): Transportation is not provided for Saturday Enrichment Sessions. Please arrange for transportation for your child. Students can utilize public transportation or car pool. Academic Achievers provides stipends to offset this cost.

A. ACADEMIC INSTRUCTION

PURPOSE : The Saturday Enrichment Program offers hands-on experiences that emphasize concepts learned in the classroom. These classes complement the student's high school curriculum. Student participation generates skills that enable them to complete their high school education, enter and succeed at a four- year college or university.

B. COLLEGE PREPARATORY WORKSHOPS & COLLEGE VISITS

PURPOSE: The goal of Academic Achievers at Youngstown State University is to increase the rates at which students enroll and graduate from a post-secondary institution of education. Students and parents will become familiar with college admission requirements, tuition costs, housing, campus resources, and financial aid.

C. COMMUNITY AND CULTURAL EVENTS

PURPOSE: Students participate in cultural events and visit museums and theatres which further enhance their cultural and social awareness.

STIPENDS

PURPOSE: Stipends are distributed to assist students with expenses related to transportation costs and participation in program activities. A stipend, by definition, is fixed money or an allowance at regular intervals earned for work completed. In order to receive a stipend, the participant **MUST**:

3. Participate in activities as scheduled.

Counseling Interventions	- monthly
Tutorial Sessions	- see policy
Saturday Enrichment	- bi-monthly
ACT prep	- as announced

4. Participants must meet **minimum 75% attendance** in order to receive stipend.

DETERMINATION

ACADEMIC YEAR. Stipends are calculated on a monthly basis during the academic year.

**Students will be afforded 2 absences from Academic Achievers activities in which status is excused rather than absent. In this situation, the student has notified the Academic Achievers Coordinator ahead of time and has a legitimate reason for inability to attend (e.g., medical condition/sickness, academic event, family outing, etc.).

After 2 misses, students will be marked absent, regardless if they have notified the Academic Achievers Department. **Please note that transportation is NOT a legitimate reason for missed Academic Achievers activities.** Student stipends are provided to offset the cost of public transportation. This policy is used as a guideline, as individual cases are subject to the discretion of Academic Achievers administrative staff.

Students who fail to collect 2 consecutive stipend checks will be placed on a 1-month probation, for which they will not receive a stipend. Participants **must** complete **all required activities** for that month or they will be removed from the Academic Achiever's roster. Only 1 probationary period will be awarded. If a participant fails to collect 2 consecutive checks a second time, they will be automatically removed from the roster.

- **NO** stipend will exceed \$40.00 per month.
- **NO** amount is carried over from one month to another.
- **NO** stipend will be given during a participant's suspension from Academic Achievers.
- **NO** stipend will be given during a student's probationary period.
- Students may pick up and sign for only their own stipends. Student's parents or family members are not permitted to pick up students' stipends. Students are not permitted to pick up other students' stipends.
- Stipend checks not picked up after 14 days are returned to the Coordinator's office for redeposit into the Academic Achievers budget.
- Stipend eligibility will be calculated at the end of each month and stipends distributed accordingly



PURPOSE: To provide a thorough program of preparation for the ACT.

WHO: All junior participants

WHEN: Weekly sessions will be announced at the beginning of the academic year

WHERE: Harding High School

FAMILY INVOLVEMENT PROGRAM / FAMILY SUPPORT

PURPOSE: Activities and programs are designed to increase parents' support for and involvement in their students' academic life and to display proper role model behavior. Workshop topics vary from year to year.

WHO: **ALL** parent(s)/guardian(s) are expected to attend three workshops per year.

WHEN: See annual schedule of events for details.

WHERE: YSU Campus/Harding High School

SUMMER RESIDENTIAL COMPONENT

PURPOSE:

Academic Achievers summer component is designed to assist students in achieving the academic and personal skills necessary for the successful completion of high school and the successful completion of a baccalaureate degree.

The summer residential program supplements a student's high school experience by:

- Intense academic instruction provided in Math, Laboratory Science, English, Technology, and On Course/Reading & Study Skills
- Daily study labs give students the opportunity to reinforce skills learned in the classroom. Students complete classroom group projects and/or assignments.
- Cultural and social activities promote self and community awareness.

STUDENT AND PARENT ORIENTATION:

Summer Residential Orientation, held the day of summer residential check-in at the residence hall, functions to inform students and parents of student expectations and Academic Achievers policies, procedures, and programming. Students and parents are given information pertaining to residential life, academic enrichment opportunities, college preparatory fieldtrips and activities, and cultural and social experiences.

ACADEMICS

ENRICHMENT

Academic Achievers classroom instruction provides hands-on experiences that supplement concepts learned in the classroom during the academic year. Instruction is provided in the college-bound core courses of Math, Science, English, Technology and On Course/Reading & Study Skills. Classroom instruction also serves as a preview for subsequent coursework.

STUDY LAB

Academic Achievers provide additional support to students by facilitation of daily study labs. Students may work individually or in groups to complete projects and/or assignments. **Student expectations:**

- Come with a good attitude.
- Come prepared (coursework, supplies such as pens, pencils). Students must bring work. If homework is completed, bring a book to read.
- Resident Assistants will also be available for academic help.
- Noise level must be kept to a minimum
- Electronic Devices allowed with Academic Achievers staff permission

TYPICAL SCHEDULE

Time

7:00-8:00 a.m.
8:00-9:00 a.m.
9:00 a.m. -1:00 p.m.
1:00-2:00 p.m.
2:00-6:00 p.m.
6:00-7:00 p.m.
7:00-9:00 p.m.

9:00-10:30 p.m.
10:30-11:00 p.m.
11:00 p.m.

Function

Wake-up
Breakfast
Class
Lunch
Class
Dinner
Evening Recreation-Intramurals, Karaoke, Game
Night, Movie Night, Arts and Crafts
Evening Leisure
Prep for Bed
Lights Out

FIELDTRIPS

NIGHT OFF-CAMPUS DINING
COLLEGE VISIT
SERVICE PROJECT
COOKOUTS
CULTURAL EXPERIENCES (theater, museums, etc.)

SUNDAY CHECK-IN & FRIDAY CHECK-OUT

Sunday Check-In

Warren City School Bus Service transports students to check-in each Sunday evening at 6:00 p.m. Students will be met in the Cafaro House lobby by Resident Assistants. Students will check-in and receive their key.

Friday Check-Out

Warren City School Bus Service transports students home on Friday. Departure time from YSU is 12:00 p.m. Students will arrive home between 12:00-1:00 p.m. Students will check-out and leave their key with their assigned Resident Assistant.

RESIDENTIAL LIFE

STUDENT RESPONSIBILITIES

Participants are exposed to the various facets of college life. Academic Achievers students will be housed in a Youngstown State University residence hall along with other university students and individuals participating in summer academic programs. For some students, living in a residence hall will be a new experience and students must realize that it requires cooperation from everyone. As in your home, school, and community, certain guidelines must be followed. Youngstown State University and Academic Achievers have provided the guidelines for the Summer Residential Program.

While you are in Academic Achievers, you are a part of Youngstown State University, and we ask that you abide by these standards. Remember that in this program, we regard you as a scholar, and these guidelines apply to both your academic and extracurricular activities, as you represent Academic Achievers at Youngstown State University.

- Resident Assistants or “RA’s” are on duty 24 hours a day and are to assist students in academics, as well as monitoring all other activities. Each student will be assigned to a Resident Assistant. Should any problems or concerns arise, students are to report to their RA’s on duty.
- Residence Hall rooms and the immediate surroundings are to be kept clean at all times. While the University Housing staff provides light daily cleaning of all residence hall common areas, students are expected to maintain the common areas. DO NOT leave trash in the common areas.
- Residence Halls are equipped with self-serve washers (\$1.25) and dryers (\$1.00). Academic Achievers is not responsible for laundry costs or any items that may be damaged or lost.
- All students will be assigned roommates by Academic Achievers staff.

WHAT SHOULD I BRING?

Students must bring the following:

- Sheets, pillow, blanket(s)
- 2 sets of towels

Toiletries

- toothbrush, toothpaste, deodorant, lotion, soap, hair care products, etc.

Clothing

- tennis shoes/comfortable walking shoes, change of clothes for 5 days (including undergarments and socks)
- one “bum around” outfit (clothes that may be dirtied)
- shower cap and shower shoes
- pajamas/robe, slippers
- jacket
- umbrella and/or rain coat
- alarm clock
- study light

Note: Academic Achievers at Youngstown State University will not be responsible for any personal belongings that you bring to the summer residential program.

KEYS

Each participant is provided with a room key. Doors should be locked at all times. **ACADEMIC ACHIEVERS STAFF ARE NOT RESPONSIBLE FOR THEFTS.** Participants who are locked out of their rooms should immediately notify their Resident Assistant. Participants return keys to the Resident Assistant on duty each evening at lights out and Friday before they check-out. Participants will be charged a fixed amount for a replacement key.

INSPECTION AND SEARCHES

Academic Achievers staff reserves the right to enter assigned rooms or spaces for any purpose relating to the following:

- Improvement and maintenance.
- Recovery of property not authorized for use in the assigned space.
- Fire, safety, and/or health and general welfare of the students and others.
- The detection of conduct which is contrary to the law or program policies, rules, and regulations.
- Periodic bed checks after curfew.

SIGN-OUT PROCEDURES

Academic Achievers staff request that when possible, (physicians, dentists) appointments be scheduled for Fridays (preferably afternoons) or weekdays after 3:00 p.m. We are sensitive to the fact that some appointments have been scheduled in advance. Should you have an existing appointment scheduled during Academic Achievers hours, please follow the procedure below:

- At least 24 hours in advance contact the Academic Achievers office at 941-3198 and ask for an Academic Achiever staff member. Report the date and time of the appointment as well as the estimated time of return.
- During office hours (8 a.m.-5 p.m.), an Academic Achiever staff member will arrange for you to meet and sign your child out at the Academic Achievers office. After 5:00 p.m., an Academic Achiever staff member will arrange for you to meet your child at the Residence Hall front desk. Program staff will check your identification before you may remove your participant from the program.
- Upon return, ask the Cafaro House front desk staff person to phone your student's Resident Counselor. The RA will again have you sign the logbook and your child may rejoin the group.

VISITORS

NO visitors are allowed. If a family member wished to briefly visit with a participant, a Resident Assistant (RA) will locate the participant to have him/her report to the front desk. The family member needs to sign in at the front desk.

This procedure is designed to protect the privacy of others on the resident hall floor. There is never a time that members of the opposite sex or visitors are allowed in the participants' room. The ONLY exception to this is that parent(s)/guardian(s) may help students move in on the first day of the program. Visits, while not encouraged, should occur only during participants' free time. Check with the program Coordinator to establish your students' availability.

ILLNESS

All participants are required to have a medical release form and emergency contact sheet on file prior to starting the Summer Residential Program. Any participant who becomes ill and is unable to attend classes will notify one of the Resident Assistants IMMEDIATELY. If the condition persists, the participant's parent will be contacted. The participant will return upon good health. For participants who experience minor ailments (i.e., occasional headaches, cramps, upset stomach, cough, sore throat, etc.), parents are required to provide you with any medicine that you may need, including prescriptions. **Academic Achievers staff members are not permitted to administer medication to students, including over the counter drugs such as aspirin, cold medicines, etc.**

CLOTHING GUIDELINES/DRESS

Students are expected to maintain an acceptable personal appearance on and off campus.

- Shirts and shoes must be worn at all times.
- No body dresses, midriffs, or miniskirts.
- No biker shorts (spandex), boxer shorts, or short shorts. No saggy pants. Skirts and shorts must reach a reasonable length and not be tight-fitting. Absolutely NO display of undergarments.
- No see through clothing, halter tops, or tube tops allowed. Males are NOT permitted wear tank tops unless worn under a shirt. Female tank tops MUST cover bra straps and midriff.
- Rollers, stocking caps, and bandanas are allowed ONLY on participant floors. These items are not permitted in the main lobby or any academic buildings.
- Hats must be worn properly at all times.
- No swimsuits (or pieces thereof) are to be worn unless in the pool area.
- No pajamas on the main floor, in dining halls, or academic buildings.
- No inappropriate slogans, symbols, liquor or drug logos on clothing.
- Cell phones may be used when not engaged in Academic Achievers activities or with permission from Academic Achievers staff

CODE OF CONDUCT

DISCIPLINARY PROCEDURES

THE CODE OF CONDUCT LISTED IN THE HANDBOOK FOR THE ACADEMIC YEAR ALSO APPLIES TO THE SUMMER PROGRAM.

Matters of participant misconduct are handled by Resident Assistants (RA's) and Academic Achievers Counselors in accordance with the Academic Achievers Code of Conduct. It is vitally important that every participant be familiar with the rules and consequences, as well as due process. Due process means "fairness in procedures." This can be interpreted to mean that everyone should receive the same consequences for an infraction of the rules that are set forth.

In as much as participation in Academic Achievers is a privilege, students are expected to conduct themselves in accordance with the program's Code of Conduct. Academic Achievers places great emphasis on individual honesty and integrity. As a college preparatory program, the goals of Academic Achievers are clear. Individuals who choose to disrupt or impede the growth and progress of themselves, their peers, or the program overall, will be asked to leave. All participants and their parents will sign an agreement to abide by the rules set forth in the handbook.

STIPENDS

CALCULATION

Participants may earn a total of \$60.00 for participating in the six-week summer residential program. Stipends are based on total participation in the entire six-week program and are not pro-rated. Students who are asked to leave the summer program do not qualify for a stipend. Participants will not earn the total amount if the following occurs:

- Absences and tardies from class or afternoon or evening group activities
- Any write-ups, disciplinary actions, probation, or suspension.
- Lost identification cards or damage to Youngstown State University property will result in the deduction for restitution.
- Charges for replacement keys.

DISTRIBUTION

- Students may pick up and sign only for their OWN stipends. Student's parents or family members are not permitted to pick up students' stipends. Students are not permitted to pick up other students' stipends.
- Stipend checks not picked up after 14 days are returned to the Coordinator's office for redeposit into the Academic Achievers budget.

NOTE: THE SAME STIPEND RULES APPLY FOR THE SUMMER PROGRAM AND ACADEMIC YEAR PROGRAMS.

ACADEMIC ACHIEVERS SERVICE PROJECT

Purpose: The purpose for the service project is for students to recognize themselves by taking pride in their accomplishments within the community and academic successes.

Who: All Academic Achievers participants.

When: During both the summer residential program and the academic year.

Where: *During the summer residential program,* students will be actively involved in the process of determining what and where such a project will be. The Academic Achievers staff will determine appropriateness of the project and participate in gaining approval for project placement.

During the academic year, participants and staff will agree upon a service project to be completed within the Warren/Trumbull community. All Academic Achievers students are required to participate. Failure to participate can range from verbal reprimand to dismissal from program.

THIS LIST OF RULES AND REGULATIONS IS BY NO MEANS INCLUSIVE. THE HANDBOOK MAY BE REVISED AS NEEDED. PARENTS AND STUDENTS WILL BE NOTIFIED OF ANY CHANGES AND AMENDMENTS TO THE HANDBOOK.

This handbook was last revised: December 13, 2016