



# Student Handbook 2017

## **PACE Staff and Contact Information**

**Site Coordinator:**

Marissa Greuel  
 mrgreuel@wisc.edu  
 608-890-3260 (site phone number)  
 608-515-8721 (emergencies only)\*

**Site Office Address:**

WCATY  
 Teacher Education, Suite 264  
 225 N. Mills St.  
 Madison, WI 53706

**Instructional Facilitator**

Afton Crowley  
[acrowley2@wisc.edu](mailto:acrowley2@wisc.edu)

**Fax Number:**

608-265-4309

**Summer Program Director:**

Ola Skyba  
[skyba@wisc.edu](mailto:skyba@wisc.edu)  
 608-890-3260 (site phone number)  
 608-770-8570 (emergencies only)\*

**Drop-Off and Pick-Up Location:**

Corner of Dayton St. and N. Mills St.  
 Lot 45

\*Please keep in mind that these are personal cell phone numbers and should be called only in an emergency! During the program, any non-emergency calls should be directed to the site office.

### **Contacting PACE Staff**

During programs, our staff members are usually away from their desks, so please allow a few hours for messages to be returned. The best way to reach the Program Director and Site Coordinator is via email (listed above). You may also reach staff by phone at the site office phone number (listed above). There is voicemail available if the Site Coordinator is out. Messages left between 8:00 a.m. – 5:00 p.m. will be returned within a few hours. Non-emergency questions or concerns may be addressed in email to mrgreuel@wisc.edu. Please allow 24 hours for the Site Coordinator to respond. For emergency situations: Site Coordinator's cell number is 608-515-8721.

## **Opening and Closing Days**

### **Opening Day – Sunday, July 9<sup>th</sup>**

Registration for all PACE students will begin at 2:00 p.m. in the Symphony room of Gordon Commons on the UW- Madison Campus. The address for Gordon Commons is: 770 W. Dayton St. The best place to park would be the parking ramp on Lake and Johnson (Lot 46). There is also street parking around the area. We cannot accommodate early or late registrations except with prior arrangements.

#### **2:00 p.m.-3:00 p.m.- Registration- Symphony Room in Gordon Commons**

Please bring your completed rules form and commuter form. These were sent to you in the acceptance packet. If you need these forms again, they can be found on the WCATY website under "Summer Forms."

#### **2:00 p.m.-3:00 p.m.- Meet and Greet the Instructors and Mentors**

The instructors and the mentors for the classes will be stationed around the Symphony Room. Please feel free to introduce yourself and get to know the instructors.

#### **3:00 p.m.-3:30 p.m.- Opening Ceremony**

During opening ceremony, you will hear from the WCATY staff as well as learn about camp specific information including pick-up, drop-off, and the closing day information.

#### **3:30 p.m.- Parents Leave**

Parents will be able to pick up their child in lot 91 off of N. Francis St.

#### **3:30 p.m.- 4:00 p.m.- Full Group Orientation**

Students will learn about the week and talk about camp specific rules.

#### **4:00 p.m.-5:00 p.m.- Class Meeting (break out in Gordon Commons and around campus)**

Students will meet with their instructors and mentors to go over class specific information for the week. They will break out into different locations in the area.

#### **5:00 p.m.- 6:00 p.m.- Dinner in Gordon Commons**

Students will eat with their mentors and classmates in Gordon Commons.

#### **6:00 p.m.- Students can be picked up from Campus (lot 91 off of N. Francis St.)**

### **Closing Day – Sunday, July 15<sup>th</sup>**

The closing day of camp is just as important as the experience during the week. On Saturday morning, families will be able to meet with the educational team to talk about the growth the students demonstrated over the week and talk about future recommendations. During the week, the mentors in each of the classes will schedule individual exit interviews with the students. Everyone should plan on attending the closing ceremony from 9:00 a.m. to 10:00 a.m. That will take place in the Teacher Education Building (225 N. Mills St) The specific room numbers will be communicated to you during the week. The best place for parking is lot 44 or lot 45 (free on weekends). You will then be able to attend the exit interview at the time you have scheduled.

#### **9:00 a.m. to 10:00 a.m.- Closing Ceremonies**

**10:00 a.m. to noon-** Exit Interviews (Teacher Education Building)- Mentors schedule the appointments. Specific classroom locations will be given to the students during the week.

## Daily Schedule (Monday through Friday)

### **8:30 a.m.- Drop Off in lot 45 (Corner of Dayton and N. Mills St.)**

Parents are able to pull into lot 45 to drop their child off. The students will then need to cross Dayton St. and meet their mentor in room 204 of the Educational Sciences Building. We ask that you not drop your child off on N. Mills St. because it would become quite backed-up with traffic. If your child is running late, please contact the Site Coordinator to let them know.

### **8:35 a.m. - 8:50 a.m.- Student Check-in and Morning Meeting in large room in Education Complex**

Students need to check in with their class mentors by 8:35 a.m. in the assigned space for morning meeting. It is very important that the students are not late for morning meeting because that is the time we make sure all students are accounted for and important announcements are given.

### **9:00 a.m. - 11:00 a.m.- First Class Period**

Students will travel with their mentor to their classroom for the first class session.

### **11:15 a.m. – noon- Lunch at Gordon Commons**

As a class, the students will walk to Gordon Commons for lunch. Each student will have a wrist band that must be worn for the week. The wrist band will be their pass for their lunches. There are multiple menu options at Gordon Commons, but if a student is having trouble finding something to eat, they should talk with their mentor. Students should not leave the Gordon Commons area during their lunch break.

### **12:15 p.m. - 1:15 p.m.- Field Trip**

After they finish with their lunch, students will have the chance to explore a different area of campus.

### **1:30 p.m. - 4:15 p.m.- Second Class Period**

Students will attend their second class period.

### **4:30 p.m.- Pick Up in lot 45**

After the second class session, the mentors will bring the students to the Lot 45 area for parents to pick up their child. The mentor/WCATY staff member must be able to make eye contact with a parent/guardian before a student can leave.

## **UW-Madison Campus**

### **Check-in and Check-out**

Commuter students must check in and check out with their mentor each day. Parents are also responsible for signing their child in and out with their child's assigned mentor. The daily schedule is used Monday through Friday.

### **Classes**

All PACE classes are held in campus classrooms and labs. Students should bring notebooks, writing utensils, and other organizational materials (sticky notes, white out, etc.) that they regularly depend upon in school.

### **Mentors**

Each student will be assigned to a mentor based upon their class. Students must check in and out with this individual each day. The mentors are responsible for both the academic and recreational aspects of campus life and will be working closely with the students to create a fun and educational atmosphere at camp.

### **Transportation**

Students must provide their own transportation to and from camp each day. There is ample parking in Parking Lot 45 for parents to use while dropping off and picking up their child each day. **If you are unable to pick up your child during the designated time-frame, you must give the site coordinator written permission to allow your student to leave PACE without a parent/guardian.**

### **Meals**

Lunch is included in the program tuition. Students are also welcome to bring small snacks or their own water containers. Please be cognizant and respectful of students with food allergies that share the same class space. Also, students should consult their instructors about the food rules for each class space.

### **Electronics**

PACE students are allowed to bring cell phones to camp and will be informed of the appropriate and inappropriate times for phone use during the camp rules meeting on the first day. In general, phones are only allowed to be used in emergency or to coordinate with parents or guardians. Phones will NOT be allowed during class time or during recreational activities/community time. Phones will be required to remain in the students' backpacks. If a phone becomes an issue during one of those times, the phone will be placed in a locked drawer in the site office for the remainder of day and handed back to the parent during pick-up. The student will be asked to not bring the phone back to camp. For this one week, we expect our students to foster community through face to face interaction. Students **may** bring cameras.

### **Packing List**

There may be specific items each teacher asks the students to bring based upon activities they may be participating in each day. A colored slip with specific items may have been included in your mailing. In general, here is a basic packing list:

Backpack	Notebook	Small Snack (no nuts)	Walking shoes
Water Bottle	Pens/Pencils	Rain jacket/Umbrella	Sun Screen

### **Safety and Security**

#### **Guidelines**

Students are asked to follow certain simple guidelines to help ensure their safety while participating in the program. Common sense behavior regarding safety is a must. Students must also sign a rules contract.

- Students are to remain on campus at all times. Campus boundaries are clearly defined during orientation. Approved trips with staff members are the only exception to this rule.
- Students must always walk with their mentor and group going to and from class, during activity times, and during any other outings.
- Notify a staff member immediately if you are approached by a stranger.
- Students should wear a watch and must be prompt at meeting times. It is their responsibility to know what time to be at what place. If they don't know, they should ask their mentor.

#### **Thefts**

Yes, they do happen, even in a small summer program like PACE. We cannot overemphasize the fact that students need to be careful with their belongings and be respectful of others. WCATY is not responsible for any lost or stolen items. We suggest you follow the list below.

- Do not keep large amounts of cash on your person or in your backpack.
- Keep accurate descriptions and serial numbers of your property.
- Backpacks, books, coats, and other items have been stolen from libraries, Unions, and other facilities. Keep your property with you.

## **Behavior Expectations**

Below are the general behavior expectations at WCATY Summer Programs. Before students are allowed to participate in the program, the Student Rules Contract must be signed. Please familiarize yourself with the Rules Contract before arriving at camp. These rules are designed to maintain a friendly camp atmosphere where students are expected to be safe, include everyone, respect others, challenge themselves and have fun.

**The WCATY Honor Code is based on an expectation of respect for self, others, and the program.**

### **General Policies**

- WCATY Summer Programs are first and foremost academic programs. Students are expected to commit themselves to serious and honest work during their one week at the program. We expect students to attend all classes and academic functions.
- Students are expected to adhere to the daily schedule and be present and on time to required activities.
- Since other groups will be on campus during the summer, WCATY students are expected to act in a mature fashion. Students should be respectful of other classes and faculty at all times.
- Students should read and adhere to the policies concerning appropriate items to bring to PACE. Students who bring restricted items will have them confiscated and returned on the final day of camp.
- As with any community, some rights and privileges students may enjoy at home must be put aside for the good of the group.

The following include rules that if violated, may result in dismissal from the program:

- Be safe, include everyone, respect others, challenge yourself and have fun.
- Participants in the program will conduct themselves in an appropriate manner and will dress appropriately at all times while at meetings, classes, meals, on field trips, or during any other activities, including free time.
- Violation of any city, state, or federal law will not be tolerated. The following are not allowed: gambling; possession of tobacco products, drug paraphernalia, fireworks, weapons, explosives, ammunition; sex; harassment of any kind. Destruction of campus or personal property will not be tolerated and any damages will be charged to the student/family.

Please note: The program directors may establish additional rules as behavior warrants. These and additional specific camp rules will be addressed with the students the first day of the program. If an issue should arise with a student not following the camp rules/guidelines, parents/guardians will be notified.