

# Envision the Future

A STEM PROGRAM FOR GIRLS AGES 11 - 13

A Southeastern Massachusetts STEM Network Initiative in Collaboration with CONNECT



## *Student Handbook*

### **Envision the Future MOVE-IN/OUT SCHEDULE**

Program Begins Monday, July 20, 2015

**Student Move-In & Registration:** 7:30 a.m. - 8:30 a.m. – East Hall – 135 Burrill Avenue

**Student Orientation:** 8:30 – 10:00 a.m. - Conant Science & Math Center – 24 Park Avenue

Closing Day Activities on Friday, July 24

**STEM Resource Fair:** 10:00 a.m. – Noon – Rondileau Campus Center

**Envision the Future Closing Ceremony:** 12:00 – 12:30 p.m. – Rondileau Campus Center

**Student Move-Out:** 1:00 p.m. – 2:00 p.m. – East Hall – 135 Burrill Avenue

Envision the Future  
c/o CONNECT Partnership  
66 Hooper Street  
Burnell Hall, Room 119  
Bridgewater State University  
Bridgewater, MA 02325

For questions about Envision the Future, please contact Katherine Honey, [khoney@comcast.net](mailto:khoney@comcast.net)

Dear Envision the Future Students:

Congratulations! You have been selected to participate in the Envision the Future program at Bridgewater State University from Monday, July 20 through Friday, July 24. During that time you will have the opportunity to work with representatives of education, business, government, and community organizations committed to advancing STEM education and who are volunteering their time and expertise to make the Envision the Future program possible. You will engage in challenging STEM activities, explore career options with STEM professionals, meet women role models in STEM fields, and connect with other young women with similar interests and aspirations.

Each of you was selected to participate in Envision the Future because of your interest in STEM and your willingness to share your experiences with community members. Envision the Future students represent your families, your schools and your communities. We expect that your participation in the Envision program will make your family, school and community very proud.

This handbook contains information on the Envision the Future contact list, code of conduct and cell phone policy. Please review this information carefully.

Sincerely,

*Katherine*

Katherine Honey  
*Program Director*

## CONTACT LIST

<b>The Envision the Future/CONNECT Partnership Main Office</b>	
66 Hooper Street, Burnell Hall, Room 119	
Bridgewater State University	
Bridgewater, MA 02325	
<b>508-531-1437</b>	
Stacey Kaminski, Executive Director	
<b>508-531-1437</b>	
<a href="mailto:stacey.kaminski@connectsemass.org">stacey.kaminski@connectsemass.org</a>	
<b>774-210-9846</b>	
Katherine Honey, Program Coordinator	
<b>774-210-9846</b>	
<a href="mailto:khoney@comcast.net">khoney@comcast.net</a>	
<b>The Envision the Future Residence Hall</b>	
East Hall	
Bridgewater State University	
Bridgewater, MA 02325	
<b>Bridgewater State University Police Department</b>	
200 Great Hill Drive	
Bridgewater, MA 02325	
<b>508-531-1212</b>	

## RULES AND REGULATIONS

### I. Residence Information

#### A. Care of Rooms and University Property

##### 1. Common Room

- All students are expected to keep the common rooms, lounges and campus ground areas as clean as possible.
- Destruction of university and Envision the Future property is considered a serious offense. Vandalism, destruction of state property or any other such illegal action will result in immediate dismissal.

##### 2. Individual Rooms

- Individual rooms must be kept neatly; beds should be made, clothes and personal items put away, and floors clean before going to class each morning. Rooms should be left clean and orderly before checking out on Friday.
- Rooms will be inspected periodically by the program staff.

#### B. Emergency Evacuation

FIRE DRILLS will be conducted during the program

##### Procedure:

- Upon hearing the alarm, walk quietly to the closest stairway and proceed to the nearest exit.
- Follow the instructions of the program assistant as to the area where you are to meet with him/her.
- Elevators may NOT be used during a fire drill.
- All fire doors must be closed at all times.
- Fire extinguishers should never be touched or tampered with.

### II. Dress

- A. Dress will be informal. Students will be required to wear their team t-shirts daily.
- B. Footwear should be closed shoes -- **no flip flops**. Footwear shall be worn at all times.
- C. Good taste, neatness and comfort should govern the type of clothing worn.
- D. Inclement weather dress should be available: windbreaker, hat, raincoat, poncho, umbrella, etc.

### III. Health Services

- A. The infirmary is located in East Hall.
- B. Bridgewater State University will provide a full-time nurse during the day and an on-call nurse after hours.
- C. All illnesses or accidents must be reported immediately to the program nurse. The nurse or program director must be contacted before a call is made home or plans are made to leave the residence hall due to illness. An accident report must be submitted for all accidents.

- D. In the event of serious illness or injury, the program nurse or program director will take the following action: They will notify the Signature Healthcare Emergency Department (Brockton, MA) at 508.941.7400 of any student(s) who require medical attention. Parents will be contacted immediately. In cases that require the services of a physician, parents will be responsible for all cost of medical care.
- E. Students who become aware of any uncommon behavior on the part of a fellow student should report this behavior immediately to the program nurse or program director.

#### **IV. General**

- A. Students are expected to be in attendance and to participate in all formal day and evening activities during the program. This includes attendance at all group meetings, academic courses, etc., unless excused by the program nurse or the program director.
- B. Students are not allowed to possess dangerous weapons, or use or possess tobacco, alcoholic beverages, narcotics or drugs, except as prescribed by a licensed physician and administered under the direction and control of our program nurse. Immediate dismissal from the program will result in cases of infractions of this policy.
- C. All problems in the dormitories should immediately be brought to the attention of the program staff.

#### **V. Pedestrian Safety**

Students are required to use the sidewalks and designated crosswalks to and from the residence hall, campus center, classrooms and the library.

#### **VI. Off-Campus Travel**

Students must submit a note from a parent/guardian to the program director for a dismissal. Unless the student has a written parental permission to leave with another adult, the student may leave the campus only when accompanied by a parent or/guardian.

#### **VII. Textbooks and Other Instructional Materials**

Students are responsible for loaned textbooks and instructional materials. They should not be defaced. All books and materials are to be returned to the educational assistants at the close of the program.

#### **VIII. Library**

- A. The Maxwell Library is available to Envision the Future students.

## **IX. Mail**

- A. Incoming mail will be distributed from our main office. Outgoing mail may be left at our main office

All mail should be addressed as follows:

**STUDENT NAME**  
**Envision the Future/CONNECT Partnership**  
**66 Hooper Street**  
**Burnell Hall, Room 119**  
**Bridgewater State University**  
**Bridgewater, MA 02325**

## **X. Meals**

- A. Meals are scheduled in the East Campus Commons, with the exception of a few off-campus meals. Please refer to the schedule for meal times and off-campus meal locations. Meal times are subject to change after the start of the program.

## **XI. Evening Hours**

- A. Schedule
1. All students must be in their buildings by 9:30 PM.
  2. Dorm supervisors will take individual room check by 10 PM and all lights are to be out at 10:30 PM.
  3. Quiet will be maintained on all floors from 10:30 PM to 6:45 AM. Students are not expected to rise any earlier than 7 AM.

## **XII. Bed Linen**

Each student will be provided with the following for use during the program:

- ONE pillow with case
- ONE flat sheet single bed size and ONE top sheet.
- ONE blanket
- TWO towels
- TWO face clothes

## **XIII. Laundry Facilities**

Students will be provided with t-shirts to wear during the Envision program. Students should not rely on using laundry facilities to clean clothes and should plan to bring clothing for five days, i.e., underwear, pants, socks.

NOTE: Students will need at least one pair of socks as they're required for participation in EarthView on Monday, July 20.

## **XIV. Personal Hygiene Items**

- A. Students are required to bring personal hygiene items including the following:
- Soap
  - Toothpaste
  - Toothbrush
  - Shampoo/Conditioner

- Deodorant
- Feminine Products

**XV. Valuables**

A. Valuables should NOT be brought to the program.

**XVI. Telephones**

A. Please review the Envision the Future Cell Phone Policy

B. Special Numbers:

- Envision the Future/CONNECT Partnership Main Office: 508.531.1437
- Campus Police **Emergency** Number: 508.531.1212

**XVII. Field Trip**

One field trip is planned for Tuesday, July 21, to Stonehill College in Easton, MA. Students will use the labs at Stonehill as part of the workshop “Using DNA to Solve a Crime.” Students will be transported to and from Bridgewater State University by bus, under the supervision and direction of program staff.

**XVIII. University Facilities**

Use of the facilities during the week of our program is shared with other programs, as well as undergraduate and graduate-level students. Exemplary conduct on the part of our students is expected at all times in order that we do not create problems for other programs or a disruption of adult-level classes or studies.

## **ENVISION THE FUTURE CODE OF CONDUCT**

The following rules of conduct will apply to each and every student enrolled in the Envision the Future program on the campus of Bridgewater State University.

### **Goals**

Students enrolled in Envision the Future are expected to treat all members of the Envision program community with dignity and respect.

### **Philosophy**

The emphasis of Envision the Future is on self-discipline; it underlies the entire structure of the program. Self-discipline is training that develops self-control, character and consideration of the rights of others. Students enrolled in the program are expected to treat all members of the program community with dignity and respect.

## **RIGHTS AND RESPONSIBILITIES**

### **Expectations**

Students are expected to meet all appointments and complete all assignments. Envision the Future participants are not allowed to possess controlled substances, alcoholic beverages, tobacco or weapons of any type. They are also prohibited from fighting, stealing, using profanity, vandalism/destruction of property, harassment or insubordination. Students are expected to follow the dress code selected for each day and/or event. At all times, students are responsible for maintaining socially acceptable behavior during all program activities.

Due process procedures are observed for serious misconduct and suspension or expulsion from the program. The Code of Conduct is published in the Student Handbook. It is reviewed during the scheduled orientation meetings prior to the beginning of the program and again during student orientation on the first day of the program. Parents will be apprised of the rules, regulations and policies stipulated in the Code of Conduct.

## **RULES, REGULATIONS AND POLICIES**

The Envision the Future program reserves the right to establish and maintain the rules and regulations of the program delineated in the Student Handbook. In addition, the program director and her designees may, when necessary, enact reasonable rules and regulations without prior notice that are consistent with the mission of Envision the Future and establish disciplinary procedures that insure the students enrolled in the program remain in a safe and secure environment.

### **Disruption of Program Activities**

A student will not, by use of violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or any other conduct, intentionally cause the substantial and material disruption or obstruction of any lawful mission, process or function of Envision the Future.

Neither shall a student urge other students to engage in such conduct, for the purpose of causing the substantial and material disruption, nor obstruct any lawful mission, process or



function of the university if a substantial and material disruption or obstruction is reasonably certain to result from his or her urging.

### **Damage or Destruction of University or Private Property**

A student will not intentionally cause or attempt to cause damage to university or private property or steal or attempt to steal university or private property. Damage or theft involving university or private property will be grounds for suspension.

### **Assault of a Staff Member**

A student will not intentionally cause or attempt to cause physical injury or intentionally behave in such a manner as could reasonably cause physical injury to a staff member.

### **Physical Abuse of a Student or Other Person**

A student will not intentionally inflict serious bodily injury to any person at any time or location.

### **Possession and/or Use of Tobacco, Alcohol, Narcotics and Stimulant Drugs**

A student will not knowingly possess, use, transmit or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or alcohol. Bridgewater State University is a tobacco-free institution; therefore, the possession or use of tobacco products (including “smokeless” versions) is strictly prohibited.

### **Insubordination**

A student will not fail to comply with the reasonable directions of Envision the Future staff at any time during the program.

### **Liability**

Students are personally liable or responsible for actions resulting in the loss or damage of property of others, the program or university and for behavior which interferes with the rights, education or lives of other students. Any student who experiences or witnesses a violation of rights or property is expected to report incidents to a staff member of Envision the Future.

### **Unsupervised Areas**

Students are not allowed in areas not supervised by a member of the staff.

### **Bullying**

Bullying is the repeated use by one or more students of a written, verbal or electronic expression or a physical act or gesture or any combination directed at a student. Any student who believes that he or she has been the victim of bullying is encouraged to notify an Envision the Future staff member as soon as possible.

### **Reasonable Search and Seizure**

If a member of the program staff or administration reasonably suspects that a student is in possession of contraband, in violation of federal, state or local laws and/or the program’s rules, regulations and policies, a program assistant or team leader may conduct a search of the student’s residence hall room, personal effects or person. Residence hall rooms and furnishings are the property of Bridgewater State University, and students should have no reasonable expectation of

privacy in them. Residence hall rooms and furnishings are subject to periodic inspection by authorized program staff members at any time.

## **DISCIPLINARY PROCEDURES**

The program director and or her designated representatives (s) will investigate any infraction or incident and proceed as follows:

- First offense -- issue a warning
- Second offense -- meet with the program director to discuss the infraction and determine the disciplinary action which may include suspension from the general assembly evening programs and/or off-campus field trips.
- Third offense -- may result in removal from the program.

The decision of the program director is final.

## CELL PHONE POLICY

The Envision the Future Cell Phone Policy has two major premises:

- Bridgewater State University, Envision the Future, and its staff, are not liable for any lost, damaged or stolen cell phones that are brought to the program.
- The purpose of having cell phones at Envision the Future is to call home. Student cell phone calls cannot be effectively managed or controlled by Envision the Future or its staff.

In an attempt to best manage the use of cell phones, the following cell phone rules will be enforced:

- Students may bring cell phones to Envision the Future.
- Students will NOT be allowed to carry cell phones.
- Usage of cell phones, during any time other than the times specified below, is strictly prohibited.
- Cell phones will be stored in program assistants' rooms during the day.
- Cell phones may be used during the student personal time after the nightly activities (8:45 -9:15 PM). Please note that depending on timing of evening activities, cell phone time is subject to change.
- Private conversations can be held in program assistants' rooms, if necessary.
- Cell phones will be returned to students on Friday, July 24, at the conclusion of the program.
- If a daytime emergency arises, students should contact an administrative staff member.

*\*\* Not adhering to this policy will result in the confiscation of the cell phone for the night on the first offense and for the week on a second offense. If a student needs to call home, the student may use an administrator's phone to contact home only. \*\**

**Note concerning landline telephones and other forms of communication:** Students will have access to a limited amount of landline phones in the Residence Hall. Landlines may be used during the designated cell phone hours. *During an emergency*, administrative staff members have cell phones at all times which the students may use.

We appreciate your cooperation concerning this issue. Please keep in mind that students may call home during the program using landline telephones on campus. Our objective is to give students the most fulfilling experience possible.