



NORTHERN ARIZONA UNIVERSITY



GEAR UP Summer Leadership Academy (GUSLA)

2017 Parent and Student Handbook



Arizona GEAR UP
Northern Arizona University
GEAR UP Summer Leadership Academy
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January 2017

Dear GEAR UP Families,

On behalf of Northern Arizona University and Arizona GEAR UP, I am pleased to welcome you to the 2017 the GEAR UP Summer Leadership Academy (GUSLA) at NAU! We understand that being away from home is a big step for many students and their families. So we have designed this packet to answer any questions or concerns that you might have.

In this packet you will find important information about the NAU Flagstaff Campus and the program, as well as reminders about final preparations to be made before the summer program begins. We hope that this will prove a valuable guide both before the students depart for Flagstaff, and while the students are with us. We encourage you to look through and familiarize yourself with this packet. If you still have any questions after reviewing this packet please feel free to contact your GEAR UP Coordinator.

Sincerely,



John Acedo
"Tie Guy"
Director, GEAR UP Summer Leadership Academy
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**NORTHERN
ARIZONA
UNIVERSITY**



WHAT TO DO BEFORE LEAVING FOR GUSLA AT NAU IN FLAGSTAFF

CHECK

☐

Review the contents of this packet carefully.

☐

Label and pack personal belongings. A checklist of items to bring is included in this packet.

☐

Because Flagstaff is located at a higher elevation , nights can be cold, so **PLEASE REMEMBER TO PACK A SWEATER OR JACKET and JEANS/PANTS.**

☐

Lunch is provided when you check in on the first day, but you may want to bring snacks for the bus ride to Flagstaff.

☐

ALL medications must be in original containers and clearly labeled. (These will be given to the chaperone when boarding the bus to Flagstaff.)





MEDICAL INFORMATION

MEDICAL FORMS

A parent or guardian must complete the medical information section in the GUSLA Student application. This section contains information about emergency contacts, health insurance, medications, and medical history. This information is essential to our ability to give your student routine medical care, medications, and seek emergency treatment if necessary. In order to keep your student, as well as fellow students, safe, **your child will not be permitted to participate in the program if medical forms are not completed / submitted.**

MEDICAL CARE AT GUSLA

In the event medical attention is necessary, students will be seen at NAU's Campus Health Services, the Flagstaff Walk-In Clinic, the Flagstaff Medical Center Emergency Room or any appropriate medical facility, providing whatever medical services they may deem necessary for my child in the event of an emergency. The student should have adequate insurance and/or other means to pay for any costs and expenses related to these services and I agree to bear such costs and expenses in full.

ALLERGY OR INSULIN INJECTIONS

Students who require injections during the program will receive them under medical supervision. Students should bring their medication and physician's orders with them.

STUDENT MEDICATIONS

Students are **NOT** permitted to keep any prescription or over-the-counter medication with them, or in their rooms, other than inhalers, insulin, epi pens, and topical skin medications. Students bringing prescription or non-prescription medications to the school must turn them in to the school's GEAR UP Coordinator who will then turn them over to the GUSLA administrators upon arrival at NAU. The medications will be kept in a secure central health office and students will report to this office at the appropriate times to take their medications under the supervision of a GUSLA staff member. Any prescription medications must be in their original pharmacy containers, with the student's name and dosage instructions clearly legible. **We cannot administer drugs that do not meet this criteria.** If your child is taking the medication in a manner other than what is written on the bottle, you will need a signed prescription from your physician. Non-prescription medications must also be in their original containers and can only be given according to package directions. We will keep a stock of common over-the-counter medications on hand for occasional use (Advil, Benadryl, throat lozenges, Imodium, Robitussin, Sudafed, Tums, Tylenol, and Visine), for students with written permission to use these products. Students are not to bring these common over-the counter drugs to GUSLA.

DISABILITIES AND SPECIAL NEEDS

Our policy is to provide reasonable, appropriate, and necessary accommodations for qualified students with disabilities, including learning disabilities. It is essential for us to know as soon as possible if your child has a disability, medical condition, or other special need that requires accommodation (such as dietary restrictions, sign language interpreter, handicapped access, etc.). Please contact us for more information. We will work with NAU departments to coordinate on-campus efforts to serve students with special needs. Students whose special needs have not been clearly and fully described before arrival, and whose needs therefore cannot be reasonably accommodated on short notice, will be withdrawn from the program.



ALTITUDE SICKNESS

Flagstaff sits at a lofty 7,000 ft. above sea level. It can take up to 3 weeks to become fully acclimated to the high altitude, while GUSLA lasts only six days. Altitude sickness is a combination of symptoms that are present when your body does not adapt to its current altitude. The most frequent symptoms of altitude sickness are headache, dizziness, queasiness, tiredness and trouble sleeping. Anyone who goes to a different altitude than the one to which they are accustomed, can get altitude sickness, regardless of age, gender, physical fitness, or previous altitude experience, however there are some things that can be done to reduce the likelihood, listed below.

Tips to avoid altitude sickness

- Drink more fluids
- Eat less salty foods
- Avoid over-exertion for the first day or two

What to Bring /What not to Bring

WHAT TO BRING...

Bedding:

- ☐ Sheets (Extra long single bed size or flat sheets)
- ☐ Pillow and Pillow case
- ☐ Blanket or Comforter

NOTE: A sleeping bags works just as well!

Clothing:

- ☐ Shorts (2 to 3 pairs) **NO SHORT SHORTS!**
- ☐ T-Shirts (6 to 8 shirts) **NO SPAGHETTI STRAPS!**
- ☐ Jeans (3 to 4 pairs)
- ☐ A sweatshirt or light jacket for evenings
- ☐ Hiking shoes or sturdy athletic shoes (there is a lot of walking)
- ☐ Pajamas or clothes to sleep in (you'll be sharing a room)
- ☐ Clothes & shoes for sports (e.g., basketball, Zumba, football or soccer)
- ☐ Clothes for dance (must meet dress code)

NOTE: The weather in Flagstaff normally is warm during the day and can become cool at night. You should

Shower Supplies:

- ☐ Towels for shower
- ☐ Wash cloths for shower
- ☐ Shower Tote (to carry toiletries to the bathroom)
- ☐ Soap
- ☐ Shampoo
- ☐ Toothbrush
- ☐ Toothpaste
- ☐ Deodorant
- ☐ Comb or brush
- ☐ Slippers or shower sandals

Miscellaneous:

- ☐ Any necessary medications in their original containers
- ☐ Alarm clock
- ☐ Sunscreen (also consider a long-sleeved shirt, a hat, and sunglasses)
- ☐ Spending money (\$15-\$20—students may want it if they visit the NAU bookstore.)
- ☐ Stationery and postage for letters
- ☐ Books for pleasure reading
- ☐ Something to share or teach during Elective Activity (e.g., musical instrument*)
- ☐ Items needed for Talent Show if planning to present

WHAT NOT TO BRING...

- Weapons of ANY kind (including pocket knives and martial arts devices)
- Any flame producing device (including matches, lighters, firecrackers, etc.)
- Pets of any kind
- Products that damage surface finishes (brand names like Slime, Gak, etc.)
- Televisions, laptops, tablets, video games or any electronic devices.*
- Bicycle, skateboard, scooter, in-line/roller skates, etc.
- Water guns
- Halogen lamps
- Refrigerator
- Hot pot



* If students choose to bring any electronic devices, or expensive equipment, NAU/ Arizona GEAR UP assumes no liability if lost, stolen, or damaged.

LOSE SOMETHING!?! CHECK THE LOST AND FOUND!

PERSONAL BELONGINGS/ LOST AND FOUND

Students are responsible at all times for the safekeeping of their personal belongings. We urge students to **LABEL** all their belongings, including clothing, with their first and last names and “NAU-GUSLA.” Neither GUSLA nor Northern Arizona University is responsible for theft or other loss of, or damage to, students’ personal belongings. This includes athletic equipment, cellphones, or cameras, etc. When considering whether to bring an expensive item, families may wish to investigate possible coverage under their own homeowner’s or renter’s insurance. In general, we recommend that students leave valuables at home.

The NAU-GUSLA on-site office will maintain a lost and found box. **Clearly labeled items are most likely to be successfully returned.** Neither Northern Arizona University nor GUSLA can be responsible for items left behind at the end of the session.



IT'S FINALLY TIME TO GO TO GUSLA! WHERE DO WE GO???

TRAVEL INFORMATION

Students will be arriving by bus with the rest of their school's GUSLA participants. Parents should speak with their school's GEAR UP Coordinator to confirm the time, date, and location of students' departure from school and their return at the end of the week.

DROP OFF

Students will arrive on **Sunday June 11, 2017 at 2:00 pm**. The bus drop off location is **Allen Hall**.

PICK UP

Students will be picked up by the school bus on the last day of camp, **Friday June 16, 2017**, at **12:00pm**.

REGISTRATION

Registration will take place outside of **Allen Hall**. Room assignments, keys, lanyards, and additional program information will be provided at that time.



FIRST DAY CHECK IN INFORMATION



HOUSING

Students are housed in Northern Arizona University residence hall rooms with double occupancy. Roommates will be assigned by GUSLA staff. Occasionally, students may be assigned a single-occupancy room. There will be one Resident Assistant (R.A.) for approximately 10-12 students. The residence halls have defined boundaries for male and female students. Girls and boys are housed on separate floors. Visitation of opposite-sex floors is not permitted without a GUSLA staff member. Students are placed in residence hall rooms according to gender.

Students are provided with a bed, desk, dresser, and closet space. Students should bring a pillow, sheets, and a blanket. Beds are single-size, extra long. Extra-long sheets or flat sheets are recommended. Sleeping bags are also an option.



KEYS

All residence halls are secured with individual room keys and a locked exterior door. Room keys will be distributed at registration attached to a lanyard containing an ID and meal card. Room keys **MUST be kept on lanyards around the student's neck**. There is a \$25 charge for lost room keys.



MEALS

Lunch and dinner are provided by GUSLA on the first day. The final meal of the program will be a packed lunch provided by NAU for the students to eat on the ride home. During the remaining days of the program three meals are provided each day with a variety of menu selections and vegetarian options at every meal. Students and staff members eat their meals in the college dining hall located in the Student Union.



SPECIFIC FOOD ALLERGIES

Please provide details regarding any food allergies on the Student Application. Most students with food allergies manage by selecting items from the wide variety of items available on the regular menu and salad bar.



CLOTHING AND LAUNDRY

Dress at NAU is casual (shorts or jeans, t-shirts, sneakers). **No short shorts or spaghetti strap tops!** Please **bring a sweater or jacket for cooler evenings**. Washers and dryers are available for students to wash their own clothes, however, we recommend that you pack for the entire week, if possible. If students wish to do laundry while attending GUSLA, they will need a few dollars - the machines are card operated. Students can purchase the laundry cards, if needed, from their Resident Advisor (RA).

A TYPICAL DAY AT GUSLA

6:00am.....	Wake up and get ready for the day
7:00am—7:45am.....	Breakfast at the Student Union dining hall
8:00am—11:30am.....	Leadership Activities & Workshops
11:30am—12:15pm.....	Lunch at the Student Union dining hall
12:30pm—2:30pm.....	Elective Activity*
2:30pm—5:00pm.....	Leadership Activities & Workshops
5:00pm—5:45pm.....	Dinner in the Student Union dining hall
6:00pm—9:00pm.....	Evening Activities**
9:15pm—10:00pm.....	TL Check-in & Lights Out Preparation
10:00pm.....	Lights Out

***ELECTIVE ACTIVITY**

At GUSLA students will have the opportunity to sign up for a daily 'Elective Activity'. Elective Activities can change daily or may require multiple days depending on the nature of the activity. Elective Activities can be, but are not limited, to sports (e.g., basketball, flag football, Zumba, volleyball, etc.), arts & crafts, board games, or something students may share and teach other GUSLA students (e.g., guitar, yoga, dance, poetry, etc.). Students interested in participating in a sport that requires special gear (clothes, knee pads, or shoes, for example), are advised to bring them. Students who have a talent they want to share, teach, or practice during Elective Time that requires an instrument or other specialized equipment, should consider bringing it. Please keep in mind the warnings on page 8 regarding expensive items.



**** EVENING ACTIVITIES**

See page 12

Evening Activities

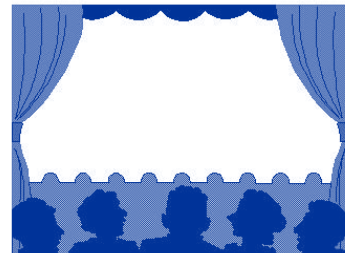
Each evening of GUSLA, students will participate in large group activities designed to help them settle in comfortably on campus, to build their confidence, to strengthen bonds between students and between students and staff, and to reinforce concepts taught during the day.

Campus Scavenger Hunt - Monday evening

The Monday evening Campus Scavenger Hunt is a fun & interactive way to tour the University and become more comfortable and familiar with campus environment. Through this activity students will also learn about the kinds of resources that will be available to them as university students in 2018.

Talent Show - Tuesday evening

The Talent Show , from 6-9 p.m. on Tuesday evening , will be held in Ashurst Hall, which has a stage, a piano, a microphone and speakers. Students are not required to perform, but this is an opportunity for students who would like to, to do so in front of a supportive and encouraging audience. Students whose performance/talent requires any special equipment, must bring their own. Students must sign up to perform and all acts are subject to review/approval. All students are required to attend the Talent show. Students in the audience are expected to be quiet during performances, and encouraging and positive to all performers.



Seeds Training Closing Activity - Wednesday evening

A surprise concluding activity, will take place on Wednesday evening. Led by Seeds Training facilitators , this activity will help reinforce concepts covered during Seeds training sessions throughout the week.

Dance - Thursday evening

Our culminating activity - the dance - will be held from 6-9 p.m. on Thursday evening. Students may choose to dress up a bit for this special occasion, but be aware, the dress code will be enforced . No halter tops, strapless tops, short shorts or skirts, muscle shirts, suggestive or revealing clothing will be permitted at the dance. Staff -to-student ratio during the dance will be approximately 1 to 10 and staff will closely supervise students.



CONTACTING YOUR STUDENT

HOME SICKNESS

Homesickness can be intensified by frequent calling and/or visits. Parent encouragement and support of the program can benefit your child and help them succeed away from home at GUSLA. If your child becomes homesick at GUSLA, the trained staff will work hard to help your child feel more comfortable in order to get the full benefits of the GUSLA experience. If homesickness continues to be an issue, the Director will contact you to discuss strategies for helping your child. The main number for the GUSLA office is (602) 728-9501, 24 hours a day, every day your child is here.



MAIL AND CARE PACKAGES

Mail will be distributed daily (Monday – Friday) to students through their Team Leaders (TL). Due to the slowness of university mail, we recommend that you send any packages or letters **prior** to your student's arrival on campus. Mail should be addressed as follows:

Student's Name
GEAR UP Summer Leadership Academy
Northern Arizona University
P.O. Box 5774
Flagstaff, AZ 86011-5774

Mail sent to NAU after students have departed **may not** be forwarded to students or returned to sender. Do not send cash or valuables through the mail, even in overnight packages!



MORE WAYS TO CONTACT YOUR STUDENT

CALLING HOME

Students are encouraged to communicate with their parent or guardian at least once during GUSLA. However, students often get the most benefit when they are **completely immersed** in the campus life experience, therefore frequent calls from their parents and guardians are discouraged. Constant calling can remind students that they are away from home, making them homesick, which can take away from a positive camp experience. For students without cell phones, there are office phones available for calling home. Parents should pre-arrange particular days and times for phone calls. The best times are 6-7 a.m., just before dinner (around 5 p.m.), and 9-10:30 p.m. **Students may NOT receive phone calls after 10:30p.m.** If a call is necessary, phones are available at all times. However, calls are expected only in case of emergency. If an emergency does occur, contact can be made through the GUSLA main office, (602) 728-9501.

VISITATION POLICY

Students enjoy their time at NAU where they take part in a range of planned activities and have the opportunity to relax with new friends. We strongly discourage visits while the program is in session. Only a student's parent, guardian, or an authorized adult may visit the program (only those listed on the Authorization Form in the GUSLA Student Application are allowed to visit). Visitors pay for any meals on campus and may **NOT** stay overnight.

For security reasons, GUSLA administrators must be aware of **any** visitors on campus, including parents; we also must know of any plans to take students off campus. **All visitors must sign in and out at the GUSLA office on campus and show picture identification.** If a student must leave campus, the student must inform the GUSLA director, and may leave only with a parent or guardian after signing out at the GUSLA office. GUSLA will release students to individuals other than the parent or guardian **ONLY** with written permission on the Authorization to Visit/Take Student Off Campus form. Former GUSLA students, students not currently enrolled in GUSLA, or unaccompanied minors are not permitted to visit.

CUSTODY ISSUES

Please indicate any custody issues you believe we should be made aware of on the Authorization to Visit/Take Student Off Campus Form, and attach copies of pertinent legal documentation.

CELLPHONES & ELECTRONICS

CELLPHONE USE

Students may bring cell phones, **however, use of these is limited to the morning calling hours (before class), meal times, & evening calling hours , and during ‘Lights Out’ Preparation)** . Having phones turned on during class or activity time is distracting for students and staff. Students are encouraged to leave their cellphones in their residential hall to prevent program distractions and to help with safe-keeping from theft or damage, taking inappropriate photographs, or texting in class. Damage or loss of cell phones is the responsibility of the student.

PERSONAL ELECTRONICS

Electronics play a large role in everyday life. While we understand that students may want to have their electronic devices with them throughout the day, they are **NOT** allowed at GUSLA. Electronics, such as MP3 players / iPods, CD players, portable DVD players, laptop computers, tablets/iPads, video games, etc., are distractions in the classroom and during afternoon activities. Therefore, students are encouraged to leave any of these types of electronic devices at home. Any student who brings any of these type of electronic devices will be **REQUIRED** to keep them in their rooms, at their own risk or have the director of GUSLA hold the device until the end of the program.





NAU-GUSLA EXPECTATIONS FOR STUDENTS

Your child is among a select group of students who will be participating in the NAU GEAR UP Summer Leadership Academy. Considerable time and effort has gone in to making this program a success for your student. Listed below are the expectations for student conduct that will help shape the academic and social community your child will be a part of during his/her stay at NAU. We encourage you go over these expectations with your child so that you both understand their meaning and can get answers to any questions you might have, prior to your child's arrival.

Rules and regulations concerning student conduct will also be explained to students during the orientation on the first day of the program. The rules cover visitation guidelines, curfew, campus boundaries, safety policies, and so on.

STUDENT EXPECTATIONS

The NAU GEAR UP Summer Leadership Academy provides a unique opportunity for intellectually curious people from diverse backgrounds to come together in pursuit of academic challenge and growth, within a supportive community built on respect, responsibility, and trust. In order to create and sustain such a community, students must agree to uphold academic and personal integrity, respecting the ideas and property of others.

In addition they must:

- Strive to do their best
- Tolerate and respect individuals of different races, cultures, religions, genders, sexual orientations, disabilities, and national origins
- Behave in a friendly, cooperative, and responsible manner toward all persons in the NAU - GUSLA community and in the larger campus and local communities
- Attend all class sessions, meals, activities, and meetings

CAMPUS/RESIDENTIAL HALL EXPECTATIONS

All GUSLA participants will live in a campus dormitory. When your student leaves the dormitory, he or she is required to travel only with GUSLA staff and other program participants. Students may not leave campus unless participating in a scheduled program activity. Students do not go anywhere alone on campus. Students will not be allowed on opposite-sex floors without the accompaniment of an adult staff member.

ACADEMIC EXPECTATIONS

Our program is fast-paced, and we expect students to put forth their best effort at all times. When a student is not meeting class expectations, GUSLA staff will work hard to help him or her succeed, including consulting with parents.

NON-NEGOTIABLE RULES & DISMISSAL POLICY

NON-NEGOTIABLE RULES

Possession or use of alcohol, drugs, or tobacco **WILL NOT BE TOLERATED** and will result in IMMEDIATE dismissal from GUSLA. Legal action will be taken when appropriate. All prescription medication will be provided to the Program Administrators for dispensing at the appropriate time.

Hazing/Bullying/Violence: The program will **NOT** tolerate the physical, verbal, or emotional abuse or intimidation of others. Parents will be contacted by phone, and consequences may include the student being sent home at the parent or guardian's expense.

DISMISSAL POLICY

Students may be dismissed from the program for any of the following reasons: being on an opposite-sex floor; being in restricted areas of campus or leaving campus unaccompanied by a staff member; leaving their halls after lights-out; stealing or vandalizing property; possessing or using tobacco, alcohol, or drugs; hazing; undermining the safety or well-being of self or others. We reserve the right to ask a student to leave the program for disciplinary, medical, or other reasons.

If asked to leave, parents must arrange for the student's transportation from NAU within 24 hours. GUSLA provides clear guidelines and careful supervision, but students are ultimately responsible for their own conduct. Disciplinary issues are handled by site administrators.

Students' continuing membership in the NAU-GUSLA community depends on their ability to follow the rules of conduct of the program.