



Student/Parent Handbook

Volume 1.1

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We welcome you to SPARK and wish you a warm and fulfilling summer!

As you may already know, our program was created and designed with learning in mind. Our program is dedicated in providing a comprehensive, balanced and selective instructional program that fulfills and instills the passion for learning for all participants. We strive to fulfill our commitment to ensure a structured, safe and productive environment. We are committed to the pursuit of excellence in education and the highest standard of academic integrity.

With that said, in order to achieve our goal and commitment to our participants, we ask that you carefully review the contents of this handbook and familiarize yourself with our procedures. The following pages were designed to assist you in understanding our regulations as well as facilitating your progress at SPARK; it contains information concerning our frequently applied guidelines and procedures as well as other pertinent information.

PURPOSE

SPARK gives students in grades five through nine the opportunity to explore and learn in an exciting, diverse and academically stimulating atmosphere. Students will get a taste of what college life has to offer; from debating current affairs or philosophies in a seminar to practicing relaxation techniques in yoga. And let's not forget touring New Jersey, Pennsylvania or seeing the sights of the Big Apple!

Students will be able to select from a wide range of academic courses inspiring ingenuity and innovation. They will discover and explore new perspectives and engage in active and intellectual arenas, all the while seeing everything through different eyes.

These courses are not your average middle or high school classes. There are no tests, quizzes or homework! You don't read about it, you experience it.

Your only two requirements are to learn and have fun doing it!

MISSION STATEMENT

It is our mission to provide a rich, educational and social environment for youths in an active college campus setting. Emphasis is placed on fun-filled, hands-on activities that will instill youngsters with a lifetime desire for learning. With instruction that is supportive and diverse, the participants will be able to hone evolving skills and increase their awareness of new branches of study and opportunities.

STATEMENT OF PHILOSOPHY/STANDARDS

- Make SPARK a safe place; make SPARK an environment in which every member of the community is safe from physical and emotional harassment.
- Be a responsible leader and a selective follower. Everyone has distinctive areas of potential leadership, find and develop your leadership skills in constructive ways. When following others, be aware of the direction they have chosen.
- Do your best every day and assist in providing opportunities not only for yourself but for others as well. When an opportunity arises to excel, involve a friend. It makes the experience much richer.
- Encourage active participation in a wide variety of experiences.
- Respect yourself and others around you as well as the environment. Respect begins with self-respect. When you respect yourself, it makes it much easier to treat others with the respect every person deserves. Just as you are good to others, others will be good to you.
- Think critically. Self-discovery is a gift. Use your time at SPARK to discover who you are and who you can become.
- Live a healthy life. Make intelligent, safe, and healthful choices so that you can live a full, dynamic life.
- Maintain and promote a positive attitude. A positive attitude is contagious; encourage others to do the same.
- Help out. If you see something that needs to be improved upon, work towards a solution.
- Embrace diversity with compassion and understanding. We learn from those who are different from us. Celebrate diversity and do everything possible to be understanding of international and social progress.
- Be kind - All participants are expected to interact in a manner which contributes to a welcoming environment. Participants should not engage in negative verbal or physical attention, including rudeness, abuse, harassment, threatening behavior, and fighting. Inappropriate comments regarding ethnicity, race, gender, religion, sexual orientation, or social or economic status will not be tolerated.

- Civility - All participants are expected to present themselves in a courteous and polite manner, refraining from offensive language or violent behavior of any kind.
- Lawfulness - All participants are expected to behave in accordance with all applicable guidelines and procedures. Possessing, using, distributing or remaining in the presence of illegal or potentially harmful substances, including alcohol and illegal drugs, or possessing a gun or other weapons are considered major violations of conduct.

ABSENCE VERIFICATION

The parent/guardian should call the SPARK office before 8:00 AM to report their child's absence (1-732-932-1800)

Upon returning to SPARK after an absence, the student should provide written documentation to the Administrative office indicating the reason for the absence and signed by the student's parent/guardian.

All medical notes should be submitted to the program's medical assistant.

For anticipated excused absences, an Absence Request Form (available on line) must be completed and submitted to the Administrative Office two days prior to the day of absence.

Excused absences of five days or more may result in the participant being asked not to continue with the remainder of the program. Should this be the case, please refer to the refund policy for more information regarding reimbursement.

Should a participant be absent without prior notification, SPARK will attempt to contact the parent/guardian to ascertain the reason for the absence.

ADMINISTRATION OF MEDICINE

All medications, whether prescribed or over the counter, shall be administered by the supervising medical personnel or the parent/guardian. If you must have medication during the program, special forms are to be completed by both parent and prescribing physician. Return the completed form(s) with the medication in the original pharmacy container to the medical personnel.

Participants who become ill during the course of the day will be taken to the supervising medical personnel by a staff member. If the supervising medical personnel recommend dismissal from the day's activities, parent(s)/guardian(s) will be notified. An accident/incident form will be catalogued at the Administrative office, a copy will to be kept at the medical office and a copy given to the student's parent(s)/guardian(s).

AMENDMENT OF RECORDS

Parent(s)/guardian(s) of participants may ask SPARK to amend any collected data of the participant's record they believe inaccurate, misleading or in violation of the participant's privacy rights. Such requests must be submitted to the SPARK Administrative Office in writing, clearly identifying the error, their wish to amend and indicating reasons of inaccuracy.

ATTENDANCE

Perfect attendance is expected unless excused for legitimate reasons. Participants are expected to attend the program each day within the prospective program dates. Participants are expected to be present for the entire day, barring emergencies. Participants are expected to participate in all scheduled activities occurring within the current program dates, unless the participant is medically incapable or excused to participate, depending upon the scheduled activities.

The following are examples of Excused Absences:

- Personal Illness
- Death in the family
- Religious holidays
- Administrative approved absences

SPARK does not "allow" excessive absences for family vacations, tardiness or early dismissals.

BACKPACKS

SPARK backpacks will be distributed to each participant. Participants are encouraged to use these backpacks to carry their personal items and/or belongings. We suggest that participants attach an item or logo of some sort on the bag for easy identification.

SPARK is not liable and will not be held responsible for lost or stolen items and/or personal property.

CELL PHONES

Participants are not permitted to use cellular telephones while the program is in session. Phones must be turned off while participating in daily activities and may only be turned on after the program's activities have concluded for the day. A parent will be required to pick-up confiscated cellular phones. SPARK assumes no liability or responsibility for participants' cellular phones.

COLLECTION OF RECORDS

Your privacy with us is 100% guaranteed. All information is held strictly confidential and will never be disclosed to third parties unless a legitimate court order/warrant is issued or for emergency purposes only. We continuously take security measures to protect against loss, misuse and alteration of the information under our control. We also take extra precautions to back-up and store all information offline eliminating the possibility that someone can tap into or pilfer any of your personal and private information for any illegal or marketing practices.

All information collected is solely for the purpose of your participation in the SPARK program. We do not share the information submitted by you with anyone for any reason. We would never knowingly do anything to jeopardize your information and privacy. If, at any time, you feel that we are not doing everything possible to protect your personal privacy rights, please let us know immediately and we will take the steps necessary to remedy the situation.

If you have any questions about this privacy statement, the practices of the program, or other concerns pertaining to our program, you can contact us at spark1@rci.rutgers.edu.

CODE OF CONDUCT

BE IT ENACTED by the Senate and General Assembly of the State of New Jersey Section 18A:37-2 (amended): any participant who is guilty of continued and willful disobedience, or of open defiance of the authority of any program staff member having authority over him/her, of obscene language, or who shall cut, deface or otherwise injure any school property, shall be liable for punishment and for suspension or expulsion from the program.

All participants are expected to follow the guidelines outlined in this handbook. Failure to follow or comply with any of the guidelines outlined within this handbook may result in the dismissal of participant(s) from the program. Please refer to the refund policies for future reference.

Lack of knowledge regarding the program rules will not be accepted as an excuse for breaking program rules. Participants are expected to:

- Conduct themselves in a manner that will not interfere with the rights of others.
- Not behave in a manner that will lessen, interrupt or affect the safety or experience of any other participant.
- Show mature restraint and willingness to accept the responsibilities and consequences of their own decisions and actions.
- Not demonstrate continued and willful disobedience.

The following will not be tolerated:

- Open defiance of the authority of staff or persons having authority over him/her.
- Conduct of such character as to constitute a continuing danger to the physical well being of other pupils and/or their person.
- Physical assault upon another pupil or upon any staff member or program employee.
- Taking, or attempting to take personal property or money from another participant, staff member or program employee.
- Willfully causing, or attempting to cause, damage to school or private property.
- Possession of a weapon of any kind.
- Substance abuse and/or possession of a controlled dangerous substance.
- Smoking and/or drinking.
- Theft

ON CAMPUS GUIDELINES

- All participants are required to be with a staff member at all times while on campus.
- Participants are not allowed visitors of any kind without prior and proper notification submitted to the Administrative Office.

- Participants are not permitted to leave any designated program area for any reason.
- Participants are required to report any illnesses, injury and any abuse of any kind, whether it is participant-to-participant or any SPARK staff-to-staff.
- Participants are to follow their daily schedule, unless informed otherwise by a staff member.
- Participants are prohibited from the destruction of Rutgers University or private property.
- Participants are prohibited from smoking.
- No participant shall make false statements or claims with the intent to deceive.

PEER-TO-PEER CONDUCT

Participants are:

1. Expected to be respectful to everyone in the program and to everyone around them;
2. Expected to be respectful to all staff members;
3. Not allowed to bring any items that can be considered a weapon;
4. Not allowed to be in possession of any drug deemed illegal by Federal law;
5. Not permitted to distribute or share any drug whether legal or illegal with any other participant at anytime;
6. Not expected to show attitudes of rudeness, discourteousness, or disrespect;
7. Forbidden from engaging in any fighting or shouting matches with anyone while on campus;
8. Forbidden from exhibiting any disruptive behavior during any and all scheduled activity;
9. Prohibited from participating, encouraging or instigating any types of abuse of any other participant or staff member;
10. Prohibited from engaging in any inappropriate display of affection with any other participant or staff.

VIOLATIONS GUIDELINES

Major Disciplinary Actions

Participants found in possession of any item deemed as a weapon will be immediately dismissed from the program and prohibited from future participation.

Participant caught distributing a controlled or illegal substance will be immediately dismissed from the program and prohibited from future participation.

Minor Disciplinary Actions

Minor offences to these guides will be analyzed and handled with consideration of the incident.

There will be three warnings issued to any offending participant:

First Infraction

- Participant will be reminded of the policies and guidelines.
- Participant will write a letter of apology to the staff member, to the class and any other participant, if appropriate. Letter is to include a plan to correct inappropriate behavior prior to returning to the program.
- Participant will not be allowed back into the program until told so by the staff member taking disciplinary action.
- The incident will be recorded and a copy of the record will be presented to parent/guardian.

Second Infraction

- Meeting with Student Life coordinator, participant and parent/guardian will be conducted.
- The incident will be recorded and a copy of the record will be presented to parent/guardian.

Third Infraction

- The incident will be recorded.
- Parent/guardian will be contacted and participant will be dismissed from program.
- Copy of the incident record will be presented to parent/guardian.
- Participant will not be allowed to return for the remainder of the program the offending year.
- If participant returns the following year, a method of on-going evaluation will be put into effect.

CONFISCATED ITEMS

Parents/Guardians may claim confiscated items during the program day. Participants may reclaim confiscated articles on the last day of the session.

DISCLOSURE OF RECORDS

SPARK must obtain a parent(s)/guardian(s) written consent prior to disclosure of personally identifiable information collected by SPARK except in circumstances as permitted by law. Any information collected from the participant will not be published on the web in any unsecured environment.

DISCRIMINATION

SPARK is committed to a policy of providing its participants with equal opportunity to enroll without discrimination or segregation on the basis of race, color, religion, national origin, sex, age, marital status, gender, or veteran's status, handicap or disability, or sexual orientation. The SPARK program requires all employees, affiliated vendors, and affiliated personnel providing any type of services to SPARK to comply with this policy. If any person associated with the SPARK program has a concern about a possible violation of this policy by any employee, affiliated vendor, or affiliated personnel, they are encouraged to bring the matter to the attention of the SPARK office at 1-732-932-1800 or via email, spark1@rci.rutgers.edu.

DRESS CODE

All participants will be provided with SPARK t-shirts before the start of the program. In order to easily identify and for the safety of participants, while on campus participants are expected and required to wear their SPARK t-shirt each and every day while at the program.

It is the obligation of the participant to maintain their personal appearance in a manner that reflects well on them and on the program. The administration reserves the right to make the final decision regarding appropriate dress.

The list below outlines items deemed to be inappropriate or are prohibited at SPARK. Clothing and accessories not listed below can also be deemed inappropriate by staff members:

- Shorts, skorts and skirts cannot be any shorter than 5 inches above the knee when standing at attention. Short-shorts may not be worn
- Proper and safe footwear is required at all times. Students may not go barefooted
- Head coverings, except for religious purposes, for both male and females, are not permitted. Bandannas/hats, etc. may not be worn
- Bizarre clothing, accessories or jewelry that could cause damage to any student or program property is not to be worn (i.e. spiked bracelets or necklaces, hoop earrings, rings, belts, wallet chains, dog chains, etc.)
- Make-up and hair styling are an important aspect of good grooming. However, grooming oneself in the classroom or cafeteria, such as hair brushing, hair combing, and make-up application, is not permitted
- Sunglasses may not be worn within the school building unless prescribed by a doctor
- Slogans or pictures which are obscene, sexually suggestive, or promote drugs or alcohol cannot appear on clothing, nor can patches and emblems be placed on clothing in areas of your body which distract from good taste and do not reflect modesty
- Pants/shorts shall be worn and fastened at the waist
- No item of clothing may be transparent
- Underclothing must not be visible
- T-shirts or any other garments provided by SPARK may not be cut, stripped and/or altered in any manner in which the clothing no longer abides by the Dress Code

The above dress code shall serve as a minimum code. The Administrative office may institute program rules and regulations deemed necessary and/or appropriate.

Students not dressing appropriately for the program may be sent home (parents/guardians will be contacted) to obtain more suitable attire. Repeated dress code violations will result in program consequences.

DROP-OFF

Cars are to be parked in the designed parking spaces. Participants are to be escorted and "checked-in" on a daily basis. Parking permits should be displayed on dashboards at all times.

All SPARK participants are expected to arrive at the designated start time and location.

Any special drop-off requests must be made in writing and submitted to the SPARK office for each child two weeks prior to the start date of the program. All requests will be reviewed and decisions regarding each request will be communicated to the parent/guardian prior to beginning of the program.

LATE ARRIVALS:

If your child is late for class, please call the Administrative Office indicating expected time of arrival and upon arrival, you should report to the University Inn for a "LATE PASS".

Student sign-in Procedure:

Parents/Guardians are expected to drop-off their child(ren) and "sign-in" their child(ren) on the morning roster sheet. By signing the SPARK roster you are stating that you have dropped off your child(ren) with an official SPARK associate for the duration of the day.

Participants are reminded that SPARK photo ID's and SPARK t-shirts are to be worn at ALL TIMES.

DRUGS

Drugs are NOT ALLOWED ON THE PREMISES. If a participant is found to be in possession, he/she will be detained while police and parents/guardians are notified.

ELECTRONIC DEVICES

Participants are not permitted to use cellular telephones, other personal communication devices, or personal electronic entertainment devices while the program is in session. Such devices must be turned off during the program and may only be turned on after the daily activities have concluded and participant is in the "Scarlet zone". A parent will be required to pick-up any confiscated items. SPARK assumes no liability or responsibility for participant's electronic devices.

EMERGENCY AND MEDICAL PROCEDURES

It is the goal of the Medical office to provide services that will aid each student in achieving their optimum health potential, thereby enabling them to benefit from the program.

EMERGENCY FORMS

All medical forms must be completed at the time of enrollment. Medical forms will be kept private and confidential and will be assessed by medical personnel when needed. Parents/guardians are responsible in providing accurate information on the participant's current medical conditions. Updates to medical and other forms, after their initial submission, should be submitted to the Administrative Office as soon as possible.

CAMPUS EMERGENCY PROCEDURES

Rutgers University has established emergency procedures and will be followed in all situations under corresponding circumstances.

A crisis plan is in place that provides step-by-step procedures to use if and when a crisis should occur. The plan includes providing emergency medical care, notify police/rescue, convening the crisis team, alerting staff, securing the program, implementing evacuation, notifying parents, and implementing post-crisis procedures. Additionally, an evacuation plan is in place in the event the participants need to leave the building.

Emergency Contact Numbers (ON CAMPUS):

From Pay Phones: **911**
From University buildings: **6911**
From Cellular Phones: **(732) 932-7111**
For Hearing Impaired: **(732) 932-6639 for TDD**
For non-emergencies: **(732) 932-7211 (Rutgers Police)**

MEDICAL EMERGENCY PROCEDURE

Medical personnel will be available each day and all day during the operation of the program. All accidents/incidents, no matter how minor, are to be reported immediately to the supervising staff member.

Medical personnel will provide services as a first responder should there be any medical emergencies.

On the recommendation of the medical personnel, the injured participant will be taken to Hurtado, Rutgers Health Center, located at 11 Bishop Place, New Brunswick, NJ, for further evaluation.

Emergency Process:

Step 1:

SPARK staff member will alert medical personnel of the incident and will communicate with the Administrative office that an injury has occurred.

Step 2:

Injured participant(s) will be immediately taken to the SPARK medical personnel, if the incident allows.

Step 3:

The medical personnel will administer standard first response medical procedures. Medical personnel will ascertain whether the participant needs additional medical attention.

If additional medical attention is NOT needed, the participant will be cared for by medical personnel and returned to their scheduled activity if student can participate. Parents/Guardians will be notified of incident.

Step 4:

If additional medical attention is determined to be necessary, our medical personnel will then contact and transport participant to The Rutgers Student Health Office for further examination/observation. The participant(s) parent/guardian will be contacted regarding the incident and a status report will be given.

Step 5:

If Rutgers Student Health office determines that they cannot further administer necessary care to participant, an emergency transport unit will be contacted and participant taken to a local emergency care hospital. A staff member will accompany participant to hospital and stay with participant until parent/guardian arrives.

Step 6:

Both the medical and observing staff member will complete an accident/incident report form. A copy of the form will be catalogued at the Administrative Office, a copy with the medical personnel and a copy will be given to the parent/guardian.

NOTE: These procedures are only applicable should an incident occur while on the Rutgers University property. For incidents occurring on field trips, emergency services provided by 911 will be contacted immediately.

EXCURSIONS AND TRIPS

Planned trips will be taken throughout the program; they play a vital role in the well-rounded education of our participants. Trips will be planned for all grade levels. There are guidelines established for all trips to ensure the most beneficial experience for all participants. The guidelines will include appropriate dress expectations. Participants who have disciplinary problems may be denied the privilege of going on any trip.

Parents/Guardians will be required to complete a Trip Permission Form. Participants MUST return the form if they are to attend the trip!

Participants are required to follow and adhere to guidelines outlined in this handbook during all trips.

Participants will be required to wear their SPARK t-shirt and IDs on all scheduled trips.

Participants who wish not to participate in a planned trip are required to make alternate plans for that day and attendance at SPARK will not be required.

Bus Discipline: Participants are to:

- Show respect for the bus driver at all times
- Enter and leave bus in an orderly fashion. No pushing or crowding
- Be seated while the bus is in motion and wear seat belt

- Talk in a reasonable tone of voice. No calling out to passers-by. No profane or abusive language is allowed
- Keep the bus clean, no littering and no vandalism
- Remain in seats. No extension of any part of the body out of a window, no jumping over the seats, and no throwing of objects
- Smoking is NOT PERMITTED

New Jersey State Law Chapter 18A:25-2 states:

The driver shall be in full charge of the bus at all times and shall be responsible for order; he/she shall never exclude a participant from the bus, but, if unable to manage any participant, shall report the unmanageable participant to the staff member in charge.

In keeping with the statute, SPARK adopts the following procedure for participants deemed unmanageable:

1. **First Offense** – A letter will be sent to the participant’s parents/guardians informing them of the problem as well as what procedures will be followed if a second or a third offense occurs.
2. **Second Offense** – The participant will be excluded from the next scheduled trip. A letter will be sent to the participant’s parents/guardians informing them of the second offense.
3. **Third Offense** – The participant will be excluded from all future trips and/or end of the year BBQ. A letter will be sent to the participant’s parents/guardians informing them of the third offense.

FINAL DAY CEREMONY

At the conclusion of each three-week session a closing ceremony will be held to honor the participants in the program. All participants are required to attend the day of the ceremony.

FIRE DRILLS

Fire drills are considered essential as a matter of training to meet emergencies. New Jersey Law requires that fire drills be held twice monthly in all schools.

Participants must follow the directions of the staff members. All participants must exit the building in a quiet and orderly manner.

FOOD

Food allergies should be reported to us immediately in order to accommodate those needs.

Participants are prohibited from bringing snacks. This is to avoid any incident of food allergies that may occur with any participant due to the sharing of food. Participants are expected to arrive having eaten a nutritious breakfast.

LUNCH

A nutritious well-balanced lunch will be provided for all participants.

SNACK

A light snack will be provided to all participants.

We will make every effort to accommodate participants with special dietary needs.

Cafeteria Behavior

All participants should follow these guidelines:

- Eat all food in the cafeteria
- Practice good manners
- Leave the table and surrounding area clean and orderly
- Return trays and utensils to designated area
- Put waste in proper containers
- Speak in a respectful, soft voice

The throwing of food is not acceptable and anyone observed participating in this activity will be dismissed from the program.

GAME ROOM RULES "SCARLET ZONE"

The game room may be used by participants at designated times. Participants may check out game equipment with prior permission of staff member.

- No food or drink is permitted on or around any game table
- No sitting, standing, leaning, or laying on any game table
- Profane or obscene language is not permitted
- Do not break the equipment
- Do not bang windows, furniture or other fixtures with game equipment
- No game room equipment is permitted off the premises

Consequences for not abiding by the above rules:

First Offense:

- Participant will be denied access and use of equipment in game room for the duration of the day. Complaint will be filed with Administrative Office.

Second Offense:

- Participant will be denied access and use of equipment for one week. Complaint will be filed with Administrative Office and parents/guardians called in to discuss actions.

Third Offense:

- Participants will be denied access and use of equipment for the remainder of the program. Complaint will be filed with Administrative Office; parents/guardians will be called in to discuss actions and behavior.

Damages to equipment will be handled as follows:

- Normal wear and tear of equipment will be replaced by SPARK. It is the responsibility of the participant to inform a staff member of equipment damage to avoid incurring fines.
- Intentional damage to equipment by participant(s) will result in fines equal to the cost of replacement and suspension of game room privileges.
- Failure to return game room equipment will result in fines equal to the cost of replacement or until equipment is returned in the same condition.

HARASSMENT POLICY

No participant will cause or threaten physical imposition, or behave in such a way as could reasonably be anticipated to cause physical injury to a staff member, fellow participant, or any other person. This includes throwing of any objects. The program is committed to provide a work and study environment that is free from all forms of harassment, intimidation, fear, and coercion. Harassment that is based on race, sex, religion or ethnicity is reprehensible and will not be tolerated. This is not an all inclusive listing.

Examples of prohibited harassment:

- Unwelcome sexual advances, gestures, comments, or contact
- Threats
- Unwelcome or offensive jokes of any kind
- Ridicule, slurs, derogatory actions or remarks

Participants should also be advised of the importance of informing the harasser that his/her behavior is unwelcome, offensive, in poor taste, or highly inappropriate. However, if a participant feels uncomfortable with confronting the harasser, the participant is encouraged to inform a staff member. Participants who believe they are the victims of harassment should report such occurrences to the SPARK Administrative Office. The SPARK office will advise the participant's parent/guardian of the incident.

ID CARDS

ID Cards will be distributed on the first day to all participants. Photos will be taken during the orientation. People who do not attend the orientation will have their picture taken on the first day. Participants are required to carry

this card at ALL TIMES during program days and at all program trips. Participants may be required to present their ID card to any staff member at any time.

INCLEMENT WEATHER AND PROGRAM CLOSINGS

In the interest of participant's safety, decision to close the program, delay the program openings or dismiss early are governed by Rutgers policy. Should inclement weather be imminent, pay close attention to radio and television stations or check the SPARK website. Questions/concerns regarding closings may be directed to 1-866-640-0162, though efforts will be made to contact all faculty and participants should such a situation arise.

INTERNET USAGE

Our program offers Internet service to our participants. Part of our responsibility in preparing participants for the future is to provide them access to the tools they will be using as adults. With this opportunity comes responsibility. Participants and parents/guardians are required to read and sign our "INTERNET USE AGREEMENT." When the parent and participant have read and signed the Agreement, the student will be given an "Internet usage License," along with an individual computer login and will be able to use the Internet with staff monitored supervision only. IT IS EXTREMELY IMPORTANT THAT THE RULES IN THE "INTERNET USE AGREEMENT" BE FOLLOWED.

Specific rules and regulations will be provided to participants regarding Internet usage. Use of the Internet is a privilege, NOT a right. Participants found in violation of rules governing Internet usage will be subject to revocation of privileges and possible disciplinary and/or legal action.

Examples of internet infractions that may be assigned consequences include but are not limited to:

- Playing of games unrelated to the scheduled activity;
- Inappropriate website viewing

Computer Lab Rules

- No eating or drinking in the lab(s); keep the lab clean
- Do not install any software, modify, or delete any system file(s) on any computer
- Do not remove any labels and/or tags, disconnect any parts, wires, and/or cables
- Do not read or modify other users' files
- If there is a shortage of equipment, users will either be assigned an allotted time of use or asked to give up their seat for a higher priority.
- Do not run programs that continue to execute after you log off
- Do not share your password with anyone. Inform staff if you think someone else may know it.
- Do not use .rhosts files or other methods to bypass the system password prompts
- Never impersonate another user by using their name or password.
- Do not access files, accounts or other systems you are not authorized to use.

LOST AND FOUND

Personal items such as clothing articles, jewelry, keys, eye glasses and books may be recovered in the Administrative office. Participants who find items should take them to the Administrative office. During the last week of the each session, personal items will be exhibited in the Administrative office for participants to claim. If not claimed within that time period, some items, such as clothing, will be donated to charity.

MOVIES

Movies may be shown from time to time during the program. Most movies in our library are G rated. Some prescreened PG movies may be shown as well, with the permission of the parent/guardian.

PARTICIPANTS WITH SPECIAL NEEDS

If your child has any physical disability or learning problem, PLEASE make this known at the time of registration, so we can best serve his/her needs.

PERSONAL PROPERTY

SPARK is not responsible for participant's personal property. It is recommended that participants do not bring any unnecessary valuables to the program. Participants should not leave any personal property unattended.

PERMITTED PERSONAL PROPERTY: Permitted but not required items a participant can bring to the program are:

- Photography cameras
- Notebooks (paper type)
- Water bottles
- Bags and purses
- Cellular Phones (See pg. 6)

PROHIBITED PERSONAL PROPERTY: Any item listed below or items not included that may cause a distraction are prohibited to participants to bring to camp (unless item is to be used for a specific class project)

- Gaming Systems (Any make or model, i.e. PS2) & Video Games
- Personal computers
- PDAs
- iPods
- CD players
- All balls
- Laser pointers
- Personal radios
- Headphones
- Any item considered to be harmful
- Skateboards, bicycles, rollerblades, scooters, etc.

Any prohibited item found will be confiscated and will be returned to parent/guardian at the end of the day.

PICK-UP

All participants will be picked up at the predetermined pickup area and time.

We remind parents/guardians to make every effort to arrive at the pickup area on time. A late pickup can be arranged with the SPARK office a day prior or within **3 hours** prior to pickup only in emergency situations. Otherwise, a request for late pickup must be submitted in writing for review.

All requests will be reviewed and evaluated and decisions concerning each request will be communicated with the parent/guardian.

Additional fees will apply for participants staying after hours. Parent(s)/guardians(s) will be billed ten (10) dollars for every five (5) minutes that SPARK is closed.

Pickup Procedure:

Parent/guardian must identify themselves with a staff member each day at pickup and sign the Pick-up roster.

EARLY RELEASE:

We recognize that the following situations may occur, which will require a participant to request an early release from the program:

- An illness which manifests itself after the student reported to the program
- An appointment with a physician/dentist
- Prior commitments

Parents should complete the Early Pickup Form and submit to the Administrative Office prior to the start of that day's program.

Student should report to the Administrative Office at the early release time to be met by the parent/guardian and to be officially signed out.

PROGRAM HOURS

SPARK early morning drop-off 7:30 A.M.

Class/Activities hours from 8:30 – 4:30

SPARK late evening pick-up until 6:00 P.M.

REFUND POLICY

Between June 15 and the start date of the program, a full or partial refund will be considered only if the student can be replaced.

There is no refund of tuition for students who voluntarily withdraw for any reason before the end of the session or who are asked to leave for disciplinary or other reasons. Once the first session of the program begins, students make a commitment to remain for the duration of the session.

SKATEBOARDS, ROLLER BLADES, BICYCLES

Participants are reminded that roller sneakers, bicycles, skateboards, roller blades and scooters are not permitted in the program or on Rutgers property.

SMOKING

Smoking is not permitted on Rutgers grounds or in Rutgers buildings. Penalties for participants found smoking are the following:

First Offense:

- Complaint filed with Administrative Office, cigarettes confiscated. Copy of complaint given to parent/guardian.

Second Offense:

- Complaint filed with Administrative Office, parents/guardians called and participant is removed from the program, and asked not to return.

STAFF

Our staff consists of educators already working within the New Jersey Education System as well as college students. College students employed by SPARK are those that want to take an active leadership role in serving younger children. All SPARK personnel are required to pass an in-depth background check each year prior to employment with the SPARK program. All staff members are expected to attend a rigorous two-day training.

SUBSTANCE ABUSE

Participants are entitled to attend the program free from the hazards and disruptive influence of drugs. Drugs are also defined as alcohol and any controlled dangerous substance as identified by state law which includes, but is not limited to; marijuana, PCP, LSD, any chemical which release fumes causing a condition of intoxication or dulling of the senses, and any to be used for purposes other than the treatment of sickness or injury as prescribed by a physician.

Unauthorized use, possession, sale or distribution of drugs by participants, or others in the program setting, which includes buses and program functions, will not be tolerated, nor will the presence in the program setting of anyone under the influence of drugs, including alcohol.

Participants violating this policy will be referred for intervention. Participants are subject to strict disciplinary procedures including expulsion from the program. In addition, such participant may be subject to court imposed penalties for violation of laws.

Any participant engaging in the illegal use, possession, or distribution of drugs in the program will be reported to the appropriate law enforcement agencies.

Inspections for the location of drugs are matters relating to health and safety, and may be regarded as reasonable purposes for search by program personnel.

Any staff member having reason to believe that a participant is under the influence of alcohol or drugs shall report this matter to the Administrative Office or supervising medical personnel. The program will arrange for an immediate examination of the participant including obtaining a urine specimen.

VISITORS TO THE PROGRAM

Visitors to the program must stop by the Administrative Office to sign in and obtain a badge. These measures will help keep our students safe and our program secure!

2009 Schedule**The basic daily schedule is as follows:**

Staff Arrives	7:00 a.m.
Participants Arrive & Open Period	7:30 - 8:00 a.m.
Morning Assembly	8:00 - 8:15 a.m.
Depart for class	8:15 - 8:30 a.m.
First Period (course 1)	8:30 - 10:00 a.m.
Depart for next class	10:00 - 10:15 a.m.
Second Period (course 2)	10:15 - 11:45 a.m.
Staff Arrive (afternoon shift)	12:00 p.m.
Lunch	12:00 - 1:00 p.m.
Depart for class	1:00 - 1:15 p.m.
Third Period (course 3)	1:15 - 2:45 p.m.
Depart for next class	2:45 - 3:00 p.m.
Fourth Period (course 4)	3:00 - 4:30 p.m.
Open Period & Pick Up	4:30 - 6:00 p.m.

Each student has their own weekly schedule. This schedule is to be followed unless special events occur that supersede it.

SPARK's CONTACT INFORMATION

SPARK Office Location:

Rutgers, The State University of New Jersey
303 George Street, Suite 610
New Brunswick, NJ 08901
Telephone: 1-732-932-1800
Fax: 732-932-7164
SPARK Email: spark1@rci.rutgers.edu
URL: <http://spark.rutgers.edu>

The undersigned participant and participant's parent/guardian hereby acknowledge that he/she received, reviewed and read a copy of the SPARK Handbook of Guidelines and Procedures.

The undersigned further understand and agree that:

1. Additional information and guidelines may be implemented from time to time by the SPARK administration. SPARK reserves the right to change without notice any statement in this handbook and other printed material.
2. As a SPARK Participant and Parent/Guardian, you will commit to upholding the guidelines set forth in this handbook

Parent/Guardian: _____
PRINT NAME

Date: _____

Parent/Guardian: _____
SIGNATURE

Participant: _____
PRINT NAME

Date: _____

Participant: _____
SIGNATURE