

SOUTHEAST SCHOLARS

“Here Today to Change Tomorrow”



POLICY HANDBOOK for Students

2014-2015

Program Staff

Sandra Brown, Program Coordinator



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Welcome

The administrators and staff of the Southeast Scholars (SES) at Southeast Kentucky Community and Technical College would like to welcome each of you to our program. We will continue to work as a team to offer you the best quality education possible within our ability. We are anxiously anticipating this upcoming year. Just as in the past years, we will strive to provide you with innovative instruction in the following fields: Academics, Careers, Life Skills, Self-Empowerment, Social/Cultural Skills. It is our desire to help you to have a positive educational experience during your participation with our program.

Vision Statement

To educate and empower socioeconomic challenged SES Students to have equal opportunity to higher education and to achieve their collegiate dreams, as well as, become responsible, successful citizens and employees within society.

Southeast Scholars Mission Statement

Our mission is to identify “at-risk” and “first generation” college students in Harlan, Letcher, and Bell Counties in the 6th grade and begin facilitation in the 7th grade. We will provide enrichment and intervention programming to assist our students in successfully completing a curriculum of academic and life skills. These combined components will ensure a smooth transition from high school to college. Upon completion of high school and the Southeast Scholars program, only Southeast Scholars students will become eligible for guaranteed tuition and books for an Associate’s Degree at Southeast Kentucky Community and Technical College. SKCTC must be the students’ first choice of college enrollment within 15 months of graduating high school.

Scope

Southeast Scholars are selected in the 6th grade from Bell, Harlan, and Letcher Counties in Southeast Kentucky. Selection is based on income and academic potential. The selected students must meet the following criteria: (a)Income guidelines based on family size; (b)First generation college students of their immediate family; (c)Submission of a written essay; and (d)Interview conducted by program staff. Our program staff works with local guidance counselors, family resource center directors, teachers, principals, and community leaders to assist in the application process and student recruitment.

DISABILITY SERVICES

The goal of Southeast Kentucky Community and Technical College and Southeast Scholars is to provide an optimal opportunity for success for students with disabilities without compromising the caliber of instruction or the self-confidence of the learner.

The Americans with Disabilities Act of 1990 prohibits discrimination against individuals with disabilities. Section 504 of the Rehabilitation Act of 1973 mandates post-secondary institutions that receive federal monies provide "reasonable accommodations" for students with disabilities. Students with a disability requiring accommodations must request such services through the Office of Admissions on the Cumberland and Whitesburg campuses and the Counselor's Office on the Middlesboro campus. Students with disabilities must provide documentation certifying their disabilities. A representative from the Office of Admissions or the Counselor's Office will meet with the student to assess the need and to discuss access to accommodations. The college representative will act as the liaison between the student and the accommodation provider and act to facilitate such reasonable accommodations as may be required.

These accommodations may include such services as classroom accommodations on tests and exams; note-taking; taping of classroom lectures; assistance with class scheduling and selection; tutorial services; referral to Department of Vocational Rehabilitation; personal counseling; and teaching, encouragement, and reinforcement of self advocacy skills.

Non-Discriminatory

Southeast Scholars does not discriminate on the basis of race, national origin, age, religion, sex or disability within our SES/CAP programs as set forth in Title V, Title VI and section 504. Several important factors may affect the continued eligibility status of a student, such as non-attendance, Code of Conduct violation(s), pregnancy, and marriage. If a student becomes pregnant or fathers a child, becomes married, or is truant during their Southeast Scholars tenure, they will be dismissed from the program. We do not discriminate against anyone with disabilities, although there may be limited participation in some of the required physical activities. We will make reasonable accommodations when possible for the students' benefit. Anyone having inquiries regarding these issues is encouraged to contact us at Southeast Kentucky Community and Technical College- Cumberland Campus; Phone number 606-589-2145 ext. 13007, 13009, or 13119.

(Tentative) Student Program Calendar: 2013-14

August	29	Bonus Activity: (10 points) Drug Awareness-Cumberland Campus
September		
	5	Bonus Activity: (10 points) Goal Setting-C'land Campus
	12	Letcher Co. Workshop: (40 points-Mandatory) Journalism-W'burg Campus
	17	Bell Co. Workshop: (40 points-Mandatory) Journalism-M'boro Campus
	26	Harlan Co. Workshop: (40 points-Mandatory) Journalism-Harlan Campus
October		
	3	Bonus Activity: (10 points) Time Management-M'boro Campus
	26	Semester Meeting: (40 points) Mandatory-Research Race 101-C'land Campus
November		
	7	Bonus Activity: (10 points) Parliamentary Procedures-C'land Campus
	12	Community Service Project: (20 points) Harlan
December		
	5	Community Service Project: (20 points) Harlan-Mike Howard's Christmas Gift Wrapping
January		
	16	Bonus Activity: (10 points) Conflict Resolution-W'burg Campus
February		
	4	Bonus Activity: (10 points) Financial Aid-C'land Campus
March		
	6	Letcher Co. Workshop: (40 points-Mandatory) College Readiness-W'burg Campus
	11	Harlan Co. Workshop: (40 points-Mandatory) College Readiness-Harlan Campus
	15	Semester Meeting: (40 points-Mandatory) Science Skills-C'land Campus
	27	Bell Co. Workshop: (40 points-Mandatory) College Readiness-M'boro Campus
April		
	8	Bonus Activity: (10 points) Physical & Mental Health-M'boro Campus
	12	Community Service Project: (20 points) PRIDE-Bell Co.
	14	Conduct Student Attendance Review
May		
	22	New Student Orientation
	29	Student Attendance Review-Probation & Drops Issued
June		
	3	Summer Camp Orientation
	16-20	Summer Camp Dates for all grade levels

****Note**** All calendar dates are tentative and are subject to change.

****Note**** Minimum number of points each student must have each program year is 220; if you attend the mandatory events, then you will meet and exceed this requirement.

****Note**** Bonus Activities are worth 10 points
Mandatory Activities are worth 40 points
Community Service Projects are worth 20 points

Office Information

SKCTC- Southeast Scholars/Career Advantage Program(s)
700 College Rd.
Cumberland, KY 40823
Phone: 606-589-2145

http://www.southeast.kctcs.edu/Visitors_and_Community/Southeast_Scholars.aspx



Sandra Brown, Program Coordinator

Office Location: Godbey Appalachian Center Building:
Ground Level Cubicle 11

Phone: 606-589-3007 *Cell Phone:* 606-733-0893

E-mail: sbrown0249@kctcs.edu

Steering Committee

Our Southeast Scholars Steering Committee is our governing body, which consists of a team of professionals with many years of experience and expertise in education and community service. The committee assists with student selection process, oversight of the program, student recruitment, sustainability, budget analysis, and fundraising.

Student Leadership Council

A Student Leadership Council is placed each academic year to assist with student participation and communications regarding various programmatic events and workshops.

Southeast Scholars Development

Southeast Scholars was developed by Southeast Kentucky Community and Technical College (SKCTC) and the Rural Community College Initiative (RCCI) in order to assist Bell, Harlan, and Letcher County students to attain higher education and increase their opportunities for future economic success.

The RCCI was a national demonstration project, underwritten by the Ford Foundation designed to strengthen community colleges by enhancing their capacity to provide economic leadership for their regions and serve as agents for community development. It supported aggressive and creative efforts to increase jobs, income, and access to education in rural communities.

Photos of Program Activities

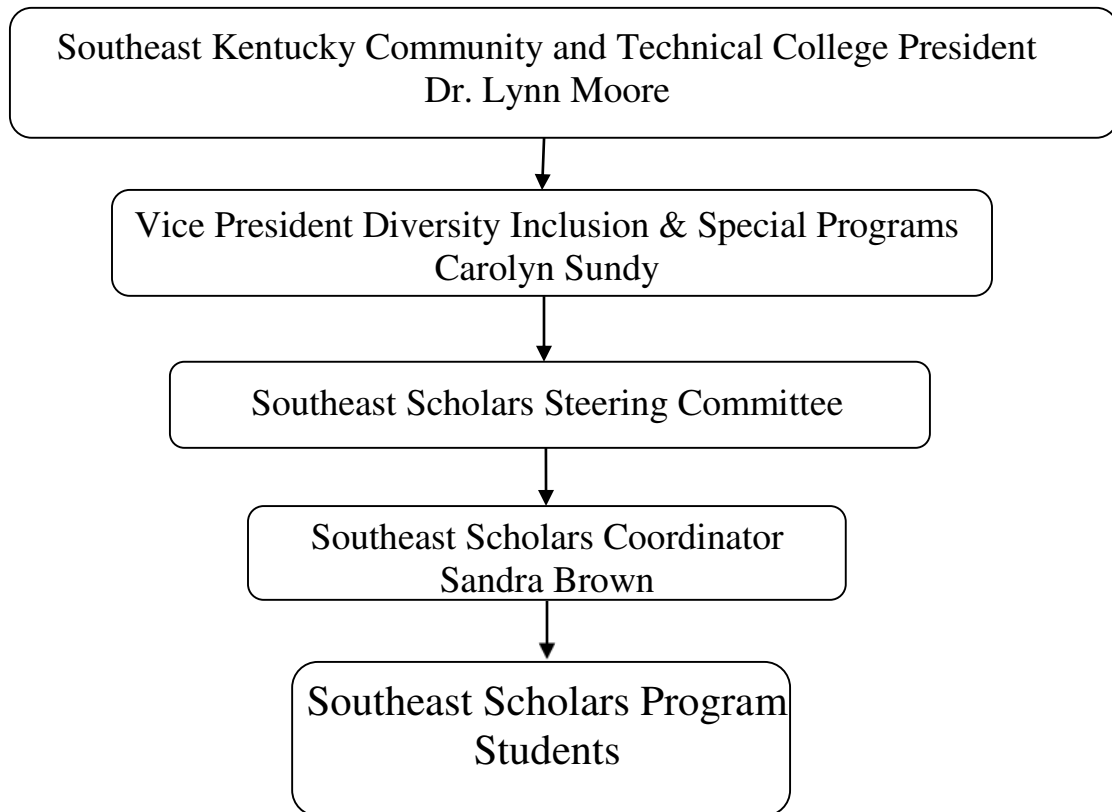
Team Building Activities



Classroom Presentation & College Tours



Southeast Scholars Program Chain of Command



Student Selection Process

Our annual Southeast Scholars student recruitment begins in late winter into the early spring of each calendar year. The recruitment process targets 6th grade students. Application materials are distributed each January to guidance counselors, teachers, and Family Resource Centers of each local school in our service areas. A deadline is set for the return of the completed applications and supporting documents (includes a copy of the students' birth certificate, social security card, and proof of income). We follow up with a personal interview with eligible students and their parents. The interviews offer additional insight to the students' goals and aspirations for their future and aids in the selection process. Once all materials are received, our selection committee meets and reviews all eligible applications. We notify the selected students by postal mail and inform appropriate school staff.

A "new student" orientation is held in early spring to welcome students and their parents. The students usually begin the program by attending the summer camp that is held each summer.

In addition to our normal recruitment schedule, we reserve the right to host a special recruitment period for students as a means to increase our student population in other grades as well. This can be held at various times throughout the school year, based on the discretion of the steering committee and program staff.

Attendance Policy

Applicable to: All students of the Southeast Scholars Program.

Policy Statement: Southeast Scholars Program is committed to providing a comprehensive curriculum designed to offer students the opportunity to excel in their pursuit of academic/career success and, as such, maintain expectations of high standards of attendance from participants in order to gain the full benefit of those program offerings.

Effective Date: February 01, 2008

Policy Parameters:

1. Students will be required to attend 5 mandatory activities during each school year while enrolled in the Southeast Scholars Program. Mandatory activities are as defined:
 - a. Two semester meetings, one held on a specified Saturday each semester will include students from all three counties and held at the Cumberland or Harlan campus of Southeast Kentucky Community and Technical College (SKCTC).
 - b. Two local county meetings, one held each semester on a specified weekday and includes only those students residing in that specific county and held at the SKCTC campus located in that specific county.
 - c. One summer camp, held in June or July, and located at the Cumberland campus of SKCTC. Camp includes a mandatory overnight field trip to a designated destination within our region. Grade 7 and 8 may, but are not required, to attend the overnight field trip.
2. Students will have the opportunity to attend bonus activities during the year. Bonus activities are any activity not defined as a mandatory activity and may be grade specific and/or limited to the number of slots available. These events are on a first come first serve basis and prompt acknowledgement to Southeast Scholars Program staff of intent to attend an event is necessary in order to insure bonus activity participation.
3. Student's attendance will be measured utilizing a point system and evaluated on regular basis by program staff. Standards of eligibility will be assessed on an annual basis. Students will be required to achieve a minimum number of points each year **as well as** a cumulative number of points over the duration of their progression through the Southeast Scholars Program. Students that do not reach annual minimum standards of attendance may receive the following penalties:
 - a. 1st offense: placed on probation for the following year.
 - b. 2nd offense: dismissal from the program

Students that do not meet the cumulative point requirement at the end of their program duration, ending their senior year, will not be eligible for any program benefits including guaranteed tuition and books payments.

4. Each activity will be assigned a point value determined by whether it is a mandatory or bonus activity. The number of points awarded for each activity is as follows:
 - a. Semester meeting: 40 points for each meeting a student attends and completes. Partial attendance will result in 10 points awarded for each $\frac{1}{4}$ of the activity completed. Students may earn a maximum of 80 points per year for semester meetings.
 - b. Local county meetings: 40 points for each local county meeting a student attends and completes. Partial attendance will result in 10 points awarded for each $\frac{1}{4}$ of the activity completed. Students may earn a maximum of 80 points per year for semester meetings.
 - c. Summer camp: 100 points for attending and completing summer camp. Partial attendance will result in 20 points awarded for each day of camp completed. 5 points will be awarded for each $\frac{1}{4}$ of a day completed for each day that a student does not fully complete. Students may earn a maximum of 100 points for summer camp each year.
 - d. Bonus activities: 10-20 points for each activity a student attends and completes. No partial points will be given for bonus activities. Students may attend as many bonus activities as possible depending on availability.
5. In addition, unexcused absences for mandatory events will not be tolerated. Excused absences include the following:
 - a. Family emergency as documented by a signed note from a parent
 - b. Illness documented by a signed doctor's excuse or signed note from a parent.
 - c. Death of family member(s) such as: siblings, parents, grandparents, aunts, uncles, and other extended family members.
 - d. Court ordered visitation with a non-custodial parent as documented by court order.

Other circumstances **may** be approved on a case by case basis by staff personnel provided student seeks approval **prior** to the activity in question. Students should make every effort to contact Southeast Scholars Program staff as early as possible **prior** to missing a mandatory activity. **Program staff will accept a maximum of 5 excused absences that are documented by a parent note throughout a student's entire program enrollment.**

6. The following are the minimum points along with the corresponding grade level required in order for a student to maintain good standing within the Southeast Scholars Program:

	<u>Min (annual)</u>	<u>Possible (Cumulative)</u>	<u>Min. (Cumulative)</u>
Grade 7	220	260	220
Grade 8	220	260	440
Grade 9	220	260	660
Grade 10	220	260	880
Grade 11	220	260	1100
Grade 12	220	260	1320

Students entering the program beyond the 7th grade level will be pro-rated the minimum cumulative points available for the grade and level for which they are entering the program.

7. Students and their parent/legal guardian will be notified in writing by staff personnel when the student becomes non-compliant in regard to the attendance policy.

8. An appeal process is in place for students that feel they have reasonable concerns in regard to their standing within the attendance policy. Appeal requests must be postmarked no later than 30 days from the date of notification of penalties levied due to falling below minimum attendance requirements. The following procedure should be followed in making an appeal:
- a. An appeal process must begin with a typed letter requesting an appeal along with a summary of the reasons for the excessive absences. The summary should include specifics for each incident. The appeal letter and all supporting documentation should be sent to the program coordinator for review.
 - b. The appeal and all supporting documentation will then be reviewed by staff and the steering committee.
 - c. A decision will be made following the review. The student and parents will be notified within 3-5 business days following the receipt of the appeal request.
 - d. The decision will be made by consensus of the steering committee and staff based on the Southeast Scholars and Career Advantage Attendance Policy.

I have read the above attendance policy and understand the importance of adhering to the attendance requirements for successful completion of the program. In addition, I agree there will be consequences imposed for any violation of this policy, which may include dismissal from the program.

Signature of Student

Date

Signature of Parent

Date

Student Guide to Rules and Regulations

ALCOHOL

In addition to federal, state and local laws governing the use and possession of alcoholic beverages, the Southeast Scholars Program and Southeast Community College prohibit the possession, furnishing, or use of alcoholic beverages by all persons while participating in the summer program, the college campus, or any controlled property. Violators of this regulation will be subject to disciplinary action; minors in possession are subject to disciplinary action as well as criminal prosecution.

TOBACCO POLICY

The Surgeon General's warning is "Smoking Causes Lung Cancer, Heart Disease, Emphysema, and May Complicate Pregnancy." Tobacco is known to be associated with other health issues such as high blood pressure, aging, arterial issues, and other various health concerns. Therefore, The Southeast Scholars Program prohibits all students from the use of any tobacco product due to the health problems associated with its use. The Southeast Scholars Program is in compliance with Federal Law and will not purchase or supply students with tobacco products. **Students who have parental permission to smoke will not be permitted to smoke during any Southeast Scholars Program activity; this is non-negotiable.** Non-compliance with regulation may result in various sanctions such as issuance of demerits or forfeiture of field trip eligibility. Subsequent violations will result in a student's suspension/expulsion from the program.

Southeast Scholars adheres to the same smoke-free tobacco policy of SKCTC. "3.3.14 KCTCS Smoking Policy – Smoking at KCTCS colleges and the KCTCS System Office is not permitted, except in designated exterior areas." We honor all other public facilities, as well as, federal and state laws regarding age guidelines for purchasing tobacco products. Therefore, Southeast Scholars Program does NOT permit students to be in possession of and/or the use of any tobacco products, including, but not limited to: *Chewing Tobacco, Dip, Cigars, and Cigarettes.*

This rule applies to all students *regardless* of age and at ALL times during any Southeast Scholars and Career Advantage activities. Any violation will mean immediate departure from the program and the student will be placed on program probation.

CANDLES

The burning of candle and/or incense constitutes a fire hazard and is not allowed in any facilities we provide during any overnight trip.

DISCIPLINARY SANCTIONS

When violations of policy occur, disciplinary sanctions may result. Sanctions will normally only be imposed after the student has met with the Program Director and have had a chance to be heard.

Sanctions are as follows:

1. Verbal Warning/issue demerits
2. Written Warning
3. Suspension from Program

DRUGS

Illegal use, possession or distribution of drugs or controlled substances (including misuse or distribution of prescription drugs), during the Scholar's tenure, will be cause for dismissal from the SES/CAP program(s), as well as other disciplinary and police action.

FIREARMS / FIREWORKS

Possession or use of any type of firearm, firework or other weapon by anyone in the Career Advantage and Southeast Scholars Program is prohibited. Instruments used to simulate such weapons in acts, which endanger or tend to endanger any person, shall be considered weapons. Violators of this policy, during the Scholar's tenure, are subject to possible dismissal from the SES/CAP program(s).

FIRE FIGHTING EQUIPMENT

Smoke detectors, fire extinguishers and sprinkler systems are provided in the hotels as specified by the fire safety codes. Since this equipment is for the safety of the residence, any abuse or misuse of it, either directly or indirectly, will be dealt with accordingly. Misuse or abuse of this equipment can endanger lives of those staying in the hotel and is a violation of the Kentucky Penal Code.

FIRE SAFETY

All the buildings we will be staying in have evacuation plans in the event of a fire. The staff assistants for each activity will be able to instruct residents as to the predetermined plan for evacuation. Tampering with, or misuse of fire-safety equipment includes, but is not limited to, alarms, smoke detectors, and fire extinguishers. The capabilities of the electrical systems in each facility are limited; therefore, it is necessary for us to establish rules regarding the use of certain appliances.

FOOD SERVICE

Meals and/or refreshments will be provided to students. Evening snacks will be provided during free time during trips. Room services are not permitted while staying in hotels. If special dietary needs are required, it will be the students' responsibility to inform the SES/CAP staff prior to the planned event(s).

GUESTS

Students are not permitted to have guests at the hotel, in the classroom buildings, on any activities of the program, or anywhere on campus without specific permission from the Director of Program's Facilitation.

KEYS

Students are issued keys to the hotel. It is the students' responsibility to keep up with their keys. If a key is lost or stolen, students must IMMEDIATELY inform staff personnel. At time of check out, turn your keys into your counselor.

MAINTENANCE AND CUSTODIAL SERVICES

Custodial Services are provided for the lobbies, restrooms and common areas of all facilities. Students are responsible for keeping their own rooms clean. Any broken or damaged furnishings are the responsibility of the scholar and their family. The program is not responsible for damages made by the scholar. All maintenance problems should be reported to the program coordinator immediately.

MEDICAL INFORMATION

Everything possible is done to prevent accidents or injuries of any kind from occurring during the summer program. If hospital treatment be necessary, the student injured will be transported to the Harlan ARH Hospital located in Harlan or the nearest facility while we are out of town. Students must have medical forms completed and on file before they are permitted to participate in the Southeast Scholars summer program and other planned events.

NOISE

What may sound like music to your ears may prove to be an annoying disturbance to others. You are permitted to listen to your preference of music in the privacy of your own room IF your roommate does not mind. The level should be kept low and should not be heard in the hallway or adjoining rooms. Radios are not permitted to be played after 11 p.m. and before 7 a.m. Showers may not be taken before 6:00 a.m. in the morning or after 11:00 p.m. at night. You may talk quietly in your room after 11 p.m.; however, lights must be out and your voice should not carry outside of your own room. REMEMBER some voices carry farther than others and can be disturbing to others. VIOLATORS OF THE NOISE POLICY MAY BE SUBJECT TO DISCIPLINARY ACTION.

PHONES

There are phones located in each room; however students may not make direct calls. They should bring phone cards or be prepared to call collect. Students with cell phones will be allowed to use them at designated times. An emergency numbers list for your parents/guardians will be handed out at the start of the program.

QUIET HOURS

Quiet hours are observed from 11 p.m. until 9 a.m. Scholars are to be reasonably quiet at all times so as not to infringe on the rights of others.

ROOM ASSIGNMENTS

Special attention is given to the indication of roommate preferences; however, no specific room assignments based solely on a scholar's request are guaranteed. Also, any roommate request that is not mutual will not be granted. Once a room has been assigned, **SCHOLARS ARE NOT PERMITTED TO CHANGE ROOMS WITHOUT THE CONSENT OF THE PROGRAM FACILITATOR.** The program facilitator reserves the right to move students to other rooms in cases of disciplinary action or other problems that may arise.

ROOM ENTRY

The entry into a student's room may be conducted by the following people for the reasons listed below:

1. By law enforcement officers in the line of duty in accordance with legally defined procedures governing search and seizure.
2. By authorized custodial and maintenance personnel to make improvements and repairs and to provide routine maintenance.
3. By authorized staff of the hotel and the Southeast Scholars and Career Advantage Staff in emergency situations to protect the health, comfort and welfare of a student, during routine room inspections and/or to prevent damage to a person or property.

ROOM INSPECTIONS

Staff will inspect students' rooms periodically throughout the duration for the purpose of conducting safety checks. For additional information on room entry in general, please see the "ROOM ENTRY" (entry listed above) in this policy handbook.

BUS RULES

1. Must use headphones on the bus when listening to music.
2. No singing, rapping, or gossiping
3. No profanity or shouting.
4. No littering.
5. No smoking/chewing.
6. Not in seats that are assigned.
7. No back talking the bus driver.
8. No horseplay or harassing others.
9. Must remain seated while bus is in motion.
10. Must respect staff during roll call in silence.
- 11. No public display of affection is allowed on the bus or at any other time during the Summer Institute-No Romancing.**
12. No Lewd gestures
13. No signs are to be made while you are on the bus.
14. Do not bother other drivers on the road.
- 15. Must abide by bus driver's individual bus rules.**

HOUSING RULES

1. No tobacco products.
2. Radio volume should not be loud enough to be heard outside of room. Doors must be closed when stereos are on. Complaints to hotel management will result in the removal of this privilege.
3. Boys and girls are not allowed in opposite sex's rooms at any time.
4. For local calls, use either the phones in the room or a cell phone, at a designated time, if you have one.
5. For long distance phone calls, ask to use the staff phone or you can use a cell phone, at a designated time, if you have one.
6. Must be in the rooms by 11 p.m. or any specified time as set by staff.
7. Lock down is at 11:30 p.m., room checks will follow.
8. Rooms must be kept neat.
9. Rudeness will not be tolerated.
10. All parents must check with the staff before removal of a student.
11. Student's friends are not allowed at the hotel, activities, or in the students' hotel rooms.
12. Students are not allowed to hangout near the club or diner.
13. No pornographic material.
14. All students will go to breakfast together at the designated time.
15. All students will go to dinner together at designated time.
16. No weapons are allowed in the room at anytime.
17. Do not leave valuables in your room.

CAMPUS RULES

1. Must attend all classes, and participate in the activities and exercises.
2. Must use courtesy with all faculty, staff, and visitors.
3. Southeast Scholars students are not allowed to leave campus without permission from a parent and prior approval from the Director or administrative staff. If a student does leave without permission, a parent will be notified immediately.
4. Southeast Scholars Students are not allowed to roam on campus during scheduled classes/ activities.
5. No visitors are allowed on campus during the day or early evenings.
6. Use of tobacco products are not allowed in any building on campus.
7. Black Box Theatre is off limits unless supervised by the instructor.
8. Southeast Scholars students must abide by all rules established by instructors.
9. No cheating on test(s) or assignments.
- 10. No pagers, beepers, or audio (MP3, CD, DAT, and Tape Players) equipment allowed in classroom. If you have a cell phone, it must either be turned off or on silent mode during class.**
11. Southeast Scholars students are not allowed access to computers unless supervised by a counselor or instructor.

NOTE: Counselors, Instructors, and the Bus driver can recommend Demerits. The Director of Program's Facilitation, as well as, our Program Assistants are the only individual's authorized to assign demerits.

GENERAL INFORMATION

Please conduct yourself as young ladies and gentlemen at all times. **DO NOT abuse** people, furniture, books, or equipment. Treat others as you would want to be treated. You are responsible for removing trays, cups, etc. from dinner/grill tables.

Please notify staff personnel if you are to leave with a parent or guardian and make us aware of your intentions while with your parent/guardian.

Dress code Policy

Modest swim wear (absolutely no string bikinis or thongs) is required for swimming. We have the right and obligation to disallow, what we consider, inappropriate attire. Because of close proximity to others in the classroom, during transportation, and lodging, we ask that each of you practice good hygiene (clean clothes and clean bodies). We do not have a strict dress code, but we do ask that you use discretion in the way you dress. You must wear shoes and shirts along with other usual clothing articles at all times. Girls: scant halter-tops, spaghetti straps, or tube tops are not permitted. **All shirts must have at least a short sleeve on them.** Boys: tee shirts must be whole and complete. At no time is underwear exposure allowed.

Student Safety Policy

Applicable to: All employees, program partners, consultants, advisors, volunteers, camp counselors, donors and others who have contact with children through the programs of Southeast Scholars.

Policy Statement: Southeast Scholars Program is committed to conducting its programs in a manner that is safe for the children it serves, and to helping protect the well-being of students within the program.

Effective Date: Jan. 08

Policy Parameters:

1. Where possible and practical, the ‘two-adult’ rule, wherein two or more adults supervise all activities, including transportation- where children are involved and are present at all times, should be followed. Every attempt should be made to adhere to the adult to student ratio of 10:1 during all activities. In the event this ratio may not be practical, this two adult rule may be modified with a supervisor’s approval.
2. Sexual activity with children (persons under the age of 18) is prohibited, without exception.
3. Background checks will be completed on all staff, advisors, volunteers, camp counselors, and others who have direct contact with children in the Southeast Scholars/Career Advantage Program(s).
4. Confidentiality of all student information must be adhered to by all parties.
5. All student activities must occur in a public setting arranged by program staff. SESP workers and volunteers are not authorized to make home visits or personal contact with students or their families on behalf of the program without the prior approval of the program coordinator.
6. All parties are responsible for reporting to the program director or your direct supervisor any suspected child abuse including sexual abuse, drug abuse or negligence as required by the law.

Reporting of Violations:

Any violations of the above stated parameters must be reported to the program director or your immediate supervisor.

Disciplinary Actions:

Any violation of the above stated policy may result in temporary suspension until a complete investigation is completed.

Student Code of Conduct

During trips and activities, our students are expected to demonstrate respect, maintain a positive attitude, be attentive, be an active participant, and to follow the guidelines/expectations of the program.

The following procedures will be in effect in the event a student does not meet the above expectations:

1. Demerits will be given
2. Parents will be notified
3. Students may be placed on probation
4. Student may be dismissed from the program

Demerits may be issued by staff for the following offenses:

- Conflict among/with other students (example- fighting, argumentative, abusive behavior)
- Disrespect to staff (example- refuse to listen, participate, disrespectfulness during SES/CAP activities and workshops)
- Disobedience of curfew on trips (usually 11pm on all trips)
- Non-participation in SES activities without a legitimate reason
- Any violation of the rules and procedures of hotel policy

If a student receives at least three demerits, the parents will be notified and the student may be placed on probation. The probationary period would be for six weeks. If a total of more than three demerits are received, then the student will no longer be allowed to attend any field trips.

The parent will be asked to meet with the program staff and a solution reached such as a behavior contract to assist the student in meeting the code of conduct expectations of the program.

If the student expectations are still unresolved, then the student may be dismissed from the program. The staff would meet with the Steering Committee to discuss the situation and make a final recommendation for the student.

*** Prior to each activity, students are informed of the expectations for the activity and in most cases, the expectations are met or exceeded.*

Demerit System

Watch your step!

As a fair means of discipline, the Southeast Scholars Program has established a demerit system. The accumulation of 4 demerit points will result in your dismissal from any Southeast Scholar event. However, the program facilitator has the option to remove any student who may demonstrate inappropriate behavior or lack of cooperation at any time during our events.

The accumulation of two (2) demerits will have placed a daily dining facility cleanup. You will report to the counselors at each meal and clean up the space assigned to you. Three (3) demerits will mandate that we contact your parents explaining your status in the program and loss of field trip privileges. Four (4) demerits will be automatic dismissal from camp. Counselors, Instructors, and Program Staff will report infractions to the Director of Program's Facilitation. The Director of Program's Facilitation will investigate each infraction and distribute demerits accordingly!

Immediate Dismissal:

- Physical/Verbal Abuse or Harassment of staff or student.
- Possession of alcohol/illegal drugs.
- Possession of Weapons/Explosives.
- Intentional damage to property; personal, private, or public.
- Stealing/shoplifting.
- Sexual misconduct or abuse (keep your hands to yourself!).
- Intentional physical abuse of bus.
- Out of hotel room after curfew.

Demerit Deductions

Tardiness.....	1
Vulgar Language.....	2
Skipping Class.....	3
Class Misconduct.....	1-4
Littering.....	2
Tobacco Use.....	4
In room of opposite sex.....	4
Horseplay.....	2
Pornographic Material.....	3
Unprepared for class.....	1
Unauthorized access to computers.....	1
Disobedience	1-4
Fighting.....	4
Public Display of Affection.....	1-4

Textbooks and Educational Materials

SES students will not be required to purchase any textbooks and educational materials.

Curriculum and Instruction

Curriculum and instruction will be based on the “Steps to Stardom” and “Road to Success” guidelines. Also, the Rural Entrepreneurship through Action Learning (REAL) component will be implemented into the curriculums.

Extracurricular Activities

Occasionally, there will be extracurricular activities to be placed as opportunities present themselves. Students will be notified of new workshops and/or other activities that will be added to the academic calendar.

Also, many students are in multiple extracurricular activities in school such as football, basketball, cheerleading, academic teams, choir, drama, journalism, etc. These activities often conflict with the Southeast Scholars’ scheduled events. Students will need to choose, wisely, their preferred activity. Students will need to attend required events to maintain their participation points that will determine travel (trip) privileges and scholarship requirements.

Field Trips

Two summer camps take place during summer; one for 7th-9th grades the other for 10th-12th grades. Each camp will last for one week and will also consist of one trip during summer camp. *All SES students are “required” to participate for the full duration of summer camp.*

Various other field trips will be implemented into the SES events throughout the 2013-2014 academic year that may include but not limited to college tours and other educational endeavors.

All students are expected to respond by the announced deadline with their participation confirmation for each planned trip and are expected to act in an acceptable manner that is decent and complies with common sense and SES rules stated by staff. In most circumstances, students will not be required to have money to take with them on trips because the program funding will provide meals and lodging for the students.

Permission forms and other respective documentation must be completed by a parent or guardian for each student per trip taken. If appropriate forms are not submitted prior to departure, student will not be permitted to attend the trip.

Counseling Sessions

Counseling services will be available to all SES Students. Counselors and other staff members will be available for academic, career, and personal counseling on a confidential basis. Counseling services are intended in assisting students in striving for academic excellence, making wise career choices and overcoming obstacles, which could affect success in academic or personal achievement. Any information given to a counselor by a student will be held in strict confidence and will not be released to anyone unless the student gives his/her permission. Suicide, personal harm, harm to another individual, property damage are areas that fall under the counselors ethnical guidelines to notify proper authorities. Students may utilize these services only during free time unless an emergency warrants otherwise. No one will be allowed to leave his/her class to come to the counselor's office. We do urge students to make most of these services.

Monitoring and Compliance

We have a systematic tracking system in place for the success of our students. Two curriculum tracks are utilized based on the age group for each student:

- Grades 6-8 follow the "Road Map to Success"
- Grades 9-12 follow the "Steps to Stardom"

Points are awarded to each student who participates. The point scale is based on our attendance policy. Also, we have an attendance spreadsheet in place to record attendance along with the students' grade point averages.

Fiscal oversight of the program is directed by the program staff and the steering committee.

Transportation

Southeast Scholars program will provide long distance transportation such as out-of-town field trips and limited transportation during summer camp. However, the parent or legal guardian is responsible for delivering the Southeast Scholar student to all activities held in Bell, Harlan, or Letcher Counties.

Communications

SES staff will communicate by traditional mail, Facebook, e-mail, and/or by phone to contact students and/or their parents. It will be the responsibility of the student and their parents to report any and all updated contact information to SES staff. Non-deliverable mail will not be the responsibility of SES due to the lack of updated information. If students do not have a home phone, please provide an adequate phone number of a nearby neighbor or family member that can be responsible to communicate to the student's parent(s) or guardian(s) for the student's pickup from field trips and/or summer camp.

Terms of Agreement

If selected as a Southeast Scholar you are expected to fulfill certain obligations. Completion of the SES program is dependent upon whether or not the students meet these obligations. These requirements include (but are not limited to), the student and their parent/guardian signing a contract outlining stipulations expected of Southeast Scholars and their families, attending regularly scheduled meetings and workshops, participating in annual, week-long summer institute, and communicating with Southeast Scholars staff in a timely manner. Detailed student and family responsibilities are included in the enrollment applications.

Students are followed from their entrance as a 7th grade student, until their completion date and graduation from the 12th grade of high school.

If a Southeast Scholar determines he/she does not want to participate with the Southeast Scholars Program any longer and wishes to withdraw from the program, a written request of withdrawal must be submitted to the Southeast Scholars' office – directed to the Southeast Scholars' Coordinator. A “voluntary withdrawal” form that will terminate future Southeast Scholars financial assistance for college enrollment along with all other Southeast Scholars privileges can then be completed and signed by the Southeast Scholar student, his/her parent or guardian, and the Southeast Scholars Coordinator.

Steps to maintain Scholar Status (SES Students Enrolled at SKCTC)

During a student's senior year of high school, they are required to take the ACT college entrance exam. Also, each student is required to apply for financial aid in January. Each senior must apply to Southeast Kentucky Community and Technical College, complete a class schedule, and submit an official copy of their high school transcript.

Once these steps are completed, and all financial aid is applied to a student's account, then our program will provide the last dollar amount needed per student to complete their financial aid package.

A student must enroll the semester following their high school graduation to maintain their eligibility as a Southeast Scholar. We will provide this assistance to a student until he/she is awarded his/her Associates Degree or certificate or for a period of three years (whichever comes first). Students must maintain a grade point average of 2.0 to maintain their eligibility. We will adhere to the academic probation procedures of the college as outlined in the SKCTC Student Handbook, which is as follows:

The academic probation and academic suspension systems are based on grade point average (GPA).

4.2 Academic Probation

4.21 A student earning a cumulative grade point average below 2.0 at the end of a term shall be placed on academic probation.

4.22 A student shall be removed from academic probation by earning at least a 2.0 cumulative grade point average.

4.3 Academic Suspension

4.31 If a student is placed on academic probation for two consecutive terms and does not earn either a cumulative GPA or a term GPA of at least a 2.0 in the third term, the student shall be academically suspended. (Non-enrollment has no effect on probation status.) The president (or designee) may grant an exception based upon an individual's case.

4.32 A student on academic suspension may not enroll in any courses offered for degree credit by KCTCS.

4.33 Reinstatement

4.331 A student who has been academically suspended may be reinstated by the president (or designee) after remaining out of the college for at least one 16- week semester and providing evidence of ability to perform at the level required.

4.332 A student who has been academically suspended shall, upon reinstatement, be placed on academic probation and be subject to academic suspension if the student fails to earn a current term GPA of 2.0 during the first term of reinstatement.

4.333 Upon a second suspension, a student may be reinstated by the president (or designee) after remaining out of college for at least two 16-week semesters and providing evidence of ability to perform at the level required.

A Southeast Scholar has a period of three years after initial enrollment at Southeast Kentucky Community and Technical College to achieve their Associates Degree. After three years, Southeast Scholars financial support will end. Funding cannot be deferred until a later date - only with the exception of military duty. Other special exceptions can be made at the discretion of the Steering Committee whereas necessary proof of situation(s) is provided. If a Southeast Scholar student withdraws due to active military deployment, he/she may resume their enrollment upon returning from deployment to complete their three years time allotment and still receive SES funding. Otherwise, all funded semesters must be taken in successive semesters (summer excluded). If a SES student withdraws to attend another college or university, remaining SES funding will no longer be available to that student. If a scholar withdraws from all classes during a term, that semester will count as a whole semester towards the three year time frame.

Conclusion

The administrators and staff of the Southeast Scholars Program at SKCTC appreciate your interest in our program. We will offer the best quality education possible within our ability, and will continue to provide quality instruction and innovative educational experiences to help you enter a successful future. **PLEASE KEEP THIS POLICY HANDBOOK AND ANY NEW REVISIONS ON FILE FOR YOUR RECORDS TO REVIEW WHEN NEEDED.** We look forward to working with you on this year's new educational endeavors.

Inspirational Quotes from Mr. Harry Pickens

- *"If you can believe it, you can achieve it"*
- *"Remember - if it is to be, it's up to me"*
- *"If you want what you've never had, you've got to do what you've never done"*
- *"... You become like the people you spend the most time with"*
- *"Talent is 90% hard work, 10% natural gift"*
- *"You can't change where you come from, but you can change where you're going"*

