



AMERICAN INDIAN SERVICES
scholarships for Native Americans

STUDENT HANDBOOK

AIS PREP

2019

AIS PREP Pine Ridge Site Director: Lisa Jumping Eagle - DeLeon, lisa@americanindiainservices.org

AIS PREP DIRECTOR: Shawna Shumway- shawna@americanindianservices.org * prep@americanindiainservices.org

Dear Student,

Congratulations and welcome to AIS PREP! You are now beginning a program that can make a big difference in your life, both academically and personally. We appreciate the commitment that you and your family have made for you to attend AIS PREP this summer. We encourage you to take full advantage of it. Use this time to think about your dreams for your future and to build the skills and knowledge that will help you make those dreams a reality. Work hard to learn, discover, and grow.

Our AIS PREP staff is here to assist you, and we want AIS PREP to be the best program possible. Please communicate with your Program Assistant (PA) regarding any questions or concerns that you may have during the summer program.

Succeeding at AIS PREP will mean hard work, responsibility, and accountability, but you were given this opportunity because we believe that you can do it, and do it well. AIS PREP is worth your time and effort. PREP graduates have demonstrated outstanding achievement in high school, college, and future careers. We are confident that each of you will succeed!

Sincerely,

Sylvia McMillan, PhD

Director, AIS PREP
American Indian Services

Introduction

Dr. Manuel P. Berriozábal, a professor of mathematics at the University of Texas at San Antonio, founded the Prefreshman Engineering Program (PREP) in 1979 to identify high achieving middle and high school students with the potential and interest in becoming scientists and engineers. PREP successfully developed into a nationally recognized program known as PREP USA. Following the award-winning curriculum of PREP USA, Utah Valley University introduces AIS PREP, a mathematics-based, academic enrichment program that began June 2013.

AIS PREP will emphasize the development of logical reasoning and problem solving skills, as well as the application of this knowledge through coursework, team projects, class presentations, and examinations. In addition to a strong academic program, AIS PREP provides career awareness speakers, field trips, courses taught by professional instructors, and mentoring by undergraduate students majoring in Science, Technology, Engineering, or Mathematics.

Mission Statement

To motivate and prepare middle and high school students for success in advanced studies leading to careers in science, technology, engineering or mathematics (STEM) fields.

Objectives

Increase the number of students enrolled in high school STEM courses leading to STEM degrees and careers.

Foster students success and engagement in middle school.

Encourage participants to serve as models and mentors in their schools.

Encourage underrepresented populations to pursue STEM educations and careers.

Provide a mechanism for increased collaboration with schools, government agencies, industry and community partners.

Increase resources to support AIS PREP STEM programs (e.g., grants, industry partnerships, information clearinghouse, and other forms of communication).

Contact Information

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 AIS PREP Pine Ridge Site Director
 605.944.1939
lisa@americanindianservices.org

Communication is the key factor to a successful AIS PREP program. Please communicate any needs, questions, or concerns that you may have.

Site and Program Information

USU Campus Blanding, Utah
 Date: June 24th- August 2nd, 2019

Hours of Operation: 8:30 am – 9:00 pm, Monday – Thursday, 8:30 - TBA Fridays

Important Dates to Remember

June 21st 6:00pm- Mandatory Student/Parent meeting Located at the USU Blanding Campus.

June 24th- First day of class

July 4th & 5th - NO School

August 2nd- 10:00 am Closing Ceremony at San Juan High School Auditorium.

Facilities: All program activities, except for field trips and Graduation will be held at USU Blanding Campus

A typical schedule for students and staff is as follows:

First Year				
Time	Monday	Tuesday	Wednesday	Thursday
8:50-9:45	Career Speaker	Tech Tuesday	Career Speaker	Career Speaker
9:50-10:30	Life Skills	Tech Tuesday	Life Skills	Life Skills
10:35- 12:05	Problem Solving 1	Problem Solving 1	Problem Solving 1	Problem Solving 1
12:05-1:05	Lunch	Lunch	Lunch	Lunch
1:10- 1:40	Reading	Reading	Reading	Reading
1:45-3:15	Logic	Logic	Logic	Logic
3:20: 4:50	Engineering	Engineering	Engineering	Engineering

Second Year				
Time	Monday	Tuesday	Wednesday	Thursday
8:50-9:45	Career Speaker	Tech Tuesday	Career Speaker	Career Speaker
9:50-10:30	Life Skills	Tech Tuesday	Life Skills	Life Skills
10:35- 12:05	Physics	Physics	Physics	Physics
12:05-1:05	Lunch	Lunch	Lunch	Lunch
1:10- 1:40	Reading	Reading	Reading	Reading
1:45-3:15	Problem Solving 2	Problem Solving 2	Problem Solving 2	Problem Solving 2
3:20: 4:50	Algebra	Algebra	Algebra	Algebra

Third Year				
Time	Monday	Tuesday	Wednesday	Thursday
8:50-9:45	Career Speaker	Tech Tuesday	Career Speaker	Career Speaker
9:50-10:30	Life Skills	Tech Tuesday	Life Skills	Life Skills
10:35- 12:05	Computer science/3D printer	Computer science/3D printer	Computer science/3D printer	Computer science/3D printer
12:05-12:35	Reading	Reading	Reading	Reading
12:40- 1:40	Lunch	Lunch	Lunch	Lunch
1:45-3:15	Algebraic structures	Algebraic structures	Algebraic structures	Algebraic structures
3:20: 4:50	Probability & STATS	Probability & STATS	Probability & STATS	Probability & STATS

Fourth Year				
Time	Monday	Tuesday	Wednesday	Thursday
8:50- 10:30	Technical Writing	Technical Writing	Technical Writing	Technical Writing
10:35-11:30	Career Speaker	Tech Tuesday	Career Speaker	Career Speaker
11:35-12:15	Life Skills	Tech Tuesday	Life Skills	Life Skills
12:15-12:45	Reading	Reading	Reading	Reading
12:50-1:50	Lunch	Lunch	Lunch	Lunch
1:55-3:25	Chemistry	Chemistry	Chemistry	Chemistry
3:30-5:00	Astronomy	Astronomy	Astronomy	Astronomy

Fifth Year				
Time	Monday	Tuesday	Wednesday	Thursday
8:50- 10:30	ACT PREP	ACT PREP	ACT PREP	ACT PREP
10:35-11:30	Career Speaker	Tech Tuesday	Career Speaker	Career Speaker
11:35-12:15	Life Skills	Tech Tuesday	Life Skills	Life Skills
12:15-12:45	Reading	Reading	Reading	Reading
12:50-1:50	Lunch	Lunch	Lunch	Lunch
1:55-3:25	STEM Careers Class	STEM Careers Class	STEM Careers Class	STEM Careers Class
3:30-5:00	Anatomy	Anatomy	Anatomy	Anatomy

Schedule Subject To Change

Curriculum

Year 1	Year 2	Year 3	Year 4	Year 5
Problem Solving 1	Problem Solving 2	Computer Science/ 3D Printing	Astronomy	ACT PREP/ Concurrent Enrollment
Logic	Physics	Algebraic Structures	Technical Writing	Anatomy
Engineering	Algebra	Probability & STATS	Chemistry	STEM Career Class

All Years

- Strong Teens program is a practical social-emotional learning program designed for teaching emotional skills, promoting resilience, strengthening assets, and increasing coping skills of students aged 12-18. Subjects of the program include: emotional strength, understanding your and others feelings, dealing with anger, and letting go of stress.
- Career Speakers- Each day students will sit in a 50 minute career class where they will learn about different careers within the STEM field.
- Reading- Each day students will have 30 minutes to read and report what they read about.
- Life skills- learning about building a resume, cover letter, leadership skills, and more.
- Tech Tuesday- Students will learn about a new technical device each week.

Grading Scale

A+	100.00-99.00 (Outstanding)
A+	98.99-98.00 (Honors)
A	97.99-93.00
B	92.99-85.00
C	84.99-75.00
F	74.99-Below

Student Code of Conduct

AIS PREP is dedicated to providing an excellent summer program for high-achieving 7th, 8th, and 9th grade students. To accomplish this goal, students are expected to behave appropriately at all times to promote a safe, fun, and healthy environment for all participants.

As an AIS PREP student, I will:

General

- Wear appropriate clothing to AIS PREP each day (see Dress Code)
- Participate in all activities including class work, projects, and homework assignments.
- Be on time each day and ready to participate.
- Be a positive influence on those around you.
- Shower every morning BEFORE breakfast.

Respect

- Be respectful, cooperative and will contribute positively to the experience of fellow students.
- Be careful that my actions, behavior, and language do not hurt other students' feelings or hurt them physically in any way, intentionally or accidentally.
- Show respect to all AIS PREP staff, and cooperate fully with their instructions and directions.
- Respect the values and beliefs of others.

Personal Space and Property

- Be respectful of all AIS PREP property, equipment, and supplies.
- Never mark, deface or destroy AIS PREP or personal property others.

Behavior

- Conduct myself responsibly. I understand that the following acts are not allowed at AIS PREP and that corrective action will be taken should I participate in these acts: name calling, shoving/pushing, damaging property, demeaning comments/gossiping, threatening, inappropriate touching or gesturing, hitting/kicking, stealing, taunting/ridiculing, inappropriate language, fighting, and sexual harassment
- I understand the disciplinary action process and know that I can be dismissed from the program should I continually misbehave.

Safety

- Be aware of my surroundings at all times.
- Pay attention to instructions and directions given by my leaders.
- Stay with my assigned group and Program Assistant at all times.

Dress Code

- Students should always be clean and neat in appearance.
- Shoes must be worn at all times.
- Clothing which is distracting in appearance must be avoided. Clothes that reveal shoulders, midriffs, undergarments, or have low neck lines are not allowed.
- Clothing that contains vulgar words, profane or obscene slogans and pictures, or advertisements for alcohol, tobacco, and drugs are not permitted.
- It is unacceptable for undergarments to show at any time.

Unacceptable Behavior

Disciplinary action may be taken as a result of any behavior which violates the Student Code of Conduct, is disruptive or which violates the rights of others. The following are examples of unacceptable behavior and subject to disciplinary action at AIS PREP.

Name calling	Shoving/pushing	<u>Damaging property</u>
Demeaning comments/gossiping	Threatening	Inappropriate touching
Inappropriate gesturing	Hitting/kicking	<u>Stealing</u>
Taunting/ridiculing	Inappropriate language	<u>Fighting</u>
Sexual Harassment	Other	

Corrective Behaviors

Discipline should not be confused with punishment. The goal of discipline is a self-regulated individual with mature attitudes and socially-acceptable standards of conduct.

Corrective measures used will depend upon the nature of the behavior, the frequency, and the degree to which the student is willing to try to correct undesirable behavior.

With the exception of serious violations of the Student Code of Conduct, corrective measures will normally begin at a minimal level and then proceed to more serious levels.

1. Verbal warning
2. Written warning to follow 2 verbal warning, parent notification

3. Student and parent meeting with Project Coordinator and Program Director to follow 2 written warnings
4. Dismissal from AIS PREP to follow a written warning after a parent meeting

******Please note that if the first offense is severe enough, the student will be dismissed without warning.**

Health and Safety

For the health of all our participants, parents are required to notify the AIS PREP director of all communicable diseases your child may have contracted (**i.e. chicken pox, head lice, pink eye, etc.**). Specific information will be kept confidential; however, AIS PREP must notify all participants of the situation.

Attendance

Students must attend all AIS PREP sessions unless the Site Director obtains an official excuse from a parent least 24 hours in advance. Each child will be allowed three excused absences before dismissal from the program. Excused absences include illnesses and doctor's appointments.

Students must be on time for daily roll call and each class and remain in attendance for the entire class period. A total of five late days or early releases constitutes a dismissal from the program.

Absences: To excuse an absence, please email Karah Nay, the AIS PREP Program Director at Karah@americanindianservices.org, 24 hours prior to an absence. If an emergency occurs, please give a written note signed by the parent/guardian to the assigned PA no more than 24 hours after the absence.

Transportation

Students will be picked up at designated pickup/drop off areas every Monday morning and will be dropped off at the same location every Friday after the field trip unless other arrangements are made. Permission may be granted for students to walk or be driven by someone other than the parent/guardian by initialing the transportation waiver at the bottom of the Handbook Agreement and Acknowledgement Form. If someone other than the parent/guardian is expected to pick up the student, AIS PREP requires an additional form to be filled out, also included in the Handbook Agreement and Acknowledgement Form.

Directions to Drop off and Pick up Locations

Students from Monument Valley, Kayenta, and Shonto will meet at Monument Valley High School every Monday morning. The bus will leave Monument Valley High School at 7:00 am. Any student who misses the bus will have to be transported by a family member.

Bus will stop at the Halchita Turn off, at 7:15 am.

Mexican Hat bus stop will be at the old LDS Church at 7:30 am.

Students from Montezuma Creek will meet at Montezuma Creek Elementary School every Monday morning. The bus will leave Montezuma Creek at 7:30am. Any student who misses the bus will have to be transported by a family member.

Students from Bluff will meet at Bluff Elementary every Monday morning. The bus will leave at 8:00 am. Any student who misses the bus will have to be transported by a family member.

Students from Albert R Lyman Middle School will meet at USU campus at 8:30am every Monday morning. Students will be handed off to an AIS worker to ensure that the student is not lost in drop off.

Parents will pick their child up from designated drop off areas every Friday. A letter will be given to each student the previous Friday with pick up instructions for the following Friday. This is due to different field trips on Fridays lasting longer than others.

Roll Call

Roll call will be taken at the drop-off area which will be located at the USU cafeteria between 8:30 - 8:50 am. When students arrive they will check-in with their designated Residential Assistant (RA). Students will be escorted by the PA's to the career classroom at 8:50 am each morning.

Name Tags

Each student will be given his/her name tag every day at roll call. Name tags are to be worn the entire day on campus every day of the week. On Fridays, students are to leave their name tags in their dorm room.

Students will have to personally pay for lost name tags.

Bathroom Usage

Students will have 5 minutes between classes for supervised bathroom usage. If an AIS PREP student needs to use the bathroom at any other time, he/she must be accompanied by a PA/RA.

Class Participation

Classroom participation is encouraged. The classroom instructor or guest speaker will determine the level of participation appropriate for each activity. Students should raise his/her hand if they would like to contribute, always be courteous, and show respect to guest speakers, instructors, TAs, and other students in the program.

Turning In Work

All assignments should be turned in on time, as directed by AIS PREP staff. Students will not be permitted to attend field trips on the Friday following three missed or incomplete homework assignments. A study hall will be held from 8:50 am until 12:00 pm where TAs will help tutor the students and get them caught up on their assignments. Two missed field trips will result in the students probably dismissal from the program.

Cell Phones

Students may bring a cell phone for emergency use only. Phones will be stored in the RA's dorm and will only be allowed for emergency calls during the day, and will be given to the students every night from 9:00-10:00pm to make personal calls. Parents will be able to contact the site director or PA's at any time of the day to reach their child for emergencies.

Breakfast, Lunch and Dinner Time Procedures

AIS PREP students will have 30 minutes every morning between 8:20-8:50 at the USU cafeteria. Students will have an hour lunch break which will also be located at the USU cafeteria. An hour long dinner break will be held from 5:00-6:00 every evening at the USU cafeteria. All meals will be supplied by AIS PREP. Students will also receive snacks twice a day between meals.

Medication

The legal issues involved with students taking prescribed medication while at AIS PREP prevent AIS PREP staff from storing or distributing medications (including EpiPins). Please make arrangements for the student to

schedule taking their medication while attending AIS PREP. If your child requires medication during the camp hours, please make arrangements with the staff to come and administer the medication.

Sick Students

Students who arrive sick or begin to feel sick at any time during AIS PREP will be asked to sit in the office under the watch of the AIS PREP Administrator until parents are able to pick up the student. Parents will be notified via email and phone call of their child's condition.

First Aid/911

If a student is injured in any way while attending AIS PREP, an incident report will be filled out and parents notified. In the event of a serious injury, 911 will be called, first aid will be administered, and parents will be notified immediately. AIS PREP will not transport any student in a personal vehicle and will call an ambulance in the event of an emergency. **AIS PREP is not responsible for medical costs including hospital bills, ambulance fees, etc. related to injuries requiring special medical attention.**

Field Trips

Each year will be attending different field trips each week. A schedule of field trips will be handed out at the June 21st mandatory parent/student meeting.

Text notifications will be sent out using our "Remind" app. If you are not on our "Remind" text list please see the following page to join. This will be the fastest way for us to contact everyone about sudden changes in times.

****Parent/ Student Copy****

**AIS PREP HANDBOOK
ACKNOWLEDGEMENT AND AGREEMENT**

The AIS PREP staff is committed to maintaining standards of excellence. We want to ensure that all AIS PREP students are safe and have an environment that allows each one to do his or her best. We require all students and their parent/guardian to read, understand, and agree to all AIS PREP rules and procedures, gaining a clear understanding of the program and its expectations.

STUDENT AGREEMENT

By signing below, I promise to abide by the rules and procedures outlined in the Student and Parent Handbook, I acknowledge that breaking any of the rules is grounds for dismissal from the program:

Student Signature

Date

PARENT/GUARDIAN ACKNOWLEDGMENT AND CONSENT

By signing below, I give consent for my child to participate in AIS PREP activities and field trips, and I understand this involves a six week attendance commitment. I have received the AIS PREP Handbook and I will comply with all AIS PREP policies and requirements. I acknowledge that if my child breaks any of the rules, it is grounds for dismissal.

Parent/Guardian Signature

Date

**** AIS PREP COPY FOR RECORDS****

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Parent/Guardian Signature

Date

*****PLEASE READ THE HANDBOOK AND SIGN. REMOVE THIS PAGE FROM THE HANDBOOK AND RETURN TO THE AIS PREP DIRECTOR. STUDENTS WILL NOT BE ALLOWED TO ATTEND AIS PREP SUMMER COURSES WITHOUT HAVING THIS HANDED IN PRIOR TO STARTING DATE.**

(This is only for those who wish to add more to the list of names to pick-up and drop off your child)

**AIS PREP HANDBOOK
TRANSPORTATION WAIVER**

Parent/Guardian must initial the applicable statement(s)

AIS PREP will be the only person providing transportation to and from AIS PREP each day _____

I give permission for my child to walk to AIS PREP each day _____

I give permission for my child to walk from AIS PREP each day _____

Drivers other than myself may provide transportation to and from AIS PREP _____
(if marked please fill out the table below)

To ensure the safety of your child, please list the name and phone number of all people who may pick up your child from AIS PREP. Make sure the people listed know that pick-up times will be at 3:00 pm and that they are responsible for your child.

Name	Phone Number	Relationship to Student