Binghamton University Science and Technology Entry Program Rules and Regulations for After School, Weekend Events, and Overnight Trips

While attending after school programming, all students are asked to comply with the already existing rules of the Johnson City School District. In order to maintain a safe environment, we ask that you please review them with your child.

1. Be respectful to other students, our college mentors, teachers and staff members.
2. Follow all the directions the first time they are given.
3. Stay in assigned area.
4. You are only allowed to leave assigned area with a mentor or staff member escort/permission.
5. Keep hands, feet, inappropriate comments, and objects to yourself.
6. Walk appropriately on school property.
7. Use respectful language at all times, using ‘inside voices’.
8. Bring your school planners and all assigned work to the after school program every day.
9. If you come to after school without homework to complete, you will be asked to read silently or you will be given additional work, while others work on their homework for the first 30 minutes of the programming.
10. You are not permitted to leave after school before scheduled time without proper advance notification from a parent or guardian, to an after school staff member.

After School Discipline Policy

The Binghamton University Science and Technology Entry Program is a means of providing additional educational support and opportunities to students beyond the formal school day. Therefore, it must be recognized that inappropriate behavior by the students, especially in the form of threats against other students and/or staff, does not promote a favorable learning environment, and will not be tolerated.

As with any other zero-tolerance policy, there will be consequences for the following types of misconduct:

1. Failure to follow rules, policies and procedure of the STEP after school program.
2. General misconduct, including loud or boisterous behavior that tends to disturb other students, and includes running in the classroom/halls, minor defacement of property, and pushing or shoving others.
3. A student’s persistent refusal to follow the instructions of program staff, program administrators, or any school employee. This shall also include a student’s refusal or failure to properly identify oneself on request.
4. Use of obscene, vulgar, profane, disrespectful, demeaning or threatening words and/or actions or gesture directed to or in the presence of any student or school employee.
5. Mutual physical confrontations between students (fighting).
6. Possession and/or use of any tobacco or drug related items or ‘look a like’ items – this may include cigarettes, chewing tobacco and other tobacco-related products, lighters, alcoholic substances, drug-consumption devices, and any substance suspected of being a ‘drug’.
7. A behavior that may result in physical or mental abuse to one’s self.
8. Committing an act of indecent exposure in the presence of any other student, member of the staff, or school employee.
Disciplinary Actions

1. Verbal reprimand
2. Special assignments or removal from classroom
3. Program staff/student behavioral contract
4. Parent Contact
5. Suspension from STEP after school programming:
   a. First Offense – 1 day suspension
   b. Second Offense – 3 days suspension
   c. Third Offense – Parent/Staff conference to determine continued enrollment in the program
6. Immediate notification of authorities if appropriate

Attendance and Weekend Trips Policy

Attendance to the STEP after school programs is extremely important. Thus, we ask that parents remind students when he or she should attend our meetings (typically once a week, and some weekends – prior notification will be given to parents and students by STEP staff members).

In order to participate in overnight trips, students must have attended at least 85% of STEP sponsored events one week prior to the departure date of the trip. If the student is enrolled in any sports or after school clubs that conflicts with STEP meeting times, the STEP office asks that the student at least sign in and update staff members about their whereabouts. Failure to do so, without proper justification, will prevent the student from participating in any weekend events.

Additionally, The STEP administrations and Johnson City School District are working together to create a safe transition from school to after School and, therefore, attendance by students and communication with parents is very important. STEP cannot be held responsible for students and families who neglect to follow the attendance procedures in place. As a result of our need to ensure the safety of students, the following policies must be followed:

1. Students enrolled in STEP are expected to attend on all days identified by the initial enrollment process or first parent meeting. The after school program typically runs once a week and some weekends. However, it is important to note that our schedules are tentative and can be changed at any point.
2. If your child is not going to be attending on a regularly scheduled day, we asked that the STEP staff be notified by 1:00 pm that day or in writing, prior to the absence.
3. Inconsistent or lack of attendance at the after school program will result in the student’s name being removed from the attendance roster. Notification for attendance roster removal will occur by written correspondence.

STEP Binghamton Website, RSVP Forms and Permission Slips

The STEP Binghamton website (https://www.binghamton.edu/step/) is an extremely useful tool that parents are highly encouraged to use. On the website, parents can find information regarding calendar updates, upcoming events, program news, and much more.

RSVP Forms (and permission slip) will be posted on Remind. These forms need to be filled out before the deadline of any weekend trip in order to let STEP personnel know that your child wants to attend the event. Failure to submit the form on time will prevent your child from attending the event.
Additionally, permission slips are also very important and are mandatory for any trips that requires transportation provided by STEP. Permission slips will be given to students during afterschool and must be filled out and turned to STEP staff on time. Failure to submit the permission slip on time will prevent your child from attending the event.

Weekend events participants will be selected based on a variety of factors (i.e., STEP participation and involvement, school grades and attendance, etc). STEP has the right to turn down any student from attending overnight trips or weekend events if the programs deems the student not eligible for participation. STEP extra-curricular activities and field trips are a privilege, not a right.

If your student is selected to attend any overnight trip, he or she will be notified verbally or through the remind app a few weeks before the event.

**STEP’s Point System**

Binghamton STEP uses a point system to evaluate each student’s performance, attendance, and involvement within the program, including after school meetings, church events, and overnight trips. The point system will be used to determine a student’s eligibility to participate in all STEP-related events, especially overnight trips and end of year stipends.

If you would like to find out more about the STEP’s point system or have questions about it, please contact one of the staff members.

**Remind App**

Binghamton STEP uses Remind as a means to communicate with all of its participants (parents and students). This application provides STEP administrators with an easy-to-use platform that allows for quick messages between STEP administrators, students, and parents. Therefore, it is highly encouraged that both parents and students use the app – it can be used with an e-mail address or phone number.

To find out how to register to receive STEP messages, please visit the Binghamton STEP website: [https://www.binghamton.edu/step/](https://www.binghamton.edu/step/).

**Inclement Weather Policy**

In the event of inclement weather, the Science and Technology Entry Program follows your school district’s lead for school delays and cancellations.

1. If your school is delayed, the after school program will be in session.

2. If your school is cancelled, the after school program will be cancelled.

3. In the event that the after school program is in session, and the weather becomes dangerous, the parents are encouraged to arrive early to pick up their children from the program. Please be sure to call ahead and make arrangements for someone to meet you at the door. If your child rides the after school bus, it will arrive at its scheduled time.
Overnight Student Trips Rules and Regulations

All trips are a sponsored STEP function; therefore all rules, regulations and policies of STEP and Binghamton University are in effect.

**Conduct**

Remember you are representing your family, your team, your school, and your community. Conduct yourself accordingly. STEP extra-curricular activities and field trips are a privilege, not a right. Inappropriate behavior of any type as deemed by the coach or chaperone will not be tolerated! **Disruptive actions on your part may not only lead to serious consequences for you, but also cancellation of future STEP trips.**

The following forms of behavior **will not be tolerated** at any time on any trip.

A. Smoking (including cigarettes, cigars, marijuana, etc.)
B. Drinking alcohol
C. Use of drugs or illegal substances or their possession
D. Any form of hazing or horseplay
E. Leaving the group unexcused
F. Abusing the curfew
G. Having members of opposite sex in your room (or you in their room)
H. Vandalism – Damage to property
I. Fighting – verbal or physical
J. Tardiness
K. Use of improper or abusive language
L. Disrespect toward staff, chaperones, other students, and other people in general

**Consequences**

Any violation of rules A, B, C, D, and E may result in possible dismissal from the Binghamton University Science and Technology Entry Program. Violation of rules F through L will be reviewed by the staff and may result in serious consequences. If there are concerns, please feel free to discuss them with your chaperone or advisor.

**Dress**

Your personal appearance and your actions represent not only you, but our program, the school, and our school district. Dirty, sloppy, torn clothing should not be worn during any part of the trip.

**Suggested Items for Any Overnight Trip***

Do not over pack! Be conservative in estimating what will be needed; dress casually (but neatly).

- One bag/carry on
- Appropriate clothes and shoes
- Jacket/Sweater
- Toiletries
- Rain gear
f. Headgear (hat) sun/rain

   g. Your STEP shirt – if you have not been given one, let one of us know!

*Students are responsible for their belongings at all times. Be cautious – leave valuables at home, including good watches, jewelry, expensive cameras, etc.

Miscellaneous

- **Medication**: You must notify the advisor or chaperones of medication and any health problems or necessities.
- **Hotel Courtesy and Safety** – DO NOT LEAVE MONEY OR VALUABLES IN ROOMS. Respect other people who are also staying in the hotel.
- **QUIET HOURS** – Curfews are determined by the STEP administrators.
  - Do not slam doors or tie up the hotel switchboard calling room to room.
  - Loud talking, unnecessary confusion, profanity, or horseplay will not be tolerated!
  - Radios will not be played in the hallways at any time.
  - TV/Radio volume will be kept at a soft volume so as not to disturb other guests.

No one is to be out of their room after curfew! Breaking this rule may result in a call home and the possibility of not being able to attend any other overnight trips in the future.

**Curfew time** will be announced daily and may change according to the activities and events of the day. All students are to be in their rooms by the announced time (that means you must make your phone calls, get your snacks from the machine, etc., before curfew). You are expected to prepare for bed as lights out will occur thirty (30) minutes after curfew.

**Tardiness** BE ON TIME (or early)! Do not make your team or group wait for you.

**Vandalism** – Any damage or destruction to hotel or other property will become the financial responsibility of the person or persons involved.

**Common Sense** should be your guide. Don’t let yourself get caught up in pranks. One small moment of glory may cost you, as well as others, much unnecessary grief. Remember, future trips for others will depend on the success of this trip.

*Remember to stop and think before you act!*
I have read and reviewed the contents of the Binghamton University Science and Technology Entry Program (STEP), and I agree to accurately carry out the policies and procedures of STEP.

Child’s Name: ________________________________________________________________

Parent/Guardian’s Name: ______________________________________________________

Parent/Guardian’s Signature: _________________________________________________

Date: ______________________________________________________________________