

THE OKLAHOMA SCHOOL of SCIENCE and MATHEMATICS

Summer Academy 2023

STUDENT HANDBOOK

Session 1: July 16 - July 21, 2023

Session 2: July 23 - July 28, 2023

Teaching Faculty

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Location

Oklahoma School of Science and Mathematics
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Oklahoma City, OK 73104



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SCHEDULE OF EVENTS

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
7:30 AM		Breakfast	Breakfast	Breakfast	Breakfast	Breakfast
8:00 AM		Class period 1	Class period 1	Class period 1	Class period 1	Class period 1
8:30 AM						
9:00 AM						
9:30 AM		Class period 2	Class period 2	Class period 2	Class period 2	Class period 2
10:00 AM						
10:30 AM						
11:00 AM		Lunch (Great Hall)	Lunch (Great Hall)	Lunch (Great Hall)	Lunch (Great Hall)	Lunch (Great Hall)
11:30 AM						
12:00 PM		Class period 3	Class period 3	Class period 3	Class period 3	Class period 3
12:30 PM						
1:00 PM						
1:30 PM		Class period 4	Class period 4	Class period 4	Class period 4	Class period 4
2:00 PM						
2:30 PM						
3:00 PM		<u>Field Trip</u>	<u>Field Trip</u>	<u>Field Trip</u>	<u>Field Trip</u>	Dorm Check-out
3:30 PM						
4:00 PM						
4:30 PM						
5:00 PM	Dorm Check in	Dinner	Dinner	Dinner	Dinner	
5:30 PM						
6:00 PM	Dinner	Evening activity	Evening activity	Evening activity	Evening activity	
6:30 PM						
7:00 PM	Welcome Session					
7:30 PM						
8:00 PM						



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The OSSM Summer Academy is a one-week residential academic enrichment camp for high school aged students. Campers will spend the day in exciting classes taught by OSSM faculty, alumni and other experts followed by afternoon field trips to cultural attractions in and around Oklahoma City.

Academic Program

When registering for the OSSM Summer Academy, each student will enroll in four academic enrichment courses. Every effort will be made to enroll students in the classes they selected when applying for the summer academy. If a student cannot be enrolled in a class that they requested, they will be notified and, if possible, given the choice of an alternative class to enroll in. Students will not receive any grades or an official transcript for the classes they complete at the academy. ***No class offered as part of this program will count toward academic credit at OSSM or any other academic institution.***

Each course will meet once per day for one hour and 15 minutes. Students will receive schedules prior to the start of the program that indicate the time and location of each class. Any changes to a student's schedule must be approved by the director of the summer academy and by the professor of the course. Students will be expected to attend and participate in all classes. Professors will report any unexcused absences and a student who repeatedly misses classes may be asked to withdraw from the program.

Field Trips

Four field trips will be planned to various attractions in the Oklahoma City metro area. Students and camp counselors will be transported on charter buses that will leave at 3:00 PM each afternoon and will return approximately at 5:00 PM.

Cost

The total cost for students who attend the OSSM Summer Academy is \$975. The tuition covers all costs associated with the academic program and room and board as well as admission and transportation to off-campus field trips. Tuition must be paid in full before students arrive on campus for the beginning of the program. Students are responsible for costs associated with travel to and from the OSSM campus at the beginning and end of the program, personal supplies, incidental expenses (long distance phone calls, snacks, fieldtrip souvenirs, etc.), and any expenses resulting from damage to OSSM property or facilities

Refunds: Students may request a full refund if they withdraw by the Friday before the beginning of the program.

What to Bring

Students will be away from home for five days so pack accordingly. We recommend a set of clothes to wear to class during the day and another set for evening activities that you don't mind getting wet or dirty (including shoes that are comfortable to run in). Otherwise, please read the guidelines on appropriate dress below.

Suggested items

- Bed linens (twin sheets, pillow, pillowcase)
- bath towels



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- alarm clock/radio
- personal care items (soap, shampoo, deodorant, etc.)

- bathrobe and shower shoes

Optional items

- clothes hangers
- personal computer or laptop
- school supplies (e.g. pens/pencils, paper).
- laundry supplies (detergent, hamper, etc.)
- pocket money for snacks, souvenirs, etc.
- desk lamp

Prohibited items

The following are examples of items that students may not bring anywhere on the OSSM campus. Other items not listed here that are determined by the OSSM staff to be dangerous or otherwise inappropriate are also prohibited. **Possession of any of these items on campus at any time may be grounds for expulsion from the program with no refund of tuition.**

- appliances (microwaves, refrigerators, etc.)
- exercise equipment
- televisions and gaming consoles
- illegal or controlled substances
- alcohol, tobacco of any kind, or e-cigarettes
- clothing, posters or other items that display offensive or obscene content
- tools or weapons (including knives of any size)
- wireless networking equipment
- candles, lighters, or any flame-producing device

Safety and Security

Student safety is a primary concern at OSSM. Supervision and security are provided throughout the campus. OSSM faculty and staff maintain a high degree of direct contact with students in order to ensure a safe and secure environment. Campus security is provided 24 hours a day, including a security officer in the residence hall during sleeping hours. OSSM expects students to be aware of safety issues at all times. Students should not bring large amounts of money or expensive items, such as jewelry, to campus. The school does not assume responsibility for lost or stolen property.

Each student will be provided with a personal key card. The key card provides access to the Residence Hall, Manning Academic Center (MAC), Samson Science and Discovery Center, and the student's residence hall room. It is very important to keep track of personal key cards and lock dorm room doors. The key card should be in the student's possession at all times while on campus. The key card must be returned before checking out at the end of the summer academy. A charge \$10 will be assessed for the replacement of lost or damaged key cards.

Camp Counselors

Camp counselors will be on staff to orient students on campus and organize evening activities and to ensure that all students have a safe and fun experience. Each counselor will be assigned to approximately four students. The counselors will live in the residence hall in rooms adjacent to the students' and will be available to assist students during their stay including overnight. The residence hall is also the home of several OSSM



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faculty and staff members and their families who are available to assist students in emergencies and may participate in some activities.

Food Services

Food will be provided to all students and most meals will be eaten in the Great Hall. Meals eaten on campus will be at the following times each day:

- Breakfast 7:15 a.m. – 8 a.m.
- Lunch 11:00 a.m. - 12:00 p.m.
- Dinner 5:00 p.m. - 6:00 p.m.

Note that dinner will not be served on the last day of the program. **Please notify the residence hall staff of any food allergies or other dietary restrictions.**

Residence Hall

All students in the OSSM Summer Academy will stay on the OSSM campus in the Dan Little Residence Hall. Each student will be assigned to a dorm room with a roommate in one of the four wings. Each floor has a common lounge/study area which includes computer facilities and a common bathroom facility with individual shower stalls. **Students may only enter the wing that they are assigned to. Entering another wing of the residence hall at any time is grounds for expulsion from the program with no refund of tuition.**

Students are permitted in the residence hall before 8:00 AM, between 11:00 AM and 12:00 PM and after 3:00 PM each day and any other time that they are not in class or participating in a program activity. All students are expected to be in the dormitory on their assigned floor by 10:30 PM and in their own rooms by 11:00 PM until at least 5:00 AM.

Each room includes two of each of the following: bed with twin-sized mattress, desk, chair, chest of drawers, wastebasket, and closet. Students are responsible for cleaning their dorm rooms and common areas. **Bedding is not provided so each student should bring a set of twin-sized sheets, a pillow, pillowcase, and blanket.**

A telephone is available in the common area of each floor of the dormitory (dorm rooms do not contain telephones or telephone jacks). Students may use floor phones between 5 AM and 11 PM. Outgoing long-distance calls require a calling card. Parents may call floor phones but only during evening hours or only in the case of emergency.

	<u>A Wing</u>	<u>B Wing</u>	<u>C Wing</u>	<u>D Wing</u>
Floor 1	(405)-522-4562	(405)-522-4574	(405)-522-1919	(405)-522-8082
Floor 2	(405)-522-4569	(405)-522-4579	(405)-522-8081	(405)-522-8083
Floor 3	(405)-522-4571	(405)-522-4580	(405)-522-8080	(405)-522-8084



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The Residence Hall supervisor assigns roommates prior to the beginning of the camp. Students will be paired with roommates of similar age. Any requests for a specific roommate must be made in advance. Any changes to roommate or room assignments must be approved by the Residence Hall supervisor.

Coin-operated washers and dryers are available on each floor of the Residence Hall. The cost is 50¢ to wash and 50¢ to dry. Students must bring their own laundry detergent, softener, etc.

Policies, Practices, and Procedures

Behavioral Expectations

Each student will be held accountable for the policies and regulations in this handbook and has the obligation to become familiar with them. Parents are asked to support these policies as accepted conditions of their student's participation in the program. Behavior that violates the rights of others by disrupting the classroom, residence hall, or any camp activity is unacceptable. Exemplary behavior is expected during any activity in any venue, on or off campus. Disciplinary sanctions may include exclusion from camp activities and expulsion from the summer academy without a refund of tuition.

Examples of behaviors that will result in disciplinary action include the following:

- bullying, fighting, hazing, harassment, threats of violence
- mistreatment of school property
- dishonesty or theft
- disrespectful behavior
- possession or use of prohibited items (see above)
- misuse of school computers, computer networks, or telephone system
- violation of any local, state, or federal law

OSSM expects all students to act responsibly and make judgments and decisions that impact their lives in a positive manner. In the event of a major disciplinary infraction, parents will be notified immediately, and the student will be prohibited from participating in all classes and activities.

Appropriate Dress

Moderation, good taste, and modesty provide students with the best guidelines in choosing what to wear. In general, a student's appearance should be clean and neat and should not be distracting or disruptive. Students must be dressed at all times when they are not in their dorm room or shower. This includes while walking to and from the shower (a bathrobe is recommended). Sleepwear may be worn anywhere in the dormitory except for the Great Hall and basement.

Clothing that is not permitted anywhere on campus includes: any clothing with offensive or suggestive words or pictures; any clothing that is excessively revealing; clothing that appears excessively soiled or torn. OSSM faculty and staff may ask a student to return to the residence hall to change if their attire is deemed not appropriate.

Electronic Devices



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Electronic devices, including phones, tablets, and laptop computers are prohibited from student use during classes unless explicitly permitted by the instructor.

Leaving Campus

If a student needs to leave campus for any reason other than a field trip, he or she must get approval from the Residence Hall Supervisor or the summer academy director. Students will be transported for field trips in chartered vehicles and, when needed, state vehicles driven by OSSM staff. Students who need urgent medical care will be driven to and from OU Children's Hospital in state vehicles driven by OSSM staff or transported by ambulance. No student may leave campus unless accompanied by OSSM staff, a parent/guardian or someone designated by a parent/guardian. It is the student's responsibility to seek approval from Academy staff and sign out when leaving campus.

Students who bring a vehicle to campus must park in the school parking lot in spaces marked in blue and must turn in their car keys to the dorm front desk when they arrive. Students may not have access to their car keys without parent permission until the end of the camp.

Privacy, Entry, and Search

Camp Counselors will periodically make room inspections in the Residence Hall and will inspect all rooms immediately after students check out at the end of the program. Counselors or other dorm staff may enter a room during the program to check on a student who is thought to be ill, when looking for a student who has not reported to a scheduled activity or event, or whenever a violation of rules is suspected.

OSSM may authorize a search of an individual student's room or vehicle when a violation of the law is suspected. When this type of search is required, two faculty or staff members conduct the search and are authorized to confiscate any stolen, illegal, or otherwise prohibited material. Law enforcement may be notified.

OSSM Acceptable Use Policy

The Oklahoma School of Science and Mathematics operates a computer network which is the property of the State of Oklahoma and is made available for educational purposes. This policy applies to all users of the system whether operating OSSM provided computers or personal computers attached to the network. Network activity is logged by OSSM and agencies of the State of Oklahoma to ensure compliance with state and federal laws and regulations. Use of the network systems at OSSM is considered approval to conduct such monitoring. All users are required to have the highest standards of integrity, respect for other users, and regard for the system and its components. Use of outside network resources to circumvent these policies is prohibited. Any attempt to harass, harm, or damage any local or Internet user or any attempt to damage OSSM data or property is a breach of this policy.

Medical Care

If a student needs urgent medical attention, a member of the OSSM staff will take him or her to the OU Children's Hospital Emergency Room or, in a life-threatening situation, call 911. The Residence Hall Supervisor will contact parents prior to taking students to the emergency room if possible. A complete



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medical history and medical release form must be on file in the Residence Hall for each student. The student's family will be responsible for all costs of treatment.

Students may not keep any medication (including prescription and over-the-counter medications and supplements) in their possession or in their dorm room while at OSSM. Parents must drop off any medication that a student may need while they are on campus at the Residence Hall front desk. The Residence Hall Supervisor or designated staff will administer all medications to students according to parent instructions. Students may carry emergency medications (rescue inhalers, epi-pens, etc.) after notification of the Residence Hall Supervisor by parents.

The Residence Hall keeps a supply of the following over-the-counter medicines and first aid supplies:

- Acetaminophen
- Antacids
- Antibiotic ointment
- Bandages, gauze, cotton balls
- Diphenhydramine
- Cough suppressant/expectorant
- Decongestant
- Hydrocortisone ointment
- Hydrogen peroxide
- Ibuprofen
- Loratadine
- Thermometers
- Throat lozenges
- Other multi-symptom medications



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