

Student Site Information

2009 CTY Day Program at Alexandria, VA (St. Stephen's & St. Agnes Upper School)

Welcome to the 2009 CTY summer program at Alexandria! This packet contains important information about the site and preparations families need to make for the summer. Maps and directions are included. We look forward to a rewarding summer working with you.

Site Program Manager

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Table of Contents

	Page
Checklist of Things to Do	2
Logistical Information	3
Address	3
Registration Sunday	3
Schedule	3
Lunch	3
Drop-off and Pick-up	4
Before- and After-Care	4
Carpooling	4
Contacting the Site, Phones	5
Books, Computers, Homework	5
Personal Belongings / Lost and Found	6
Directions and Map	6
Important Policies	8
Course, Payment	8
Student Conduct	9
Visitation	11
Disability and Medical Information	11
Learning, Physical, or Medical Disabilities	11
Medical Form Requirements	12
Medical Care at Site	12
Medication Policies and Procedures	12
Forms	
Medical Information Page	15
Physician's Signature Page	17
Authorization to Pick Up Student Form	18
What to Bring Checklist	19
Honor Code	20

✓ Item	Date Due	Send To/Correspond With:
<input type="checkbox"/> Pay tuition balances (payments are <i>not</i> accepted at the sites).	Refer to invoice	Johns Hopkins University Center for Talented Youth PO Box 64710 Baltimore, MD 21264-4710 Or click on the MyCTY link at http://cty.jhu.edu
<input type="checkbox"/> Make an appointment with your child's pediatrician.	ASAP	Not applicable
<input type="checkbox"/> Submit Medical Information Page.	Due two weeks after receipt of this packet	CTY Registration McAuley Hall 5801 Smith Ave., Suite 400 Baltimore, MD 21209 Fax: 866-548-8022 Email: ctyreg@jhu.edu
<input type="checkbox"/> Submit Physician's Signature Page.	ASAP No later than May 15	
<input type="checkbox"/> Submit Math Questionnaire (if enrolled in Individually Paced Math Sequence).	May 15	
<input type="checkbox"/> If your child has a learning, physical, or medical disability, call summer programs staff.	ASAP Contact no later than May 15	Call 410-735-6215 or email ctydisabilities@jhu.edu
<input type="checkbox"/> If your child has food allergies or special dietary requirements call the program manager.	ASAP Contact no later than May 15	Contact Program Manager
<input type="checkbox"/> Duplicate copies of Medical Information Page and Physician's Signature Page <input type="checkbox"/> Child's prescription medications in original containers with proper labels (if applicable) written in English <input type="checkbox"/> Authorization to Pick Up Student Form	Registration Sunday	Bring to the site.

Questions regarding Registration, Financial Aid, or Account Balances should be directed to 1-800-393-6095.

Si usted necesita hablar con un representante en español, por favor llame al 1-800-548-1180 y escoja opción #2.

Logistical Information

Address

St. Stephen's & St. Agnes Upper School is located at 1000 St. Stephen's Rd, Alexandria, VA 22304.

Registration Sunday

Registration will take place in the St. Stephen's & St. Agnes Upper School, from 12:45 p.m. to 4:45 p.m. on Sunday, July 19. Additional program information will be provided at that time. The day will be split into three registration periods, according to course discipline, to make registration more efficient and to better serve families and students.

Math Students: Please arrive to register between 12:45 and 1:45 p.m.

Science Students: Please arrive to register between 2:00 and 3:15 p.m.

Humanities and Writing Students: Please arrive to register between 3:30 and 4:45 p.m.

It is important that you register during the assigned period as this is the only time your student's instructor will be available to meet with you. After you check in and pick up your student's information, you may then go to the classroom to meet your student's instructor and/or you are welcome to tour the campus.

If you are unable to attend registration, please call the CTY Site Office at St. Stephen's & St. Agnes School. This number will be available on our website (www.cty.jhu.edu/summer) or by calling 410-735-6277. You will need to check in, by 8:00 a.m. Monday morning, at the CTY Site Office in the Upper School (first floor) to receive your student's information packet.

Students in Individually Paced Mathematics Sequence: Diagnostic Testing will begin promptly at 1:00 p.m. Program assistants will escort students to the testing room. Students will be escorted to the cafeteria when the testing is complete at approximately 3:00 p.m. Parents may wait in the cafeteria or tour the campus during the testing. Since the Math Sequence instructor and program assistant will be proctoring the Diagnostic Testing and scoring tests until the early evening, they will not be available to meet with parents on Registration Day. The best time to meet with Math Sequence instructional staff will be before or after class on Monday, July 20. Diagnostic Testing is an important element in the appropriate placement of students in the Math Sequence, and students should make every effort to arrive on time for the testing.

Typical Weekday Schedule

7:30 a.m.		Office opens and Before-Care begins
8:45 a.m.		Students arrive
9:00 a.m.	– 11:30 a.m.	Class
11:30 a.m.	– 12:30 p.m.	Lunch and break time
12:30 p.m.	– 2:30 p.m.	Class
2:30 p.m.	– 3:45 p.m.	Activity period
3:45 p.m.	– 4:00 p.m.	Classes reconvene for wrap-up
4:00 p.m.		Students depart and After-Care begins
5:30 p.m.		After-Care ends and CTY office closes

Lunch

Lunch is provided for students every day of the program, at no extra charge, and is served in the cafeteria. Students on field trips will be provided with bag lunches. Students with special food requirements and students who prefer not to eat the cafeteria lunch may bring lunch from home. There is no reimbursement, however, for students who choose to bring their lunches. Program assistants are responsible for the supervision of students during the lunch break.

Vegetarian Meals: Meatless entrees are available on the regular menu. The meatless entrees may contain animal products (milk, cheese, eggs). Students who prefer not to eat animal products may

choose from items on the regular menu and the salad bar. Special, no-animal-product menu plans are not available.

Specific Food Allergies: Please provide details on the enclosed Medical Information Page. Most students with food allergies manage by selecting from the wide variety of items available on the regular menu and salad bar.

Kosher Meal Requests: Commercially prepared, frozen entrees are available for students keeping kosher. The cost is an additional \$45 per session. Please call your site program manager, Patricia Metz, at 410-735-6210 to make arrangements.

Halal meals are not available at this site. Please contact the program manager, Patricia Metz, at 410-735-6210 to discuss an alternative arrangement.

Snacks: Students may bring a non-perishable snack and drink for morning and afternoon breaks. Students in After-Care are given a snack and drink each day, neither is provided during Before-Care.

Student Drop-off and Pick-up

On Registration Sunday, you will receive specific information for dropping off and picking up your child each day. Morning drop-off usually moves quickly (cars drive up, doors are opened, and students step out). However, in the afternoon, several hundred students are picked up at the same time. This takes longer because students must be matched with drivers. (We can't put the first child in line into the first vehicle, the second child into the second vehicle, etc.) It is very important that drivers know the site procedures to ensure that all students are picked up safely. Please be prepared for delays at pick-up, especially during the first week of the program. Generally once a routine is established pick-up moves quickly, but is always slower than drop-off.

Morning drop-off begins at 8:45 a.m. Students dropped off earlier must go to Before-Care and will be billed for the service as noted below. Students not picked up by 4:15 p.m. will be taken to After-Care and will be billed for the services as noted below.

Before- and After-Care

Families may elect Before- and After-Care, which provides supervision for students who need to arrive early (before 8:45 a.m.) and/or depart late (after 4:15 p.m.), at an additional cost. Students may arrive as early as 7:30 a.m. and depart as late as 5:30 p.m. The charge for this service, determined by the number of days for which it is used, is:

<u>Usage</u>	<u>Before-Care</u>	<u>After-Care</u>
1-5 days	\$17.00	\$23.00
6-10 days	\$34.00	\$46.00
11-15 days	\$51.00	\$69.00

The days of usage need not be consecutive, but may be spread over the three-week session. Students picked up after 5:30 p.m. will be charged \$1.00 per minute extra. To ensure a safe hand-off of students and accurate billing, children must be signed in and out each day by their parents/guardians. At the end of the session, the days of usage will be tallied and families will be billed by the CTY Student Accounts office.

Carpooling

At the beginning of June, you will be sent a list of other families attending the Alexandria site, with their zip codes and telephone numbers. Using this list you are welcome to make your own arrangements to carpool with other families. Please be sure to include all carpool drivers on the Authorization to Pick Up Student form in the back of this packet.

Clothing

In general, dress at the site is casual (shorts or jeans, t-shirts, sneakers). Students should dress in a manner that is appropriate for a classroom environment. Students in science classes may need to wear long pants and closed shoes in the laboratories and on field trips. Black-soled shoes are not permitted in the gymnasium.

Contacting the Site

The number for the CTY office at the school will be available on Registration Sunday. The telephone is normally attended from 8:00 a.m. to 5:00 p.m. daily, beginning on Tuesday, July 14. The site director may also be reached at this number. Telephones are available in the CTY office for making and receiving official business and emergency calls.

Cell Phones

Students may not use cell phones at any time during the program day (9:00 a.m.–4:00 p.m.). Cell phones must remain off during those hours. If used, cell phones will be confiscated and returned just before students go home for the evening. Families who need to reach students during the program day should contact the site office. For the purposes of this policy, cell phones include all mobile communication devices; use includes sending and receiving text messages and email and accessing the Internet. CTY assumes no responsibility for the loss or damage of cell phones, or for the misuse of cell phones, including exceeding plan limits or use by unauthorized persons.

Textbooks/Bookstore

Fees for textbooks are not included in the tuition. Students will be able to purchase textbooks on Registration Sunday at Hooray for Books! The cost of books per course averages \$60, but can be as high as \$200. Titles of required textbooks will be available on Registration Sunday. Because titles can change at the last minute, students should not purchase their textbooks in advance.

Occasionally, instructors may require materials not available through the bookseller; in these cases, CTY will purchase those materials and students will be billed through the CTY Student Accounts office. You will be notified of these expenses on Registration Sunday at the site.

Hooray for Books! is located at 1555 King Street, Alexandria, VA (between Harvard Street and Peyton Street). It will be open from 12:30 to 5:00 p.m. on Registration Sunday. There will only be enough textbooks available for the students enrolled in each class, so please do not request to buy texts from courses other than the one for which you are registered. Cash, personal checks, and credit cards will be accepted. The bookstore, however, does not accept American Express.

In addition to textbooks, instructors may require basic school supplies such as pens, pencils, crayons, notebooks, loose-leaf paper, rulers, etc. You will get a list of required supplies on Registration Sunday. If you have these items at home, there is no need to purchase new ones at your favorite retail store.

Homework/Computers

Students should plan for 60 minutes of homework each evening. Homework in many of the classes consists of reading, problem sets, and short exercises. Students enrolled in some courses may be required to go to a local library as part of their homework.

We strongly discourage students from bringing computers and other electronic devices to the site, except in such cases where CTY's disabilities committee recommends use of a device as an accommodation for an appropriately documented disability. Under no circumstances may students use computers and other electronic devices for games or other recreational purposes. Devices used in violation of the policy may be confiscated and students may be subject to discipline.

Instructors are accustomed to reading handwritten work and do not require or expect typewritten essays. If you are concerned about expectations regarding handwriting, please contact your site's program manager to discuss arrangements that may be made to assist your child; contact

information is on the first page of the packet. If you are requesting accommodations for a disability, you must contact CTY's disabilities committee at 410-735-6215 or ctydisabilities@jhu.edu.

CTY assumes no responsibility for lost, stolen, or damaged personal belongings, or for their misuse, including use by unauthorized persons. Families should determine whether their homeowner's or renter's insurance covers items brought to the site and consider purchasing insurance if it does not.

Internet Access

Students are only permitted to access the Internet under staff supervision, as a part of their course work or part of a sanctioned activity. Students using the Internet to view inappropriate web sites, or to bully and intimidate other students, or for other inappropriate reasons, will be subject to discipline.

Spending Money

There is no need for students to bring spending money to the site. However, for courses with field trips, students may have the opportunity to stop at a gift shop or snack bar; you may provide your child with \$5 in spending money on field trip days.

Personal Belongings/Lost and Found

Students are responsible at all times for the safekeeping of their personal belongings. We urge students to label all their belongings, including clothing, with their first and last names and "JHU-CTY." Neither CTY nor St. Stephen's & St. Agnes School can be responsible for theft or other losses of, or damages to, students' personal belongings, including athletic equipment, musical instruments, or computers. When considering whether to bring an expensive item, families may wish to investigate possible coverage under their own homeowner's or renter's insurance. In general, we recommend that students leave valuables at home.

The CTY site office will maintain a lost and found box. Clearly labeled items are the most likely to be successfully returned. Neither CTY nor St. Stephen's & St. Agnes School can be responsible for items left behind at the end of the session.

Travel Information

St. Stephen's & St. Agnes School is located at 1000 St. Stephen's Road, Alexandria, VA 22304 (see attached map). Staff will be available to point out parking areas and direct you to the registration area.

Directions from Shirley Highway (I-395)

Take Exit 4, Seminary Road east. Follow Seminary Road for about one mile. Turn right onto St. Stephen's Road. Campus will be on your right.

Hotel Accommodations

We regret that we cannot provide or refer housing for families coming to stay in the DC area for the summer program. However, below you will find some recommendations on where to start your search for extended stay hotels or short-term rentals.

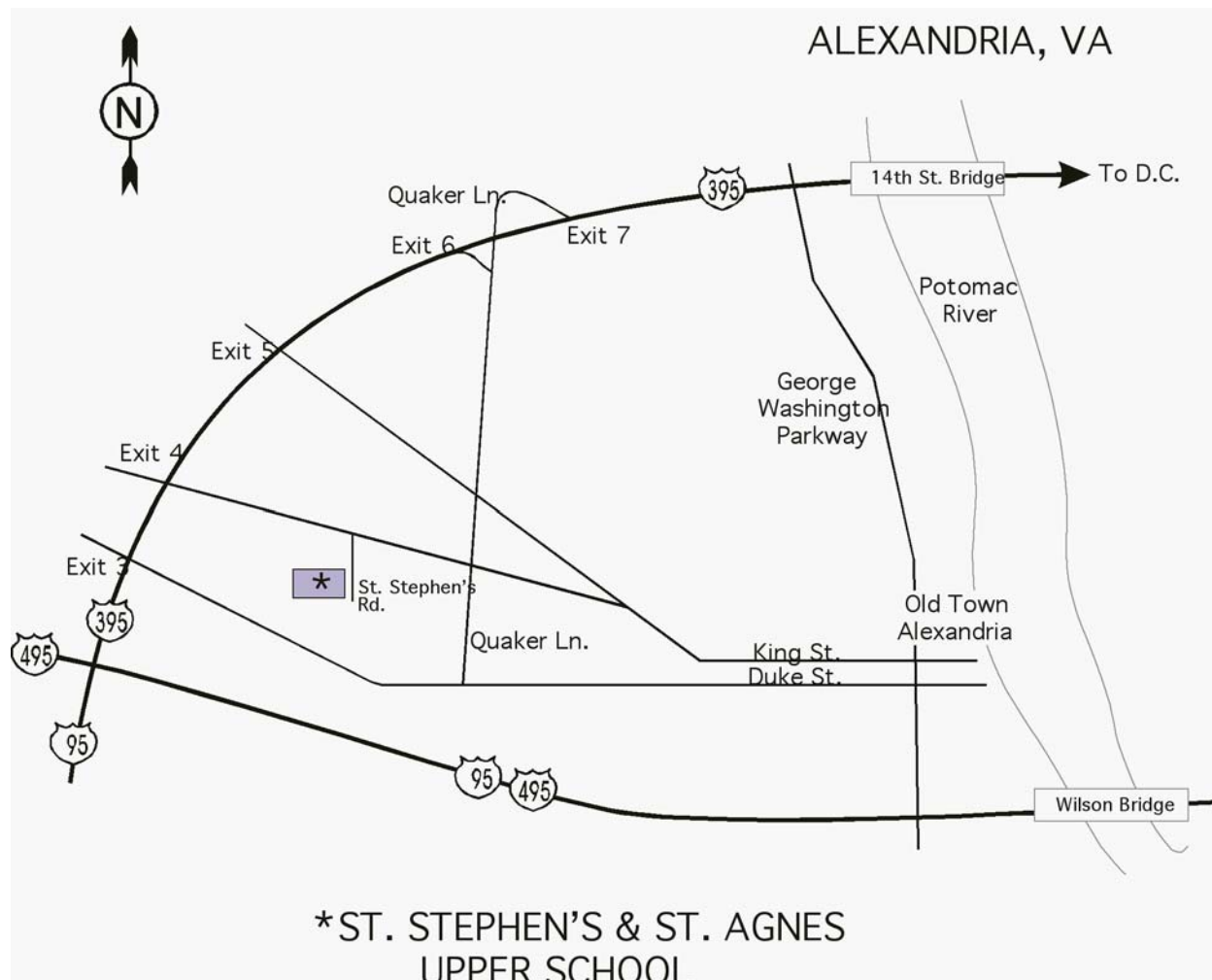
The Alexandria site (Session 2 only) is located within the DC beltway, southwest of the district, just off of I-395. Nearby neighborhoods include Arlington, Alexandria, Falls Church, Annandale, and Fairfax. Please note that northbound traffic on I-95 and I-395 (coming up from Virginia) is particularly bad in the mornings. The Alexandria site is not accessible by the DC Metro.

Here are a few hotels that offer extended-stay suites:

Extended Stay America 1-800-804-3724, (205 N Breckinridge Pl, Alexandria VA) 703-941-9440
Residence Inn by Marriott 1-888-236-2427, (Mill Rd, Alexandria, VA) 703-549-1155 and (Duke St, Alexandria, VA) 703-548-5474
Homestead Studio Suites 1-800-804-3724, (Blue Stone Rd, Alexandria, VA) 703-329-3399
Staybridge Suites 1-877-238 8889

Here are hotels in the nearby area:

- Hilton Alexandria Mark Center, 5000 Seminary Rd, Alexandria, VA 703-845-1010
- Comfort Inn Landmark, 6254 Duke St, Alexandria, VA 703-642-3422
- Hampton Inn, 4800 Leesburg Pike, Alexandria, VA 703-671-4800
- Best Western Old Colony Inn, 1101 N. Washington St, Alexandria, VA 703-739-2222
- Hilton, 1767 King St, Alexandria, VA 703-837-0440
- Days Inn, 6100 Richmond Hwy, Alexandria, VA 703-329-0500
- Days Inn, 110 S Bragg St West, Alexandria, VA 703-354-4950
- Red Roof Inn, I-95 at US Route 1 South, Alexandria, VA 703-960-5200
- Best Western Mount Vernon, 8751 Richmond Hwy, Alexandria, VA 703-360-1300
- Sheraton, 801 N Saint Asaph St, Alexandria, VA 703-836-4700
- Embassy Suites Hotel, 1900 Diagonal Rd, Alexandria, VA 703-684-5900
- Radisson Hotel Reagan National Airport, 2020 Jefferson Davis Hwy, Arlington, VA 703-920-8600
- Morrison House Hotel, 116 S Alfred St, Alexandria, VA 703-838-8000
- Holiday Inn, 2460 Eisenhower Ave, Alexandria, VA 703-960-3400
- Courtyard By Marriott, 2700 Eisenhower Ave, Alexandria, VA 703-329-2323
- Hampton Inn, 5821 Richmond Hwy, Alexandria, VA 703-329-1400
- Courtyard Arlington Crystal City, 2899 Jefferson Davis Hwy, Arlington, VA 703-549-3434
- Hampton Inn, 1616 King St, Alexandria, VA 703-299-9900



Important Policies

Requesting Course/Site/Session Changes

It is possible to request changes in courses and sites, but, except in extenuating circumstances, we can make changes only after we have completed the course assignment process for the regular registration deadline in late April. Whether or not we can make a change will depend upon whether the desired course/site/session has space available. To request a change, please contact the Registration Office at 1-800-393-6095 or CTYRegsumm@jhu.edu.

All requests to change to a course that is already full will be handled through the **Wait List**. Requests to be on the Wait List are handled by the Registration Office. If you request to be put on the Wait List, you will receive a confirmation letter from the Registration Office, listing the course(s) you have asked to be moved to, if possible. You will be notified about whether or not we were able to move you off the Wait List in early May. If you have questions about the Wait List, please contact the Registration Office at 1-800-393-6095 or CTYRegsumm@jhu.edu.

Important: If you received an assignment for any course that you listed on your application, you will not receive a refund if you decide to withdraw from the program.

Requesting a Second Course Assignment

The summer program application has a box on the second page where you can indicate if you would like to apply to attend for both sessions. If you checked that box, you will automatically receive an application for a second course assignment in April, along with a list of the courses that are still available. If you did not check that box, but would now like to request a second course assignment, please contact the Registration Office at 1-800-393-6095 or CTYRegsumm@jhu.edu.

Requests for a second course assignment will be handled in April, after we have tried to place every applicant in a course.

Requests to Attend with Siblings or Friends

If you have siblings or friends who wish to attend the same site, all of their course choices should have been for the same site. Otherwise, as a result of our automated assignment process it is quite likely that they were assigned to different sites. If siblings or friends wish to attend together and they were assigned to different sites, please call the CTY Registration Office immediately (see above, "Requesting Course/Site/Session Changes"). While we are happy to try to make a change, we cannot guarantee that siblings or friends will be placed at the same site.

Tuition Policies

You can log in to your MyCTY account at www.cty.jhu.edu to make a credit card payment, obtain your account balance, or view detailed financial transactions. Check payments are also accepted and should be mailed to the address on the invoice. All payments are due in accordance with the due dates on the invoice and registrations may be withdrawn if balances are unpaid. Any questions concerning your invoice should be directed to 1-800-393-6095.

Refund Policies

To withdraw your child from the program for any reason prior to arriving on site, **you must notify the CTY Registrar in writing. Withdrawals should be emailed to CTYregwithdrawals@jhu.edu.** Once on site, you must notify the site director. Refunds take approximately 4-6 weeks to process from the time that the withdrawal notification is received by the CTY Registrar. Refunds are issued in the same method of payment (check or charge) used for the initial payment to CTY. Refunds are sent to the student's address on record. CTY refund policies are:

Application Fee: The \$50 application fee is not refundable under any circumstances.

Tuition Deposit—Before Course Assignments are Mailed: The tuition deposit will be fully refunded if the withdrawal is received in our office before course assignment notification.

Tuition Deposit—After Course Assignments are Mailed, Before Session Begins: Once course assignments are mailed, through the postal service and email, the tuition deposit is nonrefundable except in the following circumstances: the student did not receive sufficient financial aid; the student is not assigned to any of the courses requested; the student cannot come for medical reasons and has appropriate documentation from a physician; or all the requested courses are cancelled. Deposits are not refunded for students who receive one of their choices but not their first choice.

Tuition Deposit and Payments—After Session Begins: For commuter students, the tuition is nonrefundable. For residential students, for whom a portion of the tuition is for room and meals, the room-and-meals portion is refundable on a prorated basis. However, the remainder is nonrefundable, except in cases of serious illness. In such cases, documentation from a physician is required, and refunds will be made on a prorated basis. Students who are dismissed from the program or who leave because of homesickness are refunded the room-and-meals portion of the tuition on a prorated basis.

Financial Aid

If you applied for financial aid, you will find one of two letters in this packet. If you filed a **complete** Financial Aid application, your award letter is enclosed. If you did not submit a copy of your **prior year** Federal Tax Return with your Financial Aid application, an “Incomplete” letter is enclosed. You must submit this income documentation before your aid eligibility can be determined. If you have financial aid questions, please call the Financial Aid Office at 1-800-393-6095.

Financial aid funding may be more limited than in previous years; consequently, families may be expected to contribute more to the cost of the program.

International Students

If you are a non-US citizen, or will be traveling to the United States from abroad for the summer program, the International Students Resource Guide is included in your Course Assignment Packet. Please refer to this resource for special considerations as you prepare for the summer.

Students who are not US citizens may need to acquire a student visa to travel to the US for the CTY Summer Programs. Contact the American Embassy or Consulate office in your country of residence to find out whether your child will need a visa. For information about US entry and visa requirements for your particular country, please visit the U.S. Department of State website: http://travel.state.gov/visa/temp/types/types_1268.html

Please begin the process as early as possible since it can take up to six weeks in certain cases to obtain a visa.

Expectations for Student Conduct

We expect our students to meet the highest standards of behavior, both in personal deportment and in dedication to academic pursuits. At each site, students learn about our standards for behavior, including site rules, on the first day. While specific rules vary somewhat from site to site, community standards throughout our summer programs are basic and consistent. They apply both in and out of the classroom. They include a commitment to academic and personal integrity, respect for all members of the community, regard for the basic rules of physical safety, and cooperation with adult supervision. To this end, students must adhere to our Honor Code (see below). We cannot accommodate students who are unwilling or unable to live up to these expectations. Please discuss the meaning of this code with your child.

Center for Talented Youth Honor Code

CTY's summer programs provide a unique opportunity for intellectually curious people from diverse backgrounds to come together in pursuit of academic challenge and growth, within a supportive community built on respect, responsibility, and trust. In order to create and sustain such a community:

I promise to uphold academic and personal integrity, respecting the ideas and property of others, and to ensure that those around me do the same; and

I promise to follow the Expectations for Student Conduct:

- Strive to do the best academic work possible.
- Respect individuals of different races, cultures, religions, genders, sexual orientations, ages, disabilities, and national origins.
- Behave in a friendly, cooperative, safe, and responsible manner toward all persons in the CTY community and in the larger campus and local communities.
- Attend all class sessions, meals, activities, and meetings.
- Take responsibility for my own work and actions.
- Cooperate with adult supervision.
- Observe rules for physical safety and all other rules for student conduct.

I understand that my actions will shape our site community, and that my membership in the community depends on my honoring this code.

Academic Expectations

Our program is fast-paced, and a component of the Center for Talented Youth Honor Code is that students strive to do the best academic work possible. When a student is not meeting our expectations, CTY staff will seek ways to help him or her succeed, including consulting with parents. However, a repeated pattern of poor performance on academic assignments will result in a negative final course evaluation or possible early dismissal from the program.

Dismissal Policy

Rules and regulations concerning student conduct will be explained during the orientation period at the beginning of each session. The rules define academic performance, campus boundaries, safety policies, and so on.

Students may be dismissed from the program for any of the following reasons:

- not attending to their academic work in a satisfactory manner
- cheating, plagiarizing, or committing other acts of academic dishonesty
- being in restricted areas of campus, or leaving campus, unaccompanied by a staff member
- stealing or vandalizing property
- keeping prescription or over-the-counter medication in their possession (some limited exceptions are noted in the Medication Policies and Procedures section of this packet)
- possessing or using tobacco, alcohol, or drugs
- bullying or hazing
- undermining the safety or wellbeing of self or others (including threats).

We reserve the right to ask a student to leave the program for disciplinary, medical, or other reasons. If a student is asked to leave, parents must arrange for the student's transportation from the site immediately.

No tuition refunds will be made to students dismissed from the program for disciplinary reasons. If a student damages property, the cost of repair or replacement is added to the student's account balance. CTY provides clear guidelines and careful supervision, but students are ultimately responsible for their own conduct. Disciplinary issues are handled by site administrators.

Prohibited Items

These items must not be brought to the sites:

- weapons of any kind (including pocket knives and martial arts devices)
- any flame-producing device (including matches, lighters, and firecrackers)
- role-playing game books or other items associated with role-playing games
- trading cards
- pets of any kind
- products that damage surface finishes
- televisions, computer/video games, or DVDs

- bicycles, skateboards, roller blades, skates, scooters, or shoes with wheels
- water guns
- halogen lamps
- laser pointers.

In addition to the above list, we reserve the right to confiscate for the length of the program any items that, in our judgment, demonstrate the potential for distracting students from the goals of the program, pose undue risk to the safety and wellbeing of people, or pose undue risk to property.

Visitation Policy

Only a student's parent, guardian, or an authorized adult may visit the site (complete the Authorization to Pick Up Student form at the end of this packet). For security reasons, site administrators must be aware of any visitors on campus, including parents; we also must know of any plans to take students off campus. All visitors must sign in and out at the CTY site office on campus and show identification. If a student must leave campus, the student must inform the site director, and may leave only after signing out at the CTY site office.

Custody Issues

Please indicate any issues you believe we should be made aware of on the Authorization to Pick Up Student form, and attach copies of pertinent legal documentation.

Disability and Medical Information

Students with Learning, Physical, or Medical Disabilities

Open communication between CTY and parents is essential to meeting students' needs. **If your child has a learning, physical, or medical disability, you must contact summer programs staff at 410-735-6215 or ctydisabilities@jhu.edu to notify us and then discuss those needs in the context of the academic, social, and recreational aspects of the CTY program.**

Because accommodations must be reviewed and approved each year to ensure appropriate services are provided, you must call or email **every year**, even if your child received accommodations in a past CTY program, or was evaluated by CTY's Diagnostic and Counseling Center. Information of this nature is privileged and is not shared between departments at CTY without your written release.

CTY is committed to providing reasonable, appropriate, and necessary accommodations for qualified students with disabilities. A person with a disability is defined by the U.S. Rehabilitation Act of 1973 and by the Americans with Disabilities Act of 1990 as an individual who has a physical or mental impairment that substantially limits one or more major life activities, has a record of such an impairment, or is regarded as having an impairment.

Documentation and Accommodations

For reasonable accommodations to be provided, current documentation from a qualified individual knowledgeable about the student's disability must be submitted to our office by **May 15**. Requests made outside of this timeline may adversely affect our ability to provide accommodations and in certain circumstances may prevent a child from participating in our program. The sooner you can discuss the services your child needs, the better.

Documentation must include the diagnosis of the disability, a description of the specific functional limitations as they pertain to both the academic and recreational settings, and recommended accommodations. You must also disclose any disabilities on the Medical Information Page (see page 15). The privacy rights of students with disabilities are honored to the fullest extent possible.

A current medical evaluation must be submitted if the disability is a medical condition, hearing impairment, or visual impairment. A current psychological or neuropsychological evaluation must be submitted if the disability is a learning disability, ADHD, non-verbal learning disorder, developmental disorder (including Asperger's Syndrome), or social/emotional issue such as depression. Although IEPs cannot serve as the sole piece of documentation, they may be helpful in

combination with the medical or psychological evaluation. Further guidelines on documentation can be found at www.jhuuaa.org

Costs for personal attendants, personally prescribed devices, or services which involve travel and other expenses are the responsibility of the student's family. **All students on medication should continue to take their medication during the program as prescribed by their physicians.** If you have questions that are specific to site accessibility for any family members or friends who may visit the site, please contact the site's program manager at the number listed in this packet.

All students on medication should continue to take their medication during the program as prescribed by their physicians. Although the program occurs during the summer and often students may not take medications that they do during the school year, at CTY the daily schedule and demands of the program require as much focus and energy as needed during the typical school day. Thus, in order for students who regularly take medications during the school year to have the greatest opportunity for success at CTY, it is **imperative** that students keep to their regular medication schedule.

Medical Forms

CTY requires medical forms to be completed for each student attending Summer Programs. Medical forms are located in this packet beginning on page 15. Students who have not submitted completed forms will not be permitted to participate in the program.

The parent or guardian must complete the enclosed **Medical Information Page** and submit the form to CTY Registration **within two weeks of receipt of this packet**. This form contains information about emergency contacts, health insurance, medications, allergies, medical history, and parental permission to treat. Completion of this information is essential to our ability to care for your child this summer.

The **Physician's Signature Page** needs to be submitted to CTY and requires the signature of the child's physician. This page is due to CTY Registration by **May 15** to allow time for parents and guardians to make appointments with the child's physician, if necessary. A physician must sign for each student every year, so if you have not already scheduled an appointment with your physician, please do so right away. If your child has had a physical examination within the past two years, your physician may be willing to complete the form without a new office visit. However, a current signature (from the 2008-2009 academic year) is still needed. It is up to your child's physician to determine if the information from a physical prior to the current academic year is still reflective of your child's health.

Please bring **duplicate copies of the medical forms** to the site on Registration Sunday.

Medical Care at the Site

A health assistant/nurse will be available throughout the day to address student complaints and injuries, and administer any necessary prescription medications. If a student is injured, becomes too ill to stay at CTY, or requires treatment by a physician, the parent or guardian will be called to pick up the child. In the case of an emergency, we will call an ambulance, and the parents will be contacted immediately.

Families are responsible for the costs of any health care beyond that provided free of charge at the site. CTY does not provide medical insurance of any kind for students.

Medication Policies and Procedures

Students are **not permitted** to keep medications of any kind, including prescription and over-the-counter medicines, vitamins, growth hormone serums, and herbal or dietary supplements, in their possession. Exceptions are made for topical skin medications, asthma inhalers, a single day's supply of Lactaid, and single doses of medications which may be needed urgently, such as insulin and EpiPens®. Students bringing prescription or non-prescription medications to the site must turn them in to CTY staff at the medical table on Registration Sunday. The medications will be kept in a secure location in the health office, and students will report to this office at the appropriate times to

take their medication under the supervision of a CTY staff member. Medications that require refrigeration are kept in a refrigerator in the health office. For the safety of all of our students, keeping medications in rooms or belongings is strictly forbidden and is considered grounds for dismissal.

All prescription medications must be in their **original pharmacy containers**, with the student's name and dosage instructions **written in English** and clearly legible; if your child is taking the medication in a manner other than what is written on the bottle, you will need a signed prescription from your physician. Non-prescription medications must also be in their original containers, and can only be given according to package directions written in English. Make sure your child has enough medication for the entire session. It is imperative that students traveling internationally double-check to be sure they have their prescription medication before they leave home and that the label is **written in English** or dosage instructions are written in English and signed by the prescribing physician. We will keep a stock of common over-the-counter medications on hand for occasional use (Advil, Benadryl, Cepacol throat lozenges, Imodium, Robitussin, Sudafed PE, Tums, Tylenol, and Visine), so students are requested not to bring these to the sites.

All students on medication should continue to take their medications during the program as prescribed. Although the program occurs during the summer and often students may not take medications that they do during the school year, at CTY the daily schedule and demands of the program require as much focus and energy as needed during the typical school day. Thus, in order for students who regularly take medications during the school year to have the greatest opportunity for success at CTY, it is **imperative** that students keep to their regular medication schedule.

Student Services 2009

Medical Forms: Instructions

Medical Forms to be submitted:

Medical Information Page **due two weeks after receipt of this packet**
(requires parent or guardian signature)

Physician's Signature Page **due no later than May 15**
(requires a current physician's signature)

Send to: ***CTY Registration***
 McAuley Hall
 5801 Smith Ave., Suite 400
 Baltimore, MD, 21209
 Fax: 866-548-8022
 Email: ctyreg@jhu.edu

Both of these forms are **required** for your child to participate in CTY Summer Programs.

Medical Forms Checklist:

- Fill out the *Medical Information Page* and sign. Photocopy it, submit the original, and bring the duplicate copy to site.

Return this page within two weeks of receiving your child's course assignment. This form only requires a parent/guardian signature and general information about your child's medical history. **Do not wait to send in your *Medical Information Page* until the *Physician's Signature Page* is completed.** The CTY Registration Office uses the *Medical Information Page* to complete registration for your child.

- Complete the *Physician's Signature Page*. Photocopy it, submit the original, and bring the duplicate copy to site.

Option 1: You may already have a health certificate or similar piece of documentation containing the same information that we request on the *Physician's Signature Page*. If you have this documentation with a physician's signature on it from the 2008-2009 academic year, you may simply attach this to our *Physician's Signature Page* and submit the form.

Option 2: If your child has had a physical examination within the past two years, your physician may be willing to complete the form without a new office visit. Contact your child's physician to determine if this is the case and make arrangements to have the physician complete and sign the *Physician's Signature Page*. Submit the form.

Option 3: Schedule an appointment with your child's physician. Have the physician complete the relevant portions of the *Physician's Signature Page* and sign. Submit the form.

Student Services 2009

Medical Information Page – ALEXANDRIA (ALE)

*This form is due **two weeks after receipt of your course assignment packet.**
 Keep a copy of this form for your records and bring or send a duplicate copy to the site.
Send to: CTY Registration, McAuley Hall, 5801 Smith Ave., Suite 400, Baltimore, MD, 21209
Fax: 866-548-8022 Email: ctyreg@jhu.edu
 Fields marked with an asterisk (*) **MUST** be completed.*

To be completed by parent/guardian		*Session student is attending (circle) 1 2 Both	
*Student name		*Student ID number	
		*Birth date	*Gender M / F
*Address			
*City		*State	*Zip code
*Father/Guardian		*Mother/Guardian	
*Daytime phone		*Daytime phone	
*Evening phone		*Evening phone	
Cell phone/pager		Cell phone/pager	
*Email		*Email	
*Emergency contact #1 (other than parent/guardian; must be in the U.S.)		*Emergency contact #2	
*Relationship to student		*Relationship to student	
*Daytime phone		*Daytime phone	
*Evening phone		*Evening phone	
Cell phone/pager		Cell phone/pager	
Medical Insurance			
*Medical insurance provider		*Policy/group #	
*Address of insurance co.			
*Name of policyholder		*DOB of policyholder	
Employer of policyholder		Prescription card #	
Over-The-Counter Medications Provided by CTY			
CTY will supply the following medications (or their generic equivalents) as needed for the symptoms indicated, and according to package directions. Check off those medications that your child may receive on an as-needed basis:			
<input type="checkbox"/> Advil for headache, pain, or menstrual cramps	<input type="checkbox"/> Benadryl for allergy symptoms	<input type="checkbox"/> Cepacol throat lozenges for sore throat	
<input type="checkbox"/> Imodium for diarrhea	<input type="checkbox"/> Robitussin DM for cough	<input type="checkbox"/> Sudafed PE for sinus congestion	
<input type="checkbox"/> Tums for stomach upset	<input type="checkbox"/> Tylenol for headache or pain	<input type="checkbox"/> Visine for eye irritation	

>>over>>

Medications You Will Bring to the Site

Medications are prescription medications, over-the-counter medicines, vitamins, and/or supplements.

My child **does not** take regular medications at this time.

My child **takes** regular medications. I understand that medications will be dispensed by CTY staff only, and that my child may not keep medications with him or her (with the exception of asthma inhalers, insulin, EpiPens, and topical medications). I understand that all medications must be in their original containers, and will be given according to physician or package directions **written in English**. I attached additional information to this form.

Medication name	Dose	Time (circle as many as apply) breakfast, lunch, 3 PM, dinner, bedtime, OR As needed
-----------------	------	--

Medication name	Dose	Time (circle as many as apply) breakfast, lunch, 3 PM, dinner, bedtime, OR As needed
-----------------	------	--

Medication name	Dose	Time (circle as many as apply) breakfast, lunch, 3 PM, dinner, bedtime, OR As needed
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Medication name	Dose	Time (circle as many as apply) breakfast, lunch, 3 PM, dinner, bedtime, OR As needed
-----------------	------	--

Medication name	Dose	Time (circle as many as apply) breakfast, lunch, 3 PM, dinner, bedtime, OR As needed
-----------------	------	--

Adverse Reactions and Allergies

Do not give my child the following medications under any circumstances (check if additional information is attached):

Allergies to medications, food, insect bites, environmental factors, etc:

Does your child carry an EpiPen for allergies? YES NO

Medical History

History of operations or serious illness:

Is your child under the care of a psychologist, psychiatrist, or counselor? YES NO

If so, please provide contact information:

Please indicate your child's full medical history below. This information will be necessary in the event that your child needs emergency medical treatment. Check if history and provide details below or as an attachment:

<input type="checkbox"/> Hearing/vision impairment	<input type="checkbox"/> Gastrointestinal disorders	<input type="checkbox"/> Migraines/headaches
<input type="checkbox"/> Ear/sinus infections	<input type="checkbox"/> Urinary tract infections	<input type="checkbox"/> Depression/anxiety
<input type="checkbox"/> Asthma (carries inhaler <input type="checkbox"/>)	<input type="checkbox"/> Enuresis (bed wetting)	<input type="checkbox"/> Eating disorders
<input type="checkbox"/> Bronchitis/pneumonia	<input type="checkbox"/> Eczema/skin disorder	<input type="checkbox"/> Learning disability
<input type="checkbox"/> Heart defect/disease	<input type="checkbox"/> Chicken pox	<input type="checkbox"/> ADHD
<input type="checkbox"/> Hemophilia/anemia/blood disorders	<input type="checkbox"/> Musculoskeletal disorders	<input type="checkbox"/> Developmental disorders (e.g., NVLD)
<input type="checkbox"/> High blood pressure	<input type="checkbox"/> Neurological disorders	<input type="checkbox"/> Asperger's
<input type="checkbox"/> Diabetes	<input type="checkbox"/> Seizures/fainting	<input type="checkbox"/> Other:

Details of conditions checked above (check if additional information is attached):

Students with Learning, Physical, or Medical Disabilities

You must contact the CTY Medical Disabilities Committee by May 15 at 410-735-6215 or ctydisabilities@jhu.edu if physical, medical, classroom, dietary, or other accommodations will be needed.

Permission to Treat

This is to authorize the medical personnel of the summer program site and/or off-campus medical facilities to provide necessary medical care to my child. The information I have provided on this form is accurate and complete. A photocopy of this form shall serve in the same capacity as the original document.

I give permission for the medical personnel of CTY or the summer program site, or physicians of the nearest or most appropriate hospital, to provide routine health care; to administer medications; to order x-rays, tests, or treatment; to release any records necessary for insurance purposes; and to arrange necessary transportation for my child. In the event that I cannot be reached in an emergency, I give permission for the medical personnel selected by CTY to secure and administer treatment, including surgery or hospitalization, for the student named above. I give permission for CTY to contact my child's medical provider for the purpose of confirming medical conditions/treatments or obtaining additional information in order to provide appropriate care. This authorization shall be in effect while my child is a student in the 2009 CTY Summer Programs. I understand that I am fully responsible for all medical costs incurred by my child.

Signature of parent or legal guardian: _____ Date: _____

Attach extra pages if you wish to provide more details about any of the above items.

Student Services 2009

Authorization to Pick Up Student

Please complete and sign this form to indicate who will pick up your student. Include all family members and all drivers in your carpool, if applicable. Bring this form with you on Registration Sunday.

Student Name	Student ID Number
Site ALEXANDRIA (ALE)	Session

Write the name of everyone **(including parents/guardians)** permitted to pick up the student.

Name	Relationship	Telephone Number(s)
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		

Please provide a brief description or schedule of your carpool arrangements, if known, including the names of other students in your carpool.

continue on back

Please provide information about any custody issues that may affect your child's stay at the site. Attach copies of any relevant legal documents. In addition, please include the name, phone, fax, and address of your legal counsel.

continue on back

Print name of parent/guardian	
Signature of parent/guardian	Date

You must bring this form with you on Registration Sunday.

CTY Checklist: What to Bring/What Not to Bring

- General supplies (paper, notebooks, pens, pencils, highlighters, etc.)
- Scientific calculator (if you already own one; math, computer science, and science students only)
- Backpack or book bag
- Water bottle with student's name
- Any necessary medications in their original containers
- Physician's Signature Page (very important!)
- Authorization to Pick Up Student form
- A non-perishable snack and drink for morning and afternoon breaks

Students in science courses may need to wear long pants and closed shoes for the labs and field trips. Students who wear contacts should also bring eyeglasses to wear in the labs.

The Center for Talented Youth Honor Code

CTY's summer programs provide a unique opportunity for intellectually curious people from diverse backgrounds to come together in pursuit of academic challenge and growth, within a supportive community built on respect, responsibility, and trust. In order to create and sustain such a community:

I promise to uphold academic and personal integrity, respecting the ideas and property of others, and to ensure that those around me do the same; and

I promise to follow the Expectations for Student Conduct:

Strive to do the best academic work possible.

Respect individuals of different races, cultures, religions, genders, sexual orientations, ages, disabilities, and national origins.

Behave in a friendly, cooperative, safe, and responsible manner toward all persons in the CTY community and in the larger campus and local communities.

Attend all class sessions, meals, activities, and meetings.

Take responsibility for my own work and actions.

Cooperate with adult supervision.

Observe rules for physical safety and all other rules for student conduct.

I understand that my actions will shape our site community, and that my membership in the community depends on my honoring this code.