

2018 Explore Your Future Summer Program Registration

SHOOT FOR THE STARS

July 11-14th, 2018



Dear Students, Parents, Counselors and Guardians,

The Wyoming Department of Workforce Services Division of Vocational Rehabilitation (DVR) in collaboration with Career Innovations and Some 1 Like You (S1LY) is offering its first ever summer program at the University of Wyoming. Please complete and return all application materials to your Vocational Rehabilitation Counselor by **May 21, 2018** for consideration.

Applications will be reviewed and decisions for acceptance will be made by **May 28, 2018** and acceptance letters will be sent. **COST-** Students selected for participation will attend at no cost for the program but may be responsible for travel to and from the summer program location (Laramie, WY).

The Workforce Innovation and Opportunity Act (WIOA) established Vocational Rehabilitation (VR) as the primary agency for preparing in school youth with disabilities for employment. VR will deliver specific Pre-Employment Transition Services (PreETS) including:

- Career Exploration Counseling
- Work Readiness Training
- Self-Advocacy Training
- Postsecondary Educational Counseling
- Community-Based Work Experiences

PreETS services are limited, if a student requires additional services, they must apply for the full traditional VR program and meet all eligibility requirements. Under WIOA, PreETS must be offered in a timely manner to students with disabilities. See your local VR agency to gain access to all other PreETS opportunities.

Eligibility for summer program- You must be in an approved school setting (secondary or post-secondary), be between the ages of 14-21, and be potentially eligible for traditional VR services (have a barrier to employment) and you must be a Wyoming resident.

Planned Activities:

Career Assessments
Etiquette Dinner
Team Building

Planetarium & Star Gazing
Campus Tour
Leadership Skill Building

College and career paths
Career & Business Exploration
Life & Independent Skills
Building a professional image

Assistive Technology and living with a Disability

Goal: To expose students to a variety of different career, educational and training paths available to them after high school and improve self-awareness and self-advocacy skills.

Checklist for Completed Applications

- Student and parent contact information (page 2)
- Emergency Contacts (page 2)
- Medical and health information (page 2)
- Health insurance information (page 2)
- Proof of MMR signed by a doctor to be provided at time of check-in
- Copy of health insurance card at time of check in
- Medical Consent to treat a minor (page 3)
- Release of risk (page 3)
- Travel/Dismissal Agreement (page 3)
- Model/Photo release and release of information (page 3)
- Self-Administration of Medication Form (page 4)
- University of Wyoming Code of Conduct and Behavioral Expectations (page 5-7)

Funding to make this program possible comes from the Wyoming Division of Vocational Rehabilitation. A U.S. Department of Education program funded with state and federal match dollars to provide services to individuals who have physical or mental disabilities to assist them in obtaining, maintaining and stabilizing in employment.

Persons seeking services to VR shall be considered without regard to race, color, religion, sex, national origin, disability, age, veteran status, sexual orientation or political belief.

STUDENT INFORMATION

Student Full Name: _____ Birthdate: _____ Age: _____
Current Education Setting/School: _____ Grade Level: _____ Gender: _____
Did you receive IEP/504 services: Y or N Current GPA: _____ School counselor name: _____
Address: _____ City: _____ Zip Code: _____
Student Primary Phone: _____ Student Cell Phone: _____ Okay to text Y or N
Email Address: _____ Vocational Rehabilitation Counselor: _____
T-shirt size: _____ Reading level/ability: _____
Physical, medical, learning or mental health conditions: _____

Please indicate if you have any disability related need for auxiliary aids in order to participate in services (interpreters, transcribers, amplifier, videophone, magnification, large print, etc.)

PARENT INFORMATION to be completed by parent(s) guardian(s)

Mother/Guardian Full Name: _____ Primary phone: _____
Work phone: _____ Living with: Y or N Other: _____

Father/Guardian Full Name: _____ Primary phone: _____
Work phone: _____ Living with: Y or N Other: _____

I **can or cannot** provide transportation to and from Laramie for my child to participate in this program please explain:

In case of emergency, if parent/guardian(s) are unavailable, contact:

1. Name: _____ Relationship: _____
Primary phone: _____ Work phone: _____
2. Name: _____ Relationship: _____
Primary phone: _____ Work phone: _____

Doctor/Insurance Information

Physician/clinic: _____ Phone: _____
Health Insurance Company(s): _____ policy holder: _____
Allergies (food, medication, environmental): _____

Prescription, over-the-counter medications, reason for taking, frequency and dosage: _____

Can you administer and manage your own medication and independently care for yourself: Y or N

Does your child have any physical limitations: _____

Any drug, alcohol, tobacco, behavioral or legal problems past or present: _____

☐ **Proof of MMR (measles, mumps and rubella) Vaccinations**

The University of Wyoming requires all dorm residents to provide proof of 2 MMR vaccinations. Please include a medically signed proof of MMR vaccinations with your registration materials or your clinic or doctor may fax the record to the Laramie DVR office at 307-721-3110.

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Medical Consent for Treatment of Minor

If your student should require medical treatment while participating in the program they will be taken to an urgent care facility, Iverson Hospital or physician's office. All students must **provide a copy of their health insurance coverage card** at time of check in. Parents are responsible for any medical costs incurred. Every attempt will be made to inform parents in the event of an emergency situation for authorization of such treatment to include contacting emergency contacts.

I _____ (printed name of parent/guardian) give permission to Career Innovations to seek medical treatment from any medical facility for my son/daughter _____ (print name of student).

Parent/Guardian signature: _____ Date: _____

This consent will remain in effect until student reaches his/her 18th birthday.

Youth Program Activities Release, Assumption of Risk and Agreement to Hold Harmless

I have been provided an itinerary and description of all activities for the 2018 summer program. I wish for myself or child to participate in all activities. I understand there are risks, both unknown and known from minor to loss of life. I grant permission to Career Innovations to authorize emergency medical attention if necessary and agree to not hold Career Innovations or any of their staff, volunteers or partners liable for any injury, damage caused to myself or child or for any reasonable medical treatment. *(A full itinerary will be provided to those selected & this can be signed at time of check-in)*

I have read and understand the contents, consequences and implications of signing this document.

Student's full name: _____ Parent(s)/Guardian(s) full name: _____

Parent(s)/Guardian(s) signature: _____ Date: _____

Travel/Dismissal Agreement (see page 5-7 for UW Code of Conduct Agreement)

I understand that if I choose to remove my child from the program early that I am responsible for all travel costs for my child. In addition, if my child is dismissed from the program for disciplinary reasons or failure to follow University of Wyoming Code of Conduct rules I must make immediate travel arrangements for my child to be removed from the program.

In the event that I cannot be reached and my child must leave the program, I authorize the following person(s) to check out and transport my child:

Name of alternate contact: _____ Relationship: _____ Age: _____

Address: _____ Phone: _____

Parent(s)/Guardian(s) signature: _____ Date: _____

Model/Photo Release

I _____ (student full name printed) _____ (age) give Career Innovations and the State of Wyoming Department of Workforce Services Division of Vocational Rehabilitation permission to use or reproduce photographs (print, electronically or through social media platforms) that I appear in while at the summer program. I waive my right to inspect, approve of or receive any compensation for the use of photos I appear in.

Student full signature: _____ Date: _____

Parent(s)/Guardian(s) full signatures: _____ Date: _____

(if under the age of 18 or you have a legal guardian, signature of parent/guardian is required)

☐ By checking this box, I am indicating that I do not want mine or my child's identifiable photo used or reproduced.

Release of information

I give permission to Vocational Rehabilitation to release information as needed for participation in the residential program to Career Innovations and Some 1 Like You:

Parent(s)/Guardian(s) signature: _____ Date: _____

Student signature: _____ Date: _____

SELF-ADMINISTRATION OF MEDICATION FORM

Participant Name: _____

Parent/Legal Guardian Name: _____

If at all possible, medication should be administered at home. Medications will be allowed at the Program only when failure to take such medicine would jeopardize the health of a Participant and he/she would not be able to attend the Program if the medicine were not made available.

Legal prescription and over-the-counter medications, including medications for conditions such as food, drug or insect allergies, diabetes, asthma, or epilepsy may be brought to the Program under the condition that the participant can self-manage care and delivery of the medication. All medications (prescription and over-the-counter) must be in the original product packaging and clearly labeled with the Participant's name. Prescription medication(s) must also include a label with the medication's name and dosage instructions, as well as the prescribing physician's name and telephone number. Containers must hold only the amount required for the time the Participant will be attending the Program.

List the specific prescription or over-the-counter medication(s) the Participant is bringing to the Program, the reason for the medication, and the daily dosage, times taken and other relevant administration information below:

Medication Name	Diagnosis/Reason(s) for Medication	Daily Dosage/Time(s) Taken/Administration

All medications will be kept securely locked. Access to all medications will be limited to approved Program Staff. The need for emergency medication may require that a Participant carry the medication on his/her person or that it be easily accessed (i.e. inhalers, EPI-pens, insulin injections). Program staff will NOT purchase or administer medications of any type (prescription or over-the-counter) for a participant of any age. Program staff may monitor the self-administration of medications. It is NOT permissible for a participant to share any medications with any other participants. It is the responsibility of the parent(s)/legal guardian(s) to be sure that the participant's medications brought to the Program are not left behind at the end of the Program. Failure to do so will result in the medications being destroyed after the Participant's last day at the Program. Absolutely no medications will be returned via mail regardless of circumstance.

I authorize and recommend self-medication by my child for the above medication(s). I affirm that my child has been instructed in the proper self-administration of the prescribed medication by his/her physician. I affirm that my child has been instructed in the proper self-administration of the over-the-counter medication by me or by his/her physician. I will indemnify and hold harmless Career Innovations, program Staff, the University of Wyoming, State of Wyoming Department of Workforce Services Division of Vocational Rehabilitation and all other officers, directors, employees and agents against any claims that may arise relating to my child's self-administration of prescribed medication(s).

Parent/Guardian Name _____

Parent/Guardian Signature _____

Date _____

If your student will NOT be taking any prescribed medication, please indicate and initial here

University of Wyoming CODE OF CONDUCT

INTRODUCTION: Welcome to the University of Wyoming community of students, faculty and staff. This relationship has been created to provide an exciting, creative and challenging learning environment for our community of student participants.

The partnership formed between students and outside agencies is a participatory one. Both parties have very significant responsibilities and rights. We take each of these very seriously. The ***Student Code of Conduct*** is an outline of the rights and responsibilities of students enrolling in a summer or residential program on the UW campus.

I. PURPOSE. *The Student Code of Conduct* outlines rights and responsibilities of students enrolling at the University of Wyoming summer program or any of its sponsored programs. The *Code* defines conduct offenses and reflects Career Innovations commitment to equity and procedural fairness.

II. STUDENT RIGHTS AND RESPONSIBILITIES

General Rights and Responsibilities. This statement is intended to set forth general principles of rights and responsibilities of the student in relation to the University of Wyoming, Career Innovations or Division of Vocational Rehabilitation, and members of these communities.

All members of these communities share the responsibility to maintain a climate suitable to an ethical community of student learners and to refrain from conduct that obstructs the work of the University and this summer program or that interferes with the lawful exercise of rights by other persons, endangers the safety or security of other persons or their property, prevents the proper use of the facilities of the University or impairs the maintenance of that kind of an environment which is essential to the operation of an institution of higher learning.

Students have the right to access all related requirements, standards, policies, and regulations regarding the University's educational mission and which affect students in general.

Students have a responsibility to comply with regulations and procedures pertaining to their admission and continued enrollment in the summer program.

This *Code* shall be published and distributed by the Administrative Staff of Career Innovations and Vocational Rehabilitation to each student at or before his/her enrollment in the summer program. When the student enrolls in the summer program, such act or acts shall amount to a voluntary agreement by the student with the University that the student will adhere to and be bound by the rules and regulations of the University. **Signatures of Parents and students indicate agreement** and acceptance of the *Code*.

Rights and Responsibilities in the Instructional Setting. The primary responsibility for managing the instructional environment rests with each faculty member. The student has the right to participate in relevant, civil discussions, inquiry and expression in academic endeavors. Student academic performance shall be evaluated on an academic basis. Student academic performance shall be evaluated on an academic basis.

1. Students shall be free to take reasoned exception to the data or views offered in any course of study. Students shall have protection through orderly procedures against prejudiced or capricious academic evaluation. They shall be responsible for learning the content of any course of study for which they are enrolled.
2. Students shall be provided with a statement of academic expectations/syllabus at the beginning of each course by the instructor. They shall be responsible for maintaining standards of academic performance established for each course in which they are enrolled.
3. A student has responsibilities as well as rights in the classroom in an instructional setting and other academic endeavors. The student has the responsibility to respect the instructor's freedom to teach and the right of other students to learn. The student has the responsibility to maintain reasonable standards of conduct established by the instructor for each class but shall include the following:
 - a. No cell phone, iPod, or other personal devices which may detract from the overall learning environment.
 - b. Completion of assignments as requested and an overall grade of 70% or better to successfully complete the course and participate in the end of summer rewards trip.
 - c. Showing up to classes on time and with all necessary books, supplies, or other items as required to effectively participate in classes. Students who engage in acts that result in the disruption of a class may be subject to restriction or dismissal. Such behavior or egregious classroom offenses may result in termination of a student's participation in the summer program.

Student Records

Students have the right to a confidential student educational record in accordance with the Family Educational Rights and Privacy Act (FERPA). Transcripts of academic records shall contain only information about academic status during the summer program for which the student is enrolled.

By enrollment at the summer program, the student and parent assume the obligations and responsibilities for performance and behavior reasonably expected by the University relevant to its lawful missions, processes and functions.

Termination of continued participation in the 2018 Summer Program may take the form of:

Disciplinary restrictions or sanctions for violation of the Code and/or student handbook. Disciplinary restrictions, sanctions, or potential dismissal for failure to maintain minimum participatory standards. Disciplinary dismissal of The *Code* and/or student handbook. Medical suspension for mental health or physical conditions that pose a threat to the health or safety of the individual or other persons, or which results in disruption of normal University or project activities. Such determination shall be made in consultation with a qualified health service provider.

III. PROHIBITED CONDUCT. The University and Career Innovations with DVR have the right to take necessary and appropriate action to protect the safety and well-being of the University community. Any student found to have committed the following misconduct is subject to the disciplinary sanctions outlined herein:

Offenses Against the University and Career Innovations and DVR

- Acts of dishonesty, including but not limited to furnishing false information to any University or project official, faculty member or office; and forgery, alteration, or misuse of any University document, record or instrument of identification. Acts of academic dishonesty will be dealt with appropriately by the Career Innovations Staff in conjunction with DVR and may result in termination of the student's continued participation in future programs.
- Disruption or obstruction of teaching, research, administration, disciplinary proceedings, other University or project activities, including its educational or other functions on- or off-campus, or other authorized activities on University premises.
- Disorderly conduct that disrupts the operations of the University or Career Innovations projects; leading or inciting others in such activities that disrupt those operations or infringe upon the rights of members of others.

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- Possession of firearms, explosives, other weapons, or dangerous chemical/biological agents anywhere on University premises.
- Violation of federal, state, or local law on University premises or at Career Innovations functions.
- Illegal gambling.
- Failure to comply with directions of University officials or law enforcement officers or any representative of Career Innovations or DVR, acting in performance of their duties, and/or failure to identify oneself to these persons when requested to do so.
- Violation of University and Career Innovations or DVR policies, rules or regulations.
- Actions which have an adverse impact on the University, Career Innovations, DVR or the community, its members, and/or the pursuit of its objectives, regardless of where such conduct may occur.
- The operation of motor vehicles by project participants is prohibited while attending and participating in the summer program. Permission for a minor to drive from the program must be authorized in writing by the parent/legal guardian. All keys for vehicles brought to the program will be kept by Career Innovations project staff.

Offenses Against Persons.

- Physical abuse including assault, battery, fighting, reckless conduct and hazing.
- Verbal, written or graphic abuse, including but not limited to threats, intimidation, harassment, coercion or other conduct that creates a climate of fear for the health or safety of any person.
- Sexual harassment, sexual assault, or stalking.
- Sexual activity, including possession, or use of any computer to obtain, pornographic material of any kind is expressly prohibited during the UBMS summer program.
- Intentionally interfering with, threatening, harassing, or retaliating against others for engaging in bystander intervention to prevent potential harm, violence, or sexual misconduct

Offenses Against Property.

- Theft of, damage to, misuse of, or unauthorized possession of property of the University or Upward Bound and UBMS, other public property, or personal property of another.
- Unauthorized entry to, or use of, premises including unauthorized possession, duplication or use of access control codes, keys, and cards to any such facility or premises.
- Making or communicating false alarms or threats, tampering with fire extinguishers, the intentional mixture of harmful or hazardous biological/chemical materials for purposes other than those under the supervision of a University faculty/staff member.

Offenses Involving Alcohol and Drugs.

- Use, possession, or distribution of any drugs or other controlled substances except as expressly permitted by law and with the express permission of a licensed medical provider.
- The use, possession, or distribution of alcoholic beverages.
- Use of tobacco products and smoking instruments including electronic cigarettes and vaporization devices will not be tolerated by participants. Smoking is prohibited in all University buildings.

Abuse, Misuse or Theft of Computer Data, Equipment, Programs, Time and/or Violation of Information Technology Policies, Including but Not Limited To:

- Unauthorized entry into a file, to use, download, read, transfer or change the contents, or for any other purpose.
- Unauthorized use of another individual's identification and password.
- Use of computing facilities, networks, and services to interfere with the work of another student, staff, faculty member, or official of the University or Career Innovations or DVR.
- Use of computing facilities to cyber stalk or send obscene or abusive messages.
- Use of computing facilities to interfere with normal operation of the University computing system.
- Attempting to modify system facilities including the introduction of electronic vandalism, e.g. "viruses," "worm," or other destructive or disruptive programs and devices, into University computing resources, those on its premises, or those connected to it by network.
- Use of computing facilities for personal profit, other than authorized University business.
- Unauthorized copying, reproduction, or file sharing of licensed software on University computing equipment.

Interfering With the Discipline Process, Including But Not Limited To:

- Failure to cooperate with the directions of a University official or Career Innovations staff or partnering agency.
- Falsification, distortion, or misrepresentation of information.
- Failure to comply with any sanction imposed under this Code.

IV. DISCIPLINARY PROCESS

Initiating Sanctions. When informed of a potential disciplinary matter, Career Innovations and DVR may assist in the resolution of the matter through an administrative disposition without disciplinary charge. Any member of the University or partnering agency or community may file a complaint against any student suspected of violating this Code. A complaint shall be in writing and directed to Career Innovations designee responsible for the administration of the student discipline under this Code.

Career Innovations or a designee may initiate a charge on his/her own accord or based on a written complaint received by a member of the University community. The student accused of misconduct will receive written notice of a charge.

V. SANCTIONS. The following sanctions may be imposed upon any student.

Written Reprimand. A notice of warning in writing to the student that has been found responsible for violating expected standards of conduct and an appropriate consequence to be completed within 48 hours.

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Loss of Privileges or Services. Denial of specified privileges or services or suspension of group privileges for a designated period of time.

Restitution and Community Service. Compensation for loss, damage or injury may take the form of appropriate service to the University or Laramie community and/or monetary material replacement.

Parental Notification. Career Innovations has implemented a policy of written parental notification as a means of intervening in student behavioral problems when the student's behavior demonstrates: a risk of harm to self or others, a pattern of repeat offenses (despite prior disciplinary interventions), or, any violation of law involving alcohol or controlled substances. The responsibility for implementation of this policy lies with Career Innovations, or his/her designee. Such notifications will become part of the student's official record maintained with Career Innovations and DVR.

Educational and Discretionary Sanctions. Educational assignments or other related discretionary assignments as appropriate to the violation.

Restriction or potential Dismissal from the summer program.

Restriction: Students may be restricted from leaving the residence hall or be required to return to their rooms prior to regularly scheduled time requirements.

Dismissal: Permanent separation of the student from the summer program.

Consultation: Career Innovations, or designee, will make the imposition of dismissal and parents will be notified. **In the event of dismissal, it will be the parent's responsibility to make arrangements for student's travel home within 12 hours of dismissal and/or parental notification, whichever is later.**

Termination of Course Enrollment. In the event of dismissal from the summer program, the student will be removed from activities, with no rights to credit for work completed. The University and Career Innovations as well as DVR are not responsible for any financial loss incurred by the student through this sanction.

******Students may be dismissed from the summer program if it is deemed an appropriate consequence for student's behavior and is at the discretion of Career Innovations.*

(Updated March, 2018)

I, the undersigned, have read and agree to abide by this code of conduct.

Student's signature

Date

Parent's signature

Date