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Welcome HUB Staff!

We're excited that you have decided to join us. No one knows better than the current staff, how exciting working in this program can be. As members of the Horizons-Upward Bound Staff, we hope this handbook will assist in ensuring a most productive summer experience.

CRANBROOK HORIZONS-UPWARD BOUND

Horizons-Upward Bound, a successful collaboration between the Cranbrook Schools and public schools in metropolitan Detroit, assists students from low-income families to realize the advantages of higher education. The HUB Program is based on the premise that education is the key to social and economic mobility. The strong academic foundation and personal encouragement the students receive from the program greatly increase the chance that they will successfully pursue further studies.

HISTORY OF THE PROGRAM

Cranbrook's effort to create an educational program for low-income youngsters from urban public schools began in 1965, when the Ford Foundation provided a seed grant for fifty students. When the grant expired the following year, the program successfully applied for a U.S. Department of Education Upward Bound grant. The HUB Advisory Board and staff continue to seek private funding to secure the program's independence and ability to serve a larger number of young people.

ENROLLMENT

Over the past four decades, Horizons-Upward Bound increased its enrollment to two hundred and became co-educational. Current students are selected from feeder schools in Detroit, Berkley, and Pontiac. The entry level is generally at the end of the eighth grade. Candidates are nominated by their schools, tested in reading and mathematics, and interviewed by members of the HUB Advisory Board. Federal guidelines which include age, income and need for academic support are also used to determine admittance. Those selected must make a commitment to stay in the program through the completion of high school. Students are monitored six years past the completion of high school while enrolled in a college/university. While in the HUB program, students must maintain an exemplary grade-point average, attend the Saturday tutorial sessions in the Winter Phase and receive a satisfactory summer end report. Retention is reviewed annually.

PROGRAM LOCATION

Horizons-Upward Bound operates at the Cranbrook Educational Community, located in Bloomfield Hills, Michigan, a suburb of Detroit. The community includes school facilities for grades K - 12, an art museum and academy, and a science museum with a nature center, observatory, and planetarium. Cranbrook is also close to many cultural events and leisure-time activity complexes/establishments.

PROGRAM TIME-LINE/SCHEDULE

The Horizons-Upward Bound program is a twelve month intensive academic program. Students in grades 10th, 11th and 12th will reside on the Cranbrook campus – and - 9th grade students will commute via HUB established transportation during a six-week summer program. Although the focus is on academic enrichment, time has been allotted for cultural enrichment programs, career counseling and extra-curricular activities. During the winter component, for continued

academic enrichment, the students and staff meet on three (3) Saturdays per month at Cranbrook Schools. Juniors/Seniors receive assistance in the college application and financial aid process. Students, on Saturday, are transported via HUB provided buses.

FACULTY/STAFF

Experienced faculty members throughout the year are selected from both Cranbrook Schools and many of the Detroit area public schools.

Again, we welcome you to Cranbrook and we are looking forward to a productive and enjoyable summer.

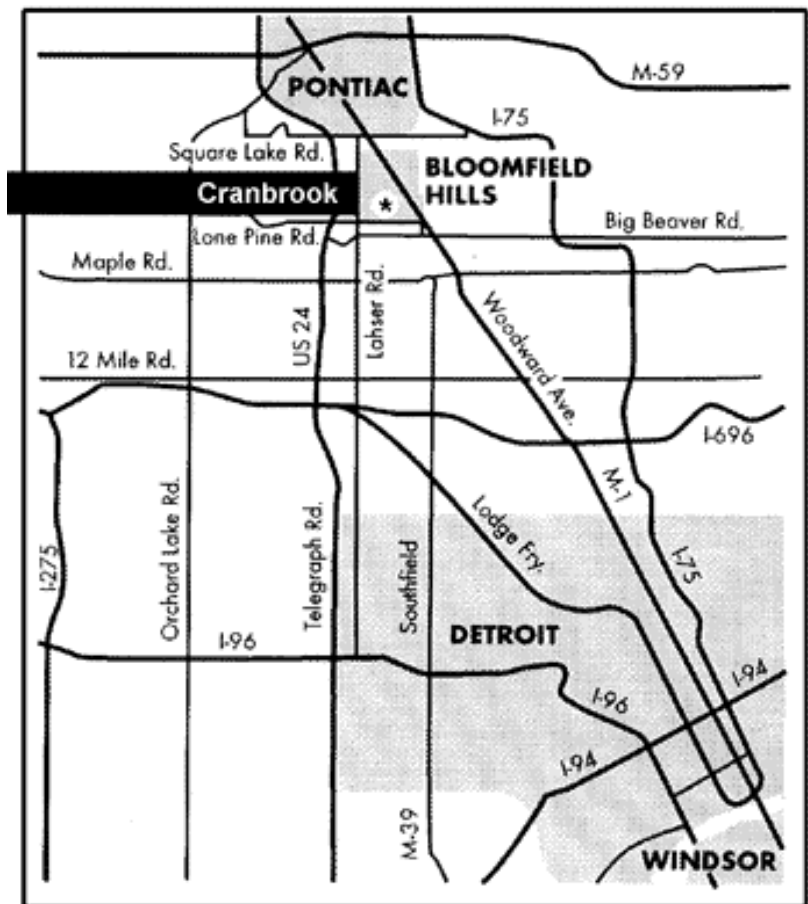
Directions to Cranbrook

From North:

Take I-75 to the Square Lake Road exit and proceed to Woodward Avenue. Go south on Woodward Avenue about 3 miles. Cranbrook is located on the west side of Woodward between Long Lake and Lone Pine roads.

From South:

Take Woodward Ave. north. Cranbrook is about six miles past I-696. Cranbrook is located on the west side of Woodward, between Lone Pine and Long Lake roads.



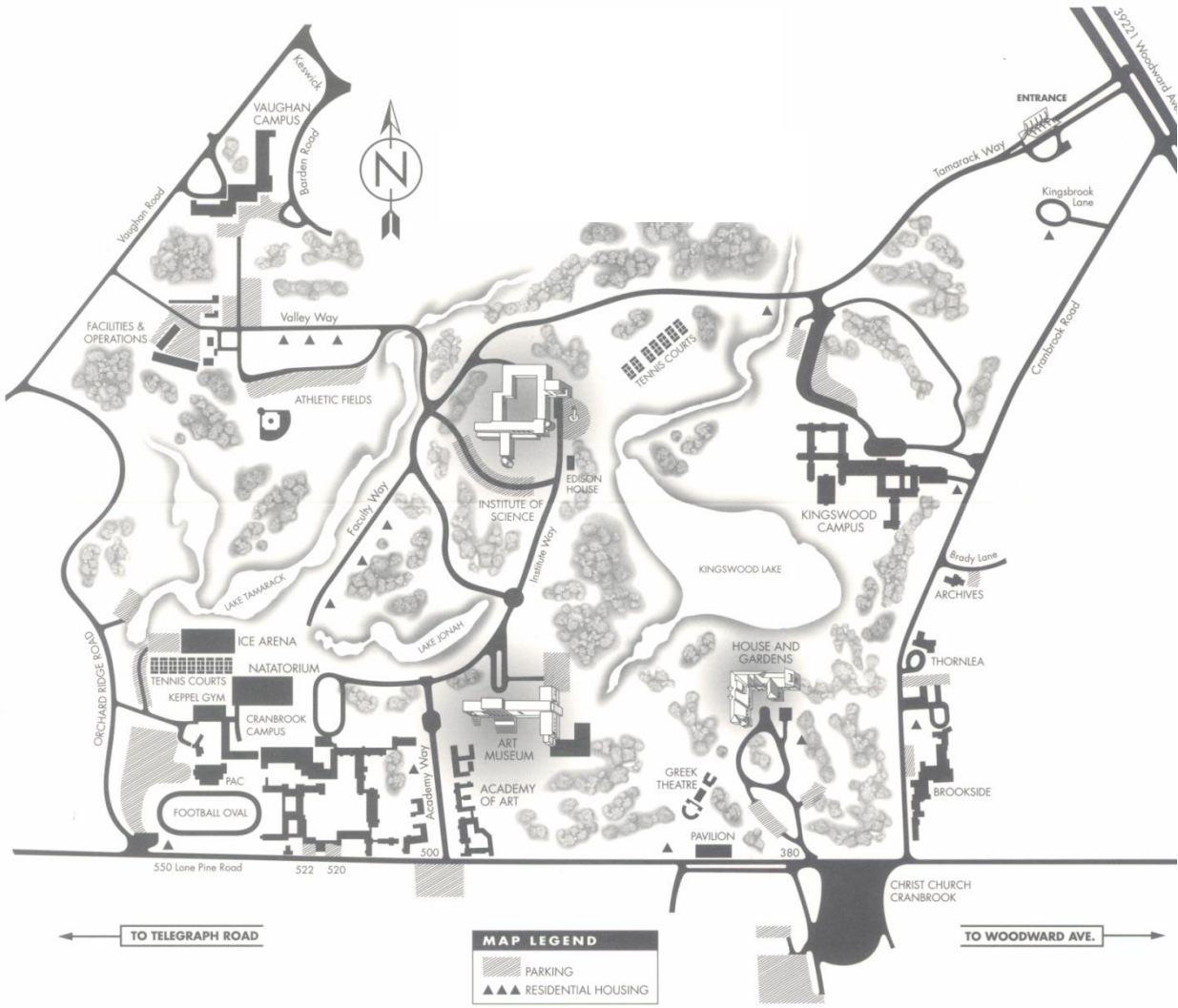
From West:

Take I-696 to the Telegraph Road exit. Go north on Telegraph to Long Lake Road and proceed east. Go about two miles until you hit Woodward Ave. and turn south for about ½ mile. Cranbrook is located on the west side of Woodward, between Long Lake and Lone Pine roads.

From East:

Take I-696 to Woodward Ave. and go north about six miles. Cranbrook is located on the west side of Woodward, between Lone Pine and Long Lake roads.

Map of Cranbrook



ENTRANCE TO CRANBROOK



Horizons-Upward Bound Summer 2013 Schedule

June 2013						
Sunday	Monday	Tuesday	Wednes- day	Thursday	Friday	Saturday
						1 Golf Classic
2	3	4	5	6	7	8
9 New Student Orientation (Assembly Room)	10	11	12	13	14	15
16	17	18	19	20 New Staff Orientation RA Move-In & Meeting at 4:30 PM	21 Staff Orientation (Gordon 45 & 46)	22 Check In- Noon to 2 PM Assembly- 2:30 PM Resident Assembly- 6:30 PM
23 Amazing Race Ice Cream Social 2-3 PM Writers Workshop 3-5 PM	24 Classes Begin	25	26	27	28	29 <div style="border: 1px solid black; background-color: #d9ead3; padding: 2px; display: inline-block; margin-bottom: 5px;">HUB Wilderness</div> HUB 5K Walk/Run (Kingswood) 9 AM to 11 AM
30 Riverboat Ride- 12 PM						

Horizons-Upward Bound Summer 2013 Schedule

<h1>July 2013</h1>						
Sunday	Monday	Tuesday	Wednes- day	Thursday	Friday	Saturday
	1	2	3 Students Leave After School	4 Independence Day	5	6
7 Students Return at 6 PM	8	9 Tigers Game (PM)	10	11	12 <div style="border: 1px solid black; background-color: #d9ead3; padding: 2px; display: inline-block;">HUB Wilderness</div>	13 Career Exploration afternoon
14	15	16	17	18 Eaton Corp 11:30 AM- 4:00 PM	19 Students Leave After School	20 <div style="border: 1px solid black; background-color: #d9ead3; padding: 2px; display: inline-block;">HUB Wilderness</div> Students OFF Campus
21 Students Return at 6:00 PM	22	23	24	25	26	27 BFMS Case Study Day at Beaumont 9 AM- Noon College Gathering 11 AM- 3:30 PM Kids Playing for Kids Concert
28 Talent Show 7 PM- 9PM	29 <div style="border: 1px solid black; background-color: #5cb85c; color: white; padding: 5px; display: inline-block;">MSU Residential Program (seniors)</div>	30	31			

Horizons-Upward Bound Summer 2013 Schedule

August 2013						
Sunday	Monday	Tuesday	Wednes- day	Thursday	Friday	Saturday
				1	2 Vibrancy Day 1-3 PM (Community House) Summer Party!	3-<i>THEME DAY</i> Display View/Picnic 10 AM- 11:30 AM Awards/Honor Ceremony- PAC 11:45 AM- 1:00 PM Faculty Meeting
4	5 Staff Meeting RAs Move Out	6	7	8	9	10
	HUB College Tour 2013					
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

HUB Telephone Directory

ADMINISTRATIVE OFFICES

Dr. Darryl Taylor, Program Director	(248) 645-3676
Mr. Charles Jennings	(248) 645-3620
Ms. Brenda Gatlin	(248) 645-3620
Mrs. Barbara Vettel, Program Coordinator	(248) 645-3679
Mrs. Charisse Tate, Administrative Assistant	(248) 645-3593
Cranbrook Security	(248) 645-3170
Fax Machine	(248) 645-3081

Staff Orientation Agenda

Friday, June 21, 2013

Gordon Science Center, 45 & 46

HUB SUMMER THEME - "IT'S NOT ABOUT BELIEVING - IT'S ABOUT DOING "

9:00 AM	Welcome/Introductions	Mr. Charles Jennings
9:30 AM	HUB Mission, Objectives & Staff Job Descriptions	Dr. Darryl Taylor
10:00 AM	Program Enhancements <ul style="list-style-type: none">• Cranbrook Emergency Plan• Tutoring Volunteers• Mentoring• Pure Life Adventures Alexander• College Tour Zolianbawi	Dr. Darryl Taylor Dr. Darryl Taylor Dr. Darryl Taylor Mr. Steven Ms. Molly
11:00 AM	Returning Staff ID's	Public Safety Office
11:30 AM	Program Essentials Summer Calendar Fitness Program Early Intervention Referral Point System/Hub Pass` Uniform Dress Code Grade Level Study Hall Theme Day Red Key Residence Hall Program Opening Day Assignments	Dr. Taylor Dr. Taylor Mr. Charles Jennings Ms. Brenda Gatlin Ms. Brenda Gatlin Ms. Brenda Gatlin Dr. Taylor Dr. Taylor Mr. Barry Dillard Mr. Charles Jennings
12:15 PM	Lunch	Gordon Science
1:00 PM 2 PM- 4 PM	Distribution of Computers/Staff Shirts Summer Classroom Preparation/ Preparation for Opening Day	Dean's Office

Opening Day Agenda & Assignments

OPENING DAY ASSIGNMENTS – Saturday, June 22, 2012

Students will register in the Student Commons. As students arrive, they will be directed by HUB Staff from the Cranbrook Parking Lot to the Student Commons. Students will pick up dorm keys, as well as fill out any incomplete registration forms, and turn in report cards. HUB Staff will direct students to the dorms, where they will settle in their rooms, read the Student Handbook and get acquainted with their Resident Advisors.

The assignments for Opening Day are as follows:

- **Parking**
Student Helpers will be assigned to direct students and parents from the Cranbrook Parking Lot to the Student Common and control traffic at the circle across from the Cranbrook entrance.
- **Forms Check Table**
Mrs. Barb Vettel will assist students needing to complete forms.
- **Room Check-In Table**
Mr. Maurice Hill and Hannah Jenuwine will distribute keys upon receipt of a student's confirmation card.
- **Dormitories**
Resident Advisors will be in the dorms assisting students and parents.
- **Staff T-Shirts**
Everyone should wear HUB Staff T-shirts so that parents and students will be able to identify you as a friendly and helpful individual.
- **Late Student Arrival** - Any students arriving after 3:00 PM will have to see Mrs. Barb Vettel.

Opening Day Schedule – 10th/11th/12th Grade Students

12:00 PM – 1:30 PM	Staggered Lunch for Staff
12:00 PM – 2:00 PM	Students arrive and check in at Cranbrook to receive room assignments, keys, school supplies, etc. After checking in, students proceed to their assigned dorms. Student movement will be confined to dorms and academic building.
2:30 PM	General Assembly in the Cranbrook Assembly Hall
5:00 – 6:00 PM	Dinner at Cranbrook
6:15 PM – 7:15 PM	General Residence Hall Meeting – Cranbrook Assembly Hall
7:30 PM – 9:00 PM	All students in dorms for check-in; dorm floor meeting
10:15 PM	Students in their own rooms
10:30 PM	LIGHTS OUT!!!!!!!

“RISING” NINTH GRADE STUDENTS

On Monday, June 24, 2013, “rising” 9th grade students will arrive on campus at 8 a.m. and report to the Assembly Room. Students will register, be given an overview of the summer program, meet members of the staff, and receive a student handbook and a class schedule. Please be apprised, no student can remain in the program without the appropriate forms. If students have not submitted requested forms, they cannot return to the program until all required forms have been submitted and are on file.

After students have completed the orientation/registration process, they will tour the campus area and report to the cafeteria for lunch. After lunch, students will report to their first hour class. In an effort to ensure proper classroom location, students will attend an abbreviated schedule of all classes.

FIRST DAY REGISTRATION/ORIENTATION SCHEDULE

8:00 AM- 8:30 AM	Campus Arrival
8:45 AM	Registration (Assembly Room)
9:45 AM	Orientation/Introduction of Staff
10:45 AM	Tour of Campus
11:45 AM	Lunch
1:45 PM	Attend Class (Abbreviated Schedule)
5:15 PM	Board Bus

FIRST DAY CLASS SCHEDULE

12:30-12:50 PM	1 st Hour
12:55- 1:15 PM	2 nd Hour
1:20 – 1:40 PM	3 rd Hour
1:45 – 2:05 PM	4 th Hour
2:10 – 2:30 PM	5 th Hour
2:35 – 2:55 PM	6 th Hour
3:00- 3:20 PM	7 th Hour
3:25 - 3:55 PM	8 th Hour

HUB DAILY SCHEDULE

10th, 11th, 12th GRADE STUDENTS

6:00 AM	Rise and Shine	
6:15 AM	Room Check by Resident Advisors (10 th /11 th grades)	
6:30 AM	Breakfast (10 th & 11 th grades)	
6:35 AM	Room Check by Resident Advisors (12 th)	
6:45 AM	Breakfast (12 th grade)	
7:25 AM	Proceed to First Hour Class	
1 st Period	7:30 - 8:25 AM	
2 nd Period	8:30 - 9:25 AM	
3 rd Period	9:30 - 10:25 AM	
4 th Period	10:30-11:25 AM	
5 th Period	11:30 AM - 12:25 PM	Lunch Periods
6 th Period	12:30 - 1:25 PM	5 th & 6 th Hours
7 th Period	1:30 - 2:25 PM	
8 th Period	2:30 - 3:25 PM	
Assembly	3:30 - 3:50 PM	

AFTER CLASS ACTIVITIES

4:00 - 5:30 PM	Activities
5:45 - 6:30 PM	Dinner
6:30- 7:00 PM	Structured Activity Time
7:00 - 8:15 PM	Physical Fitness Activity
8:30 - 9:30 PM	Study Hour
9:30 - 10:00 PM	Relaxing activities, i.e. reading in Dorms; Dorm Meetings
10:05 PM	Students in their own rooms
10:30 PM	LIGHTS OUT!

9th GRADE STUDENTS

1 st Period	8:00 - 8:25 AM	
2 nd Period	8:30 - 9:25 AM	
3 rd Period	9:30 - 10:25 AM	
4 th Period	10:30 - 11:25 AM	Lunch Periods
5 th Period	11:30 AM - 12:25 PM	5 th & 6 th Hours
6 th Period	12:30 - 1:25 PM	
7 th Period	1:30 - 2:25 PM	
8 th Period	2:30 - 3:25 PM	
Assembly	3:30 - 3:50 PM	
Activity	3:30 - 5:00 PM	
	5:15 PM Depart for Home	
	Board bus at the Friendship Circle	

2013 THEME

“IT’S NOT ABOUT BELIEVING – IT’S ABOUT DOING”

Teachers: The HUB staff is encouraged to incorporate the theme into daily planning/activities whenever possible, i.e. group/class projects, internet activities, etc.

Requirements: Individual theme papers/projects will be submitted by every student and judged by grade level.

HUB Strategic Plan

MISSION STATEMENT: *The mission of Horizons-Upward Bound is to prepare students with limited opportunities from the Detroit Metropolitan area to enter and succeed in post-secondary education.*

GOAL I

To support and nurture students throughout their high school careers with the purpose of insuring that they graduate from high school

GOAL II

To provide students with the academic skills and the support necessary to gain admission to post-secondary educational institutions; and to develop the scholastic abilities and maturity required for post-secondary academic success.

GOAL III

ENSURE THE LONG TERM FINANCIAL HEALTH AND STABILITY OF THE HORIZONS-UPWARD BOUND PROGRAM AT CRANBROOK SCHOOLS AND SECURE THE FUNDS NECESSARY TO SUPPORT THE PRIORITIES AND GOALS OF THE PROGRAM.

- Continue to apply for and receive a grant from the United States Department of Education to support 145 Upward Bound students.
- Continue to support 50 Horizons students with donations from corporations and foundations.
- Elicit greater alumni support for the annual fund. Continually identify new sources for “friends” donors (i.e. Schools, Governors).

Increase HUB’s endowment in order to withstand economic fluctuations.

Standards & Guidelines for TRIO

HUMAN RESOURCES*

TRIO programs must have adequate and qualified professional staff to fulfill its mission and to implement all aspects of the program. To be qualified, professional staff members must have a degree in a field of study relevant to the particular job in question or must have an appropriate combination of education and experience. In any learning assistance program in which there is a full-time director, that director must possess levels of education and/or professional experience beyond that of the staff to be supervised.

Pre-professional or support staff members employed in TRIO programs must be qualified by relevant education and experience. Such staff members must be trained appropriately and supervised adequately by professional staff.

Paraprofessionals must be carefully selected, trained with respect to helping skills and institutional services and procedures, closely supervised, and evaluated regularly. Their compensation must be fair and any voluntary services must be recognized adequately. Paraprofessionals must recognize the limitations of their knowledge and skills and must refer students to appropriate professionals when the problems encountered warrant.

To ensure that professional staff members devote adequate time to professional duties, TRIO programs must have sufficient clerical and technical support staff.

Salary level and fringe benefits for staff must be commensurate with those for similar professional, pre-professional, and paraprofessional positions at the institution.

To ensure the existence of suitable and readily identifiable role models within the campus teaching and administrative ranks, staff employment profiles must reflect representation of categories of persons who comprise the student population. However, where student bodies are predominantly non-disabled, of one race, sex, or religion, a diverse staffing pattern will enrich the teaching/administrative ranks and will demonstrate institutional commitment to fair employment practices.

The TRIO programs must have a regular system of staff selection and evaluation, and must provide continuing professional development opportunities for staff including in-service training programs, participation in professional conferences, workshops, and other continuing education activities.

The professional staff must include persons competent in learning skills, human relations skills, and learning disabilities treatment skills.

All professional staff members must be competent in communication skills, both written and oral; diagnosis and assessment needs in their area of responsibility; organizational and planning skills; and program evaluation skills.

TRIO program services require professional staff members who have expertise to instruct a specific learning skill. Because the professional encounters other issues in the process of teaching students, counseling and advising abilities are also helpful. Experience in training, evaluation, and consultation is valuable in working with other members of the campus community including faculty, staff administrators, and paraprofessionals.

*Extracted from Professionalism in Action: Ethics and Standards for Educational Opportunity Programs, Jean M. Yerian,

Associate Dean of Student Affairs, Virginia Commonwealth University

HORIZONS-UPWARD BOUND HONOR CODE

INTRODUCTION: Each HUB student is expected to create a community of trust by adhering to the high standards in this HUB Code of Honor whenever they are in or out of the classroom. Inherent in these standards and expectations are principles that the HUB community values most. The protection of these values depends on common sense, courtesy, individual participation in constructive behavior, and thoughtful and sensitive awareness of others. Members of the HUB community come from diverse cultural, religious, economic, and ethnic backgrounds; and it is the responsibility of all to honor the individual differences of others in order to secure a place in a better world.

HUB HONOR CODE

RESPECT: Each member of the HUB community will be respectful of all HUB members. Respect begins with love of self and grows to include appreciation for the opinions and ideas of others, as well as a strong sense of respect for the property of others.

INTEGRITY: Each member of the HUB community will accept the responsibility of honesty as he/she represents himself/herself through his/her own work and actions. HUB students believe that false representation of oneself represents a lack of integrity, self-confidence, and dedication to the goals of Horizons-Upward Bound.

ACADEMIC ETIQUETTE: Each member of the HUB community will strive to maintain the etiquette of academia. It is HUB's goal to obtain higher education and as such, each member understands the expectations and requirements of an academic environment.

DIVERSITY: Each member of the HUB community will strive to foster harmonious relationships through empathy and mindfulness of others, as each individual regards the differences of others as an enhancement to the HUB community that must be cultivated and ultimately celebrated.

UNITY: Each member of the community will express a personal commitment to the welfare of HUB through a spirit of cooperation, concern for others, and responsibility for the reputation of HUB. Each member further believes in the spirit of cooperation for the improvement of the entire HUB community and will utilize all knowledge, talent, and skill that will enhance growth toward becoming a productive citizen.

CODE OF HONOR

In order to promote harmony in any closely-knit family, guidelines are necessary to protect the rights, reinforce the responsibilities, and ensure the health and safety of each community member. Since our beginning in 1965, our students have built a fine tradition of effectively working together so that each could reach a level of personal fulfillment by using, to the greatest extent, the opportunities that are offered. We seek your commitment and cooperation in maintaining these essential rules and objectives during your summer here at Cranbrook.

HUB STUDENT RESPONSIBILITIES

- 1. PARTICIPATION:* Students have the responsibility of participating fully in the learning process. Students must report to assembly and to all scheduled classes regularly and on time, remain in classes until excused, pay attention to instruction and complete assignments to the best of their ability and request help when it is needed.
- 2. BEHAVIOR:* Students have the responsibility of avoiding any behavior that is detrimental to the achievement of their own or to other students' educational goals. Students must cooperate in maintaining reasonable orderliness on campus and in the classroom, and must encourage a climate where learning is cherished. Most particularly, students must refrain from engaging in conduct that violates the provisions of the Code of Honor.
- 3. RESPECT FOR STAFF:* Students have the responsibility of showing respect for the knowledge and the authority of program staff. Students must obey reasonable directions, use only acceptable and courteous language, avoid actions that show contempt, and appeal decisions only through appropriate channels.
- 4. RESPECT FOR OTHER STUDENTS:* Students have the responsibility of showing respect for the rights and human dignity of fellow students. For example, students must refrain from name-calling, fighting, harassing, belittling, or engaging in deliberate attempts to embarrass or harm another student.

THE FOLLOWING ARE PROHIBITED

1. Selling, distributing, using, possessing illegal drugs, substances, materials, or alcoholic beverages.
2. Stealing money or property of others.
3. Vandalism, arson, or malicious destruction of property.
4. Students being in unauthorized areas, such as young men in women's dormitory or vice versa.
5. Leaving campus boundaries without administrative permission.

6. Other serious misconduct not listed above that disrupts or interferes with the HUB educational process.

Students and parents should understand that violation of the guidelines mentioned above will result in disciplinary action and could lead to dismissal from the Horizons-Upward Bound Program.

Students and parents should understand that violation of the guidelines mentioned above will result in disciplinary action and could lead to dismissal from the Horizons-Upward Bound Program.

Dress Code

Students will be dressed in school uniform two days a week. If the home school has a uniform dress policy, students must wear the uniform of their school; otherwise, the uniform will consist of khaki (beige), black or navy blue pants or Bermuda length shorts, capris or shorts at mid-thigh and any solid color polo style shirt. **Young ladies** – slacks, skirts or Bermuda length shorts, capris or shorts at mid-thigh must be khaki (beige), black or navy blue in color – skirts must be no shorter than **2 inches** above the knee. **Young men** – all pants must be **belted at the waist** (no sagging pants will be allowed.) Highlighted below is the dress code schedule.

Monday/Tuesday – School Uniforms

Wednesday – Trio T-shirt w/ Uniform Pants

Thursday – HUB COLORS – T-Shirt w/ uniform pants

Friday – Casual Dress Day (following the dress code specifications)*

Saturday – Casual Dress unless there is a scheduled field trip. **HUB Colors/Trio T-shirt** – Field Trip Activities

Sunday – Casual Dress unless there is a planned field trip. **HUB Colors or Trio T-shirts** – Field Trip Activities

***Friday Dress Code:** *Shorts (mid-thigh/appropriate length,) T-shirts, and casual clothing, such as jeans, are acceptable. We ask young ladies **not to wear midriffs**. *Shorts must come at least to mid-thigh – skirts and dresses must come at least 2 inches above the knee. Young men must **wear belts with their pants**. **Sagging pants are not acceptable. Hats are not to be worn inside the building (no exceptions.)** Students are prohibited from wearing explicit / revealing clothing and clothing with vulgar messages written on them. Students are not to wear night clothes, pajamas, robes, and head scarves outside of the dormitories (unless there is a fire drill or emergency). If you are inappropriately dressed, a staff member will ask you to change. Refusal to comply with the request of the staff member in this regard is a violation of the code of behavior and you will be disciplined accordingly.

Dress Code Violations

1st Offense: Warning/Change of attire requested – **points deducted**

2nd Offense: Parent or guardian notified/Change of attire requested – **points deducted**

3rd Offense: Sent home – **points deducted**

We also ask that students leave valuable jewelry at home. Unfortunately, if items of value are stolen or misplaced we cannot be responsible for replacing them.

HORIZONS-UPWARD BOUND REFERRAL FOR EARLY INTERVENTION

DESCRIPTION:

The Horizons-Upward Bound program is committed to providing an atmosphere conducive to teaching and learning. Because of the intervention process, every student is able to take full advantage of educational opportunities. In an effort to ensure consistency/ efficacy, the process is coordinated by Academic Dean of Students. The Academic Dean of Students may inform or refer the student to the Head of Housing. The staff uses a systematic and comprehensive approach to improve the quality of a student's personal growth and development and to enhance each student's learning experience.

This method is used as a retention tool in that it will identify and thus lead to the improvement of a student's academic success. Faculty awareness of a potential student's problem constitutes the groundwork for this intervention strategy. Faculty contributes directly to a student's retention by assisting with the detection and intervention of students who are not working to their potential, absent from class, or experiencing other kinds of problems that negatively affect academic performance.

IDENTIFYING THE STUDENT:

- Faculty will identify a student who is experiencing academic difficulties or who has missed three or more class periods.
- Faculty will complete an "Intervention Referral Form" and submit it to the Academic Dean of Students.
- On the "Intervention Referral Form" faculty will be asked to check one or more of the following reasons for referring the student.
 - Student has excessive absences (three or more) and/or tardiness
 - Student needs tutoring
 - Student has low test and/or quiz scores, needs make-up exam, not completing homework (circle which)
 - Student not at course level/needs basic skills
 - Comments of concern from other students
 - Knowledge of personal or family difficulties (i.e. financial, health, etc)
 - Change in demeanor which might include anxiety, aggression or depression
 - Drastic changes in appearance
 - Other, please specify_____

NOTIFYING THE STUDENT:

The Academic Dean of Students will contact the student and encourage him/her to discuss the referral during an individual meeting. During this consultation, the Academic Dean will address academic difficulties and make referrals to other staff resources for follow-up - which may include any of the following staff: Counseling, Nursing, Tutorial, Mentoring, etc.

FOLLOW-UP:

Upon consent of the student, via his/her signature on the Intervention Follow-up Form, faculty will be notified by the Academic Dean of Students of the outcome of the meeting with support staff and the student and the level of support the student is receiving.

Note: In some instances, follow-up may not contain certain information due to confidentiality reasons.

STUDENT INTERVENTION REFERRAL FORM

STUDENT'S NAME _____ GRADE _____

DATE: _____

DIRECTIONS: Please identify any student who is experiencing academic difficulties or who has missed three or more class periods.

- Student has excessive absences (three or more and or tardiness.
- Student needs tutoring.
- Student has low test and/or quiz scores, needs make-up exam, not completing homework (circle which).
- Student is not at course level/needs basic skills.
- Comments of concern from other students that should be known by administrators.
- Knowledge of personal or family difficulties (i.e. financial, health, etc.)
- Change in demeanor which might include anxiety, aggression or depression.
- Drastic changes in appearance.
- Other, please specify _____

TEACHER'S NAME _____

STUDENT INTERVENTION REFERRAL FOLLOW-UP

STUDENT'S SIGNATURE: _____

TEACHER'S NAME _____ DATE _____

ACADEMIC DEAN OF STUDENTS _____

DIRECTIONS: Upon consent of the student, via his/her signature on this Intervention Follow-up Form, it is being returned with the following recommendations for student level support. *(In some instances, follow-up may not contain certain information due to confidentiality reasons).*

Describe the desired intervention based on your discussion with the student and contact with the teacher:

- Director
- Academic Dean of Students
- College Counselor
- Mentoring

RESULTS:

ACADEMIC DEAN'S SIGNATURE: _____

THE STUENT INTERVENTION REFERRAL FORM ALONG WITH A COPY OF THE INTERVENTION FOLLOW-UP ARE TO BE PLACED IN THE STUDENT'S PERMANENT RECORDS.

HOW TO RECOGNIZE BULLYING OR FIGHTING AND RESPOND PROPERLY

Type of Conflict	ROUGH AND TUMBLE PLAY	REAL FIGHTING	BULLYING
Participants	Happens between students with a history of friendship together; students are of equal power/status; Students may be laughing, their faces will reflect playfulness	Usually between students with a history of antagonism, hatred, or fear, but may be between strangers with cultural differences. Faces clearly reflect anger and/or fear.	Always between students with a power inequality - The bully has power and the victim is powerless; Victim will appear fearful or depressed; Victims often do not report bullying.
Adults' Response	Check in with students: "Is everything OK here?"; Adults may redirect the play if it is modeling too much aggression in front of other kids.	Intervene and interrupt immediately; Get another adult to assist; Separate the participants; Both participants will need to be managed because either can re-start the fight.	Intervene and interrupt immediately; Support the victim and tell them you are sorry this happened; Confront both the bully and all bystanders who did not try to stop the bullying.
Consequences	No consequences , however adults may need to talk with participants about modeling aggressive actions in front of others (especially younger kids).	Consequences are equal for both participants (unless circumstances clearly point to one aggressor - then treats as bullying).	Consequences for bully, and a warning for all bystanders who did not act to stop the bullying. Repeat offenses require increased consequences. Check back with the victim in 24 hours to make sure they feel safe, and understand that they can report bullying.
Key Points	There is never a feeling from either participant that they need to "get even" after rough play	"Getting even" is frequently an aftermath of a real fight; care must be taken to always keep participants separated.	If "play" results in one participant feeling the need to "get even" the play has stopped and it has turned into bullying.
Try Conflict Resolution?	Not necessary	Conflict resolution (talking it through with both parties) can be useful to improve understanding, defuse anger, and prevent future occurrences.	Conflict resolution does not work for bullying. There is one aggressor and one victim; there is no conflict to talk through.

Program Essentials

The HUB program consists of two components: summer phase and winter phase. The winter phase component is held during the academic year and meets 24 selected Saturdays between September and May from 8:30 AM to 1:15 PM at Cranbrook. These sessions focus on academic classes in the basic skills area, tutoring, counseling and college planning. Students are required to attend 75% of the winter phase sessions in order to be invited back for subsequent summer phases. **A note is required from a parent for all absences within two weeks from the date missed.**

The summer component of the program is an intensive six-week residential program. During this phase, students live on the campus of Cranbrook and take an intensive academic curriculum and special interest classes. Cultural and recreational activities are also included.

HUB STAFF & ADMINISTRATION

The HUB program employs full and part-time staff. This staff includes the director, associate director, program coordinator, academic deans, administrative assistant, counselors, teachers, housing director, resident advisors, support staff and interns from Wayne State University.

ORIENTATION

New students and their parents participate in an orientation program before the summer phase begins. At this time, students and parents learn about the goals and objectives, expectations and procedures. The orientation gives the parents and students an opportunity to ask questions and meet the staff.

PARENTAL INVOLVEMENT

We ask that parents maintain involvement in all phases of the program.

COUNSELING

Students will receive academic, career, financial aid and personal counseling. All seniors will work closely with the counseling staff when beginning the college application process. Students will be advised of National Test Dates and waivers of fees.

TUTORING

Tutoring is an essential part of the HUB program. During the winter phase, students will receive tutoring on Saturdays during a focused grade level study hall. Each student must take the initiative to receive the help that he/she needs. It is expected that students maintain at least a "C" average in each class enrolled in his/her home school. Students will be monitored closely via report card grades and standardized test scores submitted.

During the summer phase, tutoring is available during a focused grade level study hall scheduled during the academic day. In addition, tutoring is available in the dormitories prior to "lights out." Specific tutoring assistance may also be assigned during the summer phase if deemed necessary by a teacher or counselor.

KEYS

Department heads will be issued keys to the individual classrooms and offices. Please keep rooms locked after the school day and on weekends. At the end of the summer, all keys must be returned to the Department Heads who will in turn deliver to the Academic Dean of Students.

LIBRARY USAGE

The HUB program has on its staff a full-time librarian. HUB students have access to the library during the day. They may check out books and materials. Lost or damaged items are the responsibility of the student or staff member; and at the termination of the summer session, all library materials must be returned. If not, the student or staff member must reimburse the program. There are computers located in the library for student and staff use.

BUS TRANSPORTATION

During the summer phase, students will be transported by bus to various activities. On Friday afternoons (*on Fridays that students will not remain on campus for the weekend*), all students will be transported to a bus stop near their homes by Cranbrook transportation. Residential staff members are expected to assist youngsters in boarding the proper buses. Parents must meet their student prior to bus departure for Friday afternoon pick-up.

STUDENT EVENTS

Activities are a vital part of the program. Students are encouraged to participate in all events. Special events include Red Key, sports, and cultural events, recreational activities including swimming, riverboat rides, movies and a trip to Comerica Park for a Tigers game.

Our most important special event is Theme Day, held the final Saturday of the summer phase. On this day, academic excellence awards are presented along with other special awards.

STUDENT AWARDS

Each student in the HUB program is eligible to win any of the following awards:

Honors List Award - Honors Pins are presented at the Honors Assembly in May and are awarded to students who receive a 3.0 or better grade point average for the first semester.

Writer of the Week - A pin awarded every two weeks during the summer to a student who performs on a high level in his or her section of writing class.

Archimedes Award - A pin awarded every two weeks during the summer to the student who performs at a high level in his or her section of math class.

Frederick Douglass Award - A pin awarded every two weeks during the summer to the student who excels in an elective class.

G.W. Carver Award - A pin awarded every two weeks during the summer to the student who performs at a high level in his or her section of science class.

Resident of the Week Award - A pin awarded every two weeks during the summer to students who show exemplary behavior in the dormitory.

Fran Weaver Award - Certificate and book presented to outstanding students in English classes.

Book Award - A book and certificate awarded to students in each section of every academic subject who have achieved at the highest performance level. These awards are presented on Theme Day.

George L. Bibbs Award - Presented to the outstanding rookie young man and young woman.

Christopher Andrade Award - Presented to an outstanding senior at HUB graduation in May. Certificate and monetary award

Margaret Ayers Host Award - Presented at HUB graduation to an outstanding senior young woman who will attend the University of Michigan. The recipient will receive a certificate and a monetary award.

College Links Award - A monetary award given to a student who will attend Wayne State University.

Horizons-Upward Bound Award of Excellence - Presented at HUB graduation in May to as many as six outstanding seniors. The recipient will receive a certificate and a monetary award.

Cranbrook Scholarship Awards - A few HUB students are given the opportunity to attend school here at Cranbrook. They are selected by the Program Director. These students must

have an excellent grade point average, outstanding HUB summers and demonstrate a probability of success.

Ben Snyder Scholar - One outstanding HUB scholar is presented this award. His or her name is placed on a permanent plaque in the HUB office.

The Bauder Scholar – HUB Scholar supported by Don & Lillian Bauder.

The Bellinson Scholar – HUB student supported by Carolyn and Jim Bellinson

The Jim Williams Scholar – HUB student supported by the James Williams Endowment

Martin Luther King Jr. Humanitarian Award - Presented on Theme Day to a young man and a young woman who exemplify leadership and willingly assist others. Recipients are nominated by their peers.

Senior of the Year Summer Award - Presented on Theme Day to a young man and young woman who best exemplify the qualities of leadership, sensitivity, and cooperation. Their names will be permanently placed on a plaque to remain in the HUB office, and each student will receive a monetary award.

There are also various dormitory and athletic awards presented to students on **Awards Day**, the day before Theme Day.

STUDENT FINANCIAL LITERACY

The focus on financial literacy classes, which have been incorporated into the HUB curriculum, will be held for five sessions during the summer and will cover topics such as budgeting, savings and investments, credit and financial careers. This curriculum was created by the National Endowment for Financial Education as part of a nationwide program to educate youth on finance. In addition, a Financial Literacy class will be scheduled during the winter phase for seniors.

RED KEY

Red Key is a group of senior HUB students who are selected on the basis of their knowledge and understanding of the program. They are responsible for greeting groups of visitors and friends of the program, act as tour guides, and generally serve as a representative of HUB to visitors and guests. Students who are selected should have outstanding academic records, be outgoing, friendly and dedicated to the objectives of the program.

HUB PHYSICAL FITNESS PROGRAM

Students in the HUB Program are at a point in their lives where a great amount of growth is occurring, both physically and mentally. To be able to affect this growth in a positive manner is one of the goals of HUB. One avenue of self-development and awareness integral to HUB is the physical fitness program.

In this program, the students gain insight on the importance of maintaining a healthy, active life style. Through the concept of teamwork, students learn the value of cooperation, sacrifice, a sense of responsibility and organization in order to obtain the goals set by the team. Individually, students learn about such things as self-discipline and perseverance; qualities that are important if students wish to attain goals they set from themselves.

For young people trying to make sense of the world and themselves, engagement in physical activities may provide some valuable insights. We want the fitness experience to be a positive one for all students. To help assure this goal, most faculty and all resident advisors are required to participate by providing supervision.

CAREER INTERVENTION/EDUCATION

In an effort to provide meaningful information regarding career choices, professionals, business people, and HUB alumni are called upon to join HUB students during the summer to share their experiences. In addition, students are encouraged to observe, listen, network and learn about additional careers as they interact with others in their daily lives.

CULTURAL EVENTS

Cultural activities are an important aspect of the learning process. Exposure to various types of music, art, and film is essential for a well-rounded educational program. During the summer phase, three or four cultural events are planned for the HUB students. In the past, this has included choral recitals, jazz concerts, visits to the Cranbrook Art Museum and the viewing of current films.

RECREATIONAL ACTIVITIES

Since HUB students are involved in a very intensive academic program, time is set aside for meaningful recreational activities. During the summer phase, students may participate in off-campus activities/field trips, pool parties, and cookouts. Swimming is available in the Natatorium (on campus) as well as other sports activities such as basketball, volleyball, football, softball, tennis, golf and Tai Chi.

TALENT SHOW

In addition to the fine academic performance displayed by the HUB students during the summer phase, the annual talent show allows our students to showcase their artistic abilities in the area of performing arts.

The following guidelines have been established to ensure a successful event:

- Students participating must not receive any referrals. (point system)
- Participants must attend all scheduled rehearsals.
- Participants must provide all necessary materials needed for their act.

- Talent show preparations and activities will not be conducted during or interfere with the academic day.
- Talent show regulations and procedures will be established and adhered to.
- No trips off campus for hair styling, costumes, Fashion Show attire, etc.
- Participants will not perform acts or model clothing deemed inappropriate by the Talent/Fashion Show Coordinators.
- Audience members will be respectful to participants, guests, and peers.

The consequence for not following these guidelines is dismissal from the program.

VISITS TO CAMPUS FROM PARENTS & FRIENDS

In an effort to limit disruptions to our academic day, no visitors are allowed on campus. Family or friends of students are not permitted, at any time, to visit during the week or for an overnight stay. During the weekend of Theme Day and the College Gathering, all visitors are asked to park at 550 Lone Pine Road. Please use the Lone Pine entrance.

CURRICULUM

ENGLISH DEPARTMENT PHILOSOPHY

A student's progress through the HUB English curriculum spirals through a variety of areas in literature and writing. Because we touch the same genres, the same issues, the same tasks at different levels each year, we return to each point but at a higher level of competence and maturity. The department seeks to acquaint the student with a variety of reading comprehension skills, to enlarge vocabulary in a systematic way, to promote many types of expression and critical skills. The aim is to provide an intensive college preparatory environment in which student and teacher encounter the language as a tool for self-discovery.

The Curriculum

The intention is to broaden the student's exposure to new literature, while solidifying the basic skills. Closing the achievement gap for disadvantaged students begins with closing the skills gap.

English 9

The course focuses on the basic conventions of the English language: punctuation, grammar, and usage. Students work on grammar and the vocabulary of usage.

English 10

The course explores the basics of literary analysis: plot, characterization, point of view, imagery, symbolism, tone, and theme. Students write reaction papers which employ exposition and analysis. Students use a writing journal to practice in class and other timed writing.

English 11

Students will learn how to develop and support a literary-critical argument. Assigned writing takes on more challenging modes: argument by analogy, cause and effect arguments, and the persuasive argument (writing a good editorial).

English 12

Students will use a daily log (in class journal) and a class blog, internet technology intended to produce and publish collaborative writing. Students read more complex literature, Shakespeare's *Hamlet* to develop mastery of challenging language patterns. The emphasis is on literary-critical paper and the personal narrative expected on college admission applications. Students practice timed writing that emphasizes argumentation, analysis and critique.

MATH DEPARTMENT PHILOSOPHY

Problem solving with the use of mathematics encompasses the forefront of our mathematics curriculum. Beginning with the basic concepts of algebra and culminating with the introduction of calculus, our students are challenged with the rudiments of mathematics and its problem solving capabilities. In addition, the Mathematics Department prepares each student for the math course in the up-coming school semester.

The Curriculum

Students are assigned to a math class according to grade level or their previous math course completed. The essentials of each math course is determined and highlighted during the six-week period.

Calculus

This course reviews important pre-requisite skills from pre-calculus. Students will be introduced to the concepts of limit and differentiation. The goal for this course is to provide students skills and confidence for success in any full year course, including an AP Calculus course.

Pre-Calculus

This course reviews important pre-requisite skills from algebra 2, such as, logarithms, absolute value, the concept of functions and will launch into the concepts of the unit circle and trigonometric functions.

Algebra 2

This course focuses on the areas of factoring polynomials, simplifying radicals and rational expressions, solving equations and graphing.

Geometry:

Measures of angles and sides of polygons will be a strong focus of study. Students will gain an introduction to the concept of proof as they utilize a variety of theorems in a systematic structure. Hands-on activities using protractors, compasses and other manipulatives will be incorporated where appropriate.

Algebra 1

This course focuses on the concepts of algebraic expressions, real numbers, solving equations with one or multiple steps, polynomials, graphing linear equations and the study of functions.

SCIENCE DEPARTMENT PHILOSOPHY

HUB Science Motto:

"A tower of greatness is always built on a solid foundation."

The Curriculum:

The HUB science curriculum is a four year, progressive program that emphasizes a skill based approach to scientific studies. This program addresses data collection, analysis and interpretation as well as mastery of basic scientific conventions. Students leaving the program will have been exposed to major laboratory practices in three major scientific disciplines; physics, chemistry and biology. Students successfully completing the first three courses will have the opportunity to conduct a self-paced investigation in a topic of their choice.

Biology

This course will examine the organization and development of living systems. It looks at the interdependence of these systems and the environment. This course will encompass the study of genetics, evolution and biodiversity.

Physics

This course will examine the motion of objects and the forces that operate in our universe. Forms of energy and energy transformation will be investigated.

Chemistry

This course will examine the properties of matter and the changes in matter. Forms of energy and energy transfer and conservation will be investigated.

Earth Science

This course will examine the earth systems at both the solid and fluid levels. The earth will be investigated in terms of space and time.

COMMUNICATION ARTS DEPARTMENT PHILOSOPHY

Research and Non-Fiction Writing

The goal of this class is to turn non-fiction writing and research into essays, multi-genre presentations, and speeches that demonstrate deep connections and create a compelling synthesis of information. This course helps students to connect such writing to things in their own lives and synthesizing it in new, meaningful ways.

Teaching History Using Literature

An interdisciplinary approach to teaching history engages the reluctant history student and shows the influence of history in works of literature. Historical fiction, poetry, and song lyrics is a creative way to teach students U.S. and World History and to challenge students to determine the accuracy of the history depicted in literature.

Creative Writing and Expression Workshop (Weekends)

The Creative Writing and Expression weekend workshops are a dynamic multi-dimensional series designed to: (1) Introduce students to the purpose and importance of creative writing and expression; (2) Educate students about the genres of creative writing and the technical matters including point of view, characterization, setting, tone, plot, style, imagery, symbolism, structure, and theme; (3) To teach students that writers draw their material and inspiration from three sources: experience, witness, and imagination; and (4) To use various performance techniques to express creative written works in an effort to expand one's audience.

Intro to Law – Tim Constant or Don Murphy

The Intro to Law class is a dynamic, project-based course which substantially challenges students' critical thinking skills. The course teaches students the fundamentals of the United States judicial system and its foundations in common law.

ACTIVITIES REGISTRATION PROCEDURES

1. Registration for ACTIVITIES takes place on the first day of HUB. On the first day, students will receive a list of activities being offered during the summer phase.
2. Prior to students selecting an activity, staff will explain what their particular activity entails.

Strategies & Procedures

HEALTH CARE PROCEDURES

DURING THE ACADEMIC DAY

1. Students who become ill during the academic day are to be sent to the Academic Deans' office. A determination will be made and, if necessary, the student will be sent home.
2. Academic Dean may facilitate visit to nurse.

BEFORE AND AFTER THE ACADEMIC DAY

1. Students who become ill before the academic day are to report to their RA. If the RA determines the student needs to see the Head of Residence, he/she will keep the student in the dorm until the head of residence arrives in the student's room. The Head of Residence will determine if the student needs to be sent home. The Academic Dean and/or the Director's office will be notified.
2. Students who become ill after the academic day are to report to their RA. If the situation is serious, the Head of Residence is to be notified. A decision will be made as to whether the student remains on campus, goes home, or is taken to the hospital. Medical concerns will be included in the morning report.
3. Students who become ill during the academic day will be given a pass to the Office of the Academic Dean. The Academic Dean will contact the RA on duty who will escort the student to the Infirmary.

RETURNING STUDENT

1. Students returning to the program after being sent home for medical reasons are to give a doctor's disposition to the Academic Dean of Students /Head of Residence. A copy will be attached to the morning report.
2. Students who return during the academic day will give the information to the Academic Dean who will notify the Program Director, Head of Residence, and the House Advisors.

EMERGENCIES

No student involved in an accident is to be transported to the hospital without an accident report on file with Cranbrook security.

(To be completed by a Cranbrook Public Safety Officer)



SAFETY AND SECURITY DEPARTMENT INJURY REPORT

Incident Number:	
Date and Time of Accident:	
Location:	
Injured Name:	Date of Birth:
Address:	Telephone: ()
Occupation:	
Employed by:	
Nature and Extent of Injury:	
Where was injured taken after accident? By what means?	
First aid administered by:	
Witness Name/Address/Phone:	
Witness Name/Address/Phone:	
Were photographs taken?	By whom?
Detailed Description of Incident:	
Officer:	Date:

Use reverse side for sketch if necessary

SAFETY STRATEGIES

1. IMMEDIATELY BECOME FAMILIAR WITH FIRE EXITS
2. IN CASE OF A FIRE, NOTIFY THE PERSON IN CHARGE OF THE BUILDING
3. PERIODIC FIRE DRILLS MAY BE HELD IN ORDER TO ENSURE THAT THERE IS A SYSTEM OF EVACUATION OF BUILDINGS WITHOUT PANIC AND AS A MEANS OF ACCOUNTING FOR ALL PERSONS.
4. **NEVER TAMPER WITH THE FIRE EXTINGUISHERS!**
5. PLEASE READ THE TORNADO INFORMATION PAGE CAREFULLY
6. BURNING CANDLES AND INCENSE ARE FIRE HAZARDS AND ARE PROHIBITED IN THE DORMS.

TORNADO ALERT PROCEDURES

1. In the event of a Tornado Warning, all activities should immediately cease.
2. All administrators and faculty members are fully responsible (morally and legally) to see that all of our students and visitors are directed, in an orderly manner, to a safe shelter.
3. Ideally, everyone should have reached a safe shelter by the time the siren shuts down (3 minutes).
4. Shelter should be sought as indicated below, remembering that, in general, lower levels of buildings (southeast or northwest corners) and away from windows are the safest.
5. When the all-clear signal has been given by the National Weather Service, campus administrators and/or campus fire marshals will notify all faculty by the most appropriate means.
6. If students are in the classrooms, they are to follow the instructions of their teachers.
7. If students are in the residence halls, they are to follow the instructions of their Resident Advisor.

MEDICAL PROCEDURES

The Horizons-Upward Bound program and Cranbrook Schools will not be liable for any medical, dental or optical expense for participants.

PRESCRIPTION DRUGS AND MEDICATIONS - The use of prescribed drugs or required medication must be reported to the Head of Residence or Assistant Head of Residence at the beginning of the Program. The following information should be given:

- name of medication
- name and telephone number of doctor who prescribed the medication
- purpose of the medication

INSURANCE COVERAGE - All students are covered by accident insurance only for the duration of the program. The program insurance does not apply to non-accident or illness (existing or occurring), or any concern, which may occur after the termination of the summer phase.

EQUIPMENT

All books, supplies, and materials are purchased for HUB students and staff. If a staff member purchases books, supplies, or materials and needs to be reimbursed by the Program, **the staff member must have prior approval by the Department Chair and Program Coordinator for the purchase.** Receipts must be given for all purchases to Barb Vettel, Program Coordinator.

Materials and supplies will be given to the department heads prior to the start of the program. Department heads will distribute supplies among the instructors. Supplies left after the six-week residential period are to be returned to HUB storage.

All audio-visual equipment, except the Program VCR, will be checked out from the library according to the following procedures:

- Audio-visual equipment is kept in the library. Obtain needed equipment from the librarian. Regular Cranbrook procedures will be followed to obtain and return the equipment.
- Complete the check-out card in the envelope attached to the equipment and place it in the envelope attached to the closet door.
- When returning equipment, retrieve the card from the door envelope and replace it in the equipment envelope.
- RESERVE ALL EQUIPMENT AHEAD OF TIME!

COMPUTER USAGE

The Netware login accounts for HUB staff and students have been created through Cranbrook Information Technology. Login instructions, USERID, and passwords will be issued to staff and students by Academic Dean of Students.

RESERVING THE COMPUTER LAB

Reservations during the academic day must be made through Ms. Alberta Britton. Please make your reservations at least one day in advance.

THEME DAY PROCEDURES

Theme Day allows students the opportunity to display what they have accomplished throughout the six-week summer phase. Projects should represent a culmination of what the students' have learned. This year, we are asking teachers not to purchase special items. If you choose to purchase supplies that are not provided by the program, please note that you will not be reimbursed.

STUDENT ATTENDANCE PROCEDURES

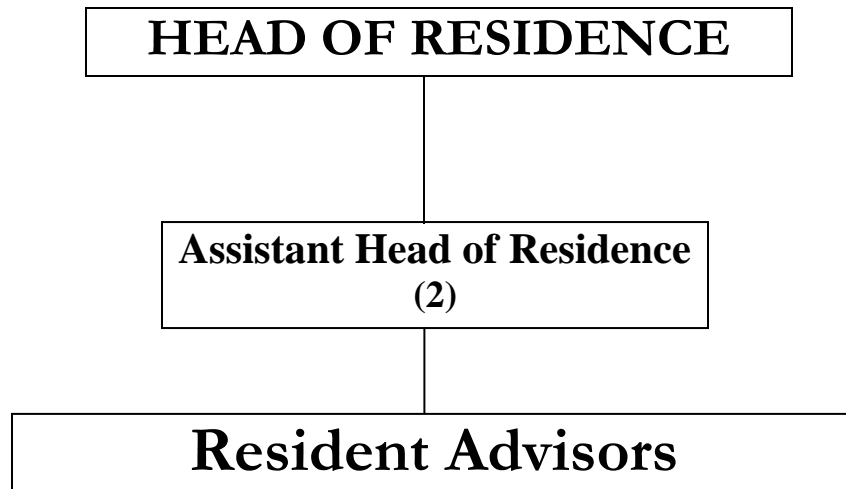
Attendance must be taken each day for scheduled academic classes via the computer commencing the first full day of classes. Attendance for academic classes should be based on the "section" list assigned.

The following attendance procedures should be adhered to daily.

- Teachers are expected to mark the attendance of students each day using the attendance worksheet located on the "s" drive. Teachers should only mark the student using "a" for absent and "t" for tardy.
- Instructors must maintain daily attendance records for each class.
- Attendance is the responsibility of the instructor.
- If a student is chronically absent or tardy, he/she should be referred – using the Student Referral form - to the Academic Dean who will assist in reaching an appropriate solution to the problem.
- Your cooperation is vital if we are to ensure that each student meets his/her responsibility.

Dormitory Procedures

DORMITORY SUPERVISION STRUCTURE



Head of Residence implements and supervises dormitory structure, participates in conduct review and discipline, oversees and evaluates all residential staff.

Assistant Head of Residence resides in the dormitory and serves as heads of units within the dormitory. Tasks include working closely with students while supervising a residential staff in a specific dormitory. House advisors are responsible for discipline and the general tone of the dormitory.

Resident Advisors reside in the dormitory and are responsible for maintaining order in the dormitory during sign-ins, study hall, and lights out. The resident advisors are responsible for ensuring that lights remain out and students remain in their rooms.

Resident Advisors will inventory rooms with the students when the students arrive. Any damage done to the room in the course of the program will be the responsibility of the student. In addition, at the end of the program, resident advisors are expected to inspect all rooms assigned. This is so important that final salary checks will not be received until after the "final room check" inventory has been received. The final room check will be administered after students have departed.

DORM LIVING

Resident Advisors will inventory rooms with the students when the students arrive. Any damage done to the room in the course of the program will be the responsibility of the student.

Furnishings

Each room is furnished with a bed, chairs, a desk and a dresser. Students must supply bed linens, pillows, blankets, window coverings and towels. Because the sizes of windows vary, we cannot specify an exact window measurement. Therefore, it is recommended that students supply versatile, inexpensive curtains and screening.

Cellular Phones

Since telephones **are not** available in the dorms, **cellular phones are allowed and encouraged**. However, all cellular phones must be turned off during the academic day and during study hall. Horizons-Upward Bound will not be responsible for lost, stolen, or misused cellular phones. If you provide your student with a cellular phone for use while at Cranbrook, please remind him/her to use it responsibly. Cellular phones used at inappropriate times will be confiscated and points will be deducted.

Appliances

Cooking appliances, televisions, VCR's; coffee pots, hot pots, refrigerators, irons and sun lamps **are not** permitted in rooms. Any prohibited appliances found in a room will be confiscated and point will be deducted. Hair dryers, curling irons, fans, portable tape recorders and CD players, and clock radios are permitted. **Stereos and large boom boxes should remain at home, although small boom boxes may be allowed** (at the discretion of the Resident Advisor). If you play your boom box too loudly and/or at inappropriate times, it will be confiscated and points will be deducted.

Computers & Laptops

Students may bring laptop computers and printers. However, it is advised that desktop models remain at home. **Students should secure laptop computers when they are not in use. Horizons-Upward Bound will not be responsible for any lost, stolen, or damaged belongings.** Although Internet connections are not available in the dorms, computer labs with Internet access are available to students during the evenings.

Decorations

Nails or screws may not be used to hang decorations. Masking tape may be used to attach decorations to the walls. Nothing is to be placed on radiators or lamps; decorations may not be hung from the ceiling. Materials may not be pasted on the doors.

Keys

One key will be issued per room. Students must keep their key with them at all times. It is a student's responsibility to keep his/her valuable possessions secure. If a student misplaces or loses a key, it must be reported to their Resident Advisor immediately. Students will be responsible for a lost or misplaced key. **The cost to replace a lost key is \$15.00.** For added security, it is to the benefit of the student to keep his or her dorm room locked when he or she is away. We advise all students not to have visitors in their rooms unattended.

Food

Students are not to bring food into their dormitory rooms. Breakfast, lunch and dinner are provided in the dining hall and students are expected to dine in a healthy/nutritious manner at all of their meals. Appropriate attire and decorum are expected in the dining hall at all times. Food, china and eating utensils may not be taken from the dining hall.

Laundry

Students should plan to do laundry at home; however, there are limited laundry facilities available on campus at the cost of 75 cents per cycle. Students may do laundry with the permission of an RA on weekends. **NO BLEACH OR PRODUCTS CONTAINING BLEACH ARE TO BE USED IN THE CRANBROOK DORMITORY.**

Television

Each dormitory has a television lounge for the use of residents. Viewing is permitted on weekdays after the end of the intramural program until study hall begins (8:00 PM) and from 9:30 PM until room check. Students must check with an RA regarding the use of the Television on weekends. Students must keep the noise level down in consideration of others. There are Cranbrook faculty members and their families living in the dorms.

Money

Students should never have large sums of money in their possession. They will need coins for laundry facilities.

Valuable Jewelry/Personal Belongs

We also ask that students leave valuable jewelry at home. Unfortunately, if items of value are stolen or misplaced we cannot be responsible for replacing them.

DORM SCHEDULES

Weeknight Dorm Schedule

8:20 PM	Dorm Check-In with Resident Advisor
8:30 - 9:30 PM	Study Hall
9:30 - 10:00 PM	Free Time
10:05 PM	Room Check; all students in their own rooms
10:30 PM	Lights Out

- ***Sign-in: 8:20 p.m.***
Students must report to and remain in the dorm by 8:20 PM.
- ***Study Hall: 8:30-9:30 p.m.***
Study hall is structured to instill within students effective study habits. Students will be expected to study quietly at their desks in their own rooms. *Group study sessions will be permitted with the permission of the Resident Advisor.* Radios, phone calls, and laundry activity will not be permitted during this time period. Headphones will be allowed.
- ***Quiet Hours: 9:30-10:00 p.m.***
Students may visit with friends, make and receive phone calls, and meet personal responsibilities during this time, but no loud music or voices will be permitted. Students may not leave the dormitory during these times.

- **Room Check: 10:05 p.m.**
All students must be in their own rooms. Resident advisors will check their floors to make sure students are in their rooms. Students are not permitted to leave their room after 10:30 PM.
- **Lights Out: 10:30 p.m.**
The benefits of good sleep habits in an academically rigorous program are immeasurable. Students must be in their own beds and their lights turned off at the required time.

RESIDENTIAL RULES

1. All students must sign-in and remain in the dorms by 8:20 PM. In case of special activities, students must inform their house advisor of any conflict.
2. Students are encouraged to begin studying immediately after dinner, especially if they need to study with someone else. In any case, each student must be in his/her room before 8:00 PM studying alone until after 9:30 PM. Group studying during study hall is permitted by permission from the resident advisor.
3. All students must be in their rooms for the night at 10:00 PM.
4. All students are required to have their lights out by 10:30 PM unless they have been granted "late lights" by permission of the resident advisor.

NOTE: Students are not permitted to leave the campus at any time.

ROOM INSPECTIONS

Students are responsible for the general appearance of their rooms. Beds are to be made, all surfaces dusted, floor vacuumed, wastebaskets emptied, leftover food and dirty dishes removed and cleaned, and all belongings neatly stored in appropriate areas.

Dormitory rooms are the property of the Cranbrook Schools; the school reserves the right to search the rooms at any time if there is reasonable cause to do so.

DORMITORY INFRACTIONS

The following behaviors violate the rules of the dormitory and will be responded to with discipline by the Resident Advisor/Head of Residence:

1. Violation of quiet hours by excessive noise.
2. Failure to be present for room check.
3. Failure to meet "lights out" without special permission.
4. Leaving the dormitory after check-in with Resident Advisor
5. Disrespecting Cranbrook's property.
6. Behaviors disruptive to others.
7. Uncooperative behavior

Typical consequences for this behavior will be deduction of points, extended study, early lights, or being restricted from special activities. An accumulation of minor offenses will be referred to the Head of Residence and/or Academic Dean for a serious discipline response. Students must also be familiar with the "Code of Conduct", which can result in immediate expulsion from the program.

MORNING REPORTS

The Head of Residence will be required to complete the Daily Dormitory Morning Report Form, and meet with the Program Director every morning prior to morning. The Daily Dormitory Morning Report should include any absences, illnesses, emergencies, and disciplinary problems. The Head of Residence is also required to report on any problems with other dorm staff members.

MAIL

For their hall/floor, each Resident Advisor should provide a mailbox for out-going mail. The RA should deliver any out-going student mail to the Main Office. Students must provide their own postage stamps.

TELEPHONE CALLS

Students are not available by telephone during our regular academic day. Calls from parents of an emergency nature only may be made to (248) 645-3679 during the day while classes are in session. Parents may call students in the evening in the dorms; however, phone calls are restricted during study hall. Calls of an urgent nature during the evenings may be made to the Dorm Office. Students may bring cellular phone, but HUB will not be responsible for lost, theft or misuse.

Staff Job Descriptions

PROGRAM DIRECTOR

Responsibilities

- Planning, coordinating and executing all project activities in consultation with appropriate school officials, project staff, Horizons-Upward Bound Advisory Board and Horizons-Upward Bound Parents' Council
- Be the liaison person with the US Department of Education, target schools and the communities of the targeted service area
- Develop and implement project proposals
- Prepare relevant Cranbrook School and Federal reports
- Prepare and manage Project budget
- Oversee program development and maintenance
- Oversee staff selection and supervision

Qualifications

- Demonstrate ability to work with under-represented high school students from low-income families
- Have at least 4 years of experience in the administration of educational programs for disadvantaged and low-income students
- Have at least a Master's degree in an appropriate academic discipline.

RESPONSIBILITIES OF ACADEMIC DEANS

Responsibilities

- Develop and coordinate the academic year program
- Develop and coordinate the instructional curriculum for the academic and summer components
- Provide in-service training in learning skills for staff
- Plan, develop and implement social, cultural and recreational activities for the academic year and summer phase
- Perform other duties assigned by the Program Director

Qualifications

- Have a Master's degree in an appropriate academic discipline
- Have experience working with disadvantaged students
- Have organizational skills
- Have experience in staff selection, training and supervision

PROGRAM COORDINATOR

- Develop and coordinate the academic and summer program
- Assist in the coordination of all aspects of the curriculum for the academic and summer components
- Assist in providing in-service training in learning skills diagnosis and remediation for resident advisors and counselors
- Assist in the selection and supervision of program counselors
- Assist in providing individual diagnosis of learning difficulties to project participants
- Plan and conduct learning skills group workshops for project participants
- Develop and maintain a resource file of learning skills materials
- Prepare comprehensive end-of-summer report
- Perform other duties as assigned by the program director

Qualifications

- Bachelor's degree
- Experience in working with disadvantaged students
- Organizational abilities
- Demonstrated communication skills
- Experience in staff selection, training and supervision

ADMINISTRATIVE ASSISTANT

Responsibilities

- Provide secretarial and clerical support to the project
- Purchase instructional supplies and office supplies
- Maintain project calendar & student files
- Answer inquiries relative to the project
- Maintain calendar for program director, associate director and program coordinator
- Handle incoming calls and correspondence
- Supervise all student office assistants
- Perform other duties as assigned by the program director

Qualifications

- Demonstrates communication and clerical skills
- Familiarity or working experience with special programs for the disadvantaged
- Other skills appropriate to the demands of the position

COLLEGE COUNSELOR

Responsibilities

- Develop and coordinate all aspects of the college counseling program
- Provide individual and group counseling services to students
- Provide information and materials relating to post-secondary education
- Provide students with scholarships and financial aid information and materials

- Provide assistance in the completion of college applications, scholarship application, and financial aid forms
- Develop and coordinate the college fair, college workshops, and college visits
- Prepare comprehensive summer end reports
- Perform others duties assigned by the Program Director and/or Associate Director

Qualifications

- Possess a Master's Degree and certification
- Possess counseling experience
- Demonstrated ability to develop positive rapport with students
- Demonstrated ability to work with disadvantaged high school students

DEPARTMENT HEADS

Responsibilities

- Develop the academic curriculum
- Supervise all activities related to the specific department of employment
- Supervise instructors and interns
- Conduct regular staff meetings
- Develop departmental reports
- Teach assigned classes
- Participate in intramural program
- Provide after-school tutoring to students
- Provide a comprehensive written evaluation on each participant enrolled in class
- Perform other duties assigned by program director and/or associate director

Qualifications

- Possess a bachelor's degree and teaching certificate
- Demonstrate knowledge of the subject matter to be taught
- Demonstrate an interest in working with under-represented, low-income high school students

INSTRUCTORS

Responsibilities

- Assist in the development of curriculum, needs assessment, pre- and post-tests
- Develop and maintain class plans and evaluations
- Maintain complete classroom and advisee attendance records
- Provide classroom management and instruction in assigned academic courses
- Provide a comprehensive written evaluation on each participant enrolled in class
- Develop and participate in cultural activities
- Teach assigned courses
- Be an advisor to program participants
- Participate in intramural program
- Provide after-school tutoring to students
- Perform other duties assigned by program director and/or associate director

Qualifications

- Process a bachelor's degree and teaching certificate
- Demonstrate knowledge of the subject matter to be taught
- Demonstrate an interest in working with under-represented, low-income high school students

HEAD OF RESIDENCE

Responsibilities

- Supervise the dormitory life of students
- Lead, organize and develop a cohesive plan for the deployment of the resident staff
- Provide orientation and training to resident advisors
- Supervise tutorial assistance in the dormitories
- Provide comprehensive summer end reports
- Perform other duties assigned by the program director

Qualifications

- Bachelor's degree
- Experience in directing disadvantaged youth in dormitory settings
- Organizational skills
- Demonstrated communication skills

RESIDENT ADVISORS

Responsibilities

- Monitor all dormitory activities
- Establish and maintain a counselor/counselee relationship with students
- Tutor and assist students during the evening hours
- Supervise extra-curricular activities
- Write evaluations of student's dormitory life
- Perform other duties as assigned by the program director

Qualifications

- Must be at least a junior or senior at an accredited college or university, and possess an interest in the objectives of the Program

Staff Conduct & Expectations

It is important that we maintain the integrity of the Horizons-Upward Bound program. We expect the HUB staff to conduct themselves in a professional manner at all times and adhere to all rules and regulations of the program.

DINING HALL POLICY

- We are not in a position to have friends or families of staff members on campus for meals. Please do not ask us to make exceptions. The cost of our food service prohibits guests and we expect your cooperation in this regard.
- Please do not take food, dishes, drinking glasses, and/or silverware out of the dining hall.
- Please do not fill large water bottles with juice, pop, etc. from dining hall.
- Please help in keeping the dining hall clean by removing your trays, food, and debris after your meal.

PROPER CONDUCT OF ALL STAFF MEMBERS

- Staff members are to meet their responsibilities.
- Staff members are to remain on campus at all times during the academic day unless he/she has permission from the program director, associate director, academic dean of students, dorm director, or department head.
- Staff members are to participate in intramural sports when assigned.
- Staff members are to be understanding and compassionate, as well as maintain respect and authority over the students.
- Staff members are to serve as role models, and set good examples for students. This is done by respecting the students, showing genuine concern for the students, offering assistance to the students when needed and actively building a positive relationship with the students.
- Staff members are to adhere to the dress code.
- Staff members are to refrain from engaging in unhealthy or inappropriate relationships with the students.
- Staff members are to exemplify professional behavior at all times.

PROPER CONDUCT OF RESIDENTIAL STAFF

- Residential staff members are to remain on campus at all times during the operation of the program unless he/she has permission from program director, dorm director, and/or house advisor to do otherwise.
- Residential staff members are to participate in intramural sports when assigned.
- Residential staff members must enforce study hall, lights out, and sign-in policies and make sure all students abide by the rules of the program at all times.
- Residential staff members are to be available for hospital duty when they are assigned.
- Residential staff members are to assist students in boarding the buses on the weekends.
- Residential staff members are to be friendly and compassionate as well as maintain respect and the authority over the students.
- Residential staff members are to serve as role models and set good examples for the students. This is done by respecting the students, showing genuine concern for the students, offering assistance to the students when needed and actively building a mentor/mentee relationship with the students. **HUB students must not see any residential staff members engage in inappropriate activities (i.e. drinking alcohol, possessing drugs, using profanity, involved in sexual relations, etc.) Students must not see any residential staff members dressed provocatively or behaving inappropriately.**
- Residential staff members are to refrain from engaging in any unhealthy or inappropriate relationships with students.
- Residential staff members are to pose questions to the Dorm Director.
- Residential staff members are to exemplify professional behavior at all times.

GENERAL EXPECTATIONS

- Check email messages daily.
- Be available and on time for all assigned duties.
- Be present and on time at all assembly meetings.
- At mid-term and at the end of the summer, write valuable and complete comments on student reports. Mid-term and summer-end reports must be typed and submitted via computer in a timely manner.
- Respect students and other staff members by serving in the capacity in which you were hired.
- Remember, HUB is a family and a team. With everyone working together in a positive environment with positive attitudes, our program will operate successfully!

HUB SUMMER STAFF

<u>Last Name</u>	<u>First Name</u>	<u>Position</u>	<u>E-mail</u>
Alexander	Steven	Office Assistant/Athletics	Salexa11@bulldogs.aamu.edu
Beyma	Dean	Resident Advisor/Writing Workshops	deanbeyma@gmail.com
Booth	Lois	Librarian	lbooth@cranbrook.edu
Breen	Samuel	Communications Instructor	sambreen10@gmail.com
Britton	Alberta	Technology Coordinator	abrit33892@aol.com
Byrd	Kevin	Science Dept. Chair	kevin.byrd641@gmail.com
Choudhury	Nadia	Writing Workshop	howinsc@gmail.com
Clark	Betsy	English	bclark@cranbrook.edu
Cole	Henry	Math	hcole@cranbrook.edu
Constant	Tim	Soc. Stu. Dept. Head	wcslindy@gmail.com
Crowl	Miranda	English Instructor	mcrowl@cranbrook.edu
DeBose	Debra	Assistant Director of Advancement	ddebose@cranbrook.edu
Dillard	Barry	Head of Residence	PharohBd1@aol.com
Eaton	Malcolm	Math Instructor	malcolm.a.eaton@gmail.com
Fennell	Trina	Science Instructor	Biomedart.@aol.com
Gatlin	Brenda	Academic Dean	brendagatlin15@yahoo.com
		Project Manager - Math/Science Program	
Gilmer	T.Carter		tcgilmer@sbcglobal.net
Grisham	Alanah	Resident Advisor	alanah.grisham@yahoo.com
Hackworth	Tiffany	Math Instructor	tnhackworth@gmail.com
Henry	Kyle	English Instructor	kyleandrewhenry@gmail.com
Hill	Maurice	Assistant Head of Residence	mahill@wesleyan.edu
Jennings	Charles	Academic Dean	cjennings@cranbrook.edu
Jenuwine	Hannah	Assistant Head of Residence	hjenuwine@gmail.com
Jenuwine	Matt	Resident Advisor	mwjjen@umich.edu
Johnson	Jeweletter	Resident Advisor	johnson.jeweletter@gmail.com
Kisor	Veronica	M/S Math Instructor	pinkinsv@gmail.com
Lorey	Eric	Ethics	elorey@cranbrook.edu
Macey	Jo Jo	Art Instructor	jmacey@cranbrook.edu
Machesky	Elizabeth	ACT Prep Instructor	emachesky@gmail.com
McCullough	Lauren	Resident Advisor /Chemistry Tutor	mccullol@mail.gvsu.edu
Miller	Greg	Science Instructor	gmiller@cranbrook.edu
Mogill	David	Math Instructor	dmogill@cranbrook.edu
Munoz	Richard	Languages	rmunoz@cranbrook.edu
Murphy	Donald	Communications	donmurf@yahoo.com
Park	Kristie	Resident Advisor	parkkr@umich.edu
Payton	Lauren	Resident Advisor	lapayton@umich.edu
Powell	Gordon	Math Dept. Head	gpowell@cranbrook.edu
Robinson	Christopher	Resident Advisor	crrobinson14@gmail.com
Robinson	Miles	M/S Science Instructor	mrobinson@cranbrook.edu
Sang	Matthew	Resident Advisor	msang93@gmail.com
Shaw	Blake	Resident Advisor /Water safety	blake.m.shaw@gmail.com
Shaw	Paulina	Spanish Instructor	pshaw@cranbrook.edu
Tate	Charisse	Administrative Assistant	ctate@cranbrook.edu

Taylor	Darryl	Director	dtaylor@cranbrook.edu
Taylor	Mark	Physics/Tennis	metaylor654@gmail.com
Twedt	John	Science	jtwedt@cranbrook.edu
Vettel	Barb	Program Administrator	bvettel@cranbrook.edu
Willis	Lamar	Music/Talent Show	
Young	Carla	English Department Head	cyoung@cranbrook.edu
Zolianbawi	Molly	College Counseling	mzolianbawi@cranbrook.edu

Cranbrook Educational Community

Horizons-Upward Bound

Emergency Action Responses

2013

TORNADO / SEVERE WEATHER

- A **severe thunderstorm** or **tornado WARNING** is an alert to take cover because a **SEVERE THUNDERSTORM** or **TORNADO HAS BEEN SIGHTED**.
- Campus Security will contact SSP Office if a **severe thunderstorm** or **tornado warning** is issued.
- A **tornado warning alarm** is a loud siren sounded by the Oakland County Emergency Management Center, at Bloomfield Hills City Hall.
- When a **severe weather** or **tornado warning** is issued **all outdoor activities will cease immediately** and everyone outdoors or on playing fields should go to the nearest building and take cover immediately.
- Turn off all equipment in use, and calmly lead children and visitors to posted locations. For tornado warnings, leave a few windows and doors ajar.
- Everyone should sit quietly against interior walls and remain quiet, listening for all-clear sirens, or fire or police officers outside the building. **Stay away from windows, outside walls and gyms.**
- In Schools buildings, staff without students assigned to them at the time of a severe weather or tornado alarm should proceed to the safe location nearest them and assist with supervision of children.
- Camps staff will immediately take attendance. Administrators will account for all personnel.
- When the all-clear signal is given, check for injuries, building damage and downed electrical wires.
- Call **9-911** (from campus phone) for life-threatening emergencies. In the case of injuries or damage call Campus Security at **3170**. (If you dial 911 from a cell phone you must also call 3107 to notify Campus Security, who will guide emergency staff onto campus.)

ELECTRICAL FAILURE

- Contact the Cranbrook Work Order Desk (**3121**) to notify Maintenance staff of the power failure. If phone service is interrupted use cell phones if available to contact Work Order Desk (248-645-3121)
- Notify your Camp Director.
- Turn off all computers or other electrical equipment in operation.
- Maintain order among students and visitors.
- Some interior rooms on campus may not have sufficient lighting. If you are operating from such a space during a power failure, follow **EVACUATION PROCEDURES** and relocate to a *predetermined* safe area *within your building*. Contact your Camp Director to advise them of your relocation.
- *If **EVACUATING** take camp rosters and take attendance after evacuation.*
- *If evacuation is not ordered, be aware of and remain alert for any change in health conditions of everyone. Seek medical attention if necessary.*
- *If students are evacuated, emergency fan out calls to parents will commence.*
- *Resume normal operations when security or maintenance officials signal "All Clear".*

FIRE OR EXPLOSION

- Sound fire alarms (activated by the "pull-station" alarms)
- **Call 9-911**. (If you dial 911 from a cell phone you must also call Campus Security at **248-645-3170** so that they can guide fire/rescue personnel onto campus.)
- Initiate **EMERGENCY EVACUATION PLAN** procedures and evacuate the building immediately.
- Close doors and windows.

- Turn off all equipment that was in use.
 - Turn off lights.
 - When staff reach a secured area they will immediately take student attendance. Account for all personnel.
 - From a secured area notify Camp Director.
 - Campus Security will notify all other divisions and programs to keep everyone away from the area.
 - From a secured area notify transportation to keep bus runs away from the building.
-

BOMB / TELEPHONE THREATS

THREAT BY PHONE:

- Follow the instructions on **CHECKLIST FOR BOMB OR TELEPHONE THREATS** located at all phone stations with outside lines. (See last page of this chart.)

SUSPECTED BOMB

- In the event that a bomb or some other unusual object is found on the premises:
 - DO NOT touch it. Slowly back away from it.**
 - DO NOT use the telephone or cell phones in that room.**
 - DO NOT turn on OR off light switches.**
 - DO NOT activate any electrical objects - either turning on OR off.**
 - Do not touch a note threatening a bomb. Place it in a plastic bag to preserve evidence.
 - Notify everyone in your building of the emergency. Do this in person with assistance of office and other staff - **do not use phones**.
 - Make the following calls immediately, from a phone outside the building:
 - 248-645-3170** - Campus Security
 - Your Camp Director.
 - No portable radios, cell phones or other electric impulse transmitters should be in use in the building until the "all clear" is issued
 - If Campus Security directs you to do so, commence **EVACUATION PLAN**. When you reach a secured area immediately take attendance or confirm everyone is out of the building.
 - Approach any visitors in the building, secure their names and refer all visitors to the office or the evacuation location.
 - Campus Security will notify all other divisions and programs to keep everyone away from the area.
 - From a secured area notify anyone on playing fields, at Ice Arena or in Natatorium to keep their students away from the area.
 - From a secured area notify transportation to keep bus runs away from the building
 - When "all clear" is issued, return to regular schedules.
-

MEDICAL EMERGENCIES

- **If the situation is life threatening Call 9-911.** (If you call 911 from a cell phone you must also call Campus Security at **248-645-3170** so that they can guide emergency personnel onto campus.)
- If not life threatening call Campus Security - **3170**; Campus Security contacts the Nurse on call.
 - Blue Light Emergency Phones** are located on campus at:
 - Kingswood Ball Field, near the road by Stony House
 - Cranbrook Lower Fields near the Valley parking lot
- Utilize trained staff as needed for first aid. The Nurse or designated trained personnel will administer emergency first aid, including Epi-Pen/medication. Nurse may instruct any staff to administer Epi-Pen in a life-threatening emergency.
- Notify your Camp Director.
- A calm adult should stay with the individual.
- Keep victim as awake and alert as possible.
- **Do NOT move a victim if major injuries are involved, such as:**

Forceful head or neck injury

Unconsciousness or confusion after a fall (even if temporary)
 Obvious deformity to a joint

- Complaint of not being able to move an extremity
- Large laceration, requiring direct pressure to control bleeding
- Choking and/or prolonged difficulty breathing (child can be moved for comfort or treatment)
- Campus Security will notify all other divisions and programs to keep everyone away from the area.
- In case of release of body fluids, use gloves and appropriate bio-hazard protections and clean up.
- If the victim is a camper, have a camp staff person accompany student on any ambulance ride.
- Nurse, or Camp Director calls victim's parent/guardian/emergency contact person.

POISONING

- Call Poison Control Center **1-800-222-1222**.

AUTO OR BUS ACCIDENT

On Campus

- If the situation is life threatening **Call 9-911**. (If you call 911 from a cell phone you must also call Campus Security at **248-645-3170** so that they can guide emergency personnel onto campus.)
- Call Campus Security **3170** (from a campus phone.) Campus security will assist in routing busses and traffic away from the scene. Campus Security contacts school Nurse.
- **Make sure a calm, responsible person remains at the scene.**
- Notify your Camp Director who will notify the Director of SSP (if a major incident.)
- If the incident involves a Cranbrook School bus, notify the Transportation Department Supervisor (**3244**). A replacement bus may need to be requested.
- Nurses, or Camp Directors, will call parents, spouse or individuals named on Emergency Notification Forms.
- If parents, spouse or closest relatives are unavailable, discreetly discuss situation with an associate at the place of employment of the parents, guardian, spouse or closest relative.

Off Campus

- Notify **911** and Campus Security at **248-645-3170** who will notify the Nurse on call.
Notify your Camp Director who will notify the Director of SSP (if a major incident.)
- **Make sure a calm, responsible person remains at the scene.**
- If the incident involves a Cranbrook School bus, notify the Transportation Department Supervisor (**3244**). A replacement bus may need to be requested.
- Nurses, or Camp Directors will call parents, spouse or individual on Emergency Notification Forms.
- If parents, spouse or closest relatives are unavailable, discreetly discuss the situation with an associate at the place of employment of the parents, guardian, spouse or closest relative.

INTRUDER, SUSPICIOUS PERSON OR ANIMAL, LOCK DOWNS

- Call **3170** Campus Security, or call **9-911**(from campus phone) if no answer. **Stay on the line with dispatcher**. (If you call 911 from a cell phone you must also call Campus Security at **248-645-3170** so that they can guide emergency personnel onto campus.) Campus Security may contact 911 or Animal Control.
- **Report the following:**
 - Suspect or animal's location at the school or grounds
 - The nature of trespass; nature of intruder's or animal's activities
 - The type of weapon if applicable
 - Intruder's identity (if known) and description
- One person should attempt to keep the intruder or animal in sight in order to expedite locating him/her when Security officers arrive. *Only do this if it is safe.*
Notify your Camp Director.
- **Do not try to be a hero and overpower an armed or threatening suspect.**
- Remove an intended victim from the building if a suspected victim/target can be identified and the intruder's intentions can be determined. *Only do this if it can be accomplished safely.*
- **If hostage situation develops allow Campus Security or Police to take over.**
When "all clear" is issued, notify everyone to return to regular schedules

LOCK DOWN CODE GREEN

- **If a suspicious activity occurs off campus**, Campus Security can contact your building and notify staff of a **LOCK DOWN GREEN** for Cranbrook Campus.

Lock Down Green:

Campus Security closes exterior traffic gates on campus and no traffic can enter or leave campus until the Lock Down Green is ended. This may require call fan out to parents, depending upon the timing of the event.

LOCK DOWN CODE YELLOW

- **If a suspicious person or animal appears outdoors** when children, faculty, visitors, counselors or staff are outdoors, everyone must immediately return to the building, and move into classrooms or secured areas. This will immediately initiate **LOCK DOWN YELLOW** procedures.

Lock Down Yellow:

The perimeter of your building must be locked to prevent the intruder from entering. Shades are drawn and students remain inside the building, but they may move about. No staff or campers move outdoors on campus.

LOCK DOWN CODE RED

- **If an intruder or dangerous animal enters the building**, Building Administrators will go from room to room with an announcement using the phrase "**LOCK DOWN RED**" to notify faculty/staff of the emergency. This announcement will immediately initiate **LOCK DOWN RED** procedures.

Lock Down Red:

Students, visitors and faculty should remain in locked classrooms, or secured areas.

Shades are drawn.

All cell phones are turned to vibrate or shut off.

Complete silence is maintained.

Fire alarm signals do not trigger evacuation.

Locked doors are only opened by police

PROCEDURES: EMERGENCY RESPONSES

The nature and execution of a response to any emergency should always be reviewed with Campus Security, local Police, your Camp Director or Director of Special and Summer Programs when time permits these contacts. Clearly, there can be cases when a timely response to an emergency is the difference between keeping our staff, campers and visitors safe, vs. exposing them to unnecessary risk. In those situations it is essential that all staff and Camp Directors know the five basic emergency responses, and how to properly execute each one.

Emergency Medical Response (First Aid)

Action: Attend to the medical needs of the injured person immediately. Call for medical assistance and follow the direction of medical professionals, including performing life saving techniques as guided by medical staff, until they arrive. Remain with the injured person at all times. Keep other employees, visitors and children away from the emergency scene. Be aware that a possible "Shelter In Place" situation may evolve.

Examples: Auto/ bus accident, severe injury, poisoning, rape, assault, suicide attempt.

Shelter in Place

Action: Remain in classrooms or secure buildings and close doors. Children who are outdoors should be taken to the nearest shelter. In case of severe weather everyone should

go to interior rooms and stay away from windows. In case of a tornado warning, staff should escort students and visitors to the nearest designated shelter area. Take attendance, maintain order.

Examples: Severe weather, life threatening health issue, tornado watch/warning.

Lock Down

Action: Check corridors for students and visitors, bring them into classrooms or residences. Lock room doors, pull shades. Move everyone to the safest corner of the room and remain quiet. Do not open doors or leave the room under any circumstances.

Examples: Intruder, campus disturbance, hostage situation, minor hazmat spill, other immediate threat to personal safety of children and staff.

Evacuate

Action: Faculty and staff will quickly guide children, visitors and all personnel outside the building via the nearest exit, and move them away from the building. Take attendance, maintain order.

Examples: Fire, bomb threat, explosion, hazmat spill, minor building collapse.

Evacuate and Relocate

Action: Staff will guide children, visitors and all personnel outside the building via the nearest exit, and move them away from the building. Attendance is checked, and then staff moves everyone to designated relocation site. Primary and secondary relocation sites are established to be able to respond to varying levels of emergency.

Examples: Major hazmat spill, gas leak (toxic or explosive), major structural damage, serious regional terrorist threat or action.