

Student Site Information

2012 CTY Civic Leadership Institute

University of California, Berkeley – Berkeley, CA

Welcome to the 2012 CTY Civic Leadership Institute! This packet contains important information about the site and preparations families need to make for the summer. Maps and directions are included. We look forward to a rewarding summer working with you.

Site Program Managers

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Checklist of Things to Do

✓ Item	Date Due	Send To/Correspond With:
<input type="checkbox"/> Pay tuition balances (Payments are <i>not</i> accepted at the sites.)	Refer to Invoice	Mail to: Johns Hopkins University Center for Talented Youth PO Box 64710 Baltimore, MD 21264-4710 or Click on the MyCTY link at http://cty.jhu.edu
<input type="checkbox"/> Make an appointment with your child's pediatrician.	ASAP	Not applicable
<input type="checkbox"/> Make travel arrangements.	ASAP	Not applicable
<input type="checkbox"/> Submit Shuttle Request Form (if needed). See page 35.	May 15	Click on the MyCTY link at http://cty.jhu.edu and select Manage Enrollments
<input type="checkbox"/> Submit Medical Information Form and a copy of your Medical Insurance card (front and back) and a prescription card (if you have one). See page 29.	Due 15 business days after receipt of this packet	Click on the MyCTY link at http://cty.jhu.edu and select Student Participations or Mail to: CTY REGISTRATION MCAULEY HALL 5801 SMITH AVE STE 400 BALTIMORE MD 21209 Fax: 866-548-8022 Email: ctyregsumm@jhu.edu
<input type="checkbox"/> Submit Physician's and Parents' Consent Form. See page 31.	ASAP No later than May 15	Fax: 866-548-8022 Email: ctyregsumm@jhu.edu
<input type="checkbox"/> If your student has a learning, physical, or medical disability, call summer programs staff.	ASAP Contact no later than May 15	Call 410-735-6215 or email cty-disabilities@jhu.edu
<input type="checkbox"/> If your student has food allergies or special dietary requirements call the program manager.	ASAP Contact no later than May 15	Contact Rosa Villastrigo 410-735-6182 sholm@ju.edu
<input type="checkbox"/> Duplicate copies of Medical Information Form and Physician's and Parents' Consent Form <input type="checkbox"/> Student's prescription medications in original containers with proper labels (if applicable) written in English <input type="checkbox"/> Authorization to Visit/Take Students Off Campus Form and CLI Activities Parent/Student Agreement Form	Opening Day	Bring to the site or send with your child.

Please direct questions about registration, financial aid, or account balances to 1-800-393-6095.

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

Schedules

Registration

Registration will take place on Sunday, July 15 from 1:00 pm to 3:00 pm, at the University of California, Berkeley, outside the Unit 3 Residence Halls. If you are driving to campus, please follow our driving directions (in the Travel Information section) to get to the move-in entrance, located at 2400 Durant Ave, Berkeley, CA 94704. There is very little parking space near the residence halls, so you will need to pull in just long enough to unload your student’s luggage into the loading area, and have your student wait with it while you park your car (see page 10 for parking information).

Course section assignments, room assignments, keys, lanyards, and additional program information will be provided at that time. Students unable to register by 3:00 p.m. on Sunday should report to the CTY site office in the residence hall upon arrival.

Tentative Schedule for Opening Day (Session 2 - Sunday, July 15)

- 1:00 p.m. - 3:00 p.m. Student Check-In at the Unit 3 Residence Halls.
- 3:15 p.m. - 4:00 p.m. Family orientation (optional). Instructors and administrators will be available to address any questions or concerns.
- 4:00 p.m. Families depart
- 3:15 p.m. - 5:15 p.m. RA group meetings. Students meet with their resident assistants for icebreakers and campus tours.
- 5:30 p.m. - 6:30 p.m. Dinner
- 6:45 p.m. - 8:00 p.m. All-site meeting
- 8:00 p.m. - 9:00 p.m. Class introductions
- 9:00 p.m. - 10:30 p.m. Hall activities and meeting
- 11:00 p.m. Lights out

Tentative Schedule for Closing Day (Session 2 - Friday, August 3)

- 8:00 a.m. - 8:45 a.m. Breakfast
- 9:00 a.m. - 11:00 a.m. Final class meeting
- 11:15 a.m. - 12:30 p.m. Closing ceremony. Families are invited to attend.
- 12:30 p.m. - 1:30 p.m. Lunch. Final meal of the program for students. Lunch is available to families in the campus cafeteria on a cash basis.
- 1:00 p.m. - 3:00 p.m. Family conferences (optional). Parents or guardians may meet with instructors to discuss the student’s performance in the course.
- 12:30 p.m. - 3:00 p.m. Final checkout. All students must depart by 3:00 p.m.

A final schedule will be provided upon your arrival at the site.

Typical Weekday Schedule

8:00 a.m.	-	8:45 a.m.	Wake Up & Breakfast
9:00 a.m.	-	12:00 p.m.	Class/Field Experience
12:00 p.m.	-	1:00 p.m.	Lunch
1:00 p.m.	-	3:00 p.m.	Class/Field Experience
3:15 p.m.	-	5:30 p.m.	Activity/Free Time
5:30 p.m.	-	6:45 p.m.	Dinner
7:00 p.m.	-	9:00 p.m.	Evening Class/Colloquium
9:00 p.m.	-	10:00 p.m.	Social Time
10:00 p.m.	-	10:30 p.m.	Hall Meeting
11:00 p.m.			Lights Out

CLI Program Information

Course Section Assignments

Civic Leadership Institute participants are placed into course sections of approximately 15 students. Each course section, with an instructor and teaching assistant, follows the same core curriculum, an introductory course in *Civic Engagement & Contemporary Social Issues*. The complete course description and a sample syllabus are available on our website at: cty.jhu.edu/summer/leadership/syllabus.pdf. Although the main learning goals, readings, and assignments will remain consistent, some class activities may vary at each instructor's discretion. Students will receive their course section assignments at Registration.

Field Experiences

Several times each week, in their class groups, students travel to dynamic urban neighborhoods throughout the San Francisco Bay Area to engage in service-learning projects with reputable local community organizations, meet with prominent community leaders, and visit important institutions. Service projects are varied, and allow meaningful opportunities for students to contribute to local organizations while learning from clients, staff, and community members. Field experiences are a vital component of the academic program, and should be approached with the utmost

diligence. To ensure the safety of our participants, our staff and our community partners collaborate to provide appropriate orientation, preparation, and supervision for all field experiences. Students are expected to closely follow all rules and guidelines provided by staff for these experiences.

Special Topic Seminars

The core curriculum is complemented by a series of Special Topic Seminars. Once a week, instructors and teaching assistants conduct a wide range of seminars on topics such as global poverty, public health, immigration, environmental issues, and school reform. Students learn about seminar offerings at the beginning of each week, and select the topics that interest them most. Students are then assigned to seminars according to the interests they indicated and space availability in each section.

Evening Colloquia

Once or twice a week, during evening sessions, the Institute brings in outstanding guest speakers from a variety of fields, including political theorists, business leaders, local activists, and other people who are making an impact on their communities. Like field experiences, speakers are a vital component of the academic program, and must have each student's full attention and respect. Instructors and teaching assistants also provide time during evening class sessions for students to reflect on

their service experiences, get extra help on assignments, or work on group projects.

Afternoon & Weekend Activities

Outside of class, students participate in a full schedule of recreational, social and service activities, which are supervised by the RAs and administrative staff. These activities take place on or around the campus or, on the weekends, throughout the city. Many afternoons, students also have the option of signing out in pairs or small groups to take short trips to recreational sites on and around campus. Activities are designed with a variety of interests in mind, and students often have the option of relaxing in the residence hall instead.

Living on Site

Housing

Students are housed in rooms with double occupancy; students may also be assigned to triple- or single- occupancy rooms. There will be one resident assistant (RA) for every 15 or 16 students. The residence hall has defined boundaries for male and female students. Cross-hall visitation is not permitted without a CTY staff member. Students are placed in residence hall rooms according to age and grade. Specific roommate requests are discouraged and cannot be guaranteed under any circumstances.

Students are provided with a bed, desk, chair, dresser, and closet. We recommend that students bring a desk lamp or reading lamp. The University of California, Berkeley provides linens and towels to students at no additional charge. Each student will receive two sheets, a blanket, a bedspread, a pillow, a pillowcase, two towels, and a washcloth. Beds are single-size. If students choose to bring their own linens, extra-long sheets or flat sheets are recommended. Residence hall rooms are not air-conditioned, but the Bay Area enjoys cool, breezy weather year-round.

Roommate Requests

We discourage roommate requests because we find that students benefit from the opportunity to befriend new people. Roommate requests are accepted only after you have received your course assignment packet. Families of both students must send a roommate request in writing or via email to the program manager whose name is listed on the front of this packet. Please do not assume that any correspondence you may have enclosed with your program application is sufficient for making a roommate request since the CTY Registration Office is responsible only for processing course choices.

Housing assignments are complex and involve a number of factors. In order to better develop a sense of community at CLI, students may be housed with roommates who are not in their class. As a result, while we will consider roommate requests, we can rarely honor them. Please do not come to the program with the expectation that you will have the roommate you requested. We cannot guarantee a roommate to any student.

An important component of the CTY program is the educational benefit that our students derive from meeting and living with others who have diverse backgrounds, experiences, and characteristics. In the event of a roommate conflict, as a matter of policy, we will make a change only if we determine that such a change is in the best interest of all students involved and that all options for resolving the conflict have been exhausted. Decisions to make roommate changes are at CTY's sole discretion.

Keys/Key Deposit

Residence halls are secured with individual room keys and a locked exterior door. Keys will be distributed at Registration. Each student will receive a lanyard, and keys must be kept on lanyards at all times.

The University of California, Berkeley does not require a key deposit; however, you will be charged for missing or damaged keys. The minimum charge is \$50 for each key. After the session, the college immediately re-cores the

locks for rooms with missing keys. Therefore, if you leave the site without returning your key, a lost key charge will be billed to your CTY account, even if you later return the key.

Student IDs

Each student receives a CTY lanyard, which serves as our form of identification, and a meal card, which allows students to access the dining hall on campus.

For security reasons and to identify our students to campus personnel, all students are expected to carry their keys, meal cards, and emergency contact information on their lanyards, and to wear their lanyards around their necks in a clearly visible fashion at all times throughout the program.

Meals

Dinner on Opening Day is the first meal provided for CTY Civic Leadership Institute students; the final meal is lunch on Closing Day. Three meals are provided each day with a variety of menu selections. Students and staff members eat their meals in the campus dining hall. For field experiences, the dining service provides bag lunches. RAs sit with their students in the dining hall for the first few days.

Vegetarian Meals: Vegetarian and some vegan entrees are available on the regular menu. Vegetarian entrees may contain animal products (milk, cheese, eggs). Students who prefer not to eat animal products may choose from items on the regular menu and the salad bar. Students who require vegetarian bag lunches should indicate so on the enclosed Medical Information Page. Special, no-animal-product menu plans are not available.

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

Kosher Meal Requests: Commercially prepared, frozen entrees are available for students keeping kosher. The cost is an additional \$100

per session. Please call the program manager whose name is listed on the front of this packet to make arrangements.

Halal Meals: Halal meals are not available at this site. Please call the program manager whose name is listed on the front of this packet to discuss an alternative arrangement.

Laundry

Laundry rooms in the residence halls are open to CTY students during designated hours. Washers and dryers are readily available during these times for students to wash their own clothes. The machines are coin-operated. We recommend that students bring approximately \$10 in quarters to cover laundry costs for the three-week session. RAs will help students who are unfamiliar with using machines.

Contacting Your Student

Telephones/Phoning Home

Each residence hall room comes equipped with an active phone line and phone. Students will be able to receive phone calls and make on-campus and local calls without a calling card; however, students must have a calling card to make outgoing long-distance calls. Phone numbers for each student's room will be available on site.

Students are permitted to have cell phones at the site, but only under strict guidelines. Cell phones may not be used during organized academic or residential program activities or during transit, but may remain accessible for emergencies. For the purposes of this policy, cell phone include all mobile communication devices; use includes sending and receiving text messages, sending and receiving email and accessing the Internet. CTY assumes no responsibility for lost, stolen, or damaged cell phones, or for their misuse, including exceeding plan limits or use by unauthorized persons.

In general, we urge students and families to make calls no more than once or twice per

week. Families should pre-arrange particular days and times for phone calls. The best times are 7:00 - 8:30 a.m. and 9:00 - 10:00 p.m. (Pacific Time). Students may not make or receive phone calls after 10:45 p.m.

Internet Access

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

Mail and Care Packages

Mail will be picked up and distributed daily (Monday through Friday, even if sent by FedEx). Mail should be addressed in the following manner: (note: no nicknames, please USE CAPS AND NO PUNCTUATION).

STUDENT NAME

ATTN: RA NAME (*Available at Registration*)
CTY CIVIC LEADERSHIP INSTITUTE
UNIT 3 RESIDENCE HALLS
2400 DURANT AVE
BERKELEY, CA 94720-2276

Visitation Policy

CTY students enjoy their time at a CTY site, especially on weekends when a full range of activities is planned and students have time to relax with new friends. We therefore strongly discourage visiting students or planning trips off campus while the program is in session. When visits must be scheduled, they are generally least disruptive on Saturday and Sunday mornings. Only a student's parent, guardian, or an authorized adult may visit the site or take a student off campus (complete the Authorization to Visit/Take Student Off Campus Form at the end of this packet). Visitors pay for any meals on campus and may not stay overnight.

For security reasons, site administrators must be aware of any visitors on campus, including parents; we also must know in advance of any

plans to take students off campus so that we may make the appropriate accommodations. At the beginning and end of the visit or off-campus trip, the student must be signed in and out at the Site Office by a parent, guardian or authorized adult (with written permission on the Authorization to Visit/Take Student Off Campus Form) presenting photo identification. Former CTY students or unaccompanied minors are not permitted to visit the site.

Homesickness is often intensified by frequent calling and/or visits. If your student becomes homesick at CTY, contact the residential dean at the site to discuss strategies for helping your student.

Custody Issues

Please indicate any issues you believe we should be made aware of on the Authorization to Visit/Take Student Off Campus Form, and attach copies of pertinent legal documentation.

Contacting the Site

The number for the CTY site office on campus will be available at Registration. The phone is normally attended from 8:00 a.m. to 11:00 p.m. on weekdays and 9:00 a.m. to 12:00 a.m. on weekends, except during all-campus speakers and special events. The site director may also be reached at this number.

In case of emergency: If you have an emergency and cannot reach your student or CTY staff, call the University of California, Berkeley Campus Police at 510-642-6760. This number is operational 24 hours a day and is for emergencies only.

Expenses

Textbooks

Civic Leadership Institute students use a custom-made course pack as the primary text for the course. Each student will receive a course pack, journal, and additional course materials at Registration. The cost of these

materials is included in the tuition fee. Instructors will also require students to bring basic school supplies, such as pens, pencils, highlighters, paper, etc. Please be sure to bring these materials with you.

Spending Money

Students should bring approximately \$50 - \$100 spending money for each three-week session for snacks, souvenirs, and laundry (\$10 in quarters is useful for laundry). Students should bring a limited amount of cash, gift/debit cards, and/or traveler's checks, issued in the student's name. Students must budget their spending money carefully. If your student needs extra money during the session, send additional traveler's checks or a money order. Do not send cash in the mail!

Packing Guidelines

You will find a list of recommended items on page 41 of this packet. We recommend that you label all items with your student's name. Please also pay careful attention to our list of prohibited items found in the policies section of this packet and the bottom of the packing list.

Clothing

In general, dress at the site is casual (jeans, t-shirts, sneakers). Students should dress in a manner that is appropriate for a classroom environment. The temperature in the Bay Area is generally quite cool, even during the summer, but can also fluctuate greatly over the course of a day, so students should plan to dress in light layers of clothing.

Students also need to dress appropriately for field experiences. Many of the organizations we work with have dress codes in place, designed to protect the health and safety of both clients and volunteers. In addition, different communities may have different standards about what dress is considered appropriate. As a result, students are asked to dress especially modestly for field experiences. For most field experiences, students will be expected to wear

work clothes (clothes that can get dirty), **including long pants and closed-toe shoes**, and should take special care to avoid clothing that is flashy, revealing, or displays offensive slogans or graphics. Any student dressed inappropriately may be asked to change his or her attire.

Some students enjoy dressing up a little more for special meetings, dances and the closing ceremony. Students should also bring rain gear and long pants, sweatshirts, and jackets for cool evening temperatures.

Athletic Equipment

While basic athletic equipment is provided, students might want to bring their own Frisbees, baseball gloves, etc. No bicycles, skateboards, in-line skates, free weights, or roller skates are permitted. Students should label their personal athletic equipment. Please note that individual training programs and practice schedules cannot be accommodated.

Musical Instruments

Although students are typically able to play and perform, consistent practice time and access to formal practice rooms is limited. Students are responsible at all times for the safe storage of their musical instruments and equipment. There is no formal extracurricular music program, but students are welcome to form their own music groups.

Bringing Personal Electronics

In general, any electronic equipment required for a student's course work will be provided on site. Students must follow any appropriate use policies set by CTY or our hosts. Students may elect to bring a laptop, but the vast majority of students do not, and instructors do not expect students to have them. Please refer to Computers/ Homework below for more information.

We want students to work and socialize with each other without the other potential distractions posed by personal electronic devices (cell phones, smart phones, iPods, etc.).

For this reason, students may use these devices only at certain times and for specific purposes. For example, at designated times, students may use personal electronics to communicate with their families. CTY has chosen to be a no TV / no video / no electronic games environment. The only exception is that, on occasion, students may watch films or other visual media as part of the formal academic or activities program.

As you think about whether to send your child with personal electronics, please consider:

- Students have sole responsibility for the safekeeping and appropriate use of their belongings. Neither CTY nor our host institutions are responsible for the loss, damage, theft or misuse of any student belongings. Do you have insurance that will protect you if the item is lost, stolen or damaged? What are your financial risks if your child misuses the device (for example, how costly would it be if your child were to exceed plan limits)?
- At CTY, students move from place to place frequently and do not always return to their rooms between different program activities. Is your child prepared to be responsible for a valuable item under these circumstances?
- Does your child have the self discipline to use personal electronics only at designated times and only for sanctioned purposes?

Please note students are **prohibited** from bringing the following to CTY:

- televisions
- video game consoles
- portable gaming devices
- DVD/Blu Ray/VHS players
- video or computer games/DVDs

Students are permitted to have personal listening devices at the site, but should understand that these items can pose a safety hazard (both as a theft risk and in limiting awareness of one's surroundings on public transit or busy streets). As a result, you may not

wear or use personal listening devices while off campus or while participating in an organized academic or residential program activity, unless indicated by an instructional or residential staff member.

Students may photograph, film, or record other people as long as those filmed or recorded do not object. Students should be especially thoughtful at service sites to respect the privacy of partner organization clients and staff. No filming or recording is permitted in classrooms without CTY's permission. In addition, no photographs, video, or audio recordings made while at CTY may be posted on the internet or elsewhere without the written permission of the subject, the subject's parents or guardian (if the subject is a minor), and CTY.

At no time may students use personal electronics in such a way that violates CTY, host institution or other policies applicable to CTY students; that is disruptive to others; or that distracts students from participating appropriately in any program activity. At all of our site locations, students will be asked to sign and abide by the **CTY Policy on Appropriate Use of Computing Technologies**. Students are subject to discipline, up to and including dismissal from the program, if they use any device, their own or others', in a way that violates this policy, CTY's honor code, or any other policies or standards of conduct applicable to CTY students.

If staff members find that a student is using a personal electronic device not in keeping with our guidelines or policies, or if, in their judgment, such use is distracting the student from the program, staff may, at their discretion, confiscate the device and hold it in a secure location until the end of the program; CTY is not responsible for the loss, theft, damage, or misuse of the device, even under these circumstances.

Please keep in mind that it is impossible for CTY to constantly monitor a student's use of electronics, including the content students may access. Students are responsible for their own

actions at all times. CTY will respond to incidents as we become aware of them, but we cannot offer comprehensive supervision in this area. Please speak with your child about appropriate conduct with regard to use of electronics, and instruct your child to tell a staff member if another student is sharing material that makes him or others uncomfortable or is otherwise using electronics in a way that is inappropriate. Parents are solely responsible for monitoring their children's activity on social networking sites.

Computers/Homework

Students are permitted to have laptop computers at the site, but only under very strict guidelines. Laptops may be used only for academic purposes and under staff supervision. CTY can provide help with printing only to students who must use a laptop as an accommodation for a documented disability. Laptops used outside of instructional times for non-academic purposes such as playing games or viewing DVDs; or for inappropriate reasons such as sending prank emails or IMs, may be confiscated and students may be subject to discipline. CTY assumes no responsibility for lost, stolen, or damaged laptops, or for their misuse, including use by unauthorized persons.

Students complete all of their academic work, including homework, in their classrooms. Coursework consists primarily of readings, journal writings, short essays and group projects. Even with longer assignments, instructors are accustomed to reading handwritten work and do not require or expect typewritten essays. If there are extenuating circumstances, such as a learning disability, please contact summer programs staff at 410-735-6215 or email cty-disabilities@jhu.edu to discuss what arrangements can be made to accommodate your student.

If, after talking with summer programs staff, you decide to have your student bring computer equipment, we urge you to verify that it will be covered under your homeowner's or renter's insurance while your student is at

CTY. CTY is not responsible for lost, stolen, or damaged computer equipment.

Personal Belongings/Lost & Found

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

The CTY site office will maintain a lost and found box. Clearly labeled items are the most likely to be successfully returned. Neither CTY nor UC-Berkeley can be responsible for items left behind at the end of the session.

Travel Information

Directions to UC Berkeley

BY CAR:

The UC Berkeley Unit 3 Residence Hall move-in entrance is located at **2400 Durant Ave, Berkeley, CA 94704**. Please use this address when creating a Web-based map or using a GPS system to navigate to the Peabody site. Campus and local area maps can be found later in this packet.

Parking near the UC Berkeley Campus is limited. There is typically meter parking available on Durant and Channing streets surrounding the residence halls. There is also a reasonably-priced public parking lot adjacent to the residence halls (see maps on pages 14 & 15).

From points north of Berkeley:

1. Take I-80 West or I-580 East to I-80 West.

2. Exit I-80 West onto University Ave.
3. After about 2.5 miles, turn right onto Berkeley Square/Shattuck Ave.
4. Turn left onto Durant Ave. The move-in entrance is on the right at 2400 Durant.

From points west of Berkeley:

1. Take I-280 or US-101 North to I-80 East. Take I-80 East across the Bay Bridge.
2. Exit I-80 onto Ashby Ave/CA-13 South.
3. After about 2 miles, take a slight left at Adeline St. Continue onto Shattuck Ave.
4. Turn right onto Durant Ave. The move-in entrance is on the right at 2400 Durant.

From points south of Berkeley:

1. Take I-880 North or I-580 West to I-980 East (follow signs for CA-24 E/Walnut Creek).
2. Continue onto CA-24 East.
3. Take the exit for 51st St. Turn right onto 52nd St, then take the first left onto Shattuck Ave.
4. After about 2 miles, turn right onto Durant Ave. The move-in entrance is on the right at 2400 Durant.

On Opening Day:

Follow the directions on the previous page to get to the UC Berkeley Unit 3 Residence Hall move-in entrance at 2400 Durant Ave. **Parking at the move-in entrance next to the residence halls is extremely tight and is thus limited to 10 minutes. Therefore, you will need to pull in just long enough to unload your student's luggage into the loading area, and have your student wait with it while you park your car (see parking information on previous page).** Once you have parked your car, you and your student should come to the entrance of the Unit 3 Residence Halls to register.

On Closing Day:

Families are invited to attend the Closing Ceremony. To do so, please arrive on campus between 10:30 a.m. and 11:00 a.m. Park your

car (see parking information on previous page), then go to the Unit 3 Residence Halls (2400 Durant Ave) and follow CTY signs to the Closing Ceremony. After the Closing Ceremony, you can eat lunch, meet with your student's instructor (students will sign you up for a ten-minute appointment), double-check your student's packing, and check-out. **When you are ready to depart, bring the luggage down to the loading area and have your student wait with it while you pick up your car.** Then you can pull your car into the loading area to pick up your student and his or her belongings to go home.

If you do not plan to attend the Closing Ceremony *or* a family conference, and you wish to pick up your student immediately upon your arrival, you must tell your student what time you plan to arrive, and call the site office if there are any changes in your plans. We will make sure that your student is in the loading area at 2400 Durant Ave with his or her luggage at the appointed time, waiting for you. If you plan to pick up your student this way, **please remember that parking in the loading area next to the residence hall is extremely tight and is thus limited to 10 minutes.** You will not have time to attend a conference with your student's instructor, and your student will need to say any long goodbyes before you arrive.

All families must depart by 3:00 p.m.

BY TRAIN OR BUS:

The UC Berkeley site is served by the Berkeley Amtrak train station or the Oakland Greyhound bus station. You can reach the UC Berkeley campus from either of these stations via taxi or public transportation. CTY shuttle service is not available from these stations.

BY PLANE:

The UC Berkeley site is served by the San Francisco International Airport (SFO). You can reach campus from the airport by taxi or public transportation.

For students traveling alone, CTY shuttle service is available. For more specific instructions and

detailed travel information, visit our website at www.cty.jhu.edu/summer/travelguide.html See below for important scheduling information.

The site is also accessible from the Oakland International Airport (OAK). SuperShuttle (800-258-3826) can provide transportation to UC Berkeley from the Oakland International Airport. CTY shuttle service is not available from this airport.

Note: Exceptions to the official arrival date are available only in the most extenuating circumstances. The cost for early arrival is \$75 per day. Please call the program manager whose name is listed on the front of this packet to make a request. Because most staff leave on the last day of Session 2, late departure is not an option.

Shuttle Service

We can make arrangements to pick up a student traveling alone to designated airports and train stations. This service is available on arrival and departure days only and is for residential students only (not other family members). If you will accompany your child, you must plan to rent a car or use public transportation. Daily shuttle service for commuter students is not available.

For this site, shuttle service is available only from the San Francisco International Airport (SFO). Please schedule your child to arrive between 11:00 a.m. and 2:00 p.m. and to depart between 3:00 p.m. and 6:00 p.m. We recognize that students traveling from the east coast or internationally may need to depart a bit earlier; still, please keep your flights as close to this window as possible. If you cannot make this window, please call the site assistant program manager, Rosa Villastrigo, at 410-735-6182, to make arrangements. Students are shuttled in groups, which means that arriving students may have some wait time before traveling to the site, and departing students may be required to leave the site significantly earlier than their flight time. Waiting students are supervised by CTY staff.

The fee for shuttle service is \$60 (one-way or round-trip) and is nonrefundable. In order to request CTY's shuttle service, please log in to your MyCTY account (as a parent) at www.cty.jhu.edu, click on the Manage Enrollments link, and then click on the link for requesting shuttle service. We strongly recommend that students requiring a shuttle to the site use the online shuttle service request system. The online shuttle request service will be available beginning February 15. We have also included a paper form to request shuttle service in this packet if access to the online system is unavailable. Students requesting early arrival or late departure may not use the online shuttle request form. Early arrival and late departure require permission from the site's program manager, whose phone number and email address are on the front page of this packet. The deadline for requesting shuttle service is May 15. If you do not receive confirmation by June 15, please call us at 1-800-393-6095.

You may also use the online shuttle service request system to make any needed changes. For any changes made after June 22, please call the site office directly. Site phone numbers will be posted on our website (www.cty.jhu.edu/summer) and will be available by calling 410-735-6277 (Mon-Fri, 8:30am – 5pm Eastern Time only).

Students requesting shuttle service will be met at the baggage claim area by staff members wearing CTY T-shirts. In the unlikely event that the student does not immediately see the staff member, it is very important that the student **wait at the baggage claim area** until the staff member arrives. Call the site office immediately if there is any last-minute change in the flight schedule. Departing students are checked in and escorted to the security checkpoint by staff members. Because of airport regulations, the staff member will not be able to accompany the students to the gate. Students and staff will be given instructions on what to do if a flight is cancelled or significantly delayed.

Hotel Accommodations

There are several hotels within walking distance of the UC Berkeley Residence Halls:

Beau Sky Hotel at 2520 Durant Ave (510)540-7688/(800)990-2328

Berkeley City Club at 2315 Durant Ave (510)848-7800

Hotel Durant at 2600 Durant Ave (510)845-8981/(800)238-7268

There are also a number of hotels in the surrounding area that are easily accessible by taxi or public transit. For more information on area attractions, please call the Berkeley Convention and Visitors Bureau at (800) 847-4823 or see: <http://www.visitberkeley.com>.

Information for International Students

International Students

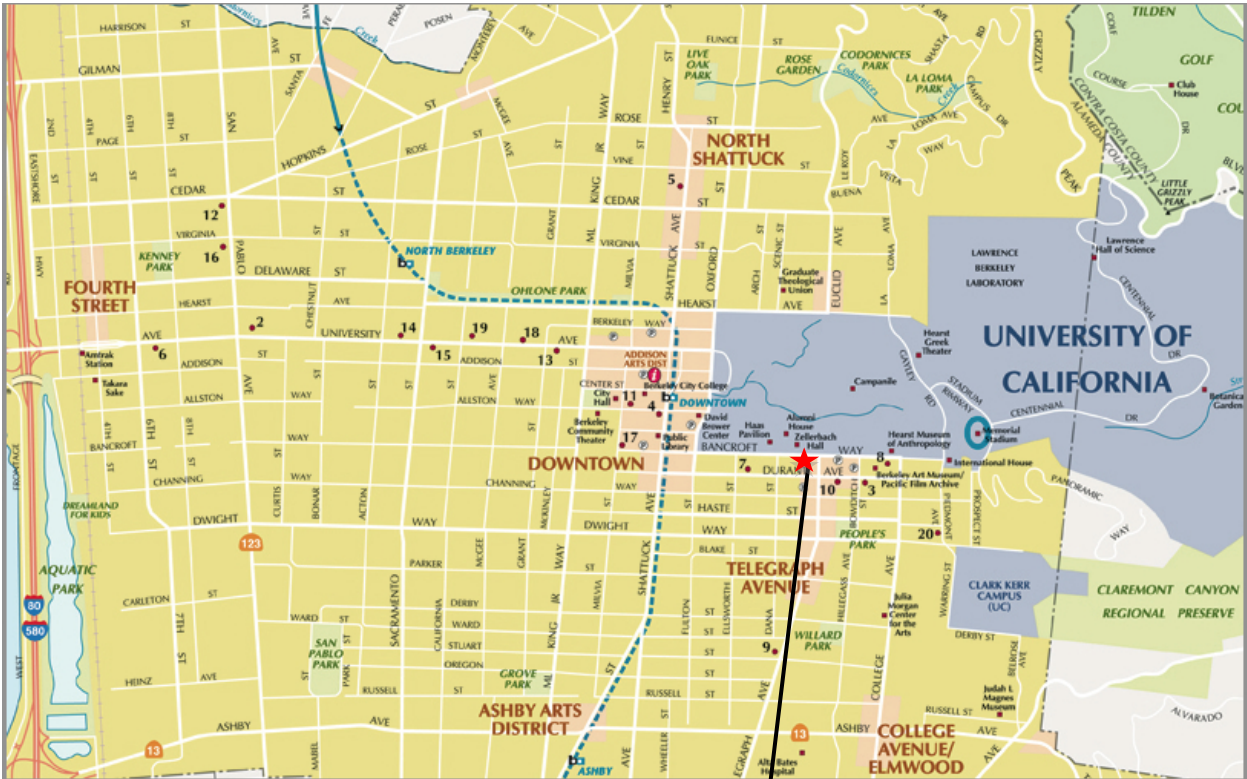
If you are a non-US citizen, or will be traveling to the United States from abroad for the summer program, the International Students Resource Guide is included in your Course Assignment Packet. Please refer to this resource for special considerations as you prepare for the summer.

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

http://travel.state.gov/visa/temp/types/types_1268.html.

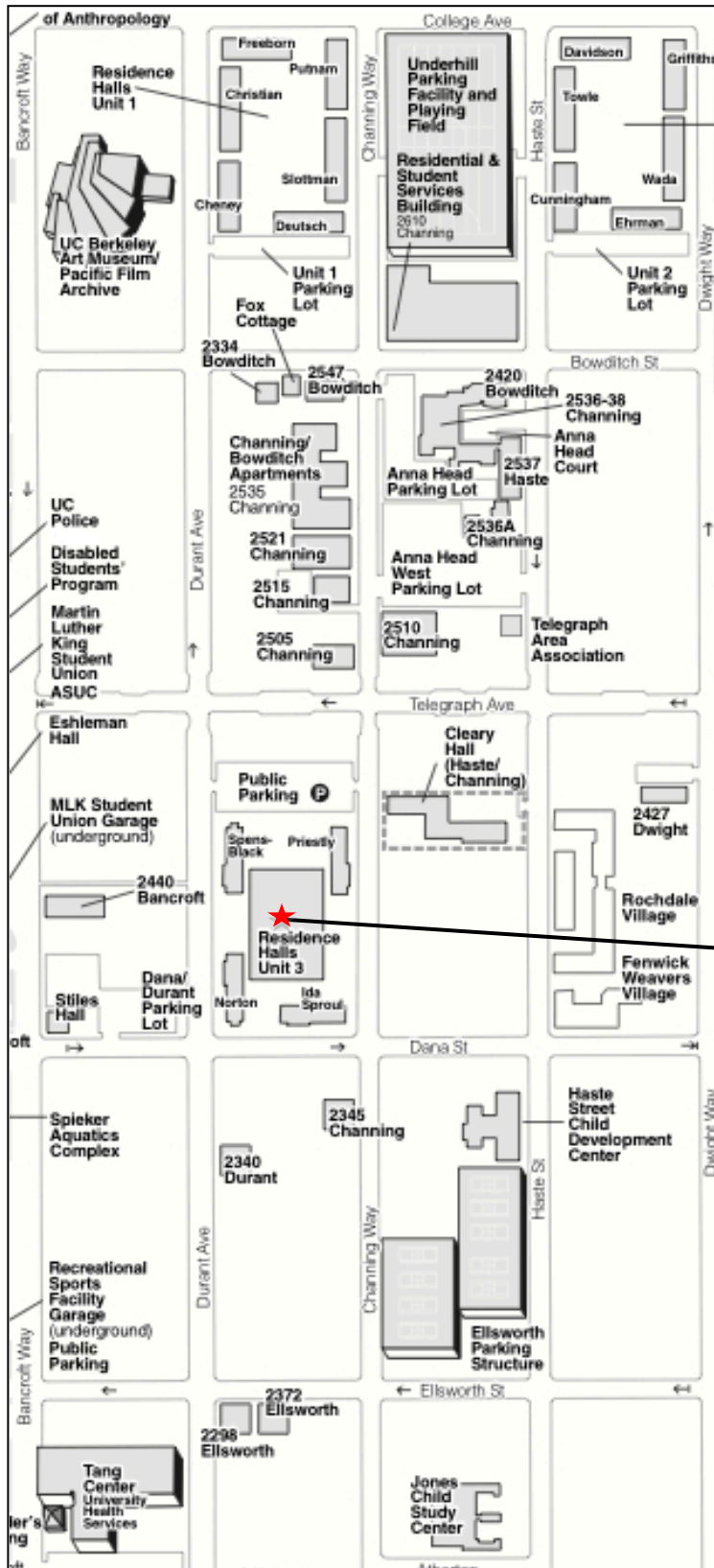
Please begin the process as early as possible since it can take up to six weeks in certain cases to obtain a visa.

UC Berkeley Campus & Surrounding Area



Unit 3 Residence Halls
2400 Durant Ave
Berkeley, CA 94704

UC Berkeley - Residence Halls



Unit 3 Residence Halls
 2400 Durant Ave
 Berkeley, CA 94704

Registration, Tuition, and Financial Aid

Requesting Course/Site/Session Changes

It is possible to request changes in courses and sites, but, except in extenuating circumstances, we can make changes only after we have completed the course assignment process for the regular registration deadline in late April. Whether or not we can make a change will depend upon whether the desired course/site/session has space available. To request a course change, please log in to your MyCTY account at www.cty.jhu.edu, click on the "Manage Enrollments" link and then click on Course Change Request. If you have questions regarding this process, please contact the Registration Office at 1-800-393-6095 or CTYRegsumm@jhu.edu.

All requests to change to a course that is already full will be handled through the **Wait List**. To request to be placed on the wait list, please log in to your MyCTY account at www.cty.jhu.edu, click on the "Manage Enrollments" link and then click on Course Change Request and select the Wait List box. **Please note:** You can only select this box if you are enrolled in a class. If you request to be put on the Wait List, you will receive a confirmation letter from the Registration Office, listing the course(s) you have asked to be moved to, if possible. If you have questions about the Wait List, please contact the Registration Office at 1-800-393-6095 or CTYRegsumm@jhu.edu.

Your student will be considered for new choices and placement from the wait list as part of the next regular weekly course assignment run. Remember, each week the number of students requesting a course could exceed the space available. For this reason, placement in one of the new choices is NOT guaranteed. If your student is placed in a new course, you will receive a new course assignment notice.

Important: If you received an assignment for any course that you listed on your application, you

will not receive a refund if you decide to withdraw from the program.

Requesting a Second Course Assignment

Requests for an additional session may be submitted using a paper form, posted at cty.jhu.edu/summer/forms.html, or online through MyCTY. At this time, our online application does not accommodate requests for an additional session. Students may submit requests as soon as they have received an initial course placement. However, we will not begin considering students for assignment to an additional session until March 3. Students whose forms are received in our office by Wednesday of a given week will be notified of their status by email on Friday of that week. They will be considered for placement using the same computer ranking system described under "How Courses are Assigned" in the catalog.

Requests to Attend with Siblings or Friends

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

Tuition Policies

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

Financial Aid

If you submitted a complete financial aid application, which would have included a copy of your parent's federal income tax forms, you should receive notification of your financial aid eligibility within 30 days of your course assignment. If we have not received your parent's federal income tax forms yet, you will be notified of your financial aid eligibility after we have received these documents. If you have any financial aid questions, please call the CTY Financial Aid Office at 1-800-393-6095.

A note about travel expenses: If you have been assigned to a course which requires travel by air or train, you will want to make travel arrangements as early as possible for cheaper rates. Financial aid **does not** cover travel costs.

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

Refund Policy

Before course assignments are made	Tuition and non-application fees paid will be refunded in full.		Application and international fees will not be refunded under any circumstances.
After course assignments and before session begins	January	Tuition and non-application fees paid will be refunded in full.	Application and international fees will not be refunded under any circumstances.
	February*	Tuition and non-application fees paid, less 25% of the deposit, will be refunded	
	March*	Tuition and non-application fees paid, less 50% of the deposit will be refunded.	
	April*	Tuition and non-application fees paid, less 75% of deposit will be refunded.	
	May thru July*	Tuition and non-application fees paid, less 100% of deposit will be refunded.	

** Tuition and non-application fees paid are fully refundable only in the following circumstances: if a student withdraws for a medical reason and provides us with appropriate documentation from a physician; the student did not receive sufficient financial aid; the student is not assigned to any of the courses requested; or all the requested courses are canceled.*

After the session begins**	Week 1	If the student withdraws or is dismissed, room and board will be refunded on a prorated basis.	Application and international fees will not be refunded under any circumstances.
	Weeks 2 & 3	No refund	

***If a student withdraws due to a medical reason and appropriate documentation from a physician is provided, a refund will be given on a prorated basis.*

Expectations for Student Conduct

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

Center for Talented Youth Honor Code

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

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

I promise to follow the Expectations for Student Conduct:

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

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

Academic Expectations

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

Campus Sign Out

As explained in the catalog, students may occasionally sign out with a buddy to take short trips to recreational sites on and around campus during designated activity times. Students must remain with their buddy and stay within designated boundaries during the entire sign out period. Students must sign back in upon returning.

Dismissal Policy

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

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

- not attending to their academic work in a satisfactory manner
- cheating, plagiarizing, or committing other acts of academic dishonesty
- being outside campus or community boundaries, or leaving campus, without permission
- being on an opposite-sex hall without supervision
- leaving their halls after lights-out
- stealing or vandalizing property
- keeping prescription or non-prescription medication in their possession (some limited exceptions found on page 23 of this packet)
- possessing or using tobacco, alcohol, or drugs
- engaging in bullying, hazing, or harassing behavior
- not cooperating with adult supervision
- undermining the safety or wellbeing of self or others (including threats).

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

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

Prohibited Items

The following items must not be brought to the sites:

- weapons of any kind (including pocket knives and martial arts devices)
- any flame-producing device (including matches, lighters, and firecrackers)
- high energy drinks, such as Red Bull, Monster, and Amp
- role-playing game books or other items associated with role-playing games
- trading cards
- pets of any kind
- televisions, computer/video games, or DVDs
- bicycles, skateboards, roller blades, skates, scooters, or shoes with wheels
- water guns
- halogen lamps, refrigerators, or cooking devices
- staff lanyards from current or previous summers.

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

Please note: Students are issued bright colored lanyards for identification and safety purposes. Staff lanyards are designated black or white in order to help identify staff. Students are not to be in possession of staff lanyards at any time and should not bring staff lanyards or reproductions to the site.

Medical Forms and Medical Care

Medical Forms

CTY requires medical forms to be completed for each student attending Summer Programs. Medical forms can be found by accessing your MyCTY account. Copies of the forms are also located in this packet beginning on page 29.

Students who have not submitted properly completed forms will not be permitted to participate in the program. For more information on how to submit these forms to CTY Registration please refer to the instructions on page 27. Completion of this information is essential to our ability to care for your student this summer.

The parent or guardian must complete the enclosed **Medical Information Form** and submit the form to CTY Registration **within 15 business days of receipt of this packet**. This form contains information about emergency contacts, health insurance, allergies, medical history, and liability release.

The **Physician's and Parents' Consent Form** needs to be submitted to CTY and requires the signatures of both the student's physician and parent or guardian. This form is due to CTY Registration by **May 15** to allow time for parents and guardians to make appointments with the student's physician, if necessary. A physician must sign for each student **every year**, so if you have not already scheduled an appointment with your physician, please do so right away. If your student has had a physical examination within the past two years, your physician may be willing to complete the form without a new office visit. However, **a current signature (12 months prior to the start of the session) is still needed**. It is up to your student's physician to determine if the information from a physical prior to the current academic year is still reflective of your student's health. Please take special note of the required vaccinations as detailed on the Physician's and Parents' Consent Form.

If your student is not vaccinated for religious, philosophical, or other reasons, please contact your site program manager. Please understand that in the event of an outbreak of a disease for which we require immunization (including

varicella/chickenpox), students without proper vaccination will be required to leave the site.

Please keep backup copies of these forms. Keep one copy at home and send another copy with your student to have on hand at Registration on Opening Day in case for any reason site staff do not have the copies you submitted. We also request that you submit **copies of your medical insurance and (if applicable) prescription cards**. Be aware that not all providers accept all insurance or prescription plans, but they will nevertheless require this information before seeing your student.

Medical Care at the Site

The CTY administrative staff is responsible for providing first aid and for distributing prescription and non-prescription medication in compliance with local regulations and as authorized by signatures on the appropriate medical forms. The administrative staff includes at least one nurse. One or more health assistants may be present at some sites. Health assistants are not licensed professionals, but assist with health logistics and communications; they maintain medical records, escort students to medical appointments, and may help with the medication distribution protocol.

A nurse is on duty at least part time; nurses screen medical complaints and, when needed, refer students to local physicians, clinics, or emergency rooms for treatment. When a nurse is not on duty, students who need treatment are taken directly to walk-in clinics or emergency rooms. When students are referred to local providers, whether taken there directly or referred by the nurse, a CTY staff member accompanies them, and parents are informed as soon as possible.

Payment for Medical Services

The parent or guardian who signs the Medical Information Form is responsible for all costs incurred as a result of medical care provided, including the cost of prescription drugs. CTY does not provide medical insurance of any kind for students. Contact your health insurance company to determine your coverage for care your student may receive while attending CTY.

Although we request that all students send in a photocopy of their insurance and/or pharmacy cards with their medical forms, not all providers accept all insurance plans. Few of the local providers will bill your insurance company directly. Instead, they will require full payment from you, but provide you with documentation so that you may file a claim and receive whatever reimbursement you are entitled to under your policy. Nevertheless, having complete insurance information and a copy of your insurance card on file facilitates our ability to help your child in the event medical care is necessary. In some cases, payment will be required at the time services are rendered. Any costs incurred and not paid by the family at the time of service will be billed to the student's account. CTY regrets that it cannot accommodate requests to use a specific health care provider.

Injections

CTY staff members do not give injections; students on injectables are expected to self-administer. If this is an issue, please contact your site's program manager to explore other arrangements immediately. Generally, it is not possible to arrange allergy shots.

Medication Policies and Procedures

In order to maintain a safe environment for students, CTY has strict policies for handling, distributing, and storing medications. Policies are subject to change each year and can vary from site to site depending on local regulations. Please take note of the medication policies and procedures below. If you have questions or concerns, do not hesitate to contact your site's program manager or assistant program manager.

- **Students who take medications regularly during the school year should continue to take them at the program as prescribed.** At CTY the daily schedule and demands of the program require at least as much focus and energy as needed during the typical school day. To have the greatest opportunity for success, students should keep to their regular protocols for the school year.
- **Students are strongly encouraged to bring only those medications that are absolutely essential.** For example, we urge families to consider leaving vitamins and supplements at home.
- **Students are not permitted to keep any medications, whether prescription or non-prescription, in their possession; this includes topical creams, growth hormone serums, vitamins, and herbal or dietary supplements.** Exceptions are made only for emergency-use medications, such as rescue inhalers, and EpiPens®. Violating this policy is grounds for dismissal.
- **CTY will have common non-prescription medications for occasional use,** such as Advil, Benadryl, throat lozenges, Imodium, Robitussin, Sudafed PE, Tums, Tylenol, and Visine. Please refer to the Physician's and Parents' Consent Form for a complete list. For this reason, unless students take a non-prescription medication on a regular basis as directed by a physician, we ask that students leave these medications at home. ***The Physician's and Parents' Consent Form must list all medications brought to CTY,*** whether prescription or non-prescription.
- **Upon arrival at the site, students must turn in all medications to CTY staff.** The medications will be kept in a secure location in the health office (refrigerated if necessary), and students will report to this office at the appropriate times to take them.
- **All prescription medications must be in their original pharmacy containers with the student's name and dosage instructions written in *English* and clearly legible.** This is true even if the medication is from a non-U.S. pharmacy.
- **All non-prescription medications also must be in their original containers with dosage instructions written in *English*.** They will be distributed only as indicated on the package. We ask that students bring non-prescription medication only if they take it on a regular basis as directed by a physician.
- **Medication without proper labels or physician authorization will not be distributed.** If your student is taking the medication in a manner other than what is

written on the medication container, you will need a signed prescription from your physician.

- Parents should be sure to send enough medication for the length of the program.

Meningitis Vaccine

You may have read about college students and the risk of meningitis. At CTY summer programs, the risk of bacterial meningitis is extremely low. There has never been a documented case in our summer programs, and **we do not require that students get the meningitis vaccine**. However, as our students do live in residence halls, we are providing you with a summary of information recommended by the American College Health Association.

Bacterial meningitis is a serious infection of the membranes surrounding the brain and spinal cord. The most common cause of this disease in young adults is the bacterium *Neisseria meningitidis*, also known as meningococcus (meh-NIN-joh-caucus). Recent evidence shows that college students residing in dormitories are at higher risk for meningitis than are college students as a whole. Due to this finding, the CDC has recently recommended that undergraduates planning to reside in dormitories consider getting the meningococcus vaccine. The vaccine is very safe, and immunity lasts from 3-5 years. Please ask your pediatrician for more information and advice about the vaccine.

Tuberculosis Screening

Tuberculosis screening is required for all students as indicated in the Physician's and Parents' Consent Form. Further skin test, blood test, or chest X-ray results, depending on circumstances may be required for most **students traveling from outside the US**. If a student was born outside the U.S. or has traveled abroad s/he may also need to be tested. However, certain countries are exempt from this requirement. Please refer to the Physician's and Parents' Consent Form or International Student Packet for further information. To assist you with determining if your child needs TB testing, you may also refer to the TB Screening Diagrams in cty.jhu.edu/summer/docs/TB_testing_flow_charts.pdf.

Students traveling from outside the U.S.

Please be sure that any prescription medication you need is in the original pharmacy container and that label is written in English or that dosage instructions are written in English and signed by the prescribing physician. In addition, please double check that you have your medication with you before leaving home.

Information for Students with Disabilities or Special Needs

Students with Learning, Physical, or Medical Issues

Open communication between CTY and families is essential to meeting students' needs. **If your student has a learning, physical, dietary, mental health or other medical issue, contact CTY staff at 410-735-6215 or cty-disabilities@jhu.edu to notify us and then discuss those needs in the context of the academic, social, and residential aspects of the CTY program.**

CTY is committed to providing reasonable, appropriate, and necessary accommodations for qualified students with disabilities. It is important to contact our office **every year**, even if your child received accommodations in a past CTY program, or was evaluated by CTY's Diagnostic and Counseling Center. Information of this nature is privileged and is not shared between departments at CTY without your written release.

Documentation and Accommodations

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

Documentation should include the diagnosis of the disability, a description of the specific functional limitations as they pertain to both the academic and residential settings, and recommended accommodations. You should also disclose any disabilities on the Medical Information Form (see page 29). The privacy rights of students with disabilities are honored to the fullest extent possible.

Further guidelines on documentation can be found at cty.jhu.edu/services/ds/documentation_guidelines.html.

Costs for personal attendants, personally prescribed devices, or services which involve travel and other expenses are the responsibility of the student's family. If you have questions that are specific to site accessibility for any family members or friends who may visit the site, please contact the site's program manager at the number listed in this packet.

All students who regularly take prescription medication during the school year should continue to take their medication during the program as prescribed by their physicians. At CTY the daily schedule and demands of the program require at least as much focus and energy as needed during the typical school day. To have the greatest opportunity for success at CTY, students should keep to their regular prescription medication schedule.

Students with Allergies and Medical Dietary Needs

If your student needs special dietary accommodations due to severe allergies or other medical issues, contact CTY staff at 410-735-6215 or cty-disabilities@jhu.edu by **May 15** in order to discuss reasonable accommodations in the context of the CTY program and site your student is attending.

If your student has been prescribed an epinephrine auto-injector for possible anaphylaxis, please complete **CTY's Allergy Action Plan** with your physician and submit it along with the medical forms. For further information on food allergy management at CTY and to download the **Allergy Action Plan**, visit: <http://cty.jhu.edu/services/ds/FoodAllergyInfo.html>.

You may submit an Allergy Action Plan your child uses during the school instead of CTY's Allergy Action Plan if it includes a physician's signature.

Refer to the Food Allergy Information for Parents and Students document to help in determining if accommodations/supports will be needed. This can be accessed at: <http://cty.jhu.edu/services/ds/foodallergyinfo.html>.

Student Services 2012

Medical Forms: Completion Guide/Check List

* Indicates form is required for all students for participation in the programs.

* Medical Information Form (requires parent or guardian signature)	due 15 business days after receipt of this packet
<i>Copy of Medical Insurance Card</i> <i>Copy of Prescription Card</i> (if you have one) (Be sure to copy the front and back of each card.)	due 15 business days after receipt of this packet
* Physician's and Parents' Consent Form (requires parent /guardian AND a current physician's signature)	due no later than May 15
(if applicable) CTY Allergy Action Plan (requires parent /guardian AND a current physician's signature)	due no later than May 15

Directions for completion:

- Fill out the appropriate portions of each form.
 - The Medical Information Form*: **parents/guardians** must complete all portions of this form. **(Please note: for your convenience, a fully online version of this form is also available via your MyCTY account)**
 - The Physician's and Parents' Consent Form*: **parents/guardians** complete the portions of this form shaded in gray. **Physicians** complete the rest of the form.
 - (If applicable) *CTY Allergy Action Plan*: If your child carries an epinephrine auto-injector for possible anaphylaxis, this form is required. Take this form to your physician along with the *Physician's and Parents' Consent Form* to be reviewed and signed by the physician.

Please refer to the instructions on the forms and the *CTY Medical Forms Completion Guide/Check List* on the back of this page for more detailed instructions.
- Make two copies of and submit the *Medical Information Form* **within 15 days of receiving this packet**. Do not wait to submit this form along with the *Physician's and Parents' Consent Form*.
- Call your child's physician to have the *Physician's and Parents' Consent Form* and (if applicable) *CTY Allergy Action Plan* completed.
 - The *Physician's and Parents' Consent Form* must include a physician's signature from within the 12 months prior to the start of your child's CTY session. This form must be submitted **no later than May 15**.
 - If your child has an *Allergy Action Plan* from the current school year that contains the same information as *CTY's Allergy Action Plan* (including a physician's signature), this may be submitted instead of CTY's form.
- Make two copies of and submit the *Physician's and Parents' Consent Form* and (if applicable) *CTY's Allergy Action Plan*.

Forms can be submitted:

Electronically

MyCTY: Login to student's account to upload
Fax: 866-548-8022
Email: ctyregsumm@jhu.edu

or **By Mail:**

CTY Registration
 McAuley Hall, Suite 400
 5801 Smith Ave.
 Baltimore, MD 21209

Please be aware of CTY's Medication Policies:

- All medications (including prescription, non-prescription, vitamins, homeopathic supplements, and topical medications) **MUST** be listed on this form and approved by BOTH the parent/guardian and physician.
- All non-prescription medications (including vitamins, supplements, etc.) **MUST** be in their original containers with packaging in English.
- All prescription medications **MUST** be provided in their original containers with prescriptions and packaging in English.
- Scheduled medications are distributed based on the frequency directed by labels/instructions during five medication rounds at breakfast, lunch, 3PM, dinner, and bedtime. Scheduled medications are typically not distributed outside of these regular rounds.
- All medications (including vitamins, supplements, etc.) must be turned in to CTY staff on Student Check-in day. Students are not permitted to keep any prescription or non-prescription medication, herbs, vitamins or supplements on their person or in their residence hall at any time with the exception of approved emergency use medications.
- Students are strongly encouraged to bring only those medications that are absolutely essential.**

Student Services 2012

Medical Forms: Completion Guide/Check List

Before submitting your forms, use the following checklist to verify your documents for completion. **You do not need to include this page when you submit your forms.** *Indicates Required Information

Medical Information Form

- Section 1** Emergency Contacts*
- Section 2** Medical Insurance —*Include a copy of insurance card. If no medical insurance, contact your site program manager.*
- Section 3**, Medical History* —*check any conditions that apply, list any operations with dates, if none write “n/a;” If the child is under the care of a psychologist, counselor, include contact information.*
- Section 4** Allergies and Adverse Reactions — *If the child carries an epinephrine auto-injector, complete CTY’s Allergy Action Plan.*
- Section 5** Students with Learning, Physical, or Medical Issues or Disabilities—*Contact CTY Disability Services if your child requires accommodations or support (cty-disabilities@jhu.edu or 410-735-6215).*
- Section 6** Signature* — *Sign and Date.*

Physician’s and Parents’ Consent Form

- Section 1** Student Information* (*completed by parent/guardian*)
- Section 2** Immunizations Record* (*completed by physician*)
- Section 3** Physical Exam Results* (*completed by physician*)
- Section 4** Non-Prescription Medication (*completed by physician AND parent/guardian*) BOTH parent/guardian AND Physicians initials for each non-prescription medication stocked in the CTY health office. Name, dosage, and time are included for all non-prescription medication the child will bring to the site from home. parent/guardian AND Physician initials for consent.
- Section 5** Prescription Medication — (*completed by physician AND parent/guardian*) Physician includes name, dosage, and time for all prescription medication. Physician initials, parent or guardian initials’ for consent.
- Section 6** TB Screening Information* (*completed by parent/guardian*)
- Section 7** TB Testing Results (*completed by physician- if required*)
- Section 8** Physician’s Signature* (*completed by physician*)
- Section 9** Parent/Guardian Signature and Permission to Treat* (*completed by parent/guardian*)

Additional Documents (if applicable)

- Copy of Medical Insurance Card
- Copy of Prescription Card
- CTY Allergy Action Plan
- Other documents — If you have checked any of the “ Check here if information is attached” boxes, include those documents.

Please note: ONLY Sections 2, 3, and 7 in the *Physician’s and Parents’ Consent Form* may be replaced by equivalent documentation signed by a Physician. All other section of the forms MUST be completed and signed as indicated.

Student Services 2012

Medical Information Form – BRK

This form is due **15 business days** after receipt of your course assignment packet.

Keep a copy at home that you can bring to the site as a back-up.

Submit via

MyCTY: Login to student's account to upload (preferred)

Fax: 866-548-8022:

Email: ctyregsumm@jhu.edu

or

Mail to CTY Registration

McAuley Hall, Suite 400

5801 Smith Ave.

Baltimore, MD 21209

Section 1: Emergency Contacts

CTY Student ID Number: _____ Session student is attending (check): 1 2 Both

Student's First Name: _____ Student's Last Name/surname: _____

Student's Date of Birth (month/day/year): _____ Student's Gender (check): M F

Street Address: _____

City: _____ State (or Country if outside US): _____ Zip Code: _____

Father's/Guardian First Name: _____ Father's/Guardian Last Name/surname: _____

Father's/Guardian's home phone: _____ Father's/Guardian's work phone: _____

Father's/Guardian's cell phone: _____ Father's/Guardian's email: _____

Mother's/Guardian First Name: _____ Mother's/Guardian Last Name/surname: _____

Mother's/Guardian's home phone: _____ Mother's/Guardian's work phone: _____

Mother's/Guardian's cell phone _____ Mother's/Guardian's email: _____

Additional Contact Information (Vacation dates and hotel contact numbers, for example.) _____

Attach extra pages if needed. Check if information is attached.

Emergency Contact #1 (Other than parent/guardian; MUST BE IN United States): _____

Relationship to student: _____

Phone (home): _____ Phone (work): _____ Phone (cell): _____

Emergency Contact #2: _____

Relationship to student: _____

Phone (home): _____ Phone (work): _____ Phone (cell): _____

Section 2: Medical Insurance

If you have insurance, please submit a photocopy of insurance and/or pharmacy cards (**front and back**) and bring a duplicate copy to the site. Please ensure that the information is in English. Please note that not all insurances are accepted by all providers.

Check here if you do not have insurance. If you do not have insurance, please call your site program manager.

Medical insurance provider: _____ Name of policy holder: _____

Policy/group #: _____ Prescription card #: _____

Address and phone no. of insurance co.: _____

Student Services 2012

Medical Information Form – BRK

Student's First Name: _____ Student's Last Name/surname: _____ CTY ID Number: _____

Section 3: Medical History

Please indicate your child's full medical history below. This information will be necessary in the event that your child needs emergency medical treatment.

- 1) An immunization record is required as part of the *Physician's and Parents' Consent Form*. In the event of an outbreak, students who are not fully vaccinated will be required to leave the site.
- 2) Check any conditions that apply. Provide any additional information in the space provided or on an additional sheet if necessary.

- | | |
|--|--|
| <input type="checkbox"/> Wears contacts/glasses. | <input type="checkbox"/> Eczema/skin disorder |
| <input type="checkbox"/> Vision impairment (other than wearing contacts/glasses). | <input type="checkbox"/> Chicken pox (check if had chicken pox) |
| <input type="checkbox"/> Hearing impairment (<input type="checkbox"/> check if wears hearing aid) | <input type="checkbox"/> Musculoskeletal disorders |
| <input type="checkbox"/> Ear/sinus infections | <input type="checkbox"/> Neurological disorders |
| <input type="checkbox"/> Asthma (<input type="checkbox"/> carries inhaler) | <input type="checkbox"/> Seizures |
| <input type="checkbox"/> Bronchitis/pneumonia | <input type="checkbox"/> Fainting |
| <input type="checkbox"/> Heart defect/disease | <input type="checkbox"/> Migraines/headaches |
| <input type="checkbox"/> Hemophilia/anemia/blood disorders | <input type="checkbox"/> Depression/anxiety |
| <input type="checkbox"/> High blood pressure | <input type="checkbox"/> Eating disorders |
| <input type="checkbox"/> Gastrointestinal disorders | <input type="checkbox"/> Learning disability |
| <input type="checkbox"/> Urinary tract infections | <input type="checkbox"/> ADHD |
| <input type="checkbox"/> Enuresis (bed wetting) | <input type="checkbox"/> Developmental disorders (e.g., Asperger's, Autism, NVLD) |
| <input type="checkbox"/> Diabetes | <input type="checkbox"/> Other: (e.g., Sleepwalking) Please describe. _____ |

3) Please provide any additional information on any of the checked items from the list above: _____

Check if additional information is attached.

4) List any operations and/or serious illness (include condition/procedure and date; approximate dates are fine): _____

5) Is your child under the care of a psychologist, psychiatrist, or counselor? Yes No
If yes, please provide contact information for psychologist, psychiatrist, or counselor: _____

Section 4: Allergies and Adverse Reactions

Do not give my child the following medications under any circumstances: _____

List allergies to medications, food, insect bites, environmental factors, etc.: _____

Has your child been prescribed an EpiPen® for possible anaphylaxis? Yes No

If yes, complete **CTY's Allergy Action Plan** with your physician and submit it along with the medical forms.

For further information on food allergy management at CTY and to download the **Allergy Action Plan**, visit:

<http://cty.jhu.edu/services/ds/FoodAllergyInfo.html>

Section 5: Students with Learning, Physical, or Medical Issues or Disabilities

Check if physical, medical, classroom, dietary, or other accommodations or supports will be needed **AND** contact CTY Disability Services by **May 15th** at 410-735-6215 or cty-disabilities@jhu.edu. Accommodations/supports cannot be provided without contacting CTY Disability Services.

Section 6: Signature

The information I have provided on this form is accurate and complete. A photocopy of this form shall serve in the same capacity as the original document.

I understand that CTY carries no medical insurance of any kind for students. If my child will travel outside his/her home country, I represent that I have arranged for my child to be covered throughout the program and throughout her/his absence from our home country by a policy of comprehensive health and accident insurance which provides coverage for illnesses or injuries my child may sustain or experience while out of our own country. Regardless of my insurance status, I release Johns Hopkins University from any responsibility and liability for my child's injuries, illness, medical bills, charges, or similar expenses.

I understand that I am fully responsible for all medical costs incurred by my child.

Signature of parent or legal guardian: _____ **Date:** _____

Student Services 2012

Physician's & Parents' Consent Form-BRK

This form is due by **MAY 15**. **Keep a copy at home that you can bring to the site as a back-up.**
 No medication (including vitamins and supplements) may be administered without this form.

Parents must complete all sections shaded in gray.

Physicians complete and initial sections 2, 3, 4, 5, 7 (if applicable), and 8.

Submit via

MyCTY: Login to student's account to upload (**preferred**)

Fax: 866-548-8022:

Email: ctyregsumm@jhu.edu

or

Mail to

CTY Registration

McAuley Hall, Suite 400

5801 Smith Ave.

Baltimore, MD 21209

Section 1: Student Information. To be completed by parent/guardian.

Student CTY ID number: _____ Session: 1 2 Both

Student's First Name: _____ Student's Last Name/surname: _____

Section 2: Immunization Record. To be completed by physician

Required Immunizations: (Provide dates MM/DD/YY for the vaccinations listed below.)

Varicella (chicken pox)				
1 st dose: __/__/__	2 nd dose: __/__/__ <i>(2nd dose if 1st dose at 13 years of age or older).</i>	A varicella titer or other documentation of immunity from a physician is acceptable.		
Polio	1 st dose: __/__/__	2 nd dose: __/__/__	3 rd dose: __/__/__	4 th dose: __/__/__
Hepatitis B	1 st dose: __/__/__	2 nd dose: __/__/__	3 rd dose: __/__/__	
MMR	1 st dose: __/__/__ <i>(Date for 1st dose must be after age 12 months)</i>	2 nd dose: __/__/__		
DPT/DTaP	1 st dose: __/__/__	2 nd dose: __/__/__	3 rd dose: __/__/__	4 th dose: __/__/__
				5 th dose: __/__/__ <i>(5th dose ONLY if the fourth dose was administered before the fourth birthday)</i>
Single dose of Tdap: (<i>ONLY if 11-18 years of age and if 5 years have elapsed since last tetanus immunization</i>) __/__/__				
Last Tetanus Booster __/__/__				
Other Immunizations (Not Required): Provide dates for the vaccinations listed below				
Last seasonal flu vaccine __/__/__ Haemophilus Influenza Type B __/__/__ Meningococcus __/__/__				

Section 3: Physical Exam Results. To be completed by physician.

Date of physical exam: _____ (Must be within the last 2 years.)

Student's Weight: _____ (check: <input type="checkbox"/> pounds <input type="checkbox"/> kg)	
<input type="checkbox"/> Yes <input type="checkbox"/> No Does the student have any disabilities, dietary restrictions, or mental or physical health issues of which CTY should be aware?	Details: _____
<input type="checkbox"/> Yes <input type="checkbox"/> No Are any physical activities to be restricted?	Details: _____
If the student is currently taking medications, please complete Section 4 and 5 below	

Your child will not be permitted to stay in the program without this form.

Student Services 2012 Physician's & Parents' Consent Form- BRK

Student's Name: (First) _____ (Last Name/surname) _____ CTY ID Number: _____

Section 4: Non-Prescription Medications. To be completed by parent/guardian AND physician.

Parents/guardians, please check here if you wish NO non-prescription medications be administered to your child during the program.

Parents and Physicians **must initial** any non-prescription medication in order for it to be administered. These medications are stocked in the CTY site health office and given **per label instructions by weight & age**.

Non-Prescription Medication	Parent Initials	Physician Initials	Non-Prescription Medication	Parent Initials	Physician Initials
Acetaminophen (Tylenol)			Hydrocortisone Cream (1%)		
Antibiotic ointment (Polysporin)			Ibuprofen (Advil)		
Milk of Magnesia(Magnesium Hydroxide)			Isopropyl Alcohol 95% (Auro-dri/Swim Ear)		
Calcium Carbonate (Tums)			Loperamide (Imodium)		
Dimenhydrinate (Dramamine)			Phenylephrine (Sudafed PE)		
Diphenhydramine (Benadryl)			Simethacone (Mylanta)		
Guaifenesin (Robitussin Plain)			Visine		
Guaifenesin/DM(Robitussin DM)			Calamine Lotion		
Claritin (Loratadine)			Caladryl		

Parents should list any non-prescription medications (including vitamins, supplements, topical medications, etc.) that they intend to bring from home in the blank spaces provided below for the physician to approve. **Parents and Physicians must initial** in order for it to be administered.

Medication/ Supplement	Dosage	Time (check as many as apply)	Parent Initials	Physician Initials
	<input type="checkbox"/> per label Other:	<input type="checkbox"/> Breakfast <input type="checkbox"/> Lunch <input type="checkbox"/> 3PM <input type="checkbox"/> Dinner <input type="checkbox"/> Bedtime OR <input type="checkbox"/> As needed		
	<input type="checkbox"/> per label Other:	<input type="checkbox"/> Breakfast <input type="checkbox"/> Lunch <input type="checkbox"/> 3PM <input type="checkbox"/> Dinner <input type="checkbox"/> Bedtime OR <input type="checkbox"/> As needed		
	<input type="checkbox"/> per label Other:	<input type="checkbox"/> Breakfast <input type="checkbox"/> Lunch <input type="checkbox"/> 3PM <input type="checkbox"/> Dinner <input type="checkbox"/> Bedtime OR <input type="checkbox"/> As needed		

Attach pages to list additional medications or to provide detailed comments. **Check here if information is attached.**

Section 5: Prescription Medications. To be completed by parent/guardian AND physician.

Parents/guardian, check here if your child currently does not take any prescription medications.

Physician, please **PRINT all current prescription medications** (necessary for health staff to distribute and for emergency purposes). If the child is prescribed an EpiPen, list this below and complete *CTY's Allergy Action Plan*. Please request this form from the parents.

Medication	Dosage	Time(check as many as apply) and Special Notes (e.g., if not to be given on weekends)	Parent Initials	Physician Initials	Has the student taken the medication at home?
		<input type="checkbox"/> Breakfast <input type="checkbox"/> Lunch <input type="checkbox"/> 3PM <input type="checkbox"/> Dinner <input type="checkbox"/> Bedtime OR <input type="checkbox"/> As needed <i>Special Notes:</i>			YES NO
Condition for which medication is prescribed:					
		<input type="checkbox"/> Breakfast <input type="checkbox"/> Lunch <input type="checkbox"/> 3PM <input type="checkbox"/> Dinner <input type="checkbox"/> Bedtime OR <input type="checkbox"/> As needed <i>Special Notes:</i>			YES NO
Condition for which medication is prescribed:					
		<input type="checkbox"/> Breakfast <input type="checkbox"/> Lunch <input type="checkbox"/> 3PM <input type="checkbox"/> Dinner <input type="checkbox"/> Bedtime OR <input type="checkbox"/> As needed <i>Special Notes:</i>			YES NO
Condition for which medication is prescribed:					

Attach pages to list additional medications or to provide detailed comments. **Check here if information is attached**

Student Services 2012 Physician's & Parents' Consent Form- BRK

Student's Name: (First) _____ (Last Name/surname) _____ CTY ID Number: _____

Section 6: TB Screening Information and Questionnaire. To be completed by parent/guardian

Students **DO NOT** need TB screening if they meet **BOTH** of the following conditions:

1. The only place the student has ever lived is the United States and/or any of the following countries: American Samoa, Albania, Andorra, Antigua, Australia, Austria, Bahamas, Barbados, Barbuda, Belgium, British V.I., Canada, Chile, Costa Rica, Cuba, Cyprus, Czech Republic, Denmark, Dominica, Finland, France, Germany, Greece, Grenada, Hungary, Iceland, Ireland, Israel, Italy, Jamaica, Jordan, Lebanon, Luxembourg, Malta, Mexico, Montserrat, Netherlands, New Zealand, Norway, Oman, Puerto Rico, St. Kitts & Nevis, St. Lucia, Slovakia, Slovenia, Spain, Sweden, Switzerland, Turks and Caicos, United Arab Emirates & United Kingdom

AND

2. The student has **NEVER** spent four consecutive weeks or longer (travel, school, work, etc) in any country NOT listed above.

*We **RECOMMEND** TB screening for any individual who worked or volunteered in homeless shelters, prisons, or long-term care, rehabilitation, or nursing home facilities.

*In the United States, the use of BCG vaccination is **NOT** accepted as immunization against TB. Students who received a BCG Vaccine need TB screening. Proceed with the screening as outlined.

- A.) Does the student meet the two conditions above?
 No → CONTINUE TO SECTION B. Yes → SCREENING COMPLETE. STOP.
- B.) Has the student been screened for TB using one of the acceptable TB tests in box below?
 No → TESTING REQUIRED. STOP. Yes → CONTINUE TO SECTION C.
- C.) Date of last screening that meets requirements below: _____.
Has the student spent four consecutive weeks or longer in any countries NOT listed above since this date?
 No → PHYSICIAN MUST DOCUMENT DATE AND RESULTS OF LAST SCREENING.
 Yes → TESTING REQUIRED.

TB Testing Requirements

STEP 1 – Acceptable Tests are PPD or Mantoux test, QuantiFERON®-TB Gold or T-SPOT®.

• **PPD/Mantoux (a skin test).** Note: If the student has had a positive PPD/Mantoux skin test, DO NOT repeat the skin test. (See Step 2).

• **QuantiFERON®-TB Gold or T-SPOT®.TB blood test.** The blood tests are more accurate and are not affected by prior BCG vaccination (a vaccination given in many countries to prevent tuberculosis)

• If the result of a PPD/Mantoux, QuantiFERON®-TB Gold or T-SPOT®.TB is negative, no further testing is needed.

STEP 2 – Positive Test Result

• If the PPD/Mantoux test was positive, there are two options: **(1)** the student can get a chest x-ray (CXR) OR, **(2)** the student can obtain further testing with the QuantiFERON®-TB Gold or T-SPOT®.TB blood test.

• If the result of the QuantiFERON®-TB Gold or T-SPOT®.TB is positive, the student must get a CXR (see Step 3)

STEP 3 – Chest X-Ray (CXR)

The CXR must be performed no more than 6 months before arrival on campus. Individuals previously testing positive for TB who had a CXR more than 6 months prior to arrival on campus do not need to repeat the CXR if they have not spent four consecutive weeks or longer outside of the United States or in any country not listed in number 1 above since the CXR was performed.

However, you must provide us with a copy (in English) of your most recent CXR report.

Section 7: TB Testing results (if required). To be completed by physician.

TO PHYSICIANS:

- Students who answer 'NO' to "A" and "B" or 'YES' to "C" above **MUST BE TESTED FOR TB.**
- For students who answer 'NO' to "C," please provide **DATE AND RESULTS OF LAST SCREENING** below.
- Please review the Acceptable TB Tests and Screening Requirements above.
- **In the United States, the use of BCG vaccination is NOT accepted as immunization against TB. Students who received a BCG Vaccine need TB screening. Proceed with the screening as outlined.**

Date of PPD Skin Test: _____ Result: Negative Positive _____ mm induration

OR

Date of QuantiFERON®-TB Gold _____ Result: Negative Positive

OR

Date of T-SPOT®.TB _____ Result: Negative Positive

Date of Chest X-Ray _____ Normal Abnormal Check here if Chest X-Ray not required

Did the individual receive INH therapy if he/she screened positive for TB? No Yes

INH Therapy: Month/Year Started _____ Month/Year Stopped _____

Your child will not be permitted to stay in the program without this form.

**Student Services 2012
Physician's & Parents' Consent Form- BRK**

Student's Name: (First) _____ (Last Name/surname) _____ CTY ID Number: _____

Section 8: Physician Signatures.

For the physician:

To the best of my knowledge, the student is in good mental and physical health, is up to date with required immunizations, and should be able to complete a course of study and participate in casual recreational activities in a CTY program, unless otherwise noted on this form.

The student may take the non-prescription and prescription medications indicated in section 4 and 5 above according to the orders indicated in those sections. I give permission to the health supervisor to give additional doses of non-prescription medications if symptoms persist after a single dosage.

The information provided on this form is accurate and complete. A photocopy of this form shall serve in the same capacity as the original document.

Physician's signature Date signed

(Must be signed within the 12 months prior to the start of the student's CTY session)

Physician's name, address, and phone number:

Section 9: Parent/Guardian Signature and Permission to Treat

For the parent/guardian:

I understand that medications (including prescription medications, non-prescription medications, vitamins, and supplements) will be stored in the CTY Health Office and taken only under CTY staff supervision; my child may not keep medications with him or her (with the exception of rescue asthma inhalers, EpiPens, and other emergency use medications). I understand that all medications must be in their original containers, and may be taken only according to the instructions of the prescribing physician. I understand the policies dictating sunscreen use at CTY.

I give permission for my child to take prescription and nonprescription medications as indicated on CTY medical forms, as well as to arrange necessary transportation in order for my child to receive medical care. I give permission for the medical personnel of CTY, the host site, and the nearest or most appropriate medical facility, to provide routine health care for my child; to order x-rays, tests, or treatment; and to release any records necessary for insurance purposes. In the event that I cannot be reached in an emergency, I give permission for the medical personnel selected by CTY to secure and administer treatment, including surgery or hospitalization, for the student named above. I give permission for CTY to contact my child's medical provider for the purpose of confirming medical conditions/treatments or obtaining additional information in order to provide appropriate care. This authorization shall be in effect while my child is a student in the 2012 CTY Summer Programs.

The information provided on this form is accurate and complete. A photocopy of this form shall serve in the same capacity as the original document.

Parent/Guardian signature Date signed

Student Services 2012 Shuttle Request Form

We recommend that you submit your shuttle service request using the MyCTY function at cty.jhu.edu. For details, please see Travel Information in your site packet. The nonrefundable fee for shuttle service is \$60 (one-way or round-trip). You may pay by check or credit card (see following page).

Student Name: _____		Student ID Number: _____	
Site: CIVIC LEADERSHIP INST - UC BERKELEY (BRK)		Session: TWO	
Select shuttle service to/from the following location(s): <input type="checkbox"/> San Francisco International Airport (SFO)			
I need a shuttle on Arrival Day <input type="checkbox"/> Session 2: Sunday, July 15		I need a shuttle on Departure Day <input type="checkbox"/> Session 2: Friday, August 3	
Travel Itinerary		Travel Itinerary	
Originating city: _____		Originating city: _____	
Flight/Train Number: _____		Flight/Train Number: _____	
Airline: _____		Airline: _____	
Departure time: _____ <input type="checkbox"/> am <input type="checkbox"/> pm		Departure time: _____ <input type="checkbox"/> am <input type="checkbox"/> pm	
<i>Connecting Flight (if applicable)</i>		<i>Connecting Flight (if applicable)</i>	
Connecting through (city): _____		Connecting through (city): _____	
Flight/Train Number: _____		Flight/Train Number: _____	
Airline: _____		Airline: _____	
Destination city: _____		Destination city: _____	
Arrival Time: _____ <input type="checkbox"/> am <input type="checkbox"/> pm		Arrival Time: _____ <input type="checkbox"/> am <input type="checkbox"/> pm	
Will the student be designated as an Unaccompanied Minor? <input type="checkbox"/> Yes <input type="checkbox"/> No (Call your airline for details. Fees may apply)		Will the student be designated as an Unaccompanied Minor? <input type="checkbox"/> Yes <input type="checkbox"/> No (Call your airline for details. Fees may apply.)	
Parent/guardian contact <i>on the day of travel</i> : Name: _____		Parent/guardian contact on the day of travel: Name: _____	
Phone #(s): _____		Phone #(s): _____	

Please return this form with payment (see next page) by May 15 to:
Johns Hopkins University, Center for Talented Youth,
PO Box 64434, Baltimore, MD 21264

Student Services 2012 Shuttle Request Form

Shuttle service is \$60 (one-way or round trip). You must enclose payment when submitting this shuttle request.

Student name: _____ Student ID: _____

To pay by check

I have enclosed Check # _____ dated _____ 2012,

Make check payable to JHU/CTY. Include the child's name and I.D. number on the check. Do not include balances owed for tuition or other fees in this check.

Printed name of person signing check: _____

To pay by Credit Card

Charge my MasterCard Visa

Name of cardholder: _____

Account # _____ - _____ - _____

Expiration date: _____

Signature of cardholder: _____

Please return this form with payment by May 15 to:

**Johns Hopkins University
Center for Talented Youth
PO Box 64434
Baltimore MD 21264**

Student Services 2012

Authorization to Visit/Take Student Off Campus

Please complete this form if any person other than the custodial parent(s) or guardian(s) may visit your child or take your child off campus during the session(s) or on departure day(s).

Student's Name _____	Student ID: _____
Site: CIVIC LEADERSHIP INST.-UC-BERKELEY (BRK)	Session: TWO
Permissions: The following people have my permission to visit and/or take my child off campus:	
1. Name: _____	Relationship: _____
Address: _____	Phone 1: _____
_____	Phone 2: _____
2. Name: _____	Relationship: _____
Address: _____	Phone 1: _____
_____	Phone 2: _____
3. Name: _____	Relationship: _____
Address: _____	Phone 1: _____
_____	Phone 2: _____
Custody Issues: Please provide information about any custody issues that may affect your child's stay at the site. Attach copies of any relevant legal documents. In addition, please include the name, phone, fax, and address of your legal counsel.	
Closing Day Only	
<input type="checkbox"/> On Closing Day, I give permission for my child to sign him/herself out after the Closing Ceremony, and to depart campus independently using public ground transportation (taxi or public transit). I understand that CTY is not responsible for my child after he/she leaves campus.	
Signature of parent or guardian _____ Date _____	

Student Services 2012

CLI Activities Program Parent/Student Agreement

Students may occasionally sign out with a buddy to take short trips to recreational sites on and around campus during designated activity times. Students must remain with their buddy and stay within designated boundaries during the entire sign out period. Students must sign back in upon returning. Parent permission is required for students to take part in this activity.

Student's Name	Student ID Number
Site Civic Leadership Institute – UC Berkeley (BRK)	Session Two
<p>Student Contact Information:</p> <p>Civic Leadership Institute students spend more time off campus than students at other sites. If your child will bring a cell phone to the site, please provide the cell phone number below. We understand that many of our participants will not have cell phones on site, and will be prepared to keep students safe and organized without them.</p> <p>Student Cell Phone Number (<i>if applicable</i>) (_____) _____ - _____ <input type="checkbox"/> N/A</p>	
<p>Student & Parent /Guardian Sign Out Agreement:</p> <p>I understand that if my parent/guardian agrees I may occasionally sign out with a buddy to take short trips to recreational sites and around campus within approved boundaries and during designated times. I must remain with my buddy and stay within designated boundaries during the entire sign out period. I must sign back in upon returning.</p>	
<hr/> <p>Signature of Student Date</p> <p>I understand that with my permission, my student may occasionally sign out with a buddy to take short trips to recreational sites on and around campus during designated activity times. I understand that students must remain with their buddy and stay within designated boundaries during the entire sign out period. Students must sign back in upon returning.</p> <p>Please review and sign below to allow your student to participate in the program this summer. Without a signature your student will not be allowed to use the sign out privilege.</p>	
<hr/> <p>Signature of Parent/Guardian Date</p>	

Checklist: What to Bring

Clothing

- Casual clothing for classes and activities (appropriate for a classroom environment)
- Work clothes (clothes you can get dirty) for service projects, including long pants and closed-toe shoes
- Sweatshirts, jackets, long pants (for cool evening temperatures)
- Rain gear
- Bathrobe, pajamas, slippers, shower shoes
- Dressier clothing for meetings, dances, and closing ceremony (if desired)
- Clothes hangers
- Athletic shoes

School Supplies

- General supplies (pens, pencils, highlighters, etc.)
- Backpack or book bag

Laundry supplies

- Detergent
- Quarters for laundry

Bath Supplies

- Bath towels and washcloths
- Toiletry items in caddy: toothbrush, toothpaste, soap, shampoo, plastic cup, etc.

Miscellaneous

- Any necessary medications in their original containers
- Copy of medical forms (important!)
- Copy of pharmacy and insurance cards
- Cell phone or calling card
- Spending money (\$50 to \$100 recommended)
- Alarm clock
- Radio (if desired)
- Desk lamp
- Stationery and postage for letters
- Books for pleasure reading
- Water bottle (recommended)
- Musical instruments (if desired)
- Sports equipment, if desired (frisbee, etc.)
- Camera (if desired)
- Roll-on insect repellent (recommended)
- Sunscreen (also consider a long-sleeved shirt, a hat, and sunglasses)

Checklist: What Not to Bring

Prohibited Items Include

- Weapons of any kind (including pocket knives and martial arts devices);
- Any flame-producing device (including matches, lighters, and firecrackers);
- High energy drinks, such as Red Bull, Monster, and Amp;
- Role-playing game books or other items associated with role-playing games;
- Trading cards;
- Pets of any kind;
- Televisions, computer/video games, or DVDs;
- Bicycles, skateboards, scooters, roller blades, skates, or shoes with wheels;
- Water guns;
- Halogen lamps, refrigerators, or cooking devices;
- Staff lanyards from current or previous summers.

The Center for Talented Youth Honor Code

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

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

I promise to follow the Expectations for Student Conduct:

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

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