



Badger Precollege
UNIVERSITY OF WISCONSIN-MADISON

PACE Student Handbook 2022

****Content subject to change as campus guidance regarding in person youth programs for Summer 2022 continues to evolve.****

PACE Staff and Contact Information

Contacting PACE Staff

Program Manager:

Denise Ksioszk
denise.ksioszk@wisc.edu
608-890-3260 (Office)
608-620-5626 (site phone number
checked during programs only)

Office Address:

Badger Precollege
Division of Continuing Studies
21 N. Park Street, 7th Floor
Madison, WI 53715

Drop-Off and Pick-Up Location:

Lot 45 (corner of Mills and Dayton) * Subject to change. This is our typical drop off and pick up location.

During programs, our staff members are usually away from their desks, so please allow a few hours for messages to be returned. The best way to reach the Program Manager is via email (listed above). You may also reach staff by phone at the Badger Precollege office number: 608-890-3260 or the site phone number: 608-620-5626. (Text message is fine if leaving a message at the site phone number.) There is voicemail available if the Manager is out. Messages left between 8:00 a.m. – 4:00 p.m. will be returned within a few hours. Non-emergency questions or concerns may be addressed in email to denise.ksioszk@wisc.edu. Please allow 24 hours for the Program Manager to respond.

Registration – Each Monday during programs: July 11th July 18th

On the first day of the program, families are asked to come in with their student to register between 8:30 and 9:00. Location and parking information will be shared closer to the beginning of the program. Families are invited to meet their student's instructor and educational assistant between 8:45 and 9:15. *If your student is attending both weeks of PACE, you do not need to re-register the second week, but are strongly encouraged to stop in and meet your child's Week 2 instructor on July 18th.*

Family Visiting Days – Friday, July 15th July 22nd

Families are invited to visit their child's class from 3:30-4:15. Students will be dismissed directly from their classrooms. If a parent/guardian is unable to attend, students will be dismissed at 4:30 from their classroom and picked up in Lot 45. Classroom locations and room numbers will be provided prior to the end of the program.

Daily Schedule (Tuesday through Friday)

8:30-8:40 a.m. Student drop off in Lot 45.

Educational Assistants will greet students in Lot 45 and escort students to the morning meeting location. *Please note that Badger Precollege is not responsible for students dropped off prior to 8:30 a.m.*

8:40 a.m. - 8:50 a.m. - Morning Meeting

Students should be dropped off by 8:40 a.m. each day. It is very important that the students are not late for morning meeting because that is the time we make sure all students are accounted for and important announcements are given. Students will then travel with their EA to their classroom for the first class session.

9:00 a.m. - 11:00 a.m. - First Class Period

11:15 a.m. – 12:15 p.m. - Lunch at Gordon Commons

As a class, the students will walk with their EA to Gordon Commons for lunch. There are multiple menu options at Gordon Commons, but if a student is having trouble finding something to eat, they should talk with their EA. Students should not leave the Gordon Commons area during their lunch break.

12:15 p.m. - 1:15 p.m. - Field Trips/Recreational Activities

After they finish with their lunch, students will have the chance to explore a different area of campus and/or participate in community building games and camp activities with their classmates and our Educational Assistants.

1:30 p.m. - 4:15 p.m. - Second Class Period

Students will attend their second class period.

4:30 p.m. – Student Pick Up, Lot 45.

After the second class session, the EAs will bring the students to Lot 45 for parents to pick up their child. Students need to be signed out each day.

Check-in and Check-out

PACE students must check in and check out with their EA each day. The daily schedule is used Monday through Friday. * **Except for the last day of the program: Friday, July 17th. Students will be dismissed from their classrooms following Parent Visiting Day from 3:30-4:15.**

Classes

All PACE classes are held in campus classrooms and labs. Students should bring notebooks, writing utensils, and other organizational materials (sticky notes, white out, etc.) that they regularly depend upon in school.

Educational Assistants (EAs)

Each student will be assigned to an EA based upon their class. Students must check in and out with this individual each day. The EAs are responsible for both the academic and recreational aspects of campus life and will be working closely with the students to create a fun and educational atmosphere at camp.

Transportation

Students must provide their own transportation to and from camp each day. The drop off and pick up location is Lot 45 at the corner of Mills and Dayton Streets. **If you are unable to pick up your child during the designated time-frame, you must give the program manager written permission to allow your student to leave PACE without a parent/guardian or with another authorized adult. An Authorized Pick Up Form was emailed to all families and should be returned to Badger Precollege prior to the beginning of the program. Extra copies are will be available at registration. Please scan and email to: denise.ksioszk@wisc.edu.**

Meals

Lunch is included in the program tuition. Students are also welcome to bring small snacks as well as their own water containers. Please be cognizant and respectful of students with food allergies that share the same class space; NO NUTS, please. Students should also consult with their instructors about the food rules for each class space.

Student dining in Gordon Commons: Students will eat lunch at Gordon Commons. Lunch is included in the tuition price. Gordon Commons is a cafeteria style venue offering a number of food choices each day. Badger Precollege staff will be supervising your child and assisting them in making healthy food choices. **If your child has any dietary restrictions or allergies we need to be aware of, please be sure to include this information in your CampDocs online health profile.** A good resource that parents have found helpful in the past is the University Housing Dining website: <https://www.housing.wisc.edu/dining/nutrition/>. You may also email the nutritionists at UW housing directly for more information or with questions/concerns: dietitian@housing.wisc.edu. Please feel free to contact me directly as well at: denise.ksioszk@wisc.edu.

Electronics

PACE students are allowed to bring cell phones to camp and will be informed of the appropriate and inappropriate times for phone use during the camp rules meeting on the first day. *In general, phones are only allowed to be used in emergency situations or to coordinate pick up with parents/guardians.* Phones will NOT be allowed during class time or during recreational activities/community time. Phones will be required to remain in the students' backpacks. If a phone becomes an issue during one of those times, the phone will be placed in a locked drawer in the Badger Precollege office for the remainder of day and handed back to the parent during pick-up. The student will be asked to not bring the phone back to camp and parents will be contacted as needed. We expect our students to foster community through face to face interaction. Students may bring cameras.

What to bring?

There may be specific items each teacher asks the students to bring based upon activities they may be participating in each day. You will be notified of these items/requests prior to camp. *Not all classes have special requests.* In general, here is a basic list:

Backpack	Notebook	Small Snack (no nuts)	Good walking shoes
Water Bottle	Pens/Pencils	Rain jacket/Umbrella	Sun Screen, Sunglasses

Safety and Security

Guidelines

Students are asked to follow certain simple guidelines to help ensure their safety while participating in the program. Common sense behavior regarding safety is a must. Students must also sign a rules contract.

- Students are to remain on campus at all times. Campus boundaries are clearly defined during orientation.
- Students must walk with their EA and group going to and from class and lunch, during activity times, and during any other outings.
- Notify a staff member immediately if you are approached by a stranger.

Thefts

Yes, they do happen, even in a small summer program like PACE. We cannot overemphasize the fact that students need to be careful with their belongings and be respectful of others. Badger Precollege is not responsible for any lost or stolen items. We suggest you follow the suggestions below.

- Do not keep large amounts of cash on your person or in your backpack.
- Keep accurate descriptions and serial numbers of your property.

- As PACE Computer Science classes are typically held in computer labs and we have Chromebooks for student use in other classes, *students do not need to bring their personal laptops to class.*
- Backpacks, books, coats, and other items have been stolen from libraries, Unions, and other facilities. Keep your property with you.

Behavior Expectations

Below are the general behavior expectations at Badger Precollege Summer Programs. Before students are allowed to participate in the program, the Student Rules Contract must be signed. Please familiarize yourself with the Rules Contract before arriving at camp. These rules are designed to maintain a friendly camp atmosphere where students are expected to be safe, include everyone, respect others, challenge themselves and have fun.

The Badger Precollege Honor Code is based on an expectation of respect for self, others, and the program.

General Policies

- Badger Precollege Summer Programs are first and foremost academic programs. Students are expected to commit themselves to serious and honest work during the program. We expect students to attend all classes and academic functions.
- Students are expected to adhere to the daily schedule and be present and on time to required activities.
- Since other groups will be on campus during the summer, PACE students are expected to act in a mature fashion. Students should be respectful of other classes and faculty at all times.
- Students should read and adhere to the policies concerning appropriate items to bring to PACE. Students who bring restricted items will have them confiscated and returned on the final day of camp.
- As with any community, some rights and privileges students may enjoy at home must be put aside for the good of the group.

The following include rules that if violated, may result in dismissal from the program:

- Be safe, include everyone, respect others, challenge yourself and have fun.
- Participants in the program will conduct themselves in an appropriate manner and will dress appropriately at all times while at meetings, classes, meals, on field trips, or during any other activities, including free time.
- Violation of any city, state, or federal law will not be tolerated. The following are not allowed: gambling; possession of tobacco products, drug paraphernalia, fireworks, weapons, explosives,

ammunition; sex; harassment of any kind. Destruction of campus or personal property will not be tolerated and any damages will be charged to the student/family.

Please note: The program may establish additional rules as behavior warrants. These and additional specific camp rules will be addressed with the students the first day of the program. If an issue should arise with a student not following the camp rules/guidelines, parents/guardians will be notified.