

# North Carolina Mathematics Science Education Network Pre- College Program (NC-MSEN)

## Parent/Student Handbook

## 2023-24 Saturday Academy

North Carolina State University

Friday Institute

1890 Main Campus Drive

Raleigh, NC 27606

919-513-8534

[ncmsenpcp@ncsu.edu](mailto:ncmsenpcp@ncsu.edu)

<https://www.fi.ncsu.edu/teams/msen/>

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**NC STATE**

College of Education  
Friday Institute  
for Educational Innovation

## **WELCOME!**

Dear Parent,

Welcome to the North Carolina Mathematics and Science Education Network Pre-College Program at North Carolina State University. For the sake of time, we will use MSEN as our families and community affectionately call us.

Thank you for considering our program and trusting your child in our care; this is something that we do not take lightly. All of our staff are parents, and we take this approach as we plan our programs for your child. Our staff of highly skilled and experienced professionals have over 40 combined years of experience working with K-12 students and youth programs. We take pride in the quality programming that we offer our families.

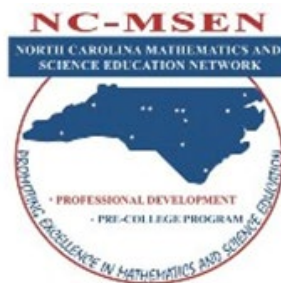
Please read through our handbook and contact us if you have any questions.  
[ncsumsenpcp@ncsu.edu](mailto:ncsumsenpcp@ncsu.edu) or 919-513-8534.

We look forward to the school year and serving your child.

Sincerely,

Braska Williams Jr.

Director



## MISSION

The North Carolina Mathematics and Science Education Network Pre-College Program (NC-MSEN PCP) is a STEM enrichment program that recruits students from underserved populations in grades 6 through 12 and provides them with experiences that will equip them to attend a four-year college/university to pursue majors in science, technology, engineering and mathematics (STEM) fields. One of four public university campuses across North Carolina that offers this program, the NC State chapter partners with school districts and schools in northeastern and central North Carolina. The program includes:

- Exposure to STEM careers
- Information about college admissions and scholarship
- Enrichment courses in engineering, math, science and technology
- Opportunities to participate in local/state competitions

### Components

- Saturday Academy
- Summer Scholars
- MSEN Enrichment classes in Middle Schools
- MSEN After School Clubs
- Parents Involved in Excellence Club
- MSEN Day
- MSEN Awards Day

## MSEN POLICIES AND PROCEDURES

Parents and students must read the following information. Once you apply for the program, you are agreeing to all the below stipulations.

**Student Criteria:** This program is an academic enrichment program that provides engineering, mathematics, science, and technology enrichment to students who have the ability to complete enhanced course work. Each student is required to have at least a “C” (2.0) average in his/her core classes (Math, Science, Language Arts/English, Social Studies).

The program is intended for average to above-average students who meet one of the following criteria:

- Underrepresented minority (African-American, Latinx, Pacific Islander, Native American)
- First-generation college (none of the parents have completed a college degree)
- Low-income background (family qualifies for free/reduced lunch)
- Have an interest in STEM (science, technology, engineering, & mathematics)

**Mandatory Online Registration and Parent Orientation:** Annually, parents must complete a mandatory online registration form for the NC MSEN Pre-College Program.

At least one parent/guardian must attend the parent information session. It is required for both new and returning MSEN parents.

**Attendance Policy:** All students are expected to arrive on time and attend every scheduled class and activity for the day, unless otherwise notified in writing by the parent.

- Students may miss **ONE** Saturday Academy date. **It is the responsibility of the parent/student to email our office to notify us of any absences.**
- **Excessive absences:** Students will not be allowed to continue program participation for excessive absences.
- **Emergency absences:** If a student must miss Saturday Academy for emergency reasons, the NC-MSEN Pre-College Program Office must be contacted by email or voicemail that states the emergency. At the discretion of the coordinator or his designee, the absence may or may not be excused.
- **Late arrival:** Students are expected to arrive by **8:55 A.M.** Students arriving after 9:10 A.M. must be accompanied by parent to sign in. The individual will meet with an MSEN staff member in Poe Hall and show picture identification to sign in the student.

**Early Dismissal:**

- The parent/guardian should notify the MSEN office during the week via email stating the name of the individual who will pick up the student.
- The individual will meet with an MSEN staff member in Poe Hall and show picture identification to sign out the student. Only authorized individuals as designated on the emergency contact document are allowed to pick up the student. The student will only be released to the individuals designated on the consent. The student will be released during lunchtime at Poe Hall.

**Behavior:** All students are expected to:

- Obey all rules and regulations relative to the NC-MSEN Pre-College Program.
- Be respectful and conduct themselves in a dignified manner at all times.
- Listen and give immediate attention to those persons in charge.
- Cell phones should be used only during lunch. Cell phones may be collected at the beginning of classes to ensure student focus on class activities. Exceptions may be made in the classroom or during presentations as directed by the instructor or the coordinator as part of a lesson or activity. If the student fails to comply after multiple warnings, the cell phone will be removed and returned at the end of the day.
- **Students must remain on campus during lunchtime.** Students are not allowed to leave campus for lunch unless they are under the supervision of an MSEN staff member, teacher or picked up by a parent.

Multiple warnings due to failure to comply with any of the above expectations will result in a parent conference with the coordinator or his designee. After a parent conference, if the behavior persists, the student will be removed from the program without refund or recourse.

Any of the following behaviors at Saturday Academy, an MSEN trip, or at school will result in immediate termination from the NC-MSEN Pre-College Program.

This includes any behavior such as:

1. hitting a student, MSEN staff member or teacher
2. using inappropriate language (profanity or speaking disrespectfully) to MSEN staff members, teachers or students
3. school suspension at the student's school (at the discretion of the MSEN Staff)

**Property Damages:** If a student causes damage to property or equipment at NC State University, the parent is responsible for the cost of all damages.

**Personal Property:** Each student is responsible for his/her personal property. Electronics (cell phones and calculators) are allowed. Lost or stolen items are the student's responsibility. MSEN staff will not investigate claims of loss or stolen items.

**Dress:** All clothing must be modest and appropriate. Clothing that is distracting, indecent, or has inappropriate images or slogans is not allowed. Hats/caps may be worn to protect students from the sun. Bandanas and other headgear are not permitted. Pants must be worn at the waist with no underclothing showing. Closed-toe shoes are required for all tours.

**Lunch:** The cost of lunch is included in the registration fee. Lunch typically includes a sandwich, chips, cookie and water. A vegetarian option will be available. It is the student's responsibility to make food selections appropriate to their diet. Students with food allergies are welcome to bring lunch.

**Field Trips:** Parents are notified in writing of any planned field trips. Additional parent permission may be warranted. All signed documents must be received in the MSEN office before a student is allowed to attend the trip. Students participating in the field trip are expected to:

- Arrive on time.
- Listen carefully and follow instructions as directed by MSEN staff.
- Wear an MSEN name badge at all times.
- Walk in groups and stay with the program group. Do not wander off alone.
- Remain alert.
- If a student finds themselves separated from the MSEN Saturday Academy group, the student should call the MSEN Director, Braska Williams at 919-513-8533 or campus police at 919-515-3000.

## **OPERATIONAL PROCEDURES**

### **LOCATION OF SATURDAY ACADEMY**

Poe Hall - 2310 Katharine Stinson Drive

SAS Hall – 2311 Katharine Stinson Drive

### **\*SCHEDULE**

#### **MIDDLE SCHOOL**

**9:00-9:50 A.M. – 1<sup>st</sup> period**

**9:50-9:55 A.M. – Break**

**9:55-10:45 A.M. – 2<sup>nd</sup> period**

**10:45-11:15 A.M. - Lunch**

**11:15-12:05 – 3<sup>rd</sup> period**

**12:05-12:10 – Break**

**12:10-1:00 P.M. 4<sup>th</sup> period**

#### **HIGH SCHOOL**

**9:00-9:50 A.M. – 1<sup>st</sup> period**

**9:50-9:55 A.M. – Break**

**9:55-10:45 A.M. – 2<sup>nd</sup> period**

**10:45-10:50 A.M. – Break**

**10:50-11:40 A.M. – 3<sup>rd</sup> period**

**11:40 A.M.-12:10 P.M. – Lunch**

**12:10-1:00 P.M. – 4<sup>th</sup> period**

**\*Schedule subject to change based upon daily activities**

### **DROP OFF/PICK UP**

**Drop off:** 8:30 - 8:55 A.M.

**Location:** Boney Drive Lot (see map on next page). DO not drop off in front of POE Hall.

In addition, students who will arrive by public transportation, walk, bike or drive must have a signed Self Check-Out Authorization and Release parent authorized form on file. Only students with this form on file will be released without supervision from an authorized adult. On arrival, students should go to their first period class where attendance will be taken.

**Pick Up: 1:00 PM**

**Location:** Boney Drive Lot (see map). DO not pick up in front of POE Hall.

ONLY the individual(s) listed on the student/students pick-up list may pick up the student/students.





## **SUPERVISION OF MINORS**

All program staff have been through a background check and completed training on minors through North Carolina State University.

Two adult program staff members per 15-20 students will supervise students. This includes class time, field trips, campus tours, and other activities.

## **EMERGENCY COMMUNICATION**

### **Contact Information for the MSEN Program**

Braska Williams, Jr., Director: 919-513-8533

Anthony Bowser, Project Coordinator: 919-513-8536

Cynthia Pullen, Administrative Support: 919-513-8534

Please feel free to contact the MSEN staff if you have an emergency. However, due to supervision being the number one priority, you may have to leave a message.

In case of an emergency, parents will be contacted via phone call and/or text. Emergencies may include medical issues, incidents affecting only one or two children or weather issues that require cancellation of activities.

## **NC STATE COMMUNITY STANDARDS**

### **Protect the Pack**

Pack responsibility means personal responsibility. Being part of the Pack means taking steps to keep ourselves safe, look out for one another and keep our community strong. The obligation falls on each of us to take personal responsibility for our actions and to our part to help keep the NC State community safe from the spread of COVID-19

Please continue to make well-informed decisions about protecting your own personal safety and the health and safety of others. The university encourages you to practice the following:

**Face coverings.** Face coverings are not required.

**When sick, stay home.** All NC State students, faculty and staff are expected to self-assess and monitor their health daily, before coming to work or class. Likewise, all MSEN staff, teachers, work study students, volunteers, visitors and MSEN students are expected to monitor their health as stated above.

If a student does not feel well, stay home. Please do not come to MSEN Saturday Academy. Notify the MSEN office via email.

If a student becomes ill while at Saturday Academy, he/she will be moved to an empty room to isolate. The parents will be called to come pick the student up as soon as possible.

**Practice good hand hygiene.** Wash hands frequently for 20 seconds at a time. If soap and water are not available, use alcohol-based sanitizer containing at least 60% alcohol.

**Follow all directions given by university officials and public health authorities.** This includes directions related to testing, masking requirements per federal guidance (where applicable), and adherence to isolation and quarantine requirements if you have been diagnosed with COVID-19, have possible COVID-19 symptoms, or deemed a close contact of someone diagnosed with COVID-19.

**Comply with all local and state laws and ordinances.** This includes state and local directives as implemented and any other directives in place to reduce the transmission of COVID-19.

## **MANAGING MEDICAL ISSUES**

### **Medical Information**

All student records are stored securely. Access to these records is restricted to MSEN program staff only (Director, Project Coordinator and Administrative Support Assoc.). Program staff will be informed of the students' health history and medical needs.

### **Medication Management**

Two program staff members (Director and Project Coordinator) are designated as the contacts for medication management. They will collect and store medication during the duration of the program hours. The only exceptions will be for inhalers, EpiPens, and other such rescue medication that should remain with the student at all times.

The MSEN Saturday Academy Program will accept prescription and over-the-counter medications under the conditions that it is medically necessary for the medication to be given during program hours.

### **Medication Collection Procedures**

- Parents/Guardians should place all over-the-counter and prescription medications for the student in one plastic bag with their first and last name and date of birth written on the outside of the bag.
- All medicine must be in its original container and must clearly indicate the dosage.
- When the medicine is collected, staff will review the medication information previously submitted on the program registration and ensure it matches the turned in medications. If something in the previously submitted information has changed (new medications, altered dosage, etc.), a new form should be submitted to the MSEN office via email at [ncsumsenpcp@ncsu.edu](mailto:ncsumsenpcp@ncsu.edu) prior to the start of program.
- The designated staff member will verify the student's medication bag has their name and date of birth on the outside and will add the student's daily schedule and program name on the outside.
- The bag will be maintained with a designated staff member for the duration of the program.
- The designated staff member will transport the medication with them as needed and store it when not in use.
- The medicine will be stored in a secure manner at all times.

### **Self-administration of Medication**

- Because staff members for MSEN are not licensed to prescribe or administer medications, they will only hold the bag of medication for the student and provide it when they need to take medication.
- Program staff should review the student's medication information to be familiar with when medications are needed. It is the student's responsibility to contact staff for their medication but staff should still be aware of when students need the medications to remind them as needed.
- Students will self-administer the medicine according to the dosage on the container, under the supervision of the designated staff member. Prescription items should be taken according to physician instructions. Over-the counter (OTC) medications should be taken according to the manufacturer's directions.
- Program staff will ask students to state their name, date of birth, and the name of the medicine and the dosage prior to allowing them to take it.
- At no time will a staff member handle a bottle or the contents of the student's medication directly; nor will any staff member provide guidance on how the medication should be taken.
- If the student is unsure of the medication to take or correct dosage, program staff will contact their parent or guardian for clarification.
- All medications and medication bags will be returned to the student's parent/guardian when the program is over.

### **Seeking Medical Care**

In the event that a student becomes ill at Saturday Academy, the parent/guardian will be contacted by the MSEN Director or Assistant Coordinator to pick up the student as soon as possible. If the parent/guardian cannot be reached, the program staff will call the emergency contact person listed.

For illnesses and injuries requiring medical care, 911 will be called immediately. Parents will also be notified via a phone call. An MSEN program staff member will remain with any student who needs medical attention.

### **Food Allergy**

It is the student's responsibility to make food selections. Students with food allergies are welcome to bring their own lunch and snacks.

### **Symptoms of Anaphylaxis and Use of EpiPen**

Anaphylaxis symptoms usually occur within minutes of exposure to an allergen. Sometimes, however, it can occur a half-hour or longer after exposure.

#### **Signs and symptoms include:**

- Skin reactions, including hives and itching and flushed or pale skin
- Low blood pressure (hypotension)
- Constriction of airways and a swollen tongue or throat, which can cause wheezing and trouble breathing

- A weak and rapid pulse
- Nausea, vomiting or diarrhea
- Dizziness or fainting

The student self-administers the EpiPen unless unable to do so. The MSEN program staff is NOT trained to administer EpiPens and CANNOT provide or administer.

### **Heat Exhaustion and Dehydration**

Water will be accessible throughout the day. However, students are encouraged to bring their own refillable water bottle. Our intentions are to stay hydrated and avoid prolonged activity in excessive heat. Students are instructed to notify staff if any of the following symptoms occur.

### **Signs and symptoms of heat exhaustion**

- **Mild:** excessive thirst, headache, muscle cramping, dizziness and fatigue
- **Moderate:** nausea, pale skin, profuse sweating or inability to sweat, dry mouth and swollen tongue, decreased urine output and dark yellow or amber colored urine
- **Severe:** fever higher than 103°F, fainting, confusion, lethargy, seizures, difficulty breathing, chest or abdominal pains and rapid heartbeat or palpitations

## **EMERGENCY PREPAREDNESS**

Safety and security are critical to a successful and enjoyable experience. Program staff will discuss the program emergency evacuation plan with all students on the first day of Saturday Academy. In the event of an emergency, all students are expected to listen carefully and follow instructions as directed by staff.

### **Emergency Contacts**

- On Campus: 919-515-3000
- Off Campus: 911
- Wolf Alert
- Emergency Blue Light Security System
- Parents and non-NC State volunteers can utilize the “On Campus” app to receive Wolf Alerts and University Emergency Communications.

Braska Williams, Jr. – MSEN Director (919) 513-8533

Anthony Bowser – MSEN Project Coordinator (919) 513-8536

Cynthia Pullen – MSEN Administrative Support (919) 513-8534

### **Weather, Fire, Active Shooter**

In the event of a disaster/or emergency MSEN will move to a pre-designated secure location. We ask that parents wait to be notified before trying to call, as the staff will need to focus on the safety of the students and any weather emergency.

If water or electricity remains off at our Saturday Academy location for more than 60 minutes, program staff will contact each parent to pick up their children as soon as possible.

### **Inclement Weather**

If weather conditions arise, that would make travel dangerous or unsafe for MSEN families, the MSEN Saturday Academy closing will be posted on WRAL-TV, WTVD-TV and the MSEN website <https://www.fi.ncsu.edu/teams/msen/>. Additionally, parents will be notified by email.

Please do not call the office for information on Friday night/Saturday morning, as MSEN Staff will not be available for calls.

If you do not see any announcements from any of these sources, please assume that we will have Saturday Academy as scheduled.

### **Active Shooter**

#### **Get Out**

- Have an escape route and plan in mind
- Leave your belongings behind
- Keep your hands visible

#### **Hide Out**

- Hide in an area out of the shooter's view
- Block entry to your hiding place and lock the doors
- Silence your phone

#### **Take Out**

- As a last resort and only when your life is in imminent danger
- Attempt to incapacitate the shooter
- Act with physical aggression and throw items at the active shooter
- Lock a door with a chair  
<https://youtu.be/ZB7Jzr6jRiw>
- Survivor mindset and multiple barricades for a door including a chair  
<https://youtu.be/15EuyCQnFWk>

NC STATE

# Poe Hall Emergency Procedures

In the event of an emergency, follow instructions of authorities and use good judgment in the absence of instruction.

## WolfAlert



During emergencies, NC State's Emergency Notification Systems will be activated to alert the campus community. Receive notifications via:

- Text messaging
- Audible warning siren system
- NC State homepage
- Broadcast email
- Alertus desktop notifier
- Billboard
- Adverse conditions hotline



## Emergency Evacuation Assembly Areas



Leave the building immediately via the nearest exit. Do not re-enter the building until authorized by emergency responders. Assemble in this designated location:

**On the Brickyard or plaza in front of SAS Hall**



## Severe Weather Shelter Areas



In the event of a tornado or severe weather, seek shelter inside a sturdy building, on the lowest floor possible, away from windows and doors. Seek shelter in this designated area:

**First and second floor interior hallways; stairwells and restrooms**



## Automated External Defibrillator (AED)



If you see someone collapse, immediately dial 911 or 919.515.3000. Have someone retrieve an AED. Start chest compressions immediately-push hard, fast and deep in the center of the chest. Apply AED pads and follow all voice prompts. An AED is located in:

**Poe Hall- Outside room 208, outside room 400, outside room 640**



## In an emergency, dial 911 or 919.515.3000



An emergency is any adverse event where you may require some support or assistance such as:

- Medical incident
- Hazardous materials spill/release
- Active shooter
- Fire
- Utility failure
- Suspicious persons
- Concerning behavior
- Bomb threat



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NC STATE

# Friday Institute Emergency Procedures

In the event of an emergency, follow instructions of authorities  
and use good judgment in the absence of instruction.

## WolfAlert



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- Text messaging
- Audible warning siren system
- NC State homepage
- Broadcast email
- Alertus desktop notifier
- Billboard
- Adverse conditions hotline



## Emergency Evacuation Assembly Areas



Leave the building immediately via the nearest exit. Do not re-enter the building until authorized by emergency responders. Assemble in this designated location:

**Trail map at the back of the parking lot**



## Severe Weather Shelter Areas



In the event of a tornado or severe weather, seek shelter inside a sturdy building, on the lowest floor possible, away from windows and doors. Seek shelter in this designated area:

**First floor interior hallway**



## Automated External Defibrillator (AED)



If you see someone collapse, immediately dial 911 or 919.515.3000. Have someone retrieve an AED. Start chest compressions immediately-push hard, fast and deep in the center of the chest. Apply AED pads and follow all voice prompts. An AED is located in:

**Friday Institute: First floor by elevator and restrooms;  
Second floor gallery**



## In an emergency, dial 911 or 919.515.3000



An emergency is any adverse event where you may require some support or assistance such as:

- Medical incident
- Hazardous materials spill/release
- Active shooter
- Fire
- Utility failure
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