



PEOPLE

Precollege Enrichment Opportunity  
Program for Learning Excellence  
UNIVERSITY OF WISCONSIN-MADISON

*Partners in College Access and Success*

Summer **2023**

**Participant Handbook**

## PEOPLE Summer University *at a Glance*

### **PEOPLE Summer University 2 (PSU 2) | Rising 10<sup>th</sup> Graders**

**Dates:** Sunday, June 11 – Saturday, June 17, 2023

- Move-In: Sunday, June 11
  - Last Names A-H | 11 – 12 PM
  - Last Names I-P | 12 – 1 PM
  - Last Names Q-Z | 1 – 2 PM
- Move-Out: Saturday, June 17 | All Students 9 – 11 AM

### **PEOPLE Summer University 3 (PSU 3) | Rising 11<sup>th</sup> Graders**

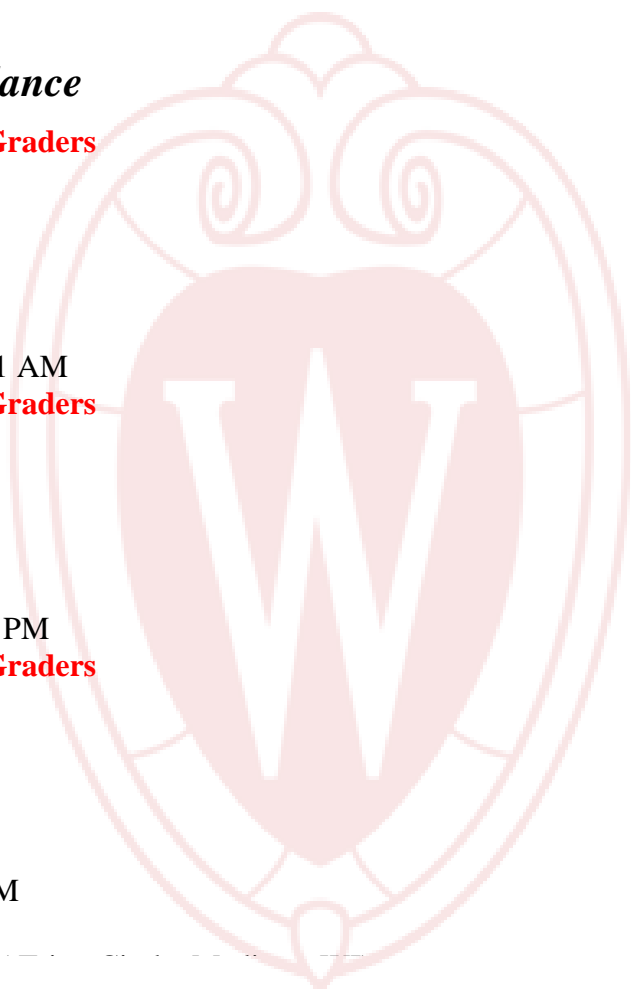
**Dates:** Wednesday, June 21 – Friday, June 30, 2023

- Move-In: Wednesday, June 21
  - Last Names A-H | 3 – 4 PM
  - Last Names I-P | 4 – 5 PM
  - Last Names Q-Z | 5 – 6 PM
- Move-Out Friday: June 30 | All Students 6 – 7:30 PM

### **PEOPLE Summer University 4 (PSU 4) | Rising 12<sup>th</sup> Graders**

**Dates:** Sunday, July 9 – Friday, July 28, 2023

- Move-In: Sunday, July 9
  - Last Names A-H | 3 – 4 PM
  - Last Names I-P | 4 – 5 PM
  - Last Names Q-Z | 5 – 6 PM
- Move-Out Friday: July 22 | All Students 12 – 2 PM



# PROGRAM OVERVIEW

## ABOUT THE PEOPLE PROGRAM

- The University of Wisconsin-Madison Precollege Enrichment Opportunity Program for Learning Excellence (PEOPLE) in the Division of Diversity, Equity and Educational Achievement (DDEEA) is a year-round precollege pipeline program that challenges and stimulates students who are considering a college education. Since the inception of the PEOPLE program in 1999, participation has grown from 66 high school students to more than 1,000 students yearly, ranging from 8<sup>th</sup> grade to the undergraduate level. PEOPLE students who are admitted into the University of Wisconsin-Madison may be eligible to receive a four-year tuition scholarship.

## WHAT DO WE DO?

- PEOPLE prepares its participants to be viable college candidates, apply for admission to, and enroll at a University of Wisconsin System Institution, with an emphasis on UW-Madison. Our students master academic knowledge, build cognitive strategies, learn to self-manage, and discover college life through experiential learning.

## DESCRIPTION OF PEOPLE SUMMER UNIVERSITY (PSU)

- PEOPLE Summer University (PSU) is PEOPLE's annual summer programming for its participants. PSU aims to build cognitive strategies, strengthen academic skills, and allow students to explore college life. PSU is made up of commuter, virtual, and residential programming that includes math and writing development, assessment skill building, science exploration, research exposure, college life engagement, and major and career interest development. Students also engage in social/emotional wellness and teambuilding and character development activities. PSU is mandatory for all PEOPLE participants.
  - **PSU I [P1] | RISING 9<sup>TH</sup> GRADERS | 1-DAY COMMUTER PROGRAM**
    - Students will engage in teambuilding, academic planning, and goal setting activities. Programming will take place in the students PEOPLE service area: Madison or Milwaukee.
  - **PSU II [P2] | RISING 10<sup>TH</sup> GRADERS | 1-WEEK RESIDENTIAL PROGRAM**
    - Students will engage in residential programming on UW-Madison's campus that will include academic enrichment, assessment skills building, college life engagement, social emotional wellness, and teambuilding activities.
  - **PSU III [P3] RISING 11<sup>TH</sup> GRADERS | 10-DAY RESIDENTIAL PROGRAM**
    - Students will engage in residential programming on UW-Madison's campus that will include academic enrichment, assessment skills building, college life engagement, social emotional wellness, and teambuilding activities.
  - **PSU IV [P4] | RISING 12<sup>TH</sup> GRADERS | 3-WEEK RESIDENTIAL PROGRAM**
    - Students will engage in college and career development and exploration, UW Placement Test preparation, professional development and personality assessment, and teambuilding activities.

## STAFF CONTACT LIST

**ADMINISTRATIVE UNIT:** Develops and supervises the overall PEOPLE Summer University program and maintains partnerships with UW Madison's Housing, Dining, Youth Protection, Camp Health, Police Department, and other key UW Madison and Dane County entities

- Shanee McCoy | PEOPLE Director | [shanee.mccoy@wisc.edu](mailto:shanee.mccoy@wisc.edu) | 608.280.1635
- Kia Hunter | Associate Director - PEOPLE Precollege | [kia.hunter@wisc.edu](mailto:kia.hunter@wisc.edu) | 608.262.5495

**COLLEGE AND CAREER KICK-START (CCK) UNIT:** Develops and supervises the internship programming for PEOPLE Summer University IV, including student professional development and writing center opportunities.

- Daniel Alrruralde | CCK Coordinator | [alrruralde@wisc.edu](mailto:alrruralde@wisc.edu) | 608.852.6509
- Denasha Osborn | CCK Supervisor | [ly6@wisc.edu](mailto:ly6@wisc.edu) | 608.219.3714

**RESIDENTIAL UNIT:** Supervises the staff and students assigned to the PEOPLE residence hall. Ensures that all youth protection policies and procedures are maintained. Supports student engagement, mentorship, and safety for students and staff.

- Monica White | Residential Coordinator | [mawwhite2@wisc.edu](mailto:mawwhite2@wisc.edu) | 414.305.4958
- Kristina Jackson | Residential Supervisor | [kjackson33@wisc.edu](mailto:kjackson33@wisc.edu) | 414.559.8668
- Carl Wesley | Residential Supervisor | [carl.wesley@wisc.edu](mailto:carl.wesley@wisc.edu) | 608.852.6509

**EDUCATIONAL CONTENT UNIT:** Develops and supervises academic content for students in the core subject areas and in assessment. Monitors student progress and conducts student engagement surveys.

- J.J. Andrews | Assessment Specialist | [jj.andrews@wisc.edu](mailto:jj.andrews@wisc.edu) | 608.279.6287
- Olubukola "Bukky" Leonard | Math Content Specialist | [bukky.leonard@wisc.edu](mailto:bukky.leonard@wisc.edu) | 608.733.1058
- Sandra Vega Semorile | Science Content Specialist | [Sandra.vega-semorile@wisc.edu](mailto:Sandra.vega-semorile@wisc.edu) | 608.294.0751
- Matt Zeller | English & Thrive Content Specialist | [matt.zeller@wisc.edu](mailto:matt.zeller@wisc.edu) | 608.733.1072

**SUMMER OFFICE UNIT:** Manages student/staff paperwork, mail, attendance, and overall PEOPLE Summer University communication. Manages the fleet vehicles, and extracurricular supplies/equipment assigned to the program.

- Simone Sease | Summer Office Supervisor | [simone.sease@wisc.edu](mailto:simone.sease@wisc.edu) | 414.305.5793
- Paul Ly | Summer Food and Transportation Supervisor | [paul.lytongpao@wisc.edu](mailto:paul.lytongpao@wisc.edu) | 608.219.4834

**TEAM BUILDING AND CHARACTER DEVELOPMENT (TBCD) UNIT:** Develops and executes the fun activities and events for PEOPLE Summer University. Manages the PEOPLE Summer University social media competition.

- Simon Ly | TBCD Supervisor | [ly6@wisc.edu](mailto:ly6@wisc.edu) | 608.219.3714
- Donnell Brice | TBCD Lead | [dgnosborn@wisc.edu](mailto:dgnosborn@wisc.edu) | 608.576.1937
- Ana Rosa Ramos Contreras | TBCD Lead | [ramoscontrer@wisc.edu](mailto:ramoscontrer@wisc.edu) | 414.373.0112

## MOVE IN/OUT INFORMATION

Moving in and out of the dorms for your summer program can be challenging with limited parking available on campus. We have worked with Housing and Transportation Services to plan arrival and departure logistics to maximize the parking spaces and move families through the check-in process faster. Please adhere to your scheduled times. Do not arrive more than 15 minutes early than your scheduled time. This will help you avoid long lines and/or limits on parking space. Parents will be asked to leave once they have completed the check-in process with their student. All students must be checked out of the residence hall at move-out time listed below. Parents/Guardians must be present to sign paperwork before their student leaves.

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**Students will start Move-In at Carson Gulley Center** (1515 Tripp Circle, Madison, WI)

**Students will reside in Elizabeth Waters Residence Hall** (1200 Observatory Drive, Madison, WI)

## RESIDENTIAL LIFE IN PSU

### WHERE WILL YOU LIVE?

All students will live in Elizabeth (Liz) Waters Residential Hall on Lake Mendota. To foster a sense of community, and help students learn more about themselves by build relationships with others, students will share a dormitory with other precollege students in the program. Students are assigned to a single room by our residential team. Assignments are based on assigned sex at birth or by request to be assigned to a Gender Inclusive floor. The Gender Inclusive floor is intended to meet the needs of transgender, gender non-conforming, nonbinary, and LGBTQ+ students and allies in an environment that is inclusive, safe, and comfortable. Students may use the bathrooms on any designated Gender Inclusive floor. These bathrooms will be used by all students, regardless of gender identity. All bathrooms will have individual showers and bathroom stalls.

- **ROOM CHANGES:** Due to the number of participants of PEOPLE Summer University, room changes are not allowed except in cases of severe duress or emergency, as determined by PEOPLE Administrators.
- **KEYS:** When you check in your dorm, you will be given a room key. These keys are entrusted to you and must never be loaned to anyone. Duplicating any keys is illegal. Exterior doors are locked after 9PM and should never be propped open. Students are responsible for keeping their room doors always locked, even if leaving the room for brief periods of time. If a student loses their key, they must pay for a \$75 replacement key at check-out.

### HOW ARE YOU SUPPORTED IN THE HALL?

PEOPLE students will be primarily supervised by Residential Mentors (RMs). RMs are trained seasonal staff members who live in the hall with students to provide support, supervision, guidance, safety, and facilitate community building activities. In addition to RMs, PEOPLE's full-time staff offices are located on the 1<sup>st</sup> floor of Liz Waters Hall.

**MEALS:** PEOPLE provides three meals per student per day. The program ensures a wide variety of options at every meal to accommodate a wide variety of culinary, dietary, and cultural needs. Students will be responsible for using their individual meal cards to "purchase" food from the dining room.

- Should someone lose their meal card they are responsible for informing an RM that the card is lost.
- Students may purchase food for delivery during their free time before 9 p.m. Sunday-Thursday and before 10 p.m. Fridays and Saturdays. Ordering food after hours is prohibited.

**RESIDENCE HALL KITCHEN:** The residence hall kitchen is available to all living in Liz Waters to use. We expect students who use the kitchen to maintain a clean, orderly manner. Students are not allowed to use the residential kitchen without the supervision of a Residential Mentor.

**TRASH/RECYCLING:** Trash and recycling bins will be placed outside of the Liz Lounge area. Students must bring down the trash/recycling from their rooms to be properly deposited.

**LOUNGES/COMPUTER LABS:** Students will have access to community lounges and computer labs on the first floor of the residence hall. There are also community lounges on some of the students' assigned

floors. Students must only visit lounges on their assigned floor or on the first floor lounge/computer labs during their scheduled free time.

**CAMP HEALTH (TRIAGE):** Camp Health will be stationed in the residence hall for triage care and distribution of medications to students.

- Camp Health Nurses may preform triage care **ONLY**. If additional medical care and/or testing is needed, it will be at the expense of the family.
- No PEOPLE staff member can administer medication to students, nor can students take medications on their own, of any kind, at any time (Inhalers & Epi Pens may be allowed).
- It is the student and family's responsibility to consult with Camp Health regarding proper medication storage and administration at check-in. Residential Mentors should alert Residential Leads if concerned about student medical needs/possessions.
- Students cannot remain in the Camp Health office for longer than 2 hours. If a student still needs medical attention after that time or care beyond triage services, a parent/guardian will be called to come pick up the student from camp.
- All families must complete a CAMP DOC profile prior to arrival to camp.

**LOUNGES/COMPUTER LABS:** Students will have access to community lounges and computer labs on the first floor of the residence hall. There are also community lounges on some of the students' assigned floors. Students must only visit lounges on their assigned floor or on the first floor lounge/computer labs during their scheduled free time.

### **CAN MY STUDENT HAVE VISITORS DURING PSU?**

PEOPLE students may not, at any time, have overnight or unregistered guests or pets. During the day, immediate family members and other registered adult visitors are welcome in common areas, if approved by PEOPLE Administration. All visitors to the residence hall must check-in at the PEOPLE Main Office prior to visiting with PEOPLE students. Violation of this procedure can result in immediate dismissal of the program.

- Student visitation must be approved by a PEOPLE Administrator. Interested families should complete a [Visitor Request Form](#).
- Parent/Guardians will be notified of the visitation decisions via email.
- Visitation will not be approved during course time or other mandatory special events.
- Families must complete a [Summer Excusal Form](#) to be excused from any portion of PEOPLE Summer University.
- Completing a Summer Excusal Form does not guarantee approval.
  - The form should be completed 72 hours prior to the date being requested.
  - No student will be allowed to miss more than 2 days of PEOPLE Summer University.
  - Parent/Guardians will be notified of the summer excusal decisions via email. Decisions are made by PEOPLE Administrators

## WHAT SHOULD I BRING?

Students should be prepared for PEOPLE Summer University by bringing the following items. This list should not serve as a complete/absolute list of all necessities. Additionally, all P3 and P4 students should bring their PEOPLE issued backpack or any backpack available.

### Clothing:

- Hat
- Light Jacket
- Appropriate clothing (Jeans, shorts, t-shirt, etc.)  
– See Dress Code
- Swimsuit
- Undergarments
- Pajamas
- Bathrobe
- Athletic wear
- Closed toe shoes
- Socks
- Shower Shoes (Flip Flops)

### Toiletries:

- Prescribed medications
- Shower Caddy
- Comb/Brush
- Deodorant
- Feminine Hygiene Products
- Bug Repellent
- Lip Balm
- Sunscreen
- Nail Clippers
- Shampoo/Conditioner
- Soap/Body Wash
- Laundry Detergent
- Tooth brush/paste

### Miscellaneous:

- Glasses/contacts and cleaning solution
- Sunglasses
- Raingear/Umbrella
- Bedding (sheets, pillow, and a thin blanket will be provided)
- Towels
- Beach Towel
- Laundry Bag/Basket
- Phone/Phone Charger
- Comforts of home (family photos, stuffed animal, etc.)
- Personal Computer

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### Students please **DO NOT** bring the following items to PEOPLE Summer Camp.

- TV
- Video Games
- Fans
- Microwave/Hotplate
- Pets

### Students will find the following items in their room:

- Two Twin beds
- 2 sheets, cover, pillow for each bed
- Air conditioner
- Two desk
- Two closets
- Two dressers
- One mini refrigerator



**ADMINISTRATIVE ENTRY AND SEARCH:** PEOPLE staff members are authorized to enter and/or conduct an administrative search of a student's room and its contents. Administrative entries and searches are authorized based upon a reasonable suspicion that evidence of a violation of policy or law or a threat to health or safety may be present. PEOPLE Administration must authorize this type of entry and search.

# STUDENT ACTIVITIES

## WHAT DOES THE STUDENTS' DAILY SCHEDULE?

P2/P3 Weekday Schedule			P3 WEEKEND Schedule		
Activity	Time	Duration	Activity	Time	Duration
<b>BREAKFAST</b>	8:15 – 9 AM	45 Min	<b>BREAKFAST</b>	8:15 – 9 AM	45 Min
Writing Course	9:20 – 10:35 AM	75 Min	TBCD	9:30 – 1 PM	3.5 Hours
Math Course	10:55 – 12:25 PM	90 Min	<b>LUNCH</b>	1 – 1:45 PM	45 Min
<b>LUNCH</b>	12:45 – 1:30 PM	45 Min	TBCD	2 – 6:45 PM	4.75 Hours
Science Course	1:50 – 3:20 PM	90 Min	<b>DINNER</b>	6:45 – 7:30 PM	45 Min
Academic Olympics	3:35 – 4:35 PM	60 Min	TBCD	7:45 – 10 PM	2.25 Hours
Thrive Course	4:50 – 5:50 PM	60 Min	Floor Meeting	10 PM	End time varies; students must remain on assigned floor until lights out
<b>DINNER</b>	6 – 6:45 PM	45 Min	Lights Out	12 AM	All Students must in be room
TBCD	7 – 9 PM	120 Min			
Floor Meeting	9 PM	End time varies; students must remain on assigned floor until lights out			
Lights Out	11 PM	All Students must in be room			

P4 Weekday Schedule			P4 WEEKEND Schedule		
Activity	Time	Duration	Activity	Time	Duration
<b>BREAKFAST</b>	7:30 – 8:15 AM	45 Min	<b>BREAKFAST</b>	8:15 – 9 AM	45 Min
Morning Session	8:40 – 11:45 AM	3 Hours, 5 Min	TBCD	9:30 – 1 PM	3.5 Hours
<b>LUNCH</b>	12 – 12:45 PM	45 Min	<b>LUNCH</b>	1 – 1:45 PM	45 Min
Afternoon Session	1 – 4 PM	3 Hours	TBCD	2 – 6:45 PM	4.75 Hours
<b>DINNER</b>	5:15 – 6 PM	45 Min	<b>DINNER</b>	6:45 – 7:30 PM	45 Min
TBCD	6 – 9 PM	3 Hours	TBCD	7:45 – 10 PM	2.25 Hours
Floor Meeting	9 PM	End time varies; students must remain on assigned floor until lights out	Floor Meeting	10 PM	End time varies; students must remain on assigned floor until lights out
Lights Out	11 PM	All Students must in be room	Lights Out	12 AM	All Students must in be room



**FLOOR MEETINGS:** Residential mentors to review PEOPLE policies and procedures with students and discuss the outcome of the current day and plans for the following day.

**PEOPLE “GOOD NIGHT” POLICY:** Students are required to remain on their assigned floor at the time of the Floor Meeting. Residential Mentors must visually confirm that all students are in their assigned room by the scheduled *Lights Out* time. After the Floor Meeting, students may decide to go to sleep prior to *Lights Out* time. The student must inform their RM of this decision and remain in their assigned room for the duration of the night. For all other students, the RM will ensure that students are in their assigned room at *Lights Out* time.

**WISCARDS:** PEOPLE students may be issued a WisCard (UW Student ID). The WisCard can be used to access to libraries, recreation facilities, and other services at UW Madison. To obtain a WisCard a student must show a photo ID (School yearbook with photo is acceptable.) WisCards are required to be returned to PEOPLE at the end of PEOPLE Summer University. Lost WisCard replacement is at a \$25 expense of the family.

**DRESS CODE:** While there is not a dress code for PEOPLE Summer University, all PEOPLE students/staff are expected to ensure their clothing and accessories are respectful to fellow students/staff. Specifically, items worn during PEOPLE programming should not contain any message that may be considered offensive or contain nudity, profanity, sexual innuendo/suggestions. In addition, clothing/accessories should not promote negative ethnic or racial commentary, or hatred or violence in any form. We ask student to dress appropriately for the following events:

- Class presentations – shirt and ties, nice slacks, and/or dress, blouse, and skirts
- Science Labs – close toe shoes and long pants
- Outdoor field trips – dress for weather, close toes shoes preferred
- Walking around campus, including hills – comfortable walking shoes
- Recreational activities – workout clothes
- Wisconsin weather – jackets, umbrella, hat, etc.

## PEOPLE STUDENT EXPECTATIONS AND PROTECTION

Students are expected to always present themselves in an engaged and respectful manner. PEOPLE staff will be responsible for modeling that behavior.

PEOPLE is committed to the wellbeing of all members of our community and recognizes that the youth we serve are a vulnerable population that requires special attention. All PEOPLE employees/partners are expected to follow our youth protection policies and procedures.

**INCIDENT REPORTING:** University policy requires a timely and appropriate response if an incident occurs. It is imperative that all employees and volunteers actively participate in protection measures and remain alert to the safety of minors.

- Immediately following the incident, the staff member involved must complete the [Precollege Incident Report \(PIR\)](#) and notify a supervisor or PEOPLE Administrator. This form documents the incident and allows the staff member to document significant information.
- The purpose of documenting/sharing information is to provide acknowledgement and/or alleviate any ongoing threat of harm to a child or children.
- The content of this reports will be properly stored and only accessed by PEOPLE program administration, and the confidentiality of the reporter shall be maintained to the extent permitted by law or University policy.
- PIRs may also be used for positive information sharing as well.

**DISCIPLINARY PROCEDURE:** This handbook and the *Parent Partnership Agreement and the Disclosure of Dismissal Policies and Procedures* (signed upon enrollment of the program) list the expectations that pertain to all students regarding academic and behavior policies. These policies have been developed by PEOPLE staff to ensure the residential community meets the needs of all students. Furthermore, it is essential each student respect the privacy of all community members. The following behavior interferes with the educational process and disrupts or otherwise affects a student's experience and will not be tolerated:

- Fighting
- Disrespect to PEOPLE Students, Employees, University officials or others
- Possession of Weapons and Dangerous Instruments
- Illegal Drugs, Controlled Substances, and Alcoholic Beverages
- Residential Misconduct – any activity that may potentially harm, damage or destroy personal, university or private property
- Inappropriate in Nature – examples of Inappropriate in Nature include, but is not limited to, kissing, touching, groping, sexual harassment, cyber bullying, and intercourse with any person or student
- Academic Misconduct or Dishonesty
- Theft or Vandalism

If a student is involved in an incident that requires discipline, the following process ensures the student has fair proceedings and an opportunity to participate in the process. This process also allows families to understand how our disciplinary process works and what actions may be taken up to program dismissal.

Immediately following the incident, the staff member involved must complete a *Precollege Incident Report* (PIR). This form documents the incident and allows the staff member to request additional follow up. PEOPLE staff members will their best judgement to determine the follow-up action, which includes:

- Staff/Student Conference
- Parent/Guardian Contact
- Parent/Guardian *Pre-disciplinary Meeting*\* with Program Administrator and/or other appropriate staff

\*The purpose of the *Pre-disciplinary Meeting* is to review the incident with the student and their family, allow the student to provide any missing or additional information, and allow the staff to ask questions to get a better understanding of what occurred. The pre-disciplinary meeting is optional for families.

*Pre-disciplinary Meetings* could result in:

- No Discipline Warranted
- Letter of Expectation issued to student/family
- Behavior Probation
- Program Dismissal

**NOTE:** Disciplinary action may be taken without the meeting if the family chooses to decline the meeting or does not show up to the scheduled meeting. If a family misses the meeting, the program will try to reschedule the meeting, but if the reschedule attempt fails, disciplinary action may be taken using the information available to the program staff. Incidents that are physical in nature such as fighting, or harassment, require a parent/guardian presence at the *Pre-disciplinary Meeting*.

## **OTHER PEOPLE PROCEDURES**

**LEARNING ACCOMMODATIONS:** It is the policy of the University of Wisconsin-Madison to provide reasonable accommodations for students with special needs. Please consult with your Precollege Advisor or Coordinator if your child needs special accommodations to participate fully in the program.

**SUMMER SCHOOL POLICY:** Students who need to improve their grade(s) in a class can be conditionally excused from PEOPLE Summer University once we have a completed *Summer Excusal Request* form. However, for the excusal to be finalized, students must submit their summer grades by August 1st. All summer grades for classes retaken will be reflected in their PEOPLE file. Grades for any new class(es) taken will be reviewed in a separate summer academic grade review. All academic year policies regarding grades will apply.

**COMMUNICABLE DISEASE PLAN:** This plan was developed with the support and guidance of UW Madison's Office of Youth Protection.

- **STEP 1:** The PEOPLE program will expect employees/volunteers, youth participants, and guest to follow the following preventable actions to stop the spread of germs. These preventable actions will also be clearly communicated and posted in designated PEOPLE areas.
  - Wash your hands often with soap and water.
  - Always wash your hands after using the restroom.
  - If soap and water are not available, use hand sanitizer.
  - Avoid touching your eyes, nose, and mouth. Germs spread this way.
  - Clean your hands prior to eating.
  - Clean your hands after touching objects such as doorknobs or shared computer keyboards.
  - Do not share personal items (e.g., water bottles, wind instruments) with others.
  - Cover coughs and sneezes.
    - Cover your nose and mouth with a tissue when you cough or sneeze.
    - Throw the tissue in the trash after you use it.
  - Wash your hands after blowing your nose, coughing, or sneezing.
  - Avoid close contact with people who are exhibiting symptoms.
  - If you are ill, alert PEOPLE employees immediately and limit contact with others as much as possible to keep from infecting them. We strongly encourage you to wear a mask.
  - For more information visit the Centers for Disease Control and Prevention website: <https://www.cdc.gov/>
- **STEP 2:** PEOPLE will supply recommended materials to prevent spread of germs throughout the duration of PEOPLE Summer University. Supplies include:
  - Hand sanitizer
  - Sanitizing spray or wipes for surfaces
  - Tissues
  - Face masks
  - Rubber gloves for people who request them
- **STEP 3:** Housing arrangements will be made with PEOPLE will reserve designated isolation rooms in dormitories.
  - Youth participants and residential employees will be assigned a single room during their residential stay. Liz Waters Hall has community bathrooms, private bathrooms are not available in the facility.
  - Camp Health, a department of University Health Services at the University of Wisconsin-Madison, will be located inside of Liz Waters Hall where PEOPLE students will reside.
    - There will be 3 additional isolation rooms assigned to Camp Health staff to use at their discretion.
- **STEP 4:** PEOPLE employees who are Authorized Assistant Custodian and Authorized Custodians will receive basic education to be aware of signs and symptoms of concern. Signs and symptoms common to communicable diseases include:
  - Runny nose (not caused by allergies)
  - Nausea
  - Fever
  - Diarrhea
  - Vomiting

- Unexplained fatigue, weakness, or muscle aches
- Coughing (not caused by allergies)
- Red rash
- **STEP 5:** PEOPLE employees will follow the following procedure when responding to symptoms of communicable diseases.
  - The PEOPLE employee responsible for the youth at the time of suspected illness should assist that youth until relieved of their duty by another employee or the parent/guardian
  - If a youth has a fever:
    - Youth will be administered fever reducing medication by Camp Health staff, if applicable. A parent/guardian will be contacted to review PEOPLE's procedures for illness associated with fever. If administering fever reducing medications is not applicable, the parent/guardian of the youth will be contacted for immediate pick up.
    - Youth will need to remain in designated isolation rooms and/or their assigned single room for 6 hours; youth will be monitored intermittently by PEOPLE staff.
      - PEOPLE employees will be responsible for delivering food to the youth, ensuring the youth have access to restrooms, and that the youth remain in the isolation dorm room
    - If the fever does not return the youth may continue participation if this decision is supported by Camp Health
    - If the fever does return the parent/guardian of the youth will be contacted for immediate pick up.
      - Parents/guardians are encouraged to pick up the youth as soon as possible or within 12 hours. The youth will be required to remain in isolation until pick up.
  - For all other symptoms Camp Health staff will help determine if the youth should:
    - remain at the Camp Health office to be monitored
    - be picked up by parents/guardians
    - return to camp activities with or without restrictions
- **STEP 6:** The following are PEOPLE's expectations regarding continued program participation if signs of communicable disease are identified.
  - Expectations for Youth:
    - Anyone feeling ill must report symptoms to PEOPLE employees
    - Youth must cooperate with staff if it is determined that their symptoms need to be evaluated by Camp Health and in situations where temporary isolation in a dormitory is required.
  - Expectations for Parents:
    - Youth attending commuter programs must be picked up within three (3) hours or at the end of the program day, whichever comes first, when exhibiting symptoms of communicable diseases.
    - Youth attending residential programs must be picked up within twenty-four 24 hours when exhibiting symptoms associated with communicable diseases.
    - If a youth is sent home due to illness, they will be excused from all remain PEOPLE Summer University programming. The youth (and family) may elect to return to programming if all the following conditions are met:

- Camp Health and/or a physician deems it allowable
  - They do not have a fever or other ill symptoms for 24 hours without medication
  - They have at least 6 days remaining in their PEOPLE Summer University program
- PEOPLE will report to University Housing about possible communicable disease to ensure any necessary cleaning or environmental hazards are addressed by University Housing.
  - PEOPLE will report any confirmed cases of communicable disease to the Wisconsin Health Department so that they can conduct any necessary contact tracing or notifications.
  - Expectations for Staff:
    - If any staff member is feeling ill (expressing the symptoms in Step 4) please contact your supervisor immediately to discuss recommended next steps.

**VISITS TO URGENT CARE OR EMERGENCY ROOM:** In rare cases a student may need care beyond the scope of Camp Health. In instances where Camp Health recommends a student visits urgent care or the emergency room, the following procedures are a guide to assist staff in managing continuity of care.

During PEOPLE Summer University full time PEOPLE staff members will serve as a *Health Ambassador*. This person will be responsible for coordinating and/or accompanying a student for any urgent care or emergency room visits. The Health Ambassador will work closely with the Camp Health staff and the parent/guardian during this process. Before a student is taken to urgent care or the emergency room, Camp Health staff will talk with the parent/guardian about the illness, advise of its recommendation for further treatment and option of the Health Ambassador to accompany the student to urgent care or the emergency room if the parent/guardian is not able to escort the student in a timely manner.

In cases where the emergency is not life threatening the parent/guardian must verbally agree for the Health Ambassador to escort the student to urgent care or the emergency room; and provide consent via phone to the hospital staff for treatment. If the parent/guardian is not willing to provide consent for the camper to be escorted by the programs Health Ambassador or to be seen by the hospital staff for treatment, then the student will wait in the camp health office until the parent/guardian picks up the camper.

## **ENJOY PEOPLE SUMMER UNIVERISTY!**

It is the responsibility of parent/guardian and students to read and understand the material listed in this handbook. Major points of the handbook are highlighted during the summer orientation presentation. If parent/guardians were unable to attend orientation, it is their responsibility to get the missed information from our website: [peopleprogram.wisc.edu](http://peopleprogram.wisc.edu) or from your assigned Precollege Advisor (PCA).

Let us make it a great summer of learning and building!

