



## EW Student Handbook

- EW Program Information
- EW Program Code of Conduct Rules Acceptance Form
- EW Emergency Contact Information Form

Summer 2017

–  
July 10<sup>th</sup> – July 14<sup>th</sup>, Monday - Friday

Engineering Workshop Watson Center

Phone: 352-473-8989

Melanie Roberti – 352-235-2756

Community Education office 352-395-5193

*Santa Fe College is committed to an environment that embraces diversity, respects the rights of all individuals, is open and accessible, and is free of harassment and discrimination based on, but not limited to, ethnicity, race, creed, color, religion, age, disability, sex, marital status, national origin, genetic information, political opinions or affiliations, and veteran status in all its programs, activities and employment. EA/EEO notice. Inquiries regarding non-discrimination policies should be directed to: Lela Frve, Equal Access/Equal Opportunity Coordinator, 3000 NW 83rd Street, R-Annex, Room 105, Gainesville Florida 32606. 352-395-5420. lela.frve@sfcollge.edu.*

SFC's tax identification number is 59-1207627. If you need a receipt for tax purposes, please email us at [comm-ed@sfcollge.edu](mailto:comm-ed@sfcollge.edu) with the student's name and EW session attended.

# Santa Fe College welcomes you to Engineering Workshop 2017.

A program that is dedicated to helping kids develop the joy of learning in a safe and nurturing environment. This is a wonderful opportunity to experience a great summer filled with lots of fun, learning and new friends. We are very excited to have you in this program. Please read the information contained in this student handbook.

## EW SESSION DATES

July 10<sup>th</sup> – July 14<sup>th</sup>, Monday - Friday

## DROP/ADD/CHANGE

- June 30<sup>th</sup> is the last day to add or drop courses. If you need to drop a session completely, we will be happy to issue you a refund provided you drop the entire set of classes by the above dates. After that time, refunds will be on a petition basis.

## DRESSING:

- **Please dress your student in comfortable, cool, PLAY clothes. Some classes will be outside and some classes may be messy. Closed toes shoes are required.**

## FORMS & PROCEDURES

- Please sign the enclosed student and family contract which states that you and your child understand our behavior policies and will abide by them.
- We ask that you also sign the Release for the Use of Photography or Video form. Your child's photo may be used in future promotions for the EW Program. If you do not wish to have your child photographed, please **boldly** indicate **DO NOT PHOTOGRAPH** on the form.
- Please fill out the emergency contact form so that we may locate the parents or guardians if needed.
- A snack is provided each day. Please **BOLDLY** indicate if the child has any allergies or any special dietary restrictions.
- Please bring completed forms on the first day of camp.

## GENERAL INFORMATION:

1. EW is designed as an academic and enriching educational experience and participation in the program is entirely voluntary. Once the student has committed to attend, he/she is expected to act appropriately in the college environment.
2. There will be little supervision before or after the stated pick-up and drop-off times. Please be sure that the student is brought to school no earlier than 15 minutes before his/her first class and that he/she is picked up immediately when the program is over. EW staff will supervise students at all times during scheduled camp times.
3. EW faculty will walk students from their designated drop-off point to the appropriate building and then to the designated drop-off point.
4. Parents or legal guardians are responsible for student transportation to and from the campus.

### **Morning Drop-off -Behind the uphill (B) building.**

- Students may be dropped off beginning at 8:45 am and must arrive by 9:00 am.
- Please walk your students into the B building Lobby and sign them in.

### **End of Day Pick-up – Lobby of the B building**

- Due to safety concerns, parents must park their car and pick-up their children in person.
- Please sign them out with staff.
- Students will be in the Lobby or a designated classroom ready for pick-up at 12:30pm.

### **Early pick-up**

- If a student needs to be retrieved early during the day, Please let staff know in the morning and we will make arrangements.

5. Consequences to Disciplinary Incidents: Santa Fe College requires that all participants, regardless of age or grade level, act in accordance to the rules of the college, Community Education and society. Therefore, students who have a disciplinary problem in class, with an instructor or in any way with the EW Program, will have their parents/guardian notified immediately. The appropriate measures will be taken by the EW Coordinator and parents/guardian to ensure that the disruptive behavior is not repeated. If a second behavior problem occurs, the parent/guardian will be notified and the student will be expelled from the EW program **without a refund**.

**RULES & REGULATIONS**

Proper standards of conduct are necessary to protect the health, safety and well-being of all EW and SF students. It is impossible to itemize every rule of conduct governing each circumstance, so please use good judgment in your actions. The following actions will NOT BE TOLERATED:

- Disruptive behavior of any kind.
- Discourtesy to fellow students, staff or the public.
- Disregarding the instructions of the program coordinator, instructors or other staff members.
- Making indecent or sexual remarks or gestures to anyone.
- Fighting, threatening to fight with or assaulting others verbally or physically.
- Dishonesty, stealing or unauthorized possession of college property or the property of others.
- Going ANYWHERE on campus unescorted by a EW staff member.
- Creating or contributing to unsanitary conditions.
- Destruction of property or equipment. This includes, but is not limited to, writing on walls or anywhere in the building, tearing out pages of books, carving into desks or any other property belonging to Santa Fe College.
- Carelessness or the unnecessary waste of materials.
- Horseplay of any kind, whether it results in injury or damages. This includes, but is not limited to: yelling, running, pushing, or throwing of objects.
- Sleeping during class hours.
- Please do not bring any electronic devices. If parents want their child to have a cell phone and are worried about it getting damaged or lost, they may leave it with the staff.
- No profanity!
- No weapons of any kind or of any size.

**PROCEDURE IN CASE OF INJURY**

If you, the student, should suffer any injury or illness, no matter how minor you feel it may seem, report it immediately to your instructor or EW personnel. If you have any questions, please ask your instructor or the EW coordinator. We are here to help you reach your goals and meet success at every level.

- Emergency Phone Numbers
- Campus Police (non-emergency).....352-395-5519
- Campus Police (emergency).....352-395-5555
- Ambulance & Fire.....911
- Watson Center.....352-473-8989
- Melanie Roberti .....352-235-2756
- Community Education.....352-395-5193 (available outside program hours)





**SANTA FE COLLEGE**  
**ASSUMPTION OF RISK, RELEASE OF LIABILITY, INDEMNIFICATION,**  
**AND HEALTH CARE AUTHORIZATION**

As the parent or legal guardian of the above student, who is a minor child under the age of eighteen (18) (hereinafter "my Child"), and in exchange for the benefits to be derived by my Child's participation in Santa Fe Engineering Workshop("Program"), I hereby agree, on behalf of myself and my Child, to the following:

**ASSUMPTION OF RISK:** I hereby grant my permission for my Child to participate in the Program, which will include classes and sports. I understand that I am responsible for all transportation. I am fully aware of the risks connected with my Child's participation in the Program, and hereby elect to allow my Child to voluntarily participate in the Program, knowing that the Program may pose risks, including the risk of serious physical injury, temporary or permanent disability, and death, as well as economic and property loss. On behalf of myself and my Child, I VOLUNTARILY ASSUME ALL RESPONSIBILITY FOR ANY RISKS OF LOSS, PROPERTY DAMAGE, OR PERSONAL INJURY, that may be sustained by my Child, or any loss or damage to property owned by myself or my Child, as a result of my Child being engaged in the Program, WHETHER CAUSED BY THE NEGLIGENCE OF SANTA FE COLLEGE, ITS EMPLOYEES, VOLUNTEERS, AGENTS, or otherwise.

**RELEASE OF LIABILITY:** On behalf of myself and my Child, as well as our respective estates, heirs, administrators, executors, and assigns, I hereby RELEASE and DISCHARGE the District Board of Trustees of Santa Fe College, Florida, and the State of Florida and their respective trustees, employees, agents, and assigns (hereinafter "RELEASEES") from any and all liability, arising out of any loss, damage, or injury, including death, that may be sustained by me, or my Child, to any property belonging to me or my Child, including but not limited to any claims, demands, actions, causes of action, judgments, damages, expenses and costs, including attorneys' fees, which arise out of, result from, occur during or are connected in any manner with my Child's participation in said Program, including such loss, damage, injury or death that may result from RELEASEES' own negligence or otherwise, and I further WAIVE any right I might otherwise have and COVENANT NOT TO SUE said RELEASEES in connection with any such liability.

**INDEMNIFICATION:** I further hereby AGREE TO INDEMNIFY, DEFEND AND SAVE AND HOLD HARMLESS the RELEASEES and each of them, from any loss, liability, damage or costs, including court costs and attorneys' fees, they may incur as a result of any claims, demands, actions, causes of action, damages, or judgments, which arise out of, occur during, or are in any way connected with my Child's participation in the Program or any related travel or activities.

**LAW AND VENUE:** I hereby further agree that this document shall be construed in accordance with the laws of the State of Florida, and that venue shall be in Alachua County, Florida. If any portion hereof is held invalid, the balance hereof shall continue in full force and effect.

**HEALTH CARE AUTHORIZATION:** I authorize Santa Fe College to perform any acts which may be necessary or proper to provide emergency health care to my Child in the event that I and/or the emergency contact listed above cannot be reached, including consent to and authorization of medical procedures by qualified, licensed physicians, dentists, hospital or other emergency medical personnel, as they, in the exercise of their profession and in their sole discretion, may deem necessary. I understand that I am responsible for all costs and expenses of such medical treatment.

In signing this agreement, I acknowledge and represent that I have read and understand it; that I sign it voluntarily and for full and adequate consideration, fully intending to be bound by the same; and that I am at least eighteen (18) years of age, fully competent, and the legal parent or guardian of my Child.

Child's Printed Name/Date of birth \_\_\_\_\_/\_\_\_\_\_

Child's Signature \_\_\_\_\_

Parent's Printed Name \_\_\_\_\_

Parent's/Guardian's Signature \_\_\_\_\_

Date \_\_\_\_\_

*\* Santa Fe College will keep this form on file for future reference. Please notify Santa Fe College staff of any changes to the above information.*



**Drop off and  
pick up**