Guide to CRISIS
Summer 2017
A Reference for Parents & Students
Welcome to Duke TIP

It is with great enthusiasm that we welcome you to the Duke TIP CRISIS program for 2017. We hope the academic and social adventure you are about to undertake will be one of your most influential educational experiences.

To help you make the most of your experience this summer, we have packed a lot of vital information into this Guide to CRISIS. Please read it carefully, as it will help you prepare for many aspects of the program. We recommend that you become familiar with the information in this guide before you arrive on campus. Parents should keep this guide as a reference when their child leaves for Duke TIP; students will have access to this information once they arrive at the site.

You are about to embark on an exciting and challenging journey, and we hope you will enjoy your time with us. We are looking forward to your arrival. If you have any questions before the program begins, please call us at (919) 668-9100.

Permanent Staff

A number of Duke TIP staff members work year-round to plan the CRISIS Program and ensure that students have a challenging, fun, and safe experience.

**Shawna Young, MBA** | Executive Director
Ms. Young determines the mission, goals, and philosophical direction of Duke TIP.

**Shayne Goodrum, PhD** | Director of Educational Programs
Dr. Goodrum oversees the curriculum, policy, and program development of all Duke TIP face-to-face educational programs.

**Melissa Rains** | Assistant Director for Elementary Programs
Ms. Rains oversees the curriculum, policy, and program development of the CRISIS program.

**Liz Morgan** | Educational Programs Coordinator
Ms. Morgan assists with curriculum development, planning, and coordination of the CRISIS program.

**Paris Andrew** | Dean of Students
Ms. Andrew oversees the student conduct process; supports social, emotional, and ethical development within the cocurricular experience; and supervises Residence Life Coordinators at each site.

**Ashley Walker** | Coordinator for Accommodations
Ms. Walker organizes all disability, allergy, and medical accommodation requests, hires Psychological Counselors, and supervises program sites.

**Bud Chestnut** | Staff Assistant
Mr. Chestnut provides support to the educational programs department.
We are delighted you have chosen to spend part of your summer with Duke TIP, and we eagerly anticipate your arrival. CRISIS is a holistic academic and residential experience, and we encourage you to participate fully.

We understand that attending Duke TIP classes with students of similar academic abilities may initially seem intimidating to students who have always been at the top of their class. Duke TIP strives to make this academic environment supportive and noncompetitive, and our staff work diligently with all students and parents to provide a meaningful and successful growth experience. Duke TIP is committed to a nongraded policy for all coursework. We encourage students to measure success by their individual efforts rather than by the achievement of a certain grade.

Residence life at Duke TIP is a critical component of the CRISIS experience. You will interact in a social setting with other academically gifted peers from many different cultures and backgrounds. You will also have a roommate and live alongside other students in the residence halls, participate in athletic and recreational activities together, and develop enduring friendships.

The Duke TIP Mission
The Duke University Talent Identification Program is dedicated to being a global leader in identifying academically talented students and providing innovative programs to support the development of their optimal educational potential. Programs for students, families, and educators will be of such excellence that they will become models for the education of academically talented students worldwide.
When you arrive on campus, you will find a wide array of staff members who will help you have a positive experience at Duke TIP. Their positions are described below. All Duke TIP staff undergo a highly competitive application process, receive a background check and training in the protection of minors before beginning work, and participate in additional staff training.

**On-Site Director**
Each Duke TIP site is managed by an On-Site Director who supervises the residential and academic staff, addresses student behavioral concerns, and oversees student social and recreational activities. The On-Site Director lives on campus alongside TIP students and staff. This person has received special training and maintains daily contact with the Duke TIP main office at Duke University.

**Residence Life Coordinator**
The Residence Life Coordinator supervises the Residential Counselors. The Residence Life Coordinator organizes student housing, leads residential staff training sessions, creates weekly and daily duty schedules, and coordinates the planning of social and recreational activities for students.

**Academic Coordinator**
The Academic Coordinator oversees the academic program, including all academic supplies, field trip logistics, and classroom open houses. The Academic Coordinator supervises the Instructors and Teaching Assistants, providing guidance and support in the classroom as needed.

**Psychological Counselor OR Site Nurse (position varies by site)**
In addition to providing emotional and social support to students as needed, the Psychological Counselor/Site Nurse oversees medications and health care at each site. This person will also work closely with the staff to ensure students’ needs are being met physically and emotionally.

**Operations Coordinator/Office Assistant**
The Operations Coordinator, with support from the Office Assistant, manages the on-site program office on each campus. They serve as liaisons between administration, faculty, staff, students, parents, and the host campus.

**Academic and Residential Program Assistants**
The Academic Program Assistant provides support to the academic program and is responsible for maintaining the academic portion of the parent website. The Residential Program Assistant provides support for the residential program and is responsible for maintaining the residential portion of the parent website.

**Instructor**
Each Instructor is directly responsible for a research team of students. The Instructor plans and conducts each day’s academic activities, monitors each student’s progress, supervises the Teaching Assistant, and enforces classroom behavioral guidelines. The Instructor also helps to facilitate the cross team task force.

**Teaching Assistant**
Teaching Assistants help Instructors prepare the course materials and work with students in the classroom. Teaching Assistants also help facilitate the cross team task force.

**Residential Counselor**
Residential Counselors live in the residence halls with students, organize social and recreational activities, and enforce residential behavioral guidelines. Each Residential Counselor supervises a group of ten to twelve students and works to create a strong sense of community.

Each campus has an on-site office staffed by the Operations Coordinator, Office Assistant, and other TIP staff. The on-site office is where students go to take medicine, borrow recreational supplies, or obtain general information and answers to their questions.

While summer programs are in session, the on-site office is also the best place for parents to call with questions or concerns. People at this office will be able to answer questions more readily than the Duke TIP main office. Direct contact information for your on-site office will be included with materials posted to the online student portal in May. Here are some things for parents to remember when calling the on-site office:

- After on-site offices are closed, staff members check messages every half hour until midnight.
- If you reach a recording when you call the on-site office, please follow the recorded instructions to reach a staff member.
- Please do not call the campus police at your child’s site unless there has been a serious family emergency and you are either unable to reach a Duke TIP staff member at the on-site office or it is after midnight.

If you have program concerns of a general nature, or if you have already spoken with the student’s On-Site Director and still wish to speak with someone in the Duke TIP administration, please contact the main Duke TIP office at (919) 668-9100.

### CAMPUS SECURITY

Under the Federal Campus Security Act (20 USC 1092f), prospective students may obtain a copy of the annual security report for any college or university using the contact information listed below. The security reports include campus crime statistics and the institution’s safety and security policies.

**Agnes Scott College**
Department of Public Safety
West Parking Facility, S. McDonough St.
Decatur, GA 30030
(404) 471-6355
www.agnesscott.edu/publicsafety/

**Eckerd College**
Campus Safety and Security
4200 54th Avenue South
St. Petersburg, FL 33711
(727) 864-8260
www.eckerd.edu/safety

**Meredith College:**
Campus Police
3800 Hillsborough Street
Raleigh, NC 27607
(919) 760-8888
http://www.meredith.edu/about_meredith/emergency_planning/

**Southwestern University**
Campus Police
1001 E. University Avenue
Georgetown, TX 78626
(512) 863-1944
www.southwestern.edu/studentlife/safety

**Washington University**
Police Department
One Brookings Drive
St. Louis, MO 63112
(314) 935-5533
www.police.wustl.edu

**Campus Police**

- **On-Site Office Hours**
  - **Sunday:** 10 a.m.–9 p.m.
  - **Monday–Thursday:** 7:30 a.m.–9 p.m.
  - **Friday:** 7:30 a.m.–5 p.m.
  - **Saturday:** Our on-site office is closed.

  Staff will check messages every two hours between noon and 8 p.m. Messages left after 8 p.m. will be returned on Sunday morning.
STAFF
Duke TIP CRISIS Instructors are diverse and talented individuals who embrace their role in the academic development of young scholars. Instructors are selected for their expertise in their field of study, and the instructional staff is composed of:

- outstanding, experienced teachers from public and private schools
- exceptional graduate students enrolled in master's or doctoral programs

Each Instructor works with a Teaching Assistant to provide students with a unique learning experience. Teaching Assistants are chosen from a competitive pool of candidates and are outstanding college students, graduate students, or new teachers with a passion for education. Curriculum is developed by Instructors in conjunction with experts in the research team disciplines.

COURSEWORK
Duke TIP courses embrace the educational philosophy that all students deserve to be challenged. Classroom instruction and activities are designed to engage students in high-level critical thinking, reasoning, and discussion. As part of the curriculum, students will interact with professionals in the research team discipline through an on- or off-campus field experience.

EVALUATION AT DUKE TIP
Duke TIP is not a credit-granting institution; we do not assign letter or numeric final grades. The nongraded approach encourages a less competitive environment in which students will become comfortable taking intellectual risks that they might avoid in a stressful grade-driven environment. During the course, Instructors evaluate students using criteria such as journal entries, presentations, individual research, and class projects.

RUBRIC EVALUATIONS
The rubric evaluation indicates performance in such areas as understanding and application of core concepts, work habits, peer interactions, and products generated in the course. At the beginning of the course, the Instructor discusses the rubric form with the class so each student fully understands these academic expectations.

At the end of the term, Instructors complete rubric evaluation forms to assess students' performance. Evaluations are made available through the online student portal by the end of August for all CRISIS program sessions. Families will be notified by email when the rubrics are available for viewing. Duke TIP recommends that parents and students print these evaluations for future reference, as Duke TIP cannot guarantee that copies can be mailed at a later date.

PARENT INVOLVEMENT
Parents: you are an integral part of student successes. Duke TIP Instructors are eager to talk with you both prior to and after the completion of the program week. You will attend an orientation session on arrival day led by the administrative and instructional staff of the program, and you may call the on-site office during the week if you need to speak with your student’s Instructor.

On departure day, you will have the opportunity to attend a closing session and an open house presentation in the classroom. You will check your child out of the residence hall at the conclusion of the open house presentation. If you do not attend the open house event, you must arrive on campus to pick up your child at 4 p.m.

You will also have access to a special program website. This site is updated daily with classroom, residential, and program information. A special link to access the website will be provided at the orientation session on arrival day.

STUDENT SCHEDULE

Sunday: Arrival Day
1:30–3:45 p.m. Check-in
3:45 p.m. Parent and student good byes
4–5 p.m. Parent orientation with instructional and administrative teams (families will depart campus directly from the orientation session)
Student orientation with residential team (students will go straight to dinner from the orientation session)
5–6:15 p.m. Orientation to the dining hall and dinner with residential living group
6:30–7:15 p.m. Student orientation with instructional and administrative teams
7:30–9 p.m. Evening residential activities
9–9:30 p.m. Free time on hall, get ready for bed
9:30–10 p.m. Meeting with residential group
10:15 p.m. Lights out

Monday–Thursday
7:30–8:15 a.m. Breakfast with residential group
8:30–noon Class
Noon–1 p.m. Lunch
1–3:30 p.m. Class
3:30–3:45 Transition to cross team task force
3:45–4:30 p.m. Cross team task force
4:30–5:30 Supervised free time
5:30–6:30 p.m. Dinner with residential group
6:30–8:30 p.m. Evening residential activities
8:30–9 p.m. Free time on hall, get ready for bed
9–9:30 p.m. Meeting with residential group
9:45 p.m. Lights out

Friday: Departure Day
7:30–8:45 a.m. Pack-up and breakfast with residential group
9 a.m.–noon Class
Noon–1 p.m. Lunch
1–3 p.m. Class
2–2:30 p.m. Parents arrive on campus
2:30–3 p.m. Closing session (parents only)
3:15–3:45 p.m. Classroom open house presentations
4 p.m. Check-out from residence halls

All families should be off-campus by 5 p.m.

Attendance is required at all of the above activities. Staff supervise students at all times, including transition between activities and free times. Students must remain on their floor each morning prior to breakfast, except in the case of an emergency. Duke TIP students may not leave campus or designated boundaries at any point during the program, except under the direct supervision of Duke TIP staff. Schedule times may vary slightly by site.
Residence Life

Outside the rigorous classroom atmosphere, you need time to decompress and make new friends in a variety of social and recreational settings. This opportunity to socialize and form bonds strengthens the Duke TIP community both in and out of the classroom and results in lifelong friendships.

STAFF
A staff of Residential Counselors is chosen from a competitive application and interview process. The Residential Counselors live in the residence halls with the students (but do not sleep in the same rooms), organize social and recreational activities, serve as role models, and enforce Duke TIP behavioral guidelines. Each Residential Counselor supervises a group of approximately ten to twelve students. In addition, a Residence Life Coordinator and a Residential Program Assistant help with supervision and programming on each campus. These two staff members have a great deal of experience with Duke TIP or in educational administration.

EVENING ACTIVITIES
Residential Counselors plan a wide variety of activities that appeal to many different interests. No academic work is expected during activity times. Offerings may include:

- field day competitions
- organized sports games
- dance lessons
- creative debates
- group art or craft projects
- off-campus excursions
- quiet reading time
- evening cookouts
- carnival

Students may not remain in their room or in any unsupervised area during evening residential time. Exceptions will be allowed for student illness.

FREE TIME
Although much of the day is devoted to class and planned activities, Duke TIP understands that most students appreciate and need a break. We include periods of free time, generally from 4:30 to 5:30 p.m., Monday through Thursday. During these times, students are encouraged to relax, read quietly, or spend time with their friends within program boundaries and with staff supervision. Campuses may offer a few activities on a sign-up basis during these times to provide more structured options for interested students.

HOUSING
While at Duke TIP, students live in college residence halls and will usually be assigned one to two roommates as a part of a ten-to-twelve student residential group. They may live on floors with members of another sex; however, all halls have adult staff supervision and same-sex bathroom facilities. Where possible, students will have access to a single-occupancy all-gender restroom if needed. TIP students are only allowed to have their assigned roommates in their room. All residential rooms, classrooms, and dining facilities are air-conditioned.

One goal of Duke TIP is to give students the opportunity to meet people from many walks of life. Learning to live with others is an important component of this. Sharing a residence hall space with someone new can be exciting and create the opportunity to build enduring friendships. We encourage you to embrace the opportunity to share this experience with someone you do not know.

However, because we recognize that this might be your first extended time away from family, we do consider roommate requests. (CRISIS is the only TIP summer program to do so.)

In order for roommate requests to be approved, all the proper forms must be submitted prior to the deadline. Roommate request guidelines and the request form can be found on the CRISIS section of our website after February 1 (www.tip.duke.edu/solvethecrisis). We do not alter rooming lists after the roommate request deadline.

Transgender or gender nonconforming students who have specific housing needs based upon their gender identity or gender expression may contact the dean of students at (919) 668-9100.

HOMESICKNESS
Duke TIP and our staff are aware that this may be the first extended overnight period that some students have spent away from family or friends. Homesickness is normal to some degree in nearly everyone leaving familiar surroundings and entering a new environment for the first time. Duke TIP programs are highly interactive and most of the time students will be very involved in activities and events. However, parents can help our staff greatly and alleviate their child's homesickness by refraining from expressing anxious or ambivalent feelings about time away from home.

Ideally, parents should express enthusiasm and optimism about the separation and the novel environment. This is an exciting time in your child’s life, and Duke TIP will make every effort to make parents feel connected while their child is away through the orientation on arrival day, open house on departure day, and access to daily program updates on the parent website.

Should a student become homesick while at Duke TIP, our staff will closely monitor the student, work with the individual to overcome the homesickness, and occasionally have the student contact parents for positive encouragement.
Residence Life

KEYS AND IDENTIFICATION CARDS
Students will be issued a room key, ID card, and/or wristband, which will provide access to the residence halls. If you lose your room key, ID card, or wristband, you must immediately report the loss to your Residential Counselor. At some sites the card or wristband also serves as a meal card. All students will also be provided with a Duke TIP nametag and lanyard. This must be worn at all times during programming hours.

The host campus will charge students for replacing cards or keys (often $100 or more), and this charge will be billed to families at the end of the summer. Students who depart campus without turning in their room keys will automatically be charged a replacement fee. Our host campuses will not accept keys turned in after the end of the program.

Duke TIP cannot be responsible for lost or stolen personal items, and students should keep their rooms locked at all times. (We recommend that students leave valuable items at home.)

DINING AND DIETARY RESTRICTIONS
All of the Duke TIP CRISIS campuses provide a variety of á la carte options at each meal and include a meat and meatless entrée, salad bar, and other assorted items. Menus are designed to accommodate vegetarian, gluten-free, and lactose-free diets, as well as many common food allergies. Before the first meal on arrival day, TIP staff will assist students with food allergies or dietary restrictions in understanding their food options.

Several sites are unable to offer kosher meals, but when they are an option, the meals are prepackaged frozen entrées. Students requesting kosher meals would be obligated to eat the provided meals.

Students who choose to eat the regularly prepared meals and do not require any specially ordered meals do not need to make any special arrangements. Students who have severe or life-threatening food allergies or dietary restrictions and students who wish to request kosher meals must contact the Coordinator for Accommodations at (919) 668-9100 by April 11 to discuss meal options.

ITEMS PURCHASED DURING THE PROGRAM
While students should bring all necessities, items such as snacks, stationery, reading materials, notebooks, pens, pencils, magazines, and toiletries may be available for purchase at some campuses. Campus store hours vary by site and are typically listed on the campus website. Often these stores have different summer and school year hours of operation. Duke TIP does not have any authority over the campus store hours or days of operation. In urgent situations, TIP staff can purchase items on students’ behalf at an off-site store if they provide the funds.

COMPUTERS
Students will have access to computers for class-related research, activities, and projects. Students are expected to remain on task and uphold the Digital Citizenship Agreement at all times. Devices should only be used for the given assignment and students should refrain from texting, playing games, freely surfing the web, using social media, visiting inappropriate websites, or using devices to engage in other distracting behaviors.

Please keep in mind that it is impossible for Duke TIP staff to monitor students’ use of computers constantly, including the content they may access. As digital citizens, students are responsible for their own actions at all times. Parents: please speak with your child about appropriate conduct with regard to the use of computers when you review and sign the Digital Citizenship Agreement, and instruct your child to inform a staff member if another student is sharing material that makes the student or others uncomfortable.

Duke TIP CRISIS students are not allowed to bring personal computers. To discuss exceptions for students with disabilities, please contact the Coordinator for Accommodations at (919) 668-9100.

LAUNDRY
Students will not have access to laundry facilities and should pack enough clothing for the entire week.
Student Expectations and Policies

DUKE TIP COMMUNITY STANDARD
Duke TIP sets high academic and social standards for all students at each Duke TIP site. The following community standard has been developed to ensure that each student understands the level of behavior that will be expected.

- I will take full advantage of the academic and social opportunities provided by Duke TIP. I will apply myself to the best of my ability in my studies and participate fully in social activities and Duke TIP community life.
- I will not lie, cheat, plagiarize, or steal in my academic and social endeavors, nor will I support the actions of those who do.
- I understand that Duke TIP policies have been developed to promote the safety and enjoyment of the program for all participants. I will adhere to these policies and follow the direction of Duke TIP staff members.
- I will be honest, responsible, and fair in all my activities as a Duke TIP participant. I will conduct myself in a manner that is respectful of other students, Duke TIP staff, and the staff and property of the host site. I understand that harassment, intimidation, and bullying will not be tolerated.
- I will share in the responsibility of maintaining an environment where individual actions do not violate the integrity of the community. I will accept responsibility for my own actions and accept the consequences of those actions.
- I will view Duke TIP as a community and will recognize the commonalities and respect the differences that make each student unique. I will abide by Duke University’s nondiscrimination policy regarding race, color, religion, national origin, disability, veteran status, sexual orientation, gender identity, gender expression, sex, genetic information, and age.

To ensure that students and parents understand Duke TIP’s expectations for student behavior, all participants must sign the statement prior to attendance at the program.

NONDISCRIMINATION POLICY
As stated in the Community Standard, students at all Duke TIP sites are expected to abide by Duke University’s nondiscrimination policy. This policy states:

Duke University is committed to encouraging and sustaining a learning and work community that is free from prohibited discrimination and harassment. The university prohibits discrimination on the basis of race, color, religion, national origin, disability, veteran status, sexual orientation, gender identity, gender expression, sex, genetic information, or age in the administration of educational policies, admission policies, financial aid, employment, or any other university program or activity. It admits qualified students to all the rights, privileges, programs, and activities generally accorded or made available to students. The university also does not tolerate harassment of any kind.

Further information, as well as the complete text of Duke University’s nondiscrimination policy, may be found at www.duke.edu/web/equity.

ACADEMIC AND SOCIAL DISCIPLINE
Any student who demonstrates inappropriate or disrespectful academic or social behaviors (other than those resulting in immediate dismissal from the program—see full policy on page 8) will be required to meet with Duke TIP staff members to discuss the problem. If improper behavior continues, Duke TIP staff will meet with the student and contact the student’s parents. If a student’s behavior continues to be inappropriate, the student may be asked to leave the program.

DRESS CODE
Duke TIP expects its participants to dress in a manner that is appropriate for a learning environment. In general, dress at Duke TIP sites is casual. Students will do a lot of walking on site and should bring comfortable shoes. Students should bring adequate clothing to participate in recreational and athletic activities (shorts, T-shirts, and closed-toe shoes). Some courses may require specific attire for certain activities (e.g., labs, court visits, and field work). Families will receive notification of any specific clothing requirements for the student’s course prior to the start of the program, if needed.

Students are prohibited from wearing clothing that displays offensive slogans or graphics, exposes undergarments, or is otherwise revealing. Students should refrain from wearing clothing that is unsafe for program activities, and clothing that advertises products or services that are illegal or illegal for minors. If staff determine that a student is not meeting these expectations, the student will be asked to change attire.

ROOM AND SUITE POLICY
Students are only allowed to have their assigned roommates in their room at any given time. Duke TIP considers a student’s room a place where the student can rest and sleep after a long day of activities. Reducing the individuals permitted in the student’s room is intended to ensure students have a quiet space, while also contributing to personal safety. During free times, students may socialize and congregate in designated common areas at their Duke TIP site. Violation of the room and suite policy may be grounds for dismissal from the program.

ON-CAMPUS VISITORS AND OFF-CAMPUS VISITS
To take full advantage of Duke TIP, students are required to remain on campus for the full session to participate in all academic and residential activities and to interact with other students. Duke TIP does not allow family and friends to make visits to campus nor take students off campus during CRISIS, as this can diminish the program experience and can exacerbate feelings of homesickness. For the safety of students, staff members are trained to keep individuals not associated with the program away from Duke TIP participants.

Students are not permitted to go on any excursions or leave the program site alone.

Parents and guardians will participate in arrival and departure day orientation sessions and activities. There will be no on-campus or off-campus visits allowed, with the exception of medical emergencies.

EMOTIONAL SUPPORT AT DUKE TIP
Occasionally, students deal with emotionally challenging issues. Duke TIP staff members are trained to assist students in adjusting to a new environment, a rigorous class schedule, and the challenge of being away from home. However, Duke TIP does not have the facilities or staff to assist students experiencing serious emotional distress. Any student who exhibits behavior that is disruptive or may result in self-harm or harm to others may be required to leave the program.
Student Expectations and Policies

PROHIBITED ITEMS
Duke TIP reserves the right to confiscate prohibited items for the duration of the program. Duke TIP cannot assume responsibility for loss or damage to confiscated items. Possession or use of certain prohibited items may result in dismissal from the program. Students are not to bring the following items to Duke TIP:

- alcoholic beverages or illegal drugs
- drug paraphernalia of any kind
- weapons of any kind
- tobacco products, electronic cigarettes and hookahs, matches, lighters, candles, incense, or fireworks
- cars, mopeds, motorcycles, bicycles, scooters, skateboards, roller blades, or similar items
- pets of any kind
- refrigerators, cooking appliances, or televisions (some Duke TIP sites are equipped with TVs)
- large stereo equipment
- small magnetized toys or objects
- walkie-talkies
- desktop or laptop computers, cell phones, or other electronic devices with the ability to connect to a cellular or Wi-Fi network (see policy below)

PROHIBITED ACTIVITIES
In a program as brief and intense as CRISIS, it is important that behavioral matters be addressed promptly and decisively. While most student behavioral concerns are resolved through meetings with or intervention by Duke TIP staff, certain actions by students constitute clear-cut and serious violations of program policies and, in some cases, campus regulations and state or federal laws.

Students who engage in the following actions will be immediately dismissed from Duke TIP:

- possession of weapons of any kind
- possession, sale, or use of alcohol, tobacco products, illegal drugs, or paraphernalia of any kind
- social dishonesty, including, but not limited to, theft
- tampering with fire alarms

At our discretion, students who engage in the following activities may be dismissed from Duke TIP:

- violating host site regulations, policies, and procedures, or federal, state, or local laws, rules, regulations, or ordinances
- academic dishonesty, including, but not limited to, plagiarism
- failure to meet academic standards
- using profane language in any context other than when appropriate to an academic exercise
- reckless, disruptive, damaging, or otherwise uncontrolled behavior in the classroom or residence hall
- excessive damage to host-site property
- misuse of any campus computer privileges by such actions as visiting inappropriate Internet sites, sending inappropriate email messages, or disrupting computer operations
- traveling outside of the designated Duke TIP campus area boundary or leaving campus without permission or supervision
- risky behavior that endangers the student’s safety or the safety of others
- sharing prescribed medication
- swimming
- verbal or physical harassment of students or staff, including, but not limited to, bullying and playing pranks or practical jokes, including via electronic means
- fighting, including hitting or pushing another person, either as an aggressor or in response to the aggressive or irritating actions of another
- violating the rooming and suite policy by visiting a room that is not your own, or permitting another to enter a residential room that is not that person’s
- interaction of a sexual nature or sexually suggestive manner
- possession of matches, lighters, candles, fireworks, or any other incendiary device
- tampering with fire extinguishers or hoses

PHONES AND PERSONAL ELECTRONICS
Cell phones and any electronic devices that have the ability to communicate, either through the Internet or cellular data plans, are prohibited at CRISIS. Personal computers and tablets are not allowed. Digital cameras and music players that do not have cellular or Wi-Fi capability are allowed. We have adopted this policy to ensure that these devices do not hinder students’ full engagement in the program.

While these devices are often a part of students' daily life, they discourage and distract them from taking full advantage of the program as outlined in the Duke TIP Community Standard. The Duke TIP experience is one of full immersion and offers a great opportunity to learn about and navigate social situations while not being constantly connected to and immersed within a digital or virtual world. One of the valued outcomes of the Duke TIP CRISIS experience is learning independence. This is a time for participants to begin to learn how to solve problems on their own in an environment that is structured for and supportive of this growth. Students will have access to technology in the classroom, as this is an integral part of our academic experience. Outside of the classroom, we want students to have the opportunity to fully immerse in the residential experience.

We have additionally found that being connected to home daily while at the program site exacerbates homesickness. Should a student become homesick while at Duke TIP, our staff will closely monitor the student, work with the individual to overcome the homesickness, and occasionally contact parents for positive encouragement.

We respect and appreciate the wonderful relationship youth and families have. We want to partner with our families to give our students the best possible experience with Duke TIP. If there is an emergency or we are concerned about your student’s well-being, we will contact you immediately. If you have a concern or need to reach your student in the event of an emergency you can contact our on-site office.

If a cell phone or other prohibited electronic device is found, it will be held in our on-site office until the end of the session. Duke TIP is not responsible for any damage to or loss of items.
Student Expectations and Policies

DAMAGES AND CHARGES
Students are expected to treat property with respect. Any damages to Duke TIP or campus property caused by a student will be billed to that student’s family. Residence hall rooms are inspected before and after each session. In cases where damage to a shared residence hall room is not attributable to one student, the charge will be divided between both families. Students with outstanding bills for damaged or lost property, including library books, keys, and conference cards, will be prevented from enrolling in future Duke TIP programs. Students are responsible for their own personal property, and Duke TIP will not arbitrate disputes between or among families regarding compensation for lost or damaged personal property.

DISMISSAL FROM DUKE TIP
Should a student be dismissed from the program, a Duke TIP staff member will contact the student’s parents. Duke TIP does not make the decision to dismiss a student lightly; however, once the decision has been made, the student must depart from the program within twenty-four hours. Parents must make immediate travel arrangements to retrieve their student at their own expense. Program fees will not be refunded.

BEHAVIORAL ISSUES AND FUTURE DUKE TIP PARTICIPATION
Duke TIP staff members evaluate each student’s academic and social behaviors at the end of the session. Students with numerous and/or severely negative incidents may be refused future admission to Duke TIP programs.

Some students may be allowed to return to Duke TIP only after agreeing to certain conditions regarding their behavior. The parents or guardians of students who will not be allowed future admission to Duke TIP or for whom return is contingent upon certain conditions will receive an explanatory letter from Duke TIP.
MEDICATION POLICIES AND PROCEDURES

In order to maintain a safe environment for students, Duke TIP has strict policies for handling and storing medications. Policies are subject to change each year and can vary from site to site depending on local regulations. Students who take medications regularly during the school year should continue to do so as prescribed while at Duke TIP. The daily schedule and demands of our program require at least as much focus and energy as a typical school day. To have the greatest opportunity for success, students should maintain their medication schedules, even during the summer.

It is essential that parents follow the instructions below if a student will require medications and/or injections while at Duke TIP:

1. Make sure all sections of the online student health profile have been thoroughly completed by parents and the student’s physician, and that the materials have been submitted to Duke TIP by the deadline.
2. Students should bring their medications to Duke TIP in the original prescription bottle labeled with the student’s name, the contents, and dosage information. Please ensure that you have enough medication to last for the full term, as we are unable to assist with refills. Students should also remember to pick up any unused medication before leaving campus. Duke TIP will discard forgotten medication at the close of the term.
3. Students are not allowed to keep medications in their rooms. Upon arrival at the site, students must turn in all medications to Duke TIP staff so they can be stored in a secure location in the health office (refrigerated if necessary). Students will be escorted by Duke TIP staff to this office at the appropriate times to take their medication. All medications, including over-the-counter products, must be stored in the Duke TIP on-site office. Students must self-administer medications that are stored in the Duke TIP office in the presence of Duke TIP staff. The only exception to this policy will be for acute creams and urgent-need medication such as insulin, diabetic supplies, rescue asthma inhalers, and epinephrine devices, which students may keep with them. Duke TIP staff members will not administer any medications, except for epinephrine devices and glucagon in emergency situations.
4. Students on injectable medications are expected to self-administer. If a student is unable to self-administer injections, it is parents’ responsibility to schedule any needed appointments for injections for their students at a local medical facility within a ten-mile radius of the Duke TIP campus. Their student will be attending. Duke TIP staff will provide transportation to and from the scheduled appointment. Due to the length of the program, you may consider whether these may be skipped while at the program.

For medication-related questions or to discuss your student’s medical needs or scheduled appointments, please contact Duke TIP’s Coordinator for Accommodations at (919) 668-9100.

HEALTH SERVICES AND INSURANCE

At most program sites, Duke TIP has an agreement with either on-campus student health services, a local clinic, or an urgent care facility to provide a level of basic health care at no cost for students. This basic care includes office visits during normal operating hours for colds, flu, and other common illnesses. Your own health insurance must be used to cover additional services and items, such as specialist referrals, X-rays, splints, stitches, and prescription medication. Health insurance must also be used if the time of day or extenuating circumstances necessitates a visit to a health care facility (urgent care or an emergency room) with which TIP does not have a prearranged agreement.

Every participant is required to complete a health profile and to provide documentation of health insurance coverage. Please ensure that your medical coverage is valid and can be accepted in the state where your child is participating in TIP. If the coverage is not valid outside of your home state or you do not have health insurance from an approved provider, you must buy short-term insurance for the duration of the program. Verification of coverage must be sent to TIP at least three weeks prior to the start of the program. Duke TIP does not endorse any particular plan; however, information about short-term health insurance can be found within the online health profile you must complete. Payment and the insurance application should be sent directly to the insurance company. Duke TIP does not process your insurance application or claims.

Parents should be aware of the status of family insurance deductibles for emergency and other medical services.

ILLNESS OR INJURY WHILE ATTENDING DUKE TIP

If a student is injured or becomes ill while at a Duke TIP site, the On-Site Director is notified immediately. Depending on the severity, emergency medical services (EMS) may also be called. For an injury or illness that requires a clinic visit, students will be transported to that facility. For a more serious injury or illness, students will be taken to the emergency facility of the nearest hospital. In that event, the following procedure has been implemented:

1. Depending on the severity of the illness or injury, Duke TIP will attempt to contact the parents of affected students to allow them the option of taking their children to the doctor or health care facility. If the situation is severe or the parents cannot be reached within fifteen minutes, Duke TIP staff will escort the student to the appropriate health care facility.
2. While the students are on the way to the facility, a Duke TIP staff member will attempt to notify the parents and/or the individuals listed as emergency contact. (If the parents or emergency contacts are unavailable, the online student health profile may be the only assurance that the children will receive treatment immediately.)
3. Duke TIP will request that the treating physicians contact the parents to advise of a diagnosis and/or treatment that has been provided. Because we cannot predict situations that might arise, completion of the online student health profile is essential. In case of an emergency, the student health profile will be taken to the clinic or hospital as a guide for the health care provider. If medical or emergency contact information has changed since completion of the online student health profile, please be sure to provide Duke TIP with updated information as soon as possible.
4. After the students return to the Duke TIP site, they will be asked to call home to report their condition.

DISABILITY RELATED INFORMATION

If your child has a disability and would like to receive consideration for reasonable accommodation, contact the coordinator for accommodations (919) 668-9100. For your child to receive consideration, you must have documented verification from a licensed physician, psychologist, or other qualified professional.

The Duke University Student Disability Access Office deals only with disabilities, not with medical conditions that do not rise to the level of a disability under the Americans with Disabilities Act. For more information on documentation guidelines, visit the Duke University website at www.access.duke.edu/students/index.php.
MAKING TRAVEL PLANS

Arrival and departure times are listed below. Driving directions and campus information will be posted online in the student portal in May. If you are flying to the program site, use the following designated airports:

**Agnes Scott College**  
Hartsfield–Jackson Atlanta International Airport (ATL)

**Eckerd College**  
Tampa International Airport (TPA)

**Meredith College**  
Raleigh-Durham International Airport (RDU)

**Southwestern University**  
Austin-Bergstrom International Airport (AUS)

**Washington University**  
St. Louis Lambert International Airport (STL)

**ARRIVAL DAY**

Please arrive on site between 1:30 and 3:45 p.m. on the first day of the program. Signs will direct you to the Duke TIP registration area, and Residential Counselors will assist students as they settle into assigned residence hall rooms. A required parent orientation session will be hosted on campus by administrative and instructional staff beginning promptly at 4 p.m. Location information will be provided at registration. This session is for parents. The students will remain in the residence hall with the Residential Counselors for a student orientation during this time. Families should say their goodbyes prior to the orientation sessions.

Please plan on eating lunch together off campus with your child prior to check-in. Dinner is the first full meal provided for participants. Parents should plan to depart campus no later than 5 p.m.

Duke TIP does not allow unaccompanied student arrival or departure at CRISIS. The parent, guardian, or designee must arrive on campus with the student and check them in at registration and return to campus to check them out on departure day.

**DEPARTURE DAY**

Parents should arrive on campus between 2 and 2:30 p.m. The closing session will begin at 2:30 p.m. and is followed by classroom open house presentations. Location information will be provided at the arrival day orientation session.

Classroom open house presentations are approximately thirty minutes long and will conclude between 3:45 and 4 p.m. At that time, parents will accompany their children to the residence hall to complete the check-out process. Parents who are unable to attend the classroom open house presentations should report directly to the residence hall at 4 p.m.

All students and parents should expect to be off campus no later than 5 p.m. Please make departure plans to accommodate this schedule. It is important that students participate fully in all the closing session activities.

Information regarding the person or persons who will pick up the student on departure day will be collected at check-in. If the parent or guardian is unable to pick up the student, the parent must notify Duke TIP in advance of the adult designated to pick up the student. Duke TIP does not provide transportation to and from the program site.
ABOUT DUKE TIP

The Duke University Talent Identification Program (Duke TIP) is a nonprofit organization dedicated to serving academically gifted and talented youth. As a global leader in gifted and talented education, Duke TIP works with students, families, and educators to identify, recognize, challenge, engage, and help students reach their highest potential.
CRISIS lasts one week, so remember to bring enough items for the whole week. You are responsible for the security of your money and your belongings. Please do not ship items to Duke TIP in advance of your arrival. We do not have space to accept packages. You must bring all personal items with you, or plan to purchase items after you arrive.

**REQUIRED Items**

- Sheets:  
  - Extra-long twin (Agnes Scott College, Eckerd College, and Southwestern University)  
  - Standard twin (Meredith College and Washington University)  
- Waterproof mattress cover (if needed)  
- Alarm clock  
- Pillow  
- Light blanket (it can get very cold in some residence halls)  
- Two bath towels  
- Two hand towels  
- Small bath rug  
- Soap  
- Hand soap  
- Shampoo/conditioner  
- Toothbrush and toothpaste  
- Feminine hygiene products (if applicable)  
- Other toiletry items  
- Flip-flops or shower shoes  
- Undergarments  
- Socks  
- Pajamas  
- Cool, comfortable clothes: shorts and short-sleeved shirts  
- Sweater or sweatshirt  
- Long pants  
- Comfortable clothes for recreational activities  
- Shoes that are comfortable  
- Closed-toe shoes  
- Glasses or contact lenses and solution (if applicable)  
- Sunscreen  
- Insect repellent  
- Umbrella or raincoat  
- Pens  
- Pencils  
- Two spiral-bound notebooks  
- Cinch sack-style bag  
- Reusable water bottle  
- Spending money for snacks and any on-campus souvenirs or supplies the student wishes to purchase from the on-campus student store ($50 maximum and small bills recommended; we cannot make change for students)

**Optional Items**

- Bathrobe  
- Camera with memory cards/film  
- Sunglasses

**Prohibited Items:**

- Please see a list of prohibited items on page 7 of the Guide to CRISIS.

**My List**

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