

The State University of New York

Science and Technology Entry Program **School of Medicine and Biomedical Sciences** (Medical STEP Elite Scholars Program)



STUDENT GUIDELINES/POLICIES

SIGN-IN: 9:00 AM - 9:45 AM

ALL of the Medical STEP classes will be conducted at the Jacobs School of Medicine in person, unless notification is sent out that we will facilitate program through a virtual platform. It is imperative that all students arrive prior to class time so that sessions can begin promptly at 10:00 a.m. Students may begin signing in at 9:00 a.m. Students MUST sign the attendance sheet when arriving on campus. For safety purposes, no student or parent should bring a guest student or share our virtual information with anyone who has not been granted permission by the Program Coordinator/Director.

NOTIFICATION OF ABSENCE

If a student must be absent due to illness or an emergency, it is the PARENT/GUARDIAN's responsibility to call and notify the Medical STEP Program's Administrative Assistant, Ms. Bowman (829-2812) between 9:15 a.m. and 10:00 a.m. on the day of classes. If a student needs to be absent for a reason other than an emergency/illness, the parent or guardian must notify program staff prior to the day of classes or by 9:00 a.m. on the day of classes. Notification from anyone other than the parent/guardian will NOT be accepted. When returning to classes, a parent should follow up with a phone call stating the reason for the absence.

EXCUSED/UNEXCUSED ABSENCE

The Program Coordinator and/or Medical STEP staff must be notified by a parent/guardian on or before the day of classes for an absence to be excused. Failure to provide notification on or before the day of classes will result in an unexcused absence.

EARLY RELEASE

Students must submit a written authorization from a parent/guardian indicating the time to be excused and the reason for release. This must be submitted to Ms. Mapp and/or Ms. Bowman (not an instructor) by phone or email. The instructors will be notified that the student will be leaving (or logging off) early.

EMERGENCY NOTIFICATION

If a student becomes ill while attending Medical STEP, the residential parent/guardian will be notified immediately. If we are unable to reach the parent/guardian, we will contact the emergency contact person listed on the Student Contact Information form.

CHANGE OF ADDRESS/CONTACT INFORMATION

Student and parent contact information must be up to date. It is the responsibility of the student or parent to notify us about any changes: home address, email address, phone number, or other contact information.

REPORT CARDS (SUBMISSION REQUIRED)

There is an 82 GPA minimum requirement to be considered for the program. The State Education Department requires all STEP programs to have a copy of each student's current report card on file for the ENTIRE duration while participating in the program. Students must submit a copy of their report card during EACH MARKING PERIOD, beginning with the first marking period report card and ending with the final report card in June. A monthly bus pass will be distributed to students who need one and whose report cards are current.

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PARENTS PLEASE NOTE: Since we have encountered time-consuming difficulties obtaining students' report cards after classes end for the Medical STEP academic year, PARENTS are responsible for submitting the student's final report card upon receipt in June OR ensure that the student submits it. Failure to do so will jeopardize the student's consideration for the summer component, as well as continuation in the program moving forward.

TUTORING COMPONENT

Free tutoring service is a provision of the program for **all registered students** participating in Medical STEP. To request tutorial assistance in the math and science subjects for the upcoming week, students/parents can speak to Ms. Mapp or Ms. Bowman on Saturdays or to request recurring tutoring on specific days and times each week or throughout each month. Tutoring sessions will be held 3 afternoons during the weekdays via Zoom (or in person at Jacobs if more convenient for tutors & students), and at Jacobs on Saturday mornings between 8:45a.m – 9:45a.m. If a student signs up for tutoring and is unable to keep the appointment, he/she is REQUIRED to notify the Medical STEP office as soon as possible so that we can inform the tutor. *Note: The Program Coordinator will review all student report cards every 10-week marking period. If a student's grades are close to or fall below a **B-average (75 GPA)**, the Program Coordinator might **mandate** the student to attend the program's tutoring sessions (with our tutors or on your own with private tutors). The student will have a probationary period to increase their GPA, or they will run the risk of potentially being dismissed and forfeiting their seat in the program.

PARENT COMPONENT

Parents are expected to attend at least **three** of the monthly scheduled parent meetings throughout the year. Assist your student in whatever ways that will help them, and the program to be successful. Be available to serve in one of the volunteer positions on the parent committee and/or the Advisory Board. Serve as chaperones on tours, trips and community events.

CANCELLATION OF CLASSES

Although all classes will be held virtually, in times of severe inclement weather, we might need to cancel classes. Please check emails and texts alerting you to a cancellation. If internet services are down, please refer to Channel 7 News for cancellation/school closing information.

RULES OF CONDUCT

- Dress Code: Students and staff are to dress appropriately—no provocative attire. Check for the 5B's—Back, Belly, Breasts, Buttocks, and/or Boy parts. If either of these areas are exposed or clearly visible—YOU ARE NOT DRESSED APPROPRIATELY!! Leggings can be worn under a long, loose-fitting shirt! Sleepwear and slippers are for home! Students or staff are not allowed to wear bonnets to program! Students will remove their hats, bonnets, caps and/or scarves (scarves are allowed for females only in adherence to religious/cultural purposes) in the buildings, on tours and etc.
- Courtesy and respect toward others classmates, instructors, guests, faculty, staff, and University officials is EXPECTED. Students must keep the noise level at a minimum and use courtesy protocols during class. When someone else is speaking wait until it is your turn. The teachers will acknowledge you when it is your turn.
- Students are expected to be on their best behavior at all times. Profanity and the use of inappropriate language and/or actions during any Medical STEP activity or event will warrant dismissal without probation!
 BULLYING in ANY FORM is NOT ALLOWED! THINK of ALL the possible consequences and ramifications of your actions (verbal and non-verbal), words, threats, and communications of every sort. We have a NO TOLERANCE RULE!
- Current student participants must obtain permission before inviting anyone to attend Medical STEP. Guests are NOT permitted to attend without prior permission from the Program Coordinator, Ms. Mapp.
- The use of cell phones (aside from the purposes of class attendance and participation), playing of video games, watching movies, videos or television, streaming or surfing the internet that is not directed by the instructors for classwork ARE NOT ALLOWED DURING PROGRAM HOURS or in the Medical STEP Office! PARENTS, please do not call or text your student during class hours.
- Smoking is prohibited in all University at Buffalo campus facilities.
- Possession or use of illegal drugs, vaping, controlled substances, and alcoholic beverages are not allowed ANYWHERE on campus. Use of any of these will result in IMMEDIATE DISMISSAL from the program. PERIOD!

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PROBATION AND DISMISSAL POLICY

A student can be dismissed from the program at the discretion of the Program Coordinator. Non-compliance can result in dismissal from the program. First a verbal warning will be given, followed by a written letter of probation, and lastly a letter of dismissal will be sent to the parents. Students must adhere to all of the following:

Maintained GPA

If a student's grades fall below a **B- average (75 GPA)** during the academic year, the Program Coordinator may **mandate** the student to attend the program's tutoring sessions. The student will have a probationary period to increase their GPA, or they will potentially be dismissed from the program.

Attendance

If a student has three (3) unexcused absences for any reason, the student will be dismissed from the program.

Tardiness

Two (2) tardies equal 1 unexcused absence.