

**2019**  
**SUMMER ALGEBRA**  
**INSTITUTE**

**PARENT/ STUDENT**  
**HANDBOOK**

February 28, 2019

Dear Parents and Students,

Welcome to the 2019 Summer Algebra Institute (SAI). We are pleased to bring to you a summer enrichment program focused on college readiness and math preparation. A dedicated team will run the SAI program over a six-week period.

Students and parents are encouraged to participate in order to maximize the benefits presented in the summer program. Students are required to commit to attend the entire six-weeks of the program. Math curriculum will include both computer based and live instruction requiring individual and team work opportunities. Students will work on STEAM (Science Technology, Education, Arts, Mathematics) projects, participate in college knowledge activities, engage in an interactive tour of a CSU campus, and much more!

Parents and/or guardians are encouraged to attend the orientation, college planning workshops and the program culmination event. College planning workshops will provide valuable information and resources to aid parents in preparing your students for college.

We respectfully ask that families adhere to the following;

- Review program and facility policies and guidelines;
- Respect the SAI site dress code;
- Limit bringing valuable items (cell phones, games, headphones, etc.). We will not be responsible for any lost or stolen items;
- Complete homework on time;
- Arrive on time to receive the maximum benefits of the program;
- Contact the SAI site office before 8:00 A.M. if your son/daughter is going to be absent; and
- Communicate with the Site Coordinator regarding any questions or concerns throughout the program.

We look forward to partnering with you this summer in supporting your student to achieve great gains in Mathematics and College & Career Readiness.

Best Regards,

**Pvcuj c'Qtvgi c**  
**Rrogram Site Coordinator**

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## **PROGRAM DETAILS**

### **Guidelines**

The Parent/Student Handbook contains program guidelines to facilitate a learning environment that promotes a college going culture. Please read these guidelines with your son/daughter to ensure an understanding of program expectations throughout the summer. A permission slip and medical release form are required for students to participate in scheduled field trips.

### **Attendance Policy**

The Summer Algebra Institute is an intensive six-week academic enrichment program. The length of classes and the amount of homework assigned requires students maintain attendance to achieve maximum results. Should the student accrue an absence due to unforeseen circumstances, please contact the site coordinator for assignments and make up opportunities.

All matters regarding the Summer Algebra Institute attendance policy and record keeping procedures should be directed to the Site Coordinator.

### **EdReady**

EdReady is a math readiness system that employs a knowledge inventory to personalize a learner's path to subject mastery within the context of a specific educational goal. Goals may range from achieving greater success at grade level (e.g., 8th and 9th grade math), to planning for college and career opportunities, or preparation for commonly used placement examinations.

The student experience in EdReady begins with a diagnostic to identify the learner's specific knowledge gaps. Then, a custom course of study is recommended for each student, focusing their efforts on the areas needing the most attention and improvement. Additionally, supporting teachers and other personnel are provided with detailed information about each student's custom learning path, enabling them to provide directed and personalized support.

As students meet or exceed their target scores, they will be directed toward additional resources to guide them on their way to greater academic and personal success.

### **Science Technology Engineering Art Mathematics (STEAM)**

STEAM activities will be employed to supplement classroom instruction and reinforce the real life application of mathematics. Students may participate in activities such as: gaming software, drone programming, coding, bridge building, case-studies, STEAM career exploration, etc.

### **Culturally Relevant Instruction**

Sites will design individual/group projects or activities to help students learn some elements of their historical cultural heritage as it relates to math.. Through these activities students will contextualize math genius and social application using inclusive historical and cultural references to support a sense of belonging in STEAM majors and professional fields.

### **College Readiness**

Throughout the Summer Algebra Institute (SAI) program, students will participate in college visits and tours, seminars, hands-on activities, and work on academic planning. The College Readiness curriculum will take place on Fridays, or a weekday mutually agreed by the local CSU campus. During this time, students will be introduced to college entrance requirements, career information and visit college campuses.

There may be space for parents to join students in CSU campus visits. Interested parents should contact the Site Coordinator for more information.

Parents interested in accompanying students on field trips may contact the Site Coordinators.

## PROGRAM SCHEDULE

MON-FRI	WEEK 1	WEEK 2	WEEK 3	WEEK 4	WEEK 5	WEEK 6
<b>CORE SCHEDULE</b>						
8:00am-9:00am	Recreation	Recreation	Recreation	Recreation	Recreation	Recreation
9:00am-10:00am	Math Instruction	Math Instruction	Math Instruction	Math Instruction	Math Instruction	Math Instruction
10:00am-10:15am	<i>Break</i>	<i>Break</i>	<i>Break</i>	<i>Break</i>	<i>Break</i>	<i>Break</i>
10:15am-11:00am	Math Instruction	Math Instruction	Math Instruction	Math Instruction	Math Instruction	Math Instruction
11:00am-12:00pm	<i>Lunch</i>	<i>Lunch</i>	<i>Lunch</i>	<i>Lunch</i>	<i>Lunch</i>	<i>Lunch</i>
1:00pm-3:30pm	STEAM and/or College Prep Activities	STEAM and/or College Prep Activities	STEAM and/or College Prep Activities	STEAM and/or College Prep Activities	STEAM and/or College Prep Activities	Culmination Rehearsals
<b>OTHER ACTIVITIES</b>						
Pre- and Post- Tests	<i>Pre-test done by week 1; Post-test done prior to culmination</i>					
College Prep Activities	Set aside time 2-3 times a week for student's to engage in college preparation activities					
Fieldtrip/Campus Tours	<i>1 Campus tour planned; 1 STEAM fieldtrip; sites can also plan an optional fun trip [no instruction on these days, typically held on Friday's]</i>					
Parent Workshops	<i>1-2 parent/student workshop planned during the 6 weeks</i>					
Culmination	<i>At the end of program; earliest – on the last day of program</i>					

## POLICIES AND PROCEDURES

1. Students must be on time.
2. Parents must pickup students on time.
3. Upon arrival students will sign attendance sheets with all information being accurate and legible.
4. Students must remain inside the building especially when waiting for their parents to pick them up. Students are not permitted to wait outside of the building for any reason.
5. Student must be respectful to all adult staff as well as each other at all times.
6. Students must wear appropriate dress attire. No exposed waists or undergarments.
7. Computers are for academic use only. Other activity such as playing games, downloading pictures, music, etc. are not allowed and may lead to dismissal from the program.
8. All required documents need to be signed and submitted in a timely manner.
9. The following will NOT be tolerated:
  - a. playing or loud talking during classroom sessions
  - b. profanity
  - c. hitting or fighting
  - d. magazines in the classroom unless used for academic purposes
  - e. hats, caps or “do-rags”
  - f. food or drinks in computer labs
  - g. cell phones and electronic devices turned on during classroom sessions
  - h. drugs or alcoholic beverages
  - i. weapons (real and imitation)
10. Bullying will NOT be tolerated.

Disobeying these rules will result in a conference with the staff, the student and parents and may result in dismissal from the program.

I understand and agree to adhere to the above stated policies and procedures.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

I understand and agree to adhere to the above stated policies and procedures.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

**PARENT PERMISSION SLIP**

EVERYONE UNDER **18 YEARS OF AGE** MUST HAVE A PERMISSION SLIP TO ATTEND CSU CAMPUS VISITS AND FIELD TRIPS.

I \_\_\_\_\_ (Name of Parent/Legal Guardian only)  
give permission for my child \_\_\_\_\_ (Name of Child) to  
attend a scheduled CSU campus or field trip with the Summer Algebra Institute.

**MEDICAL RELEASE FORM**

*Emergency information must be provided for your son/ daughter to ride the bus.*

Parent/Legal Guardian Home Phone Number: \_\_\_\_\_ Cell Number: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Name of Emergency contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Mobile/Cell Number: \_\_\_\_\_

Insurance/Medical Plan: \_\_\_\_\_

Doctor: \_\_\_\_\_ Doctor's Phone: \_\_\_\_\_

List allergies or other known medical conditions: \_\_\_\_\_

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Does your child require any special medical attention: Yes: \_\_\_\_\_ No: \_\_\_\_\_

If "yes" please explain: \_\_\_\_\_

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List Medicine(s) currently taking: \_\_\_\_\_

I authorize my child to ride the bus provided by the Summer Algebra Institute. I release the Summer Algebra Institute and all of their representatives from any and all liability in the event of an accident. I hereby give the Summer Algebra Institute personnel permission to see that my child/children receive medical treatment in the event of an emergency, regardless of my insurance coverage. In addition, I authorize emergency medical treatment for my child/children at the nearest medical facility.

Child's Name: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

## Notice of Informed Consent

**Project Title:** The impact of the California State University Summer Algebra Institute (SAI) on mathematics readiness for rising 9<sup>th</sup> through 12<sup>th</sup> graders.

**Investigator(s):** Babette Benken, Christina Gutierrez, Judith Millsap

**Project Contact:** [cgutierrez@calstate.edu](mailto:cgutierrez@calstate.edu); (562) 951 - 4818

**California State University, Long Beach (CSULB)**

**Office of Research and Sponsored Programs, CSULB**

**1250 Bellflower Blvd., Long Beach, CA 90840**

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Your child is being invited to participate in a research study.

The purpose of this study is to help under-represented students prepare and succeed in Algebra 1 and other mathematics courses. This program will try to study the effects to under-represented students like your child with regard to how well they may perform in their future mathematics courses that will prepare them for college and careers. Your child will be involved in activities approximately six hours per day for five days per week over the course of six total weeks. If you choose to participate in the program, your child will be asked to:

- Complete online pre-assessment and post-assessment Math Diagnostic Testing Project (MDTP). The MDTP is a test to promote and support your child to be ready and succeed in mathematics courses. It identifies the topics that your child may need to do additional work on.
- Take a diagnostic test with EdReady which will yield a preliminary score. EdReady is a computerized mathematics review program that will give practice and other activities to your child to improve their mathematics performance. Your child will take an initial test to determine which areas must be improved on. EdReady will be the chosen program in making the students' mathematics knowledge better and will get them ready for other mathematics courses needed for college and careers.
- Work on EdReady mathematics modules, and their activities and Science, Technology, Engineering, Arts and Mathematics (STEAM) project. In order to demonstrate the application of mathematics, a STEAM project is daily part of the curriculum. Doing so will show a hands-on learning and use of mathematics and also have a break from using the computers for a long period of time. Participants will have an active learning experience and not to be confined to their seats. All students (opt-in and opt-out of the research study) in the SAI will be required to participate in the STEAM project. Examples of STEAM project the student may choose to work on will be building a catapult, building a robot arm, visual representation of geometric solids, flowcharting, constructing a statue display, etc. The STEAM project will be displayed at the closing ceremonies for parents, guests, and other people to observe and appreciate.



- Attend college-readiness workshops and college campus visits. One day a week during the program, your child will be doing activities that will expose your child to college life and activities.
- Participate in a focus group interview. A focus group is a meeting of selected people who will participate in a discussion about a particular issue. Questions about the program will be asked to get responses, which will be studied and analyzed.
- In addition to the activities listed above, your child will fulfill all other program requirements noted for your child's participation in the SAI program consent form.

Again, your child will be involved in activities approximately six hours per day for five days per week over the course of six total weeks. The risks to participating in this study include potential loss of confidentiality, potential decrease of self-confidence, and possible pressure for your child to take part in the assessments. The investigator will make every attempt to reduce or eliminate these risks by not using real names for the report, to have Site Coordinators be available to maintain support for your child, and have Site Coordinators reinforce to you and your child that students are not required to participate in the assessments to be part of the program. Your child may not directly benefit from participating in this study. However, the results of this study may benefit research and/or society by knowing effective practices in teaching mathematics and by having a better understanding of students in general.

**Please note that even if you decline to be part of the research study, your child will not be forbidden to join the Summer Algebra Institute. The activities, scores, tests, projects, etc. completed by your child will not be included in the research study.**

### **Options for Recording**

The project activities may involve audio recording from a recording device or computer program application. For example, one activity that may be video recorded is your child presentation of the Science, Technology, Engineering, Arts and Mathematics (STEAM) project. This recording will assist us in studying and analyzing the value of having a STEAM project. Another activity is the focus group interview; this will be recorded to capture fully the responses and also for review purposes. You must indicate whether you agree to the recording; please mark your choice below.

- Yes, I agree to the audio recording.
- No, I do not agree to the audio recording but, I agree to handwritten notes.

Any information collected from you in this study will be stored in a secure location and will not be shared with anyone who does not have appropriate provisions to access the information.

You may contact the Office of Research and Sponsored Programs at [ORSPCompliance@csulb.edu](mailto:ORSPCompliance@csulb.edu), or by calling (562) 985-8147, if you have questions about your rights as a research participant.

By signing this document, I understand completely that all information about the research study has been explained to me, the program has answered any questions I have about the research study, and that I voluntarily agree and allow my child to participate in this research study.

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Name of Child

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Name of Parent

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Signature of Parent

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\*\*\*\*\*Date

## Child Assent

**Project Title:** The impact of the California State University Summer Algebra Institute (SAI) on mathematics readiness for rising 9<sup>th</sup> through 12<sup>th</sup> graders.

**Investigator(s):** Babette Benken, Christina Gutierrez, Judith Millsap

**Project Contact:** [cgutierrez@calstate.edu](mailto:cgutierrez@calstate.edu); (562) 951 - 4818

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Office of Research and Sponsored Programs, CSULB: 1250 Bellflower Blvd., Long Beach, CA 90840

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- Attend college campus visits and college-readiness workshops. One day a week during the program, you will be doing activities that will expose you to college life and activities.

- Participate in a focus group interview. A focus group is a meeting of selected people who will participate in a discussion about a particular issue. Questions about the program will be asked to get responses, which will be studied and analyzed after.
- In addition to the activities listed above, you will fulfill all other program requirements noted for your participation in the SAI program consent form.

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By signing this document, I understand completely that all information about the research study has been explained to me, the program has answered any questions I have about the research study, and that I voluntarily agree to participate in this research study.

\_\_\_\_\_  
Name of Subject (Printed)

\_\_\_\_\_  
Subject Signature

\_\_\_\_\_  
Date

**2019**  
**SUMMER ALGEBRA INSTITUTE**  
**(SAI)**  
**Student Application**

## Introduction:

The Summer Algebra Institute (SAI) is a six-week STEAM enrichment program designed to prepare rising 9<sup>th</sup> through 12<sup>th</sup> grade students for success in mathematics. The program features both live and computer-based instruction that is geared to improve students' content knowledge, reasoning, communication, critical thinking and problem solving. Students will receive college preparation resources and exposure to college culture through CSU campus tours and college knowledge activities.

## How to apply:

To participate in the CSU Summer Algebra Institute, student must currently have a GPA of 2.5 or higher, a C or better in their previous math course, and make a commitment to attend all six weeks of the program.

If you have met these requirements, complete the student application form in this packet and return all required materials by the **application deadline**. Please follow instructions carefully. You may submit completed application and supporting materials to:

admin@squarerootacademy.com

## Deadline to apply:

File your completed application by **Friday, May 31, 2019**. Applications received after the deadline will be put on a waiting list until all priority applications are reviewed. Waitlist applications will be accepted in the order received until the class reaches capacity.

## Application Overview:

### Contact Information:

Complete the required contact information for parent/guardian(s) and student applicant.

### Personal Statement:

Students are required to answer each prompt and submit all responses typed or printed. You may attach your responses on a separate sheet if necessary.

### Report Card:

All applicants are required to submit a copy of their most recent report card with their application. Your application will be considered incomplete without a copy of the report card. Report cards will not be returned, so please provide a copy that we can keep.

### Program Expectations:

Students are to attend daily, complete all assignments and conduct themselves according to the program code of conduct. Students who do not adhere to the expected policies will be dismissed from the program. Students and parents are required to sign a Statement of Commitment at the end of the application.

### Accuracy and Completeness:

Inaccurate or incomplete applications will not be accepted. For this reason, it is essential that you fill out all required fields completely and accurately. Applications without required signatures are considered incomplete.

### Special Needs and Accommodations:

If your student has any special needs or accommodations, please let us know who we can best support them.

## Checklist:

To ensure completeness and accuracy a checklist is provided here for your convenience. Remove all informational sheets from the packet and only submit required items.

- \_\_\_\_\_ Application form
- \_\_\_\_\_ Personal Statement
- \_\_\_\_\_ Signed Statement of Commitment & Consent
- \_\_\_\_\_ Signed IRB Parent Consent Form
- \_\_\_\_\_ Signed IRB Student Consent Form
- \_\_\_\_\_ Report Card (copy)

## Questions:

For questions regarding the CSU Algebra Institute or application, please feel free to contact any of the individual listed below:

**Name:** Natasha Ortega

**Title:** Program Site Coordinator

**E-mail:** [nortega@squarerootacademy.com](mailto:nortega@squarerootacademy.com)

Student First and Last Name : \_\_\_\_\_

## **APPLICATION FORM**

### **Parent Contact Information (Required)**

Full Name: \_\_\_\_\_

Street Address: \_\_\_\_\_ Apt/Unit: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

### **Emergency Contact (Required)**

Full Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Relationship: \_\_\_\_\_

### **Student Information (Required)**

Full Name: \_\_\_\_\_

Street Address: \_\_\_\_\_ Apt/Unit: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Social Security Number: \_\_\_\_\_ Birthdate (MM/DD/YY): \_\_\_\_\_

Gender (circle): M F Grade Level: \_\_\_\_\_

School Name: \_\_\_\_\_

Street Address: \_\_\_\_\_ Apt/Unit: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Math course last completed: \_\_\_\_\_ Grade Received: \_\_\_\_\_

Cumulative GPA: \_\_\_\_\_ Anticipated High School Graduation Year: \_\_\_\_\_

Career Interest: \_\_\_\_\_ College of Interest: \_\_\_\_\_



Student First and Last Name : \_\_\_\_\_

**Ethnic Identity Information (Optional)**

Please indicate your ethnic identity by checking the appropriate box below.

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> American Indian/Alaskan Native | <input type="checkbox"/> East Indian/Pakistani    | <input type="checkbox"/> Other (please specify): |
| <input type="checkbox"/> Japanese/Japanese-American     | <input type="checkbox"/> Korean                   |  |
| <input type="checkbox"/> Black/African American         | <input type="checkbox"/> Polynesian               |  |
| <input type="checkbox"/> Chicano/Mexican American       | <input type="checkbox"/> Other Asian              |  |
| <input type="checkbox"/> Latino/Other Spanish-American  | <input type="checkbox"/> White/Caucasian          |  |
| <input type="checkbox"/> Pilipino/Filipino              | <input type="checkbox"/> Chinese/Chinese-American |  |

**Special Needs and Accommodations (list):**

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Student First and Last Name : \_\_\_\_\_

**STATEMENT OF COMMITMENT & CONSENT**

***Student Commitment***

I, \_\_\_\_\_, understand that the CSU Summer Algebra Institute will be held at  
*(Print Student Name)*  
\_\_\_\_\_, and if accepted, I intend to participate fully. I will attend all classes promptly and regularly. I will complete all class assignments and conduct myself according to the standards of the Student Code of Conduct of the CSU Summer Algebra Institute at \_\_\_\_\_. By participating in this program, I agree to have my likeness photographed and/or videotaped for possible non-commercial use.

***Parent Commitment***

I, \_\_\_\_\_, give my child \_\_\_\_\_  
*(Print Parent Name)* *(Student Name)*  
permission to participate in the CSU Summer Algebra Institute at \_\_\_\_\_.  
I will attend the Parent/Student orientation and other required parent events and support my child's participation in the CSU Summer Algebra Institute at \_\_\_\_\_. I give my permission to release my child's academic records to the CSU Summer Algebra Institute at \_\_\_\_\_ for future research. In addition, the University may use the information provided to contact me about the admissions process or programs that may be of interest. By participating in this program, I agree to have my likeness photographed and/or videotaped for possible non-commercial use.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_