



Student Guidelines



Dear Lone Star Leadership Academy Participant,

Congratulations on your selection for the Lone Star Leadership Academy–Austin/San Antonio program. Because of your outstanding academic record and demonstrated leadership ability, you will join a delegation of students for a week of fun and learning in the Austin/San Antonio area. This exciting week will give you the opportunity to meet other outstanding young leaders, some of whom may become lifelong friends. Most importantly, you will discover your own leadership potential to achieve your greatest goals.

The Lone Star Leadership Academy provides activities for all interests. You will explore answers to questions such as what it was like to defend the Alamo and what it takes to become a state representative. In addition, you will learn about a variety of careers related to government, history, and geography as people we meet tell you about their work. All of these activities will develop your leadership skills and enhance your ability to participate as an informed leader in your community.

Your welcome packet includes this student guidelines booklet, a checklist to help you prepare for the program, a copy of your invoice, a news release to send to your local media, the transportation instructions relevant to the option selected on your application, a medication sheet, a statement of Education in Action's cell phone policy, an optional questionnaire, and two luggage tags with inserts and loops. Please read through the student guidelines carefully and make sure you clearly understand each section. If you have any questions, contact the Education in Action office. **Please put this information in a safe place; a replacement cost of \$5.00 will be required to receive another packet.**

It is a pleasure to welcome you to the Lone Star Leadership Academy–Austin/San Antonio program. Our compliments to you on receiving a recommendation and your success in maintaining such a high grade average. Your State Representative and Senator and your Superintendent will be notified of your accomplishments and acceptance into this unique program. Education in Action will contact you via email during the week prior to your scheduled program in order to provide last minute details and reminders.

Sincerely,

A handwritten signature in black ink that reads "Ashley Barnes". The signature is written in a cursive style with a large, looped initial "A".

Ashley Barnes
Admissions Director

RULES AND POLICIES

You have been recommended for, and accepted into, the Lone Star Leadership Academy because of your academic record and demonstrated leadership ability. We applaud your decision to attend the Academy and depend on you to make wise decisions about your personal behavior during the program. We hope that you will also encourage fellow delegates to make responsible choices.

When you arrive at the Lone Star Leadership Academy, you will join a delegation of other outstanding young leaders. To become a member of this delegation, you and your Parent/Legal Guardian signed an agreement on the application form. In that agreement, you pledged to abide by the Academy's rules and policies as explained in the application. The continued success of the Lone Star Leadership Academy depends on all participants following these rules and policies.

Please read through this booklet thoroughly and make sure you completely understand these rules and policies before you arrive. They are in effect from your arrival Sunday to your departure Friday. If you have any questions, please call Education in Action at 817-562-4957.

1. **Dorm Inspections** - For the health and safety of each participant, Education in Action reserves the right, during the entire program, to conduct dorm inspections to ensure compliance with the following rules and policies.
2. **Drugs, Alcohol, & Tobacco** - The use or possession of tobacco, alcohol, or non-prescribed medications is strictly forbidden at all times.
3. **Curfew** - Curfew is at 10:00 PM and is strictly enforced. At curfew, students must be in their dorm and remain there until morning activities begin.
4. **Dorm Restrictions** - AT NO TIME are girls allowed in boys' dorms or boys in girls' dorms. AT NO TIME are students allowed in the dorms without an Education in Action staff member. Except for scheduled activities, students may not leave the dorm area at any time.
5. **Attendance & Participation** - Students will have a full commitment to the program and are required to attend all scheduled activities. Under no circumstances may students leave the scheduled program for independent activities during the week. Visitors are not permitted.
6. **Misconduct** - Verbal and/or physical misconduct toward another student or adult is not tolerated.
7. **Dress Code** - You must follow the dress code throughout the week of the program.
8. **Cell Phones & Electronics** - Cell phones and all electronic devices are not permitted. This includes, but is not limited to, radios, iPods, CD players, gaming devices, alarm clocks, or laser pointers (a digital camera is permitted).
9. **Nametags** - Students are required to wear nametags at all times throughout the program.
10. **Camping Knives** - Anything that is considered a weapon is not allowed.

We rely upon our reputation as an educational organization with committed and outstanding students to attract good speakers, carry on long-term business relationships, and maintain credibility with schools, parents, and future students. These rules must be respected and followed at all times.

ENFORCEMENT

On occasion, some students choose not to abide by the rules. Their actions are a disappointment to themselves and their fellow participants. **On first offense, behavior inconsistent with the rules and policies of the Academy, or a violation of a local, state, or federal statute, will result in automatic dismissal from the program. There are no second chances.** Students who break the rules are sent home immediately at their Parent/Legal Guardian's expense. Education in Action will not reimburse program fees for students sent home for disciplinary reasons. The final farewell program is not the same if all participants are not there to participate.

RELEASE AND AGREEMENT TO PROGRAM RULES

(As stated in the application)

The program participant and Parent/Legal Guardian agree to the following terms:

In consideration of being accepted as a participant in the Lone Star Leadership Academy, the undersigned Student and undersigned Parent/ Legal Guardian each hereby release and hold harmless Education in Action and its employees and agents from any liability arising out of my participation in said program, and each further agrees to reimburse Education in Action or its employees and agents for any loss, damage, or costs they may incur during said program and that are caused by my participation. Education in Action shall not be liable or responsible for any injury, loss, damage, or delay resulting from any act or neglect of any person or company whose services are retained by Education in Action for the benefit of program participants, including but not limited to, accommodations, restaurants, or transportation companies. Furthermore, Education in Action cannot be held responsible for any act, error, or omission on the part of any program participant or participants.

I understand that Lone Star Leadership Academy is a professional program and as such demands the highest standards of behavior. I will conduct myself in a manner that will contribute to a sense of community among all participants and foster an atmosphere of mutual respect. Any student possessing or using drugs or alcohol, violating curfew, leaving the activities of the program, or behaving in any manner inconsistent with Education in Action standards or local, state, or federal statutes will be immediately dismissed from the program. **Education in Action follows a zero tolerance policy; there are no second chances. If a student is dismissed from the program for disciplinary reasons or upon advice of a medical doctor, the student's Parent/Legal Guardian will assume all financial responsibility for returning the student home. No tuition refund will be made.**

I agree my participation entitles me to the standard arrangements and activities offered and/or scheduled by Education in Action, including, but not limited to, housing, meals, charter bus transportation during the program, and educational materials, and that all special arrangements and/or requirements must be independently provided and/or that I must bear the cost of any and all special arrangements and/or requirements outside of the standard activities and arrangements offered by Education in Action.

For the health and safety of every participating student, Education in Action reserves the right during the entire program to conduct dormitory inspections to ensure student compliance with the stated rules and regulations. **In addition, cell phones and other electronic devices (i.e. iPods, gaming devices, alarm clocks, etc.) are not permitted on the program.** While student phone calls are not scheduled throughout the program, parent updates will be provided on Education in Action's website during the program week.

Education in Action reserves the right to use, in any or all publications, promotional materials and publicity, basic student information (e.g. name, school, hometown) and further reserves the right to use in all publications, promotional materials, and publicity any photograph, audiotape, videotape, or film in which the student may appear.

VISITS WITH FAMILY AND FRIENDS

Participation in the Lone Star Leadership Academy requires total commitment. Activities run from early morning to late evening throughout the week. Visitors are not permitted.

PARENT UPDATES

While student phone calls are not scheduled throughout the program, parent updates will be provided online for parents throughout the week. Pictures of the students will be posted on Education in Action's website, www.educationinaction.org, each evening. Other updates will be provided throughout the week on Twitter at twitter.com/eiatexas and on Facebook at www.facebook.com/EducationInAction.

STUDENT INSURANCE

It is required that students have medical insurance. A student's insurance policy will be considered his/her primary carrier in case of accident or illness during the Lone Star Leadership Academy. Education in Action will assume no financial responsibility for medical treatment of students.

MEDICAL CARE

Because of the Academy's intensity, students should be in good health when they arrive. All prescription medications must be turned in, and students should bring enough required medications to last the entire week. A refrigerator is provided to store medication, if needed. Please notify our office of any medical changes prior to attendance.

STUDENTS WITH SPECIAL NEEDS

Education in Action welcomes students with special physical needs and makes every effort to accommodate them. Please contact Education in Action to discuss specific issues, arrange for special medications, or to discuss any concerns regarding special needs. Please call our office at 817-562-4957 with any specific questions about the physical demands of the program.

EMERGENCIES

In the case of an emergency, Education in Action will contact the student's Parent/Legal Guardian. In the event that the Parent/Legal Guardian is unavailable, Education in Action will contact the emergency contact listed on the student's application. An on-site Education in Action staff member will be available to accept **emergency phone calls only** at all times at 817-793-8300.

ACCOMODATIONS



While in the Austin/San Antonio area, students will stay at the Education in Action dorms in Wimberley, Texas (the physical address and phone number are located on page 8). Wimberley is about 45 minutes southwest of Austin. Students are housed in group bunk dorms with their own bed. The air-conditioned dorms get very cold at night and, therefore, students need a heavy blanket or a sleeping bag. There are at least two Education in Action staff members housed in each dorm.

MAIL

Mail may be sent to students at the address on page 8. Please note that if you send a package, you must specify that a signature is not necessary for delivery. Packages that require a signature will not be received.

PACKING

While packing for the Lone Star Leadership Academy, keep several factors in mind: the baggage limit of two bags per participant (bedding is not considered a bag), limited space in the dorms (there are no closets), the variable Texas weather, the Academy dress code, and the activities you will be involved in as a participant in the Academy. One medium-sized suitcase and a piece of carry-on luggage should be sufficient. Mark all belongings clearly with your name and address. A suitcase without a luggage tag is easily lost. For your convenience, luggage tags are included in your welcome packet. It will be your responsibility to carry and load your own luggage onto the bus taking you to the dorms. Do not leave your bags unattended for someone else to load. Do not over-pack!

MONEY

The program tuition fee covers a student's accommodations, all meals during the week (dinner on Sunday through lunch on Friday), and all activities. Students may, however, choose to bring extra money. Souvenirs are available at gift shops of various sites during the program. Education in Action recommends that students bring no more than \$50.00 in cash. Students should keep all monies in their possession while traveling and should not store money in their luggage. ATMs are available at some of the sites visited during the program.

PROGRAM OVERVIEW

Lone Star Leadership Academy's curriculum focuses on a carefully planned series of activities for each day. To view photographs of sites and to watch an informational video, visit our website at www.educationinaction.org. A tentative schedule of events for your week in the Austin/San Antonio area follows:

TENTATIVE AGENDA

Sunday – “Welcome & Orientation”

Registration
Charter Bus from Dallas/Fort Worth (*Optional*)
Group Welcome and Get Acquainted
Leadership Group Orientation
Hotdog Cookout

Monday - “The Story of Texas”

Bullock Texas State History Museum
LBJ Library

Tuesday - “Discovering San Antonio”

The Alamo
Institute of Texan Cultures
Witte Museum

Wednesday - “Government in Action”

Texas State Cemetery
Capitol Visitor's Center
Texas Capitol
Visits to State Legislators' Offices
Texas Supreme Court
Bat Watching on the Lone Star Riverboat

Thursday - “Deep in the Heart of Texas”

The Meadows Center
Natural Bridge Caverns

Friday - “A Call to Action”

Governor's Mansion
Charter Bus to Dallas/Fort Worth (*Optional*)

PROGRAM MEALS & SNACKS

Breakfast is served at the lodging location and all other meals take place at restaurants. Students are given multiple options for all meals. Students may also bring snacks with them on the program, but they must be non-perishable, single-serving snacks in disposable wrappers or containers. For example, small bags of chips, individually wrapped granola bars, or packets of fruit snacks would be acceptable (if you have questions about a specific snack you would like to send with your student, please contact the Education in Action office to ask). Snacks must be contained in a one-gallon Ziploc bag labeled with the student's name (limit of one bag per student).

LEADERSHIP GROUPS

At orientation, students will be assigned to a Leadership Group. Leadership Groups give students the opportunity to develop friendships with other participants, analyze speakers' remarks, discuss important issues, reflect on program activities, prepare for upcoming events, and form strong relationships with their facilitators. One program facilitator (an educator) will be assigned to each Leadership Group (up to 10 students). Facilitators lead Leadership Group meetings, guide students through program activities, and work directly with students to ensure their week in the Austin/San Antonio area is a rich and rewarding experience. It is the hope of Education in Action that Leadership Groups provide participants with the knowledge and skills to assume leadership roles in their school classes by sharing their acquired knowledge and experiences with their peers.

LEADERSHIP NOTEBOOK

At registration, each participant will receive a Leadership Notebook containing a detailed program schedule, speakers' biographies, site information, and special interest stories. Leadership Notebooks include materials to enhance the educational value of sites visited and are used to facilitate discussions during individual and group activities. Leadership Notebooks are also designed to be used as a reference in school classes.

SIMULATIONS

Synthesis of learning objectives will be extended through simulations relating to each day's topic. Simulations promote reasoning skills and teach critical thinking by allowing students to ask their own questions. Studies demonstrate that students involved in a hands-on learning environment retain a higher percentage of information than those learning through one methodology, such as rote memorization. The purpose of simulations is to motivate and promote students' abilities to participate as informed citizens in a democratic society.

CAREER SPEAKERS

During the program, students will have the opportunity to learn about a variety of careers, related to government, history, and geography, as people they meet tell them about their work. These presenters will discuss education requirements, a typical day, and the pros and cons of their profession. Students will have the opportunity to ask questions and explore future career options.

NEWS RELEASE

A news release announcing your participation in the Lone Star Leadership Academy is enclosed in your welcome packet. Sending the news release to your local news media is an excellent way for you to be recognized for your academic record and demonstrated leadership ability that led to your selection for participation in the Lone Star Leadership Academy. If you choose to send the news release to the local media, we suggest that you send a photo of yourself and include a personal note to let the media know how to contact you directly in the event they wish to arrange an interview.

LOCATIONS FOR SUNDAY REGISTRATION AND FRIDAY PICK-UP

Please see the map insert in your welcome packet for information concerning locations and times for registration on Sunday and pick-up on Friday.

DRESS CODE FOR THE LONE STAR LEADERSHIP ACADEMY

The Lone Star Leadership Academy is a leadership program and development opportunity. Activities range from professional meetings with state legislators to exploring an underground cave. Education in Action provides five t-shirts during the week; colors and details for each day are provided below. To comply with the standards of dress appropriate for each day of the program, Education in Action requires the following dress code for students, instructors, and staff:

DAY	SHIRT COLOR	DESCRIPTION
Sunday	N/A	Casual Dress
Monday	Teal	Museum t-shirt (provided), tucked in with jeans/pants or shorts
Tuesday	Bright Blue	Leader t-shirt (provided), tucked in with jeans/pants or shorts
Wednesday*	Cobalt Blue	Education in Action t-shirt (provided), tucked in with nice pants, slacks, or a skirt*; No shorts or denim
Thursday	Navy Blue	Souvenir t-shirt (provided), tucked in with jeans/pants or shorts
Friday	Red	LSLA t-shirt (provided), tucked in with jeans/pants or shorts

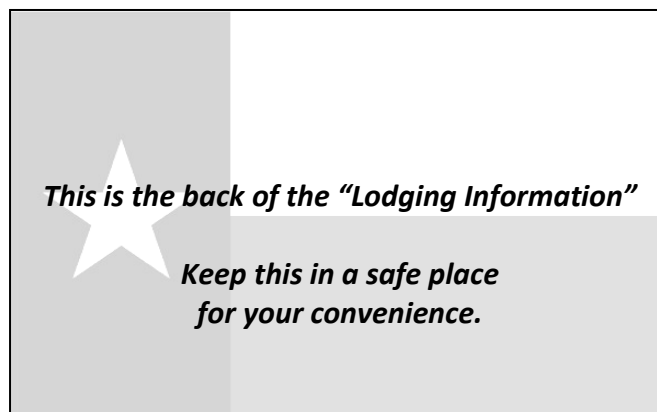
***Wednesday Dress:** If a student does not have the appropriate clothing for Wednesday, he/she will not visit the State Legislators' offices. **No shorts, blue denim, Capri pants, or cargo pants are allowed.** For girls, skirts must be below fingertips. **Tennis shoes or comfortable casual shoes are recommended.**

Shoes: Participants will spend a lot of time walking. Please wear comfortable shoes. Tennis shoes are best for every day of the program (including Wednesday).

Participants may not wear:

- Spandex/leggings
- Halter tops, strapless tops or dresses, shoe-string straps, or half-shirts
- Short shorts (*must be below fingertips when standing with arms hanging down by one's side*)
- Athletic shorts
- Flip-flops (*except in the showers*)

****Participants not in compliance with the dress code will be sent back to the dorms to change.***



PACKING CHECKLIST

Don't Forget Your:

- Bedding (pillow and sleeping bag or twin sheets and a blanket)
- Clothing (jeans/pants or shorts, comfortable walking shoes, socks, undergarments, pajamas)
- Towel, washcloths, and shower shoes
- Toiletries
- Medications, if applicable
- Spending money (optional, no more than \$50)

Other suggestions:

- Jacket (it may be cool inside buildings)
- Camera, extra film or memory cards, and batteries
- Sunblock
- Mosquito repellent
- Umbrella
- Sunglasses
- Watch
- Flashlight
- Mirror
- Robe
- Chapstick
- Postage stamps
- Stationery/notecards

Important Reminders:

- **Do not bring cell phones or electronic devices** (digital cameras are permitted).
- **Do not bring valuables.**
- The dorms are often chilly at night.
- Pack your camera separately so that you have access to it on Sunday when you arrive.
- Bring only what you need.
- Select clothing according to the dress code described on page 7. **No shorts, blue denim, Capri pants, or cargo pants are allowed on Wednesday. Students not in compliance with the dress code will not visit the State Legislators' offices on Wednesday.**
- Put your name on everything!
- Attach the luggage tags included in your welcome packet to your luggage.



This section can be detached and kept in a safe place for your convenience.

LODGING INFORMATION

Lone Star Leadership Academy – Austin/San Antonio

Education in Action

16000 Ranch Road 12
Wimberley, TX 78676
Phone: 817-562-4957

On-site Education in Action staff number for **emergency phone calls only**: 817-793-8300.

Presented by



"Fostering educated and involved young people™"

P.O. Box 2285, Keller, TX 76244

Phone: 817-562-4957 ★ Fax: 817-562-2058

information@educationinaction.org

www.educationinaction.org

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