Upward Bound

Summer Academy

Parent & Student Handbook:

About Us

The Upward Bound Summer Academy (UBSA) is designed to assist students from low-income/first generation college families in developing their potential for post-secondary success. The UBSA selects students with academic potential who need the opportunity to demonstrate their talents. Students participate in a variety of academic, social and cultural activities which are designed to enhance students' academic skills and motivation for success in high school, college and beyond.

UBSA General Policies and Guidelines

Being a UBSA student is a privilege and students should treat it as such. The UBSA staff sees the potential our students possess and we expect great things from them. Our staff expects students to follow our rules, attend class, make good grades, participate fully in activities, be a role model, study hard and grow from the UBSA experience. Our staff has high expectations for our students and we provide students with the tools necessary to meet our expectations. Our staff believes in our students and their ability to become a resourceful adult. However, students must be willing to accept our help and guidance and use them in a way that will make their life better and more productive.

As stated before, our staff expects a lot from students. We expect students to grow through the UBSA experience. It is not acceptable for students to remain the very same person they were when they first entered the UBSA. There are always things students can improve upon. Therefore, students should take the tools we give them and make those improvements. Students are expected to use mature judgment in all their encounters with peers and adults whether they are at an official UBSA activity or not. In other words, in the dining hall, walking to class with friends or just hanging out on campus, students are to act in a mature and respectful way to EVERYONE. Just because students do not see a UBSA staff member, does not mean one is not present. The UBSA staff has ears and eyes all

over campus, so students should never disregard the rules and guidelines we have set forth. Students must treat others as they want to be treated. Students must think before speaking or acting and put themselves in the other person's shoes, and consider what they are saying and doing before they say or do it

Goals for the Summer Session

1. Expose students to a residential college campus experience.
2. Provide an environment that offers participants appropriate ways of achieving individual academic goals in an ideal educational setting.
3. Strengthen academic skills and study skills necessary for success in postsecondary education.
4. Provide opportunities to increase academic skill levels in Math, Science, English, Social Studies and Foreign Language.
5. Instill in participants an increased sense of personal pride and motivation.
6. Provide students with opportunities to develop academically, socially and personally.
7. Provide educational and personal advising to better assure academic success.

Program Services

1. Academic instruction, cultural enrichment opportunities and social & personal advising and assistance are provided during the six-week program.
2. Recreational, cultural, academic and social activities are scheduled during the six-week program (see event calendar).
3. Use of University of Pikeville instructional, recreational and residential facilities.
4. Daily tutoring and academic support in all subject areas.
5. ACT Test Prep resources (booklets, software, etc) are made available for all students.

UBSA General Rules
also known as
THE BIG FIVE

The UBSA has "THE BIG FIVE"—the five rules which, if broken, will result in a student's dismissal from the UBSA Program. If any of these rules are broken, the student will be written up, the student's parents will be notified and arrangements will be made to remove the student from campus. Violation of the following four rules will be grounds for termination of a student's participation in the UBSA Program.

1. UBSA students cannot be in the possession of alcohol, illegal drugs, drug paraphernalia, sexually explicit materials, weapons and fireworks. Being under the influence of drugs and/or alcohol is viewed as possession by UBSA staff.
2. UBSA students are not allowed to visit the room or residence of any member of the opposite sex. There is no "open house" visitation policy for UBSA students regardless of the visitation policy for University of Pikeville students. UBSA students cannot be in any other residence hall except their own.
3. UBSA students cannot leave campus at any time without the approval of full-time staff and MUST have a Tutor-counselor with them if approval is granted. Guidelines for visitors and student check-in/check-out will be discussed in detail later on in this handbook.
4. UBSA students must be in their respective residence hall rooms by curfew. Curfew will only be extended for UBSA sponsored activities.
5. UBSA students will not engage in physical altercations. If a student initiates a physical altercation, he or she will immediately be separated by UB staff from the rest of the UB student population and his or her parents/guardians will be immediately notified.

In addition, students **should not**:

1. Display behavior which is abusive or threatening to anyone, including physical, psychological and/or sexual harassment.
2. Show disrespect for staff, TCs, teachers or other students.
3. Swear or use foul language.
4. Steal, abuse and/or deface university and/or program property and facilities.
5. Be in areas that have been identified as “off limits”, such as buildings on campus where students do not have class, residence halls/floors other than their own, etc.
6. Tamper with fire safety equipment.
7. Gossip and/or spread rumors about other students, faculty or staff.
8. Engage in public displays of affection. PDA includes kissing, hugging, holding hands, etc.
9. Flirt or fraternize with any staff member.
10. Sleep in class. Teachers have been informed to report all sleeping students.
11. Refuse to participate in UBSA sponsored activities.
12. Be without their name tag. Name tags **MUST** be worn at all times.
13. Fail to keep one’s dorm room clean in a satisfactory way.

Breaking any of these rules will result in a UBSA student being written up. Three (3) write-ups will result in a second-tier staff conference*, five (5) write-ups will result in a third-tier staff conference* and the UBSA student will be ineligible to attend the reward trip, six (6) write-ups will result in the forfeiture of the first half of the Summer stipend amount, seven (7) write-ups will result in the forfeiture of the second half of the Summer stipend amount and eight (8) write-ups will result in the UBSA student’s dismissal from the Summer Academy.

*see “Discipline and Accountability” section

Facilities

Upward Bound students will be living in **College Square Apartments** located near the campus of University of Pikeville. Other facilities used by UBSA

students include, but are not limited to: Alara Library, Administration Building, Armington Learning Center, Record Memorial Hall, and athletic facilities. Students will be eating three meals a day at the College Dining Hall which is located in Coal Building.

Room and Board

Room and board are provided at no cost to students and residential staff. As stated above, students and staff will be housed in College Square Apartments. Students and residential staff will be eating three meals a day at the College Dining Hall when possible. Occasionally, off-campus events are planned and in those cases meals will provided at off-campus venue. Students are required to attend every meal and check in with the tutor-counselor on meal duty. This is done because the UBSA participates in the USDA Summer Food Service Program to help subsidize food costs and there are several USDA SFSP guidelines that must be met.

Summer Residential Life

During the UBSA, students are housed on the campus of University of Pikeville. This residential experience is unique for most high school students. For some, it is a chance to get a feel for what living away from home is like and to learn the responsibilities that come with it. For others, it is an opportunity to develop lifelong friendships with students from diverse backgrounds. It is a valuable lesson for all students on how to live in a close knit community that holds very high expectations of its members; a community that regards respecting others, self-discipline and continual learning as essential.

Residence Hall Move-In

UBSA students will be moving their Summer amenities (clothes, bedding, appliances, etc.) into the residence hall on Friday, May 27th beginning at 1:00pm. All students **MUST** be checked-in by 4:00pm. Staff will be on hand to help students move in and to ease the process along. When students check into their residence hall they will be given a room key. If this key is lost, the student is responsible for the $250 fee to replace them. Students will then be free to return

home for the Memorial Day weekend. Students themselves will move onto campus on May 31st beginning at 3:00 pm. All students **MUST** be checked-in by 4:00 pm and all parents/guardians gone from campus by 4:15 pm.

Residence Hall Move-Out

UBSA students will be moving out of the residence halls on Friday, July 1st, beginning at 9:00am. Students **MUST** vacate campus no later than 12:00pm. Students will be responsible for making sure their residence hall room and bathroom are clean and left as the student found them. Any damage to the residence hall room/furniture will be noted and the student(s) responsible will be assessed the clean-up and/or replacement fee(s). At the time of departure, students must return their room key. If a student fails to turn in this key, he/she will be charged the $250 replacement fee. In addition, the UBSA is not responsible for any items that are left on campus by students. Students should ensure all of their belongings are in their possession before turning in their keys. No students or staff members will be allowed to enter the residence halls after the keys are turned in.

General Residence Hall Rules

1. Harassment, intimidation or fighting of any kind is strictly prohibited and will not be tolerated.
2. No horseplay is allowed.
3. Water fights of any type are prohibited.
4. Quiet hours will be in effect from 11:00pm - 6:45 am.
5. Vandalism or damage to University of Pikeville property is prohibited. If such occurs, the student(s) responsible will charged with the clean-up/replacement fees.
6. Do not use nails or strong adhesives to hang things on the walls. If students wish to hang decorations they may use tape.
7. Keep the lobbies of the residence halls clean. Students must pick up after themselves and dispose of their trash appropriately.

8. Maintain a clean room and bathroom at all times. Cleaning supplies will be provided for residence hall clean up.

Violation of any of the above rules will result in the student being written up and reported to full-time staff. There will be room checks conducted by tutor-counselors on a random basis. The room checks will be used to ensure students are not in possession of prohibited items and are keeping their rooms clean. Candy wrappers, pizza boxes, food scraps and other debris should be disposed of on a regular basis. Students need to respect their roommates and keep their rooms tidy.

Personal Property Liability

The UBSA is not responsible for any loss, theft or damage to personal property brought to campus by a student. Students should keep their rooms locked at all times. Students should not loan clothing, personal items or their room keys to anyone. This will prevent any uninvited guests from entering the room and lessens the chance for loss, theft or damage to personal property. A packing list can be found at the back of this handbook, please refer to it when deciding which items to bring to campus. Absolutely under no circumstances may prohibited items be brought to campus.

Stereos, televisions, video game systems and musical instruments may be brought to campus with the understanding that if a staff member or other students have repeated problems with noise, the equipment will be confiscated until the end of the UBSA without question.

Residential Staff

Tutor-counselors (TCs) are responsible for the administration of the residence hall. TCs have been selected on the basis of experience, education, training, understanding of the goals of the UBSA Program and the desire to be supportive of students. Full-time staff and TCs are available to provide students with any help and information they may require. Students should feel free to talk to their

TCs about any concerns they may have. Each student will be assigned to a TC whose responsibilities are to:

- Advise students on a personal and/or academic issues
- Assist full time staff in implementing activities and enforcing rules and regulations
- Act as a student confidant and mentor
- Conduct student tutoring and discussion groups
- Teach an elective class
- Alert full time staff to any problems or issues students are having
- Supervise all activities
- Motivate students to fully participate in classes and activities

Security

The safety of students is of the utmost importance to the UBSA staff. Many of our policies are in place with security in mind. UBSA staff is primarily responsible for making sure students are safe. Residence hall entrances are locked 24 hours a day. In addition, the residence halls will be under the surveillance of University of Pikeville Campus Police and our own staff members. Anyone not associated with the UBSA, University of Pikeville Residential Life or University of Pikeville Campus Police will not be allowed to be on the floors housing UBSA students.

Identification

At the beginning of the Summer Session all students will receive a lanyard and name tag, which serves to identify them as UBSA participants. Students must wear their lanyards and name tags at all times.

Visitors

The purpose of the Summer Academy is to simulate a typical college environment which will help prepare student for college life away from home. In order to accomplish this task, we kindly ask that parents and guardians notify the UBSA staff in advance if they plan to visit or check out their student. Visiting

family members will be required to meet with their child in the residence hall office. If a student is to be taken off campus, parents/guardians and persons on the authorized check-out list will be asked to present a valid form of photo identification and sign a check out form.

Please do not attempt to visit your student without prior approval and notification. Should you choose to do so, you will be asked to leave campus. This is to protect both your child as well as other UBSA participants. This is also to ensure your child is not missing required classes, activities and meetings.

Student Driver Policy

Students who possess a valid driver's license may drive their own automobile to and from campus. Once on campus, the automobile must stay parked on and all keys to the automobile must be turned into full time staff at the beginning of Summer Academy.

Please keep in mind, that driving is a privilege and not a right. Check in and checkout times apply to all students, even those who choose to transport themselves. If any student is found utilizing their automobile, the student's parents/guardians will be notified and the student will be immediately dismissed from UBSA.

Student drivers may only transport another student if the proper paperwork is on file at the UBSA Office (see attachment). No exceptions.

Books and Supplies

All books and school supplies will be provided to students free of charge. Each student will be given a USB drive at the beginning of the Summer Academy. It is recommended that students save any and all work on these USB drives instead of on personal laptops or University of Pikeville computers. If lost, students will be charged a fee of $5.00 for replacement of the USB drive.

Cell Phones

While the UBSA does allow students to bring and use personal cell phones during the Summer Academy, there are strict rules regarding the use of cell phones.

1. Cell phones are to only be out and in use (calling, texting, playing games, etc) during free time. Free time DOES NOT include class time, evening activities, group meetings, study time or any other time deemed inappropriate by UBSA staff.
2. If a student is found using a cell phone (calling, texting, playing games, etc) any other time than during free time, the cell phone will be confiscated until the end of the Summer Academy and the student's parent(s)/guardian(s) will be notified.
3. If students do bring cell phones to campus, it is recommended that they do not allow fellow students to use their cell phone.
4. The UBSA's cell phone policy is subject to change at any time. If cellphone use (calling, texting, playing games, etc) becomes a problem, the students and parents will be notified and all student cell phones will be confiscated until the end of the Summer Academy.

Contact/Communication

If parents need to get in touch with students, they can either call the student's residence hall room or call the UBSA summer office between the hours of 9:00am-4:00pm, Monday-Friday. UBSA is filled with classes and activities, so your student may not be available when you call. In case of emergency, please call the UBSA office number. The UBSA staff member taking the call will notify the student as soon as it is feasible.

Medical Conditions

All students who have special medical conditions are required to make UBSA staff aware of the medical condition(s) prior to arrival on campus. Every student is required to inform the UBSA staff of all medications taken, how often it is to be taken, purpose and how much of the medicine will be brought to campus. It is important that the UBSA staff has this information to best assist each student.

In addition, each student must have Medical Release and Medical History forms on file before coming to campus. This is the only way our program could provide or obtain treatment for a student if an injury, accident or sickness was to occur.

Please note, no over the counter medications (Tylenol, Benadryl, Rolaids/Tums, cough syrup, etc) will be dispensed by our office or staff members. If you wish for your child to have access to any over the counter medications he/she may need during the course of the summer, please send an adequate supply with him/her & make a note of any medications you send with your student on his/her Medical Release/Medical History form.

Sickness

If a student is too sick to attend class, they will be confined to their room for the entire day. No work, no play. If a student is sick for two consecutive days, on the second day the UBSA will request that a parent or guardian come to campus and take their student home until they have recovered. This is a precaution for the student, all other students and staff members.

As noted above, no over the counter medications will be dispensed by our office or staff members. If you wish for your child to have access to any over the counter medications he/she may need during the course of the summer, please send an adequate supply with him/her & make a note of any medications you send with your student on his/her Medical Release/Medical History form.

Accidents

All students are covered by accident insurance obtained by the UBSA. In the event a minor illness occurs, students will be attended to by UBSA staff. In case of an emergency illness or injury, students will be taken to Pikeville Medical Center or the nearest hospital emergency room. The UBSA staff will keep parents and guardians informed of any health concerns that may arise during the Summer Academy.

Please note: The UBSA can only cover accidents/injuries sustained while

students are on campus or participating in an UBSA activity. This coverage only covers expenses of set policy limits. Medical attention for pre-existing conditions remains the responsibility of the family. To that effect, please remember to send all medications that your son/daughter requires or might require during his/her stay on campus. Also, please inform the UBSA staff of the relevant treatment information for your son/daughter's medical conditions on the Medical History form.

Discipline and Accountability

The UBSA staff bears full responsibility for each student. As a result, UBSA students are accountable to the staff at all times for their whereabouts and behavior. TCs have the responsibly of monitoring, supervising and tutoring students, along with the authority to discipline them if necessary. The UBSA discipline structure is a three-tiered system. The first tier is the confronting staff member (TCs or instructors). Students are typically reprimanded on site and written up by the confronting staff member. Write ups are filed in a log and reviewed by full-time staff at the beginning and end of each day. The second tier is a meeting with full-time staff. The student's offense will be discussed and disciplinary action will be taken. The third tier is a meeting with the Program Director, in which a decision will be made regarding the student's continued participation in the program. At any level, disciplinary action may include, but is not limited to, requiring students to write an essay, taking away certain privileges like free time or nightly activities, a reduction or total loss of stipend money, sending students home or termination from the program. At any time, full-time staff along with the Program Director (when necessary) may meet with students to discuss the offense and administer the appropriate disciplinary action.

Personal Hygiene

1. Students are required to shower, brush their teeth and wear deodorant every day.
2. Students are required to wear clean, odor-free clothing.

3. Students are required to wear appropriate undergarments at all times outside of their residence hall rooms. If there are questions regarding appropriateness of any garment, please consult the UBSA staff.

Dress Code

Students are expected to be dressed fully, appropriately and in a presentable manner any time they leave their residence hall room. Anything found to be distracting or inappropriate by the UBSA staff will be mentioned to the student and they will be expected to change. Casual clothes are acceptable for the majority of UBSA activities. Students will be expected to dress up for some occasions—banquets, dances and off-campus trips to the theatre. Students will be made aware of these occasions well in advance.

1. No t-shirts or other clothing with inappropriate language/graphics/logos. This includes clothing advertising alcohol, cigarettes, drugs and/or any other offensive logos/graphics.
2. Clothing must cover stomach, chest, shoulders, back and underarms. No crop tops, halter tops, tube tops or shirts showing the midriff. No “wife beaters” or “cut-offs.”
3. Sagging pants are not to be worn. Hint: If the UBSA staff can see your undergarments, your pants are too saggy.
4. Shorts and skirts are to be no higher than the length of the student’s fully extended arms including the fingertips.
5. Baseball caps, hats, sunglasses, etc cannot be worn during class, meetings, lunch, study hall, etc. A good rule of thumb is to wear these items only while outside.
6. No types of spike adornment are allowed. This includes belts, bracelets, collars, hats, etc.
7. Pajamas or other items of clothing considered sleeping attire should not be worn outside of a student’s residence hall room.
8. Shoes must be worn at all times outside of the residence hall room.

9. Do not allow undergarments to show. Please note: undergarments must be worn at all times outside of the residence hall room.

Laundry

Laundry facilities are available for student use during free time. Students will be supervised during this time, but parents/guardians and students should note that UBSA staff members will not be responsible for doing laundry for the students.

Student Check-In/Check-Out Policy

Check-out times during the week are as follows: 1:00 pm – 4:15 pm. Because we at UBSA place substantial value on education, it is strongly discouraged that students miss any of their core classes. These run from 8:00 am to 12:00 pm. However, if a student needs to be checked out during this time, he or she must present a valid excuse upon check-in. If he or she misses these classes and fails to present a valid excuse, he or she will receive a write-up for absence.

Students are not allowed to leave campus with someone that is not on their authorized persons check-out list. All unauthorized visitors will be asked to leave. In case of split custody, the custodial parent will be allowed to establish the student's authorized persons list.

Parents and guardians cannot place bridge students (graduated senior students attending college classes during UBSA) on their child's authorized persons check-out list.

If a bridge student plans to visit an off-campus location apart from the group, he/she must notify his/her TC and gain approval from the full-time staff. If approval is granted, the student must complete a check-in/check-out form that includes the student's name, where he/she is going, why he/she is going, the time he/she checks-out and the time when he/she checks-in.

The same procedure applies to parent(s)/guardian(s) and all other persons on the student's authorized persons list. Of course, in these cases the student will be released to their parent(s)/guardian(s) or authorized persons.

Checking out during activities is strongly discouraged. If a student checks out during more than three (3) activities, he or she will no longer be eligible for the reward trip.

Summer Session Stipend

All students attending the UBSA will receive two stipends contingent on their behavior and academic performance. A student's stipend may be docked as a disciplinary action at any time. Students will receive two stipends in the amount of $75.

Class Rules

The UBSA is primarily an academic program. For this reason, the program has very strict and specific rules and regulations regarding class attendance, behavior and performance.

1. Students are expected to attend all classes on time. The attendance policy is: 3 tardy write-ups =1 absence, 1 absence = student write-up & parental notification, 2 absences = loss of one stipend, 3 absences = termination from Summer Session.
2. No food or beverages are permitted in the classrooms or computer labs.
3. Students are to be prepared for class. Late and/or incomplete assignments are unacceptable.
4. Students will be attentive and respectful of others, especially the instructor.
5. Student will not yell across campus or in halls. Noise levels must be kept at an acceptable level.
6. Students must notify their TC if they are sick and cannot attend class. Absences are only excused when staff is notified before the absence occurs.
7. Cell phones, MP3 players, etc are not to be used at any time. If instructors or TCs see that these items are in use, they will be confiscated.