

STUDENT HANDBOOK

MISSION STATEMENT

**Our mission is to guide low-income
and first-generation Appalachian
high school students to postsecondary success.**

100% Funded by two Title IV grants from the US Department of Education totaling \$710,463 (Pendleton/Pocahontas \$275,155, and Randolph/Barbour/Tucker \$435,308), project services are free to eligible students. Upward Bound is an Equal Opportunity in Education project that does not discriminate on the basis of race, color, sex, religion, ancestry, national origin, age, sexual orientation, disability, veteran status, gender identification, or genetic information or any other characteristic protected by federal, state or local law. Inquiries regarding Title IX and/or 504 compliances and the filing of a complaint should be referred to the College's Interim Title IX/Section 504 Coordinator, Jane Corey, detitleix@dewv.edu or 304-637-1344.

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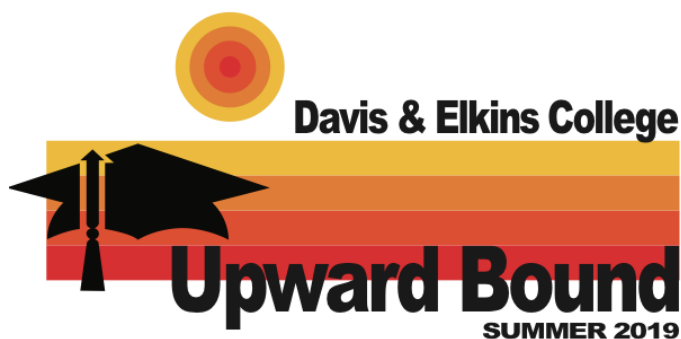
Upward Bound Student Contract (copy).....32

Davis and Elkins College
Upward Bound Mission Statement

Our mission is to guide low-income
and first-generation Appalachian
high school students to postsecondary success.

UPWARD BOUND PROGRAMS STAFF

Website: www.deupwardbound.com
Facebook: www.facebook.com/deubwv
Email: deupwardbound@gmail.com



SUMMER CLASSIC PROGRAM STAFF

**Please leave a message. We will return calls as soon as possible.
Text messages to cell phone numbers listed below are acceptable.**

- Carol Suder-Howes, Director 304.637.1989
 Cell 304.642.1428
 Home 304.472.8682
- Alison Shields, Assistant Director (Pen/Poc) 304.637.1807
 Cell 304.614.2547
- Katy Dillon, Assistant Director (R/B/T)..... 304.637.1284
 Cell 304.642.0206
- Upward Bound Summer Line Cell 304.704.4100**

Please direct all calls/texts to our Upward Bound Summer Line. Upward Bound Summer Staff will direct calls/texts accordingly as staff shifts change throughout the program. If concerns arise or a student needs to be picked up during the day, the staff member on duty can confirm student’s whereabouts. Students are to be picked up from Upward Bound’s Summer Office unless other arrangements have been made.

Upward Bound Summer Office is located in Science Center Room 317

Upward Bound Summer Office Hours of Operation

- 8:30 am - 5:00 pm Mondays
- 8:30 am - 3:15 pm Tuesday through Friday *(except for field trip days)*



June 2, 2019

Dear Students:

Welcome to the 2019 Upward Bound Classic Summer Program!

This Program will provide you with many challenges and opportunities – many times taking you out of your comfort zone. Our joint commitment and communication will provide the framework for your growth, development, and achievement. Upward Bound will be using its resources to make an investment in you. In return, the Program will require you to make that investment in yourself. We will all be accountable. We know you will do your best; and your efforts will be acknowledged.

In this handbook you will find information concerning rules, guidelines, services, calendars, schedules, and a campus map. Rules and regulations come from the college as well as the Program and its governing policies. Please read through the handbook carefully. For your reference, a copy of the contract that you signed is included in the handbook. Keep in mind that all rules and procedures have a reason and must be followed for a smooth and safe program.

Upward Bound staff is here for you and your family. Please feel free to discuss any concerns or problems.

UB STAFF

Be sure to visit us at www.deubwv.com or Facebook at Davis & Elkins College Upward Bound Programs.

Upward Bound Programs / 100 Campus Drive / Elkins WV 26241
Phone: 304.637.1389 / Toll-Free: 800.624.3157 / Fax: 304.637.1428
www.deupwardbound.com; www.facebook.com/deubwv; Email: deupwardbound@gmail.com



2019 DAILY SCHEDULE

Time	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
7:30am		Breakfast	Breakfast	Field Trips: Community Service Wheeling Jesuit Career Day Olympics	Breakfast	Breakfast
8:30am		Morning Meeting	Morning Meeting		Morning Meeting	Morning Meeting
9:00am		English/Financial Literacy or Math/Science	Math/Science or English/Financial Literacy		English/Financial Literacy or Math/Science	Math/Science or English/Financial Literacy
10:15am		English/Financial Literacy or Math/Science	Math/Science or English/Financial Literacy		English/Financial Literacy or Math/Science	Math/Science or English/Financial Literacy
11:30am		Lunch	Lunch		Lunch	Lunch
1:00 pm		Technology/Foreign Language or Learning Lab	Technology/Foreign Language or Learning Lab		Technology/Foreign Language or Learning Lab	Technology/Foreign Language or Learning Lab
2:00pm		Technology/Foreign Language or Learning Lab	Technology/Foreign Language or Learning Lab		Technology/Foreign Language or Learning Lab	Technology/Foreign Language or Learning Lab
2:55pm		Free/Study Time	Free/Study Time		Free/Study Time	CHECK OUT 3:15-3:30 pm
3:30pm		College Prep Classes	College Prep Classes		College Prep Classes	
5:00pm		Dinner	Dinner		Dinner	
6:00pm		Free/Study Time	Free/Study Time		Free/Study Time	
6:30pm	CHECK-IN	Cultural/Art Classes	Teen Issues		Wellness Classes	
7:00pm	Free/Study Time	Cultural/Art Classes	Teen Issues		Wellness Classes	
7:30pm	Wellness Classes	Cultural/Art Classes	Teen Issues		Wellness Classes	
8:00pm	Wellness Classes	Free/Study Time	Organized Activities		Free/Study Time	
8:30pm	Wellness Classes	Free/Study Time	Organized Activities		Free/Study Time	
9:00pm	Free/Study Time	Free/Study Time	Free/Study Time	Free/Study Time		
10:00pm	On Floor	On Floor	On Floor	On Floor		
11:00 pm	LIGHTS OUT	LIGHTS OUT	LIGHTS OUT	LIGHTS OUT		

All students have an English, Financial Literacy, Math, Science, Technology and Foreign Language class two days a week. Learning Lab is scheduled daily because of the course's extensive and holistic design. All students will have a college preparation class (College 101 or Test Prep class), cultural/art and wellness class. Teen issues and organized activities will address topics of academic, health, career or social interest.

June 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			29	30	31	1
2 1:30pm Opening Session Dance in Pit	3	4	5 Community Service Day at Stonewall	6	7 Sign Out 3:00pm – 3:20pm Pen/Poc Bus Run	8
9 Sign In 6:30pm– 7:00pm Pen/Poc Bus Run	10	11	12 Wheeling Jesuit University	13	14 Sign Out 3:00pm – 3:20pm Pen/Poc Bus Run	15
16 Sign In 6:30pm – 7:00pm Pen/Poc Bus Run	17	18	19 Career Day 80s Dance in Creative Commons	20	21 Sign Out 3:00pm – 3:20pm Pen/Poc Bus Run	22
23 Sign In 6:30pm – 7:00pm Pen/Poc Bus Run	24	25	26 Olympics West Virginia State University	27 <i>Close Down Day</i> Recognition Luncheon Noon	28	29

July 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
30	1	2	3	4	5	6
Reward Trip NYC	Reward Trip NYC	Reward Trip NYC	Reward Trip NYC			

Classroom Specifics Summer 2019

Class	Days	Times	Room	Instructor
Morning Meeting	Daily M-F	8:30 am-9:00 am	400	UB Staff
Composition/Literature	Mon/Thurs	9:00 am-10:10 am	318	Matt Postlethwait
Composition/Literature	Mon/Thurs	10:15 am-11:25 am	318	Matt Postlethwait
Composition/Literature	Tues/Fri	9:00 am-10:10 am	318	Matt Postlethwait
Composition/Literature	Tues/Fri	10:15 am-11:25 am	318	Matt Postlethwait
Financial Literacy	Mon/Thurs	9:00 am-10:10 am	300	Thomas Oldaker
Financial Literacy	Mon/Thurs	10:15 am-11:25 am	300	Thomas Oldaker
Financial Literacy	Tues/Fri	9:00 am-10:10 am	300	Thomas Oldaker
Financial Literacy	Tues/Fri	10:15 am-11:25 am	300	Thomas Oldaker
Math	Mon/Thurs	9:00 am-10:10 am	413	Stephanie Haynes
Math	Mon/Thurs	10:15 am-11:25 am	413	Stephanie Haynes
Math	Tues/Fri	9:00 am-10:10 am	413	Stephanie Haynes
Math	Tues/Fri	10:15 am-11:25 am	413	Stephanie Haynes
Science	Mon/Thurs	9:00 am-10:10 am	404	Brian Moudry
Science	Mon/Thurs	10:15 am-11:25 am	404	Brian Moudry
Science	Tues/Fri	9:00 am-10:10 am	404	Brian Moudry
Science	Tues/Fri	10:15 am-11:25 am	404	Brian Moudry
Technology	Mon/Thurs	1:00 pm-1:55 pm	102	Justin Suder
Technology	Mon/Thurs	2:00 pm-2:55 pm	102	Justin Suder
Technology	Tues/Fri	1:00 pm-1:55 pm	102	Justin Suder
Technology	Tues/Fri	2:00 pm-2:55 pm	102	Justin Suder
Learning Lab	Mon/Thurs	1:00 pm-1:55 pm	400	UB Staff
Learning Lab	Mon/Thurs	2:00 pm-2:55 pm	400	UB Staff
Learning Lab	Tues/Fri	1:00 pm-1:55 pm	400	UB Staff
Learning Lab	Tues/Fri	2:00 pm-2:55 pm	400	UB Staff
German	Mon/Thurs	1:00 pm-1:55 pm	318	Elliott Evans
German	Mon/Thurs	2:00 pm-2:55 pm	318	Elliott Evans
German	Tues/Fri	1:00 pm-1:55 pm	318	Elliott Evans
German	Tues/Fri	2:00 pm-2:55 pm	318	Elliott Evans
College 101	Mon/Tues/Thurs	3:30 pm -5:00 pm	413	Khristi McCutcheon
Test Prep	Mon/Tues/Thurs	3:30 pm -5:00 pm	400	Matt Taylor
Office	EVERYDAY	ALL DAY	317	UB Staff
Teen Issues	Tues/Thursday	6:30pm – 7:30pm	400	All Staff/Students

RC Leads and Coverage

Sunday Evening Wellness Classes				
Basketball	Self-Defense	Swimming	Lawn Games	Fitness Walking
Cody	Travis	Artie	Abby	Hannah
Makayla		Becca	Teshia	Katie
Martin Field House	Paul Gallery	Pool	Front Lawn	Plaza
RCs	Jim Bibey	RC & Lifeguard	RCs	RCs

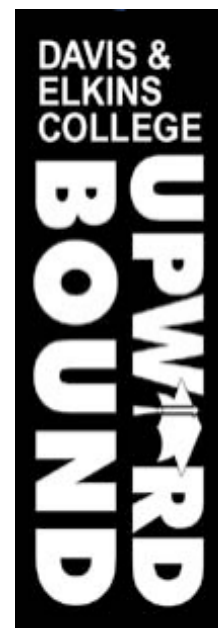
Monday Evening Wellness Classes					
Dance	Improv	Zentangle	Drumming	Painting	Printmaking
Hannah	Abby	Becca	Cody	Artie	Katie
	Travis	Teshia		Makayla	
Paul Gallery	SC - 400	SC - 318	Creative Commons	SC - 300	Art Studio
Kristen McGill	Matt Taylor	Sara Ward	Laurie Goux	Macie Higgins	RCs

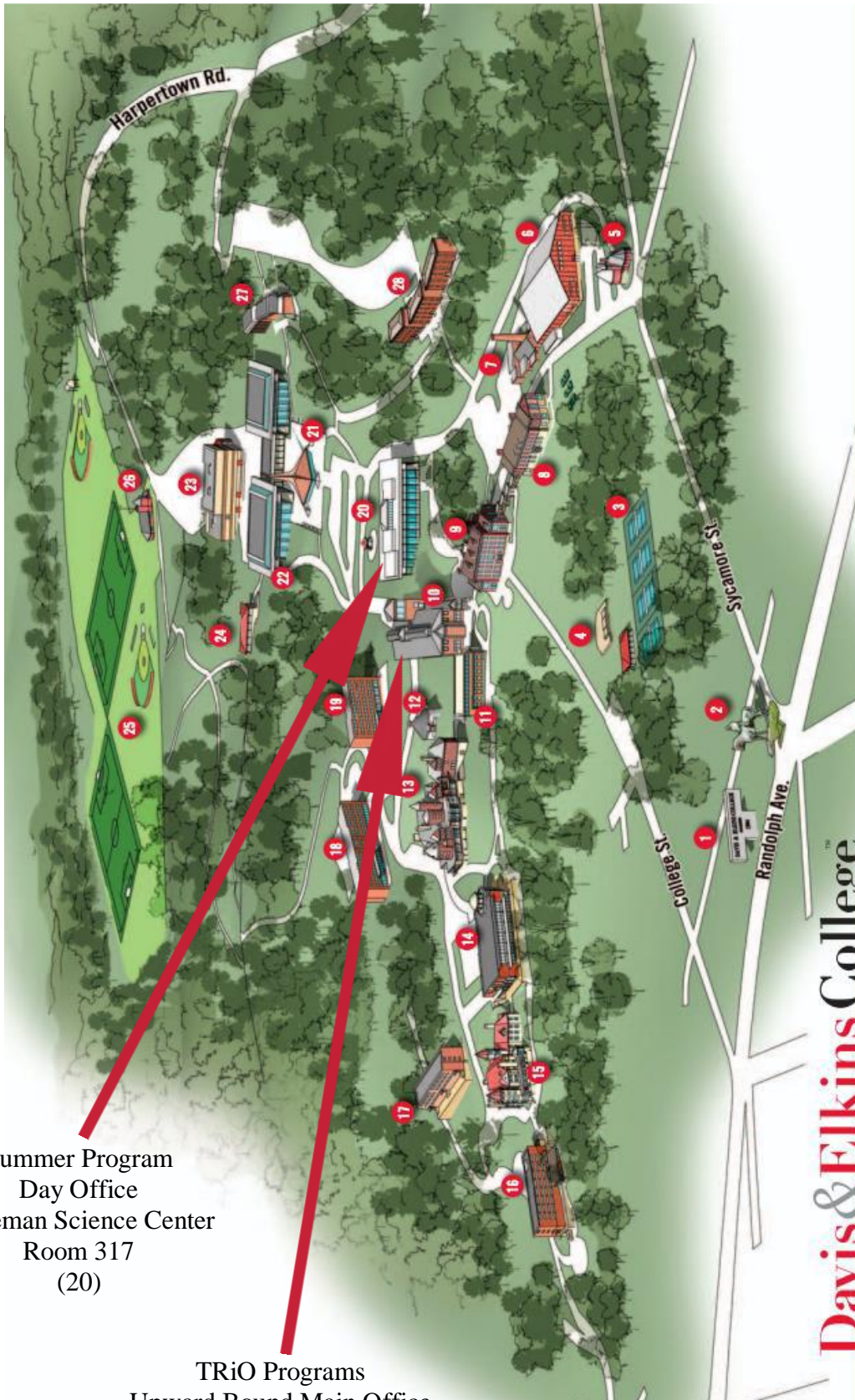
Thursday Evening Wellness Classes				
Frisbee	Basketball	Yoga	Kickball	Strength Training
Teshia	Cody	Hannah	Abby	Artie
Makayla	Katie		Becca	Travis
Plaza	Martin Field House	Paul Gallery	Front Lawn	Fitness Center
RCs	RCs	Becky Ashburn	RCs	RCs

Summer Food Service Program Meal Count		
Breakfast	7:30 am - 8:30am	Justin
Lunch	11:30am - 1:00pm	Hannah
Dinner	5:00pm - 6:00pm	Teshia

Office Coverage		
Office Coverage (317)	Morning	Hannah & Becca
Office Coverage (317)	Afternoon	Teshia & Travis

Dorm Coverage of Classroom Time	
Morning	Makayla
Afternoon	Artie





Summer Program
 Day Office
 Eshleman Science Center
 Room 317
 (20)

TRiO Programs
 Upward Bound Main Office
 Third Floor
 Booth Library
 (10)

Davis & Elkins College

- | | | | |
|---|---|---|--|
| 1. Myles Gate | 9. Liberal Arts Hall | 18. Rozanna Booth Residence Hall | 23. The McDonnell Center for Health, Physical Education, and Athletics |
| 2. H.G. Davis "Iron Horse" Statue | 10. Booth Library | 19. Gribble Residence Hall | 24. Augusta Dance Pavilion |
| 3. Katherine S. Thomas Tennis Center | 11. Jennings Randolph Hall | 20. Eshleman Science Center | 25. Allen Athletic Fields & Joni Smith Softball Field |
| 4. Outdoor Amphitheater | 12. The Icehouse | 21. Walter S. Robbins & Elisabeth Shonk Robbins Memorial Chapel | 26. Charles B. Gates, Jr., Memorial Tower |
| 5. The Gatehouse | 13. Halliehurst | 22. A. Hermanson Campus Center (Far Left) | 27. Moyer Residence Hall |
| 6. Memorial Gymnasium/Martin Field House/Seybolt Golf Academy | 14. Benedum Hall/Macdon Student Center | B. Myles Center for the Arts (Center) | 28. Residential Residence Center |
| 7. Boiler House Theatre | 15. GraceLand Inn | C. Harper-McNeeley Auditorium (Far Right) | |
| 8. Charles E. Albert Hall | 16. Robert C. Byrd Center for Hospitality & Tourism | | |
| | 17. Darby Residence Hall | | |

COURSE DESCRIPTIONS

English – Composition/Literature

Designed to broaden a participant's appreciation of literature as well as improve vocabulary, grammar, and writing skills, this course provides the learner with the opportunity to explore literature and apply advanced research, composition, and organizational skills. Technology and educational resources are available to assist participants with composition.

Financial Literacy

This course is structured to give students a basic understanding of money management and life skills. The course incorporates economics, math, and personal finance strategies; and explores several life experiences, such as employment, housing, transportation, education, and family needs. Classes are intended to provide practical uses of budgeting and personal money management, thereby encouraging fiscal responsibility.

Math – From Introductory Math to Calculus

An experience of mathematics, math classes prepare participants for upper level math, pre-calculus, and calculus. This goal is achieved by covering topics, such as application of various types of functions, discrete mathematics, data analysis and limits, as well as facilitating an understanding of functions. Statistics in problem solving is emphasized. The use of a graphing calculator is an integral part of this course.

Science – From Introductory Laboratory Experiences To Physics

This is an integrated hands-on course that introduces students to various concepts of laboratory science in chemistry, geology, environmental and earth science, physics, astronomy, or ecology. Students are taught how they can gather data, analyze information, and solve problems.

Foreign Language

Instruction in a foreign language includes conversational, reading, and writing exercises. Students begin to acquire listening comprehension skills, followed by an introduction to speaking skills, oral reading skills, and writing. Building on their exposure, participants are provided with opportunities to explore culture and geography. The coordinating geographic areas are examined from a cultural point of view. People, arts, geography, and traditions are discussed, researched, and contrasted to the Appalachian and rural communities of America.

Learning Lab

This time is designated to assist students in all areas of study skills, literacy and advocacy resource exploration. Time is provided for students to study in a guided atmosphere with access in technology and library resources.

Technology

Our goal is to provide the foundational skills of technology usage allowing our students to transfer knowledge, compare, research, and evaluate. We provide application training and information access in a lab setting, which engages students from a global perspective with experiences in S.T.E.M. studies and engineering.

Test Prep

Students receive rigorous test preparation and resources for practice, assistance with registration, test taking tips, analysis and evaluation of results, fee waivers, and special accommodation assistance for the ACT & SAT.

College 101

This class provides an orientation of the first year of college. The course is designed to equip students with college skills, knowledge, and resources to gain entry and be successful through the academic, social, and emotional challenges of college transition. The course offers presenters from college offices, as well as supporting agencies, to provide overviews of their services and resources. College terminology, calendars, and handbooks are reviewed with the course.

Cultural Arts

These are typically small classes from professional presenters in areas of the arts. Participants gain knowledge and understanding of various topics, such as drama, music, dance, film, crafts, and creative writing. Students focus on one area of their choice for the Summer Program.

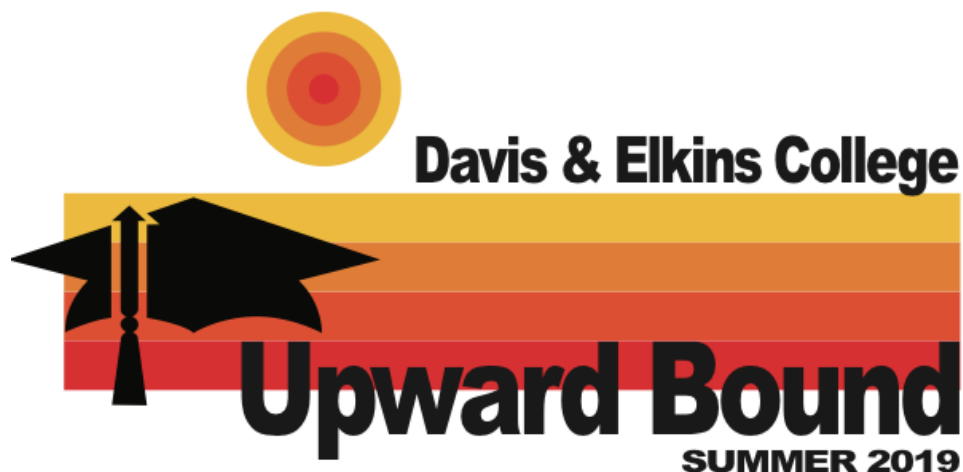
The Augusta Heritage Center offers demonstrations and concerts during overlapping program periods. Augusta presentations and concerts provide students with opportunities to interact with master artists, musicians, dancers, and enthusiasts of all ages.

Wellness Arts

This time is set aside for athletic activities to increase fitness and to promote healthy lifestyles. Some class examples are yoga, fitness walking, basketball, football, kickball, and swimming. Group activities and events support health and socialization skills development and awareness.

Teen Issues

Workshops and activities are scheduled weekly to address topics of concern for teens. Topics are related to student well-being, physical, personal and emotional development.



2018 ACADEMIC AWARDS

Class	Day	Time	Instructor	Award
Composition/Literature	Mon/Thurs	9:00am-10:10am	Matt Postlethwait	Aleah Swick
Composition/Literature	Mon/Thurs	10:15am-11:25am	Matt Postlethwait	Erin Wyatt
Composition/Literature	Tues/Fri	9:00am-10:10am	Matt Postlethwait	Elisabeth Butcher
Composition/Literature	Tues/Fri	10:15am-11:25am	Matt Postlethwait	Kristin Bodkin
Financial Literacy	Mon/Thurs	9:00am-10:10am	Thomas Oldaker	Emily Marple
Financial Literacy	Mon/Thurs	10:15am-11:25am	Thomas Oldaker	McKenzie Arbaugh
Financial Literacy	Tues/Fri	9:00am-10:10am	Thomas Oldaker	Josey Faris
Financial Literacy	Tues/Fri	10:15am-11:25am	Thomas Oldaker	Kyle Clements
Math	Mon/Thurs	9:00am-10:10am	Stephanie Haynes	Alisha Arbogast
Math	Mon/Thurs	10:15am-11:25am	Stephanie Haynes	Nathan Gambrell
Math	Tues/Fri	9:00am-10:10am	Stephanie Haynes	Gabby Kittle
Math	Tues/Fri	10:15am-11:25am	Stephanie Haynes	Peyton Beachler
Science	Mon/Thurs	9:00am-10:10am	Brian Moudry	Gage Poling
Science	Mon/Thurs	10:15am-11:25am	Brian Moudry	McKenzie England
Science	Tues/Fri	9:00am-10:10am	Brian Moudry	Kaley Sponaugle
Science	Tues/Fri	10:15am-11:25am	Brian Moudry	Tiaearigra Mathews
Technology	Mon/Thurs	1:00pm-1:55pm	Justin Suder	Amber Stonebraker
Technology	Mon/Thurs	2:00pm-2:55pm	Justin Suder	Kayla Lamkin
Technology	Tues/Fri	1:00pm-1:55pm	Justin Suder	Somer Kerr
Technology	Tues/Fri	2:00pm-2:55pm	Justin Suder	Shelby Broseker
German	Mon/Thurs	1:00pm-1:55pm	Elliott Evans	Shannon Ferrell
German	Mon/Thurs	2:00pm-2:55pm	Elliott Evans	Taylor Tegtmeier
German	Tues/Fri	1:00pm-1:55pm	Elliott Evans	Cheyenna Campbell
German	Tues/Fri	2:00pm-2:55pm	Elliott Evans	Hannah Collins
College 101	Mon/Tues/Thurs	3:30pm-5:00pm	Khristi McCutcheon	Stephanie Amick
Test Prep	Mon/Tues/Thurs	3:30pm-5:00pm	Matt Postlethwait	Alicia Kelley

Pendleton/Pocahontas Academic All-Star: Ryliegh Vaughan

Randolph/Barbour/Tucker Academic All-Star: Ethan Edmond & Seth Croston

The following students were recognized for "perfect participation" during the Academic Year 2017-18:

McKenzie Arbaugh - PEN, Xzandra Ashby - TCHS, Julia Baldwin - EHS, Peyton Beachler - PEN, Shelby Broseker - EHS, Raina Burton - TCHS, Colleen Buzzard - POC, Cheyenna Campbell - POC, Hannah Collins - EHS, Candy Cross - TCHS, Lacey Cross - TCHS, Mikayla Goins - EHS, Wyatt Gravelle - TCHS, Hallie Kane - POC, Alicia Kelley - EHS, Gabby Kittle - PBHS, Zach Mowery - TCHS, Madison Myers - EHS, Jessica Nguyen - EHS, Madison Roy - EHS, Amber Stonebraker - PBHS, Aleah Swick - PBHS, Macy Wiseman - EHS, Cindy Zhu - EHS

2019 Summer Instructors

Dr. Elliott Evans recently completed his Ph.D in Germanic studies at Indiana University where he is also an associate instructor of German. Dr. Evans has studied abroad in Germany and has taught in Austria. He will be teaching German language classes this summer for Upward Bound.

Dr. Stephanie Haynes will be teaching Mathematics for the D&E Upward Bound Program. She holds a B.A. in mathematics, an M.S. in mathematics, and an Ed.D. in curriculum and instruction, with an emphasis in mathematics Education – all from West Virginia University. Dr. Haynes is currently D&E's Registrar and a professor of mathematics.

Khristi McCutcheon is the Academic Advisor for the Pendleton and Pocahontas Upward Bound Program. She is a graduate of WV Wesleyan College and holds a B.A. in elementary education and psychology. She has over fifteen years of teaching experience and she is excited to return as our College 101 instructor.

Dr. Brian Moudry has a Ph.D. and M.S. in physics from the University of Nebraska, and a B.S. in Physics from Loyola College in Baltimore, MD. He is currently a professor of physics at Davis & Elkins College. Dr. Moudry was one of five finalists selected by the Faculty Merit Foundation of West Virginia in 2013, which honors an outstanding faculty member at a WV college or university. Dr. Moudry will teach science class as well as "I'm Ready ACT".

Thomas Oldaker will be teaching financial literacy this summer. Mr. Oldaker currently teaches English at Tygarts Valley Middle School where he is also the track and field coach. He received his English education degree at Glenville State College where he worked as an instructor and Associate Director of Admissions after graduating.

Matt Postlethwait will be teaching composition/literature. He is the UB School Advisor at Tygarts Valley High School where he teaches English and dual credit English. Mr. Postlethwait is also an adjunct professor with Fairmont State University in English. His education includes a B.A. in psychology and English from West Liberty State College and a master's in education from Salem University. He also holds an endorsement in educational leadership from Western Governors University. This is Matt's 20th year of teaching with D&E Upward Bound.

Justin Suder will be instructing technology class for Upward Bound. Justin first graduated from West Virginia University in 2010 with a B.A. in English: professional writing and editing. In addition, Justin possesses a teaching certification from Wheeling Jesuit University. Justin is also a 2005 alum of Upward Bound and had worked as an RC for four summers and as an Activities Coordinator for one summer for the UB Summer Program.

Matt Taylor is a graduate of Davis & Elkins College with a B.A. in English education. He currently teaches theatre and English at Elkins High School. He is a member of the WV Highlanders and enjoys playing the bagpipes. Matt will be teaching test prep this summer.

2019 Summer Resident Coordinators

Abby Collett is a junior at Davis & Elkins College (D&E) pursuing a Bachelor of Science in community and cooperative health. Abby is an alum of Upward Bound through Elkins High School. Abby is the event coordinator for Phi Omega Mu Sorority at D&E. She has worked in both the D&E Athletics and Admissions Departments. Abby's upbeat personality and ability to ease a situation with laughter will enhance the summer program.

Katie Dixon is from Solon, Maine and attends Davis & Elkins College. Katie is majoring in biology with a specialization in secondary education. At Davis & Elkins, Katie is the captain of the golf team and works in the Naylor Learning Center. She spent her last summer working with Team Maine at the National Special Olympics in Seattle, Washington. Katie is full of energy and her enthusiasm is contagious.

Artie Guterrez is a senior at Davis & Elkins College where she is a member of the swim team and tutor for the Naylor Learning Center. Artie is majoring in psychology and mathematics. Artie is from Indio, California and a second year RC for D&E Upward Bound. Artie has been described as a very energetic person whose leadership skills set the tone for all around her.

Hannah Haddix is a junior at West Virginia University pursuing a speech pathology and audiology degree. She aspires to gain a master's degree and work with the geriatric population. Hannah is an alumn of Upward Bound and feels that the program made a huge impact on her ability to be successful in college. Hannah is full of energy and eager to be of assistance to our current students.

Makayla Marks is an alumn of the Davis & Elkins College Upward Bound Program through Pocahontas County High School. Makayla currently attends West Virginia University majoring in environmental geoscience. She is an avid hiker and enjoys the outdoors. Her fun personality will brighten the days of many students during the summer program.

Katee Moore is an alumn of the Davis & Elkins College Upward Bound Program from Tucker County High School. Katee holds a psychology degree from Fairmont State University and is actively pursuing an M.A. in clinical mental health counseling through Marshall University. Katee works part-time at Upward Bound throughout the year as the Outreach Specialist in addition to having her own photography business. Katee is a very nurturing person with a passion for helping others.

Travis Pickering is junior at Davis & Elkins College studying towards a Bachelor of Science in criminology. He is a member of D&E's cross-country team. Travis has spent previous summers working with Energy Express as a mentor to children in the program. His passion for helping others makes him a great fit for his new role as a Resident Coordinator. Travis is from Richie County, WV.

Becca Smith is a junior at Davis & Elkins College majoring in sustainability and minoring in physics and math. Becca works in the student life office at D&E and is an after-school counselor at the YMCA. Becca is from Covina, California. Her experience and energy for helping students learn will be an added bonus to Upward Bound this summer.

Cody Turner is a junior at Davis & Elkins College double majoring in political science and English. At D&E, Cody is a member of the tennis team and the vice president of the Polis Club. Cody is an active volunteer in his community and has helped coach many upcoming athletes in the tennis field. He is looking forward to sharing his experiences with students in Upward Bound. Cody is a native of Hardy County, WV.

Teshia William is a senior at Shepherd University majoring in sociology with a criminal Justice concentration. Teshia is native of Elkins and is an alumn of the Upward Bound Program. She is excited to again be a part of a program that provided her with many opportunities while in high school. Teshia is full of positive energy and looking forward to her new role as Resident Coordinator.



Night Resident Coordinators



Justin Suder is an alum of the Davis & Elkins College Upward Bound Program from Philip Barbour High School. Justin holds a Bachelor of Arts in English with a concentration in profession writing and editing from West Virginia University in addition to a teaching certification from Wheeling Jesuit University. Justin serves as the Upward Bound's summer technology instructor. Justin has also served as a Resident Coordinator and Activities Coordinator in past years. He brings a wealth of experience to the summer program.

Amber Milstead is an alum of the Davis & Elkins College Upward Bound Program through Pendleton County High School. She possesses a Bachelor of Arts in English and theatre from Davis & Elkins College and a Master of Fine Arts in creative fiction writing from West Virginia Wesleyan College (WVWC). Amber is an adjunct professor of English at WVWC. Her experience and wisdom is an asset to the Upward Bound Program.



SERVICES and BENEFITS OF THE SUMMER PROGRAM

LIVING ON CAMPUS

The Summer Program gives students the opportunity to familiarize themselves with the following: living on a college campus, campus life, dorms, and campus facilities. By spending time on a campus, students will gain insight into what it is like being away from home and having a roommate. Classes provide students with opportunities for learning and strengthening a variety of skills. Cultural events provide exposure to a diverse set of entertainers and specialists. Social events allow students to develop skills necessary to interact in our larger society.

MATERIALS and SUPPLIES

Upward Bound will provide the necessary academic materials and supplies needed for students. This includes backpacks, pens, pencils, paper, and food. Students are expected to bring an open mind, commitment to themselves and the Program, and a good attitude!

PROGRAM PROCEDURES

CHECK-IN – BEGINNING OF SUMMER

Summer Dorm

After picking up room keys on the first day of the Summer Program, students should check the contents of their rooms to see that all items are in good condition. Students should then complete the room condition report (this form is to be returned to an RC). The RC will review and witness the condition room form. This protects students from being fined or charged for any damages or missing items. All problems and concerns with room conditions and furniture should be reported to a floor RC. The RC will notify Maintenance so that problems and concerns can be addressed.

CHECK-OUT: CONCLUSION OF SUMMER

Students should completely clean their room, have it checked by an RC, review room condition report, and return keys to the assigned UB summer staff upon checking out of the dorm. All books and supplies must be returned. The backpack, notebook, pens and pencils are for students to keep. Do not forget personal belongings. UB is not responsible for returning items.

If a student finds it necessary to withdraw or leave the Upward Bound Summer Program, they must contact an Upward Bound staff member. An exit interview will be completed with parents or guardians and at least one full-time UB staff member.

ROOM KEYS

Each student will be given a room key that is returned every Friday to the assigned RC at checkout time. Keys must also be returned when signing out. The charge for a lost room key is \$45. Students should report lost keys immediately to an RC.

- Always lock doors when leaving the room.
- Room keys are the responsibility of students. Do not give or lend it to other students.
- The Upward Bound Program will not be responsible for any lost or stolen items.
- Outside entry doors, as well as hallway doors, will be locked for additional security as necessary. A dorm key will open the entrance door to the dorm as well as assigned room.

Students are not permitted in their rooms on weekends or holidays. Students will give their room key to the designated RC prior to leaving on Friday evenings or at checkout. Keys will be returned to students when they return to campus.

SIGN IN/SIGN OUT

UB has an attendance (sign in/out) iPad that is used to record a student's whereabouts. Signing in and signing out is for student protection and for record-keeping purposes. We must know where students can be reached in case of an emergency. Should a student fail to sign in or out at any time, parents or guardians will be called to assist us in locating student. Night RCs or UB staff members can direct students to the attendance UB iPad for signing in or out. To sign out, students must have a conflict form on file or some form of parental or guardian permission on file. Students will not be permitted to check in or out from 10:00 pm through 7:30 am unless it is an emergency.

DORM ROOM SECURITY

All lights and other electrical equipment should be turned off when leaving rooms. All windows and doors should be locked any time that a student leaves the room for class, evening activity, and field trips or before going home for the weekend. **Remember - UB will not be responsible for lost, stolen, or loaned items.**

VEHICLES

When bringing a vehicle to UB, students must park the vehicle upon sign-in and not return to or use it until checkout time. Any cases of vandalism or accidents concerning vehicles should be reported immediately to the Night RC or UB full-time staff.

ILLNESS and MEDICATION

If a student becomes ill, contact an RC immediately, who will contact the female Night RC. The Night RC will determine what support needs to be provided to make students comfortable. Assistant Directors will be notified of all ill students. Parents or guardians will be contacted if the illness warrants. Upward Bound insurance only covers accidents. Illnesses are not covered. Report any emergency to an RC or a staff member, and the situation will be handled appropriately. **Remember – if a student is too sick to attend class, they are too sick to attend activities.** Students who are ill must stay in their room and will be supervised by an RC. If a student is too ill to attend meals, an RC can provide a meal from the dining hall upon request.

The Upward Bound staff reserves the right to ask parents or guardians to come and get students if we feel we cannot handle the illness.

Parents or guardians must advise the Upward Bound staff of all medical conditions and medications affecting UB students prior to participation in the Summer Program. This includes conditions such as allergies. If parents or guardians have an issue with their child's medications, they must speak with one of the UB year-round staff. Medications are not to be in a student's possession unless documented and approved by UB staff.

MAIL

All mail should be addressed as follows:

Student Name
TRiO Programs-Upward Bound
Davis & Elkins College
Elkins WV 26241

Mail will be given to Resident Coordinators to deliver to students. When mailing a letter, use the mailboxes located inside Madden Center. Stamps are available in the bookstore or college post office.

CELL PHONE ACCESS

A UB cell phone will be available in the UB summer office for student call needs. UB full-time staff and Night RCs also have cell phones if a student needs to use a phone. Dorm rooms are not wired for land line phones.

USDA SUMMER FOOD PROGRAM

UB participates in the USDA Summer Food Program administered by the WV Department of Education. Breakfast, lunch, and dinner are served Monday through Thursday. Only breakfast and lunch will be served on Fridays. Meals will not be served on Saturdays and Sundays.

Snacks will be available to students each evening. The daily cost for meals for each student is approximately \$25. Again, these meals are provided to all students free of charge.

Meals will be served in the cafeteria during the following hours:

MONDAY - FRIDAY

Breakfast	7:30 am - 8:30 am
Lunch	11:30 am - 1:00 pm
Dinner	5:00 pm - 6:00 pm
Snack	approximately 9:00 pm (in dorms or with activity)

DINING ROOM/BENEDUM HALL

The dining hall is willing to feed students as much as students wish to eat. Students are expected to clean up their area by pushing in chairs, emptying trash and placing silverware and plates in the cleaning area.

The next page outlines meal patterns for each meal as required by the USDA. **Students must follow these guidelines. All students and staff are responsible for checking in with the food monitor at each meal (after receiving their meal but before sitting down to eat).**

A physician must document (in writing) food allergies and identify substitute foods in accordance to USDA SFSP. Forms for this documentation are available from the UB main office. Completed forms must be provided to UB staff prior to meal substitutions.



SUMMER FOOD SERVICE PROGRAM USDA Required Meal Patterns

Meal components are designed to provide nutritious and well-balanced meals. Options will be available; however, each meal has a minimum requirement that must be taken by the child.

**Breakfast requires 3 meal components to be taken by each child while
lunch and supper require 4 meal components to be taken by each child.**

Note – two servings within the same component does not count as an additional component.

BREAKFAST

Milk	1 cup or ½ pint
Juice or Fruit or Vegetable	½ cup
Bread or Bread Alternate (enriched or whole grain)	1 slice
Roll, biscuit, muffin	1 serving
or cooked pasta or noodle products	½ cup
or cooked cereal grains, such as rice, corn grits, or bulgur	½ cup
or cooked cereal	½ cup
or cold dry cereal	¾ cup or 1 oz

LUNCH OR SUPPER

Milk	1 cup or ½ pint
Meat or Poultry or Fish	2 ozs
or egg	1 large
or cheese	2 ozs
or cooked, dry beans or peas	½ cup
or peanut butter	4 tablespoons
or nuts or seeds	½ oz
Yogurt	1 cup
Vegetables and/or Fruits (2 or more different items)	¾ cup
Bread or Bread Alternate (enriched or whole grain)	1 slice
Roll, biscuit, muffin	1 serving
Cooked rice, macaroni, noodles, or other pasta products	½ cup

“In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

“Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

“To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit a completed form or letter to USDA by:

MAIL:

U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;

FAX:

(202) 690-7442; or

EMAIL:

program.intake@usda.gov

This institution is an equal opportunity provider.



TRANSPORTATION

Transportation to the USDA and the UB Summer Programs will be provided for Pendleton, Pocahontas, and some students who live along the bus route, as noted on monthly calendar. Bus schedules are distributed at May meeting and posted on Program website. Schedules will be reviewed each week at morning meetings during the Summer Program.

MORNING MEETING

Morning Meeting is a time set aside each academic day to review schedules, address announcements, conflicts, and upcoming events or procedures. Communication between staff and students is the primary goal of each meeting.

EVENING ACTIVITIES

A carefully planned schedule of social, cultural, and recreational events has been planned for the Summer Program. Some of these activities include teen issues, cultural classes, and wellness classes. To ensure a well-rounded experience, participation in evening activities is as important as participation in the academic components of the Program.

The calendar of events is tentative. Students should check the posted weekly schedule when returning to the dorms each Sunday evening and pay attention to announcements at morning meetings. It is a student's responsibility to be aware of changes. Upward Bound is a large group and needs everyone's cooperation, participation, and accountability.

Remember – attendance at activities is required.

FIELD TRIPS

One day a week is reserved for cultural, social, academic, career, and/or community service field trips. Planned field trips may result in changes to the daily schedule depending on the planned activity. **Watch and listen for changes!**

SUMMER STIPENDS

Summer Program stipends are based on attendance, participation, and performance. **A summer stipend check will be distributed prior to the final trip. Another stipend will be distributed after the Summer Program.**

CAMPUS SECURITY

The college provides locks on room doors and keys to ensure the safekeeping of personal property. Students are urged to use these devices. If students have a car on campus, they should remove valuables and keep doors locked at all times. **Upward Bound will not be held responsible for loss or damages of personal property.**

In order to provide a safe and secure campus environment, the Davis & Elkins College Security Office will assist us. The Security Office telephone is:

Cell phone: 304-704-9111

EMERGENCY CALL STATIONS

Emergency call stations are housed in large blue poles with lights and located behind Halliehurst, between Jennings Randolph and Liberal Arts, Hermanson Center/Chapel parking lot, Eschleman Science Center (4th floor main entrance), and the Boiler House Theater parking lot. Call stations dial 911 directly, and they are for emergency use only. Misuse of the call stations is a crime and will be handled as such.

Security cameras are posted around the D&E campus to monitor potential trouble areas.

REWARD TRIP

As an incentive for full participation, strong classroom interaction, completion of assignments, and appropriate behavior, students will be rewarded with an educational trip. If students miss more than one week of the Summer Program, students may not be eligible for this trip.

T-SHIRTS

UB T-shirts will be provided to students participating in the Summer Program. Students will be asked to wear UB T-shirt during certain activities. **UB T-shirts should be brought each week and worn when assigned.** A \$5.00 rental fee will be charged to students who need to rent a T-shirt for the activity.



BEHAVIOR PLAN

A behavior plan has been carefully developed to ensure that all students benefit from Upward Bound activities and remain safe. Students are expected to conduct themselves in a manner that shows good taste and regard for others. The UB Code of Conduct lists the basic requirements for a safe and secured shared living environment. It also provides the means of making a positive impression on all people with whom the Program has contact. UB students chose the following values as being the core of their code: citizenship, compassion, responsibility, respect, and fairness. They added optimism and hygiene as being additional requirements for people living in close contact. Since UB students created this Code of Conduct, Upward Bound expects that everyone will abide by its standards. The guidelines are further detailed in our Rules, Regulations, and Standards section.

SLIP-UPS

Misconduct is recorded, documented, and referred to as a “slip-up”. A slip-up is issued when an Upward Bound rule is broken. The original slip-up form goes to the RC completing the form, a copy to the student who broke the rule, and a copy to an Assistant Director. Students receiving a slip-up will be notified immediately and provided a written signed copy – within four hours of the rule infraction.

Individuals have the option of appealing a slip-up. This appeal must be presented to an Assistant Director within 24 hours of the offense. They may choose to take the matter to the Director.

If a student receives three slip-ups, they will meet with an Upward Bound administrative staff to determine the consequence.

CODES OF CONDUCT

The following rules or codes of conduct are very important. Please read them carefully to avoid misunderstandings or misinformation. Participants must comply with all rules, regulations, and standards during the Upward Bound Summer Program.

On every college campus, there are certain standards established by custom and tradition that are maintained by the support and cooperation of the college community. When students accept admission to UB, they accept responsibility for maintaining these standards. **Severe or repeated violations will result in being removed immediately from Upward Bound or the Summer Program.** Participation in the Upward Bound Program will be continually evaluated.

Rules apply at all times during the six-week Summer Program, which includes on-campus and off-campus activities.

- It is expected that students conduct themselves in a manner that demonstrates good taste and judgment. Students will be in assigned areas and keep commitments of schedules.
- Bullying, discrimination or disrespect will not be tolerated in any form.

- Possession or use of drugs, alcoholic beverages, tobacco or other smoking products will not be permitted. Parents or guardians will be notified if used, and penalties will occur.
- Excessive displays of affection will not be tolerated. Physical contact should not exceed holding hands. Student behavior is a reflection of their pride as well as a reflection of the Upward Bound Program.
- Discipline regarding students who display aggressive behavior will be dealt with on an individual basis.
- Students driving their own vehicle will not be in the vehicle or near the vehicle until they leave for the weekend.
- Students are not allowed on hallways other than those assigned. This policy also includes any lounges that may be on the respective floors. RCs will monitor all floors and rooms.
- Visitors are not allowed on floors; this includes friends, parents, and guardians. The only exceptions are Opening and Closing days when all students are moving in and out of dorms.
- According to fire regulations, the burning of candles, incense, or other products are not permitted in the dorm rooms.
- Water balloons, fireworks, and skateboards are not allowed on campus.
- Yelling and hanging out from dorm windows is not acceptable.
- Dishonesty and stealing are serious and warrant severe disciplinary action.
- *Students will be in the residence hall and on their appropriate floor each night by 10 pm unless there is a planned activity. Students will be in their assigned room and lights are out by 11 pm.*
- Leaving the dorm or floor after hours is a guaranteed dismissal from the Summer Program. If a student is experiencing a problem or concern, they should talk to UB staff. Students must stay in the dorms until 7 am unless the Night RC gives them approval.
- Students must sign in or out when entering or leaving the UB Summer Program. **The Elkins City Park is not part of the Davis & Elkins College campus.** The sign-in/sign out iPad will be in the Science Center or cafeteria during breakfast and morning meetings. The iPad will be in the Summer Day office (Rm. 317) until 5:00 pm. RCs or Night RCs will have this iPad from 5:00 pm until 8:30 am daily. The iPad will always be in the “blue bag.”
- Students must observe return and departure times: **6:30 pm-7:00 pm on Sundays, and 3:00 pm-3:20 pm on Fridays.** If an emergency arises and students cannot meet these time windows, please call a UB staff member. If a student does not call or are a no-show, they will be considered absent without permission and subject to disciplinary action.

- Scheduled dismissal and return times must be observed unless a UB staff member or Night RC has given prior approval. Parents or guardians need to notify UB staff of changes in writing. Emergency changes can be made through an RC staff or a full-time UB staff member. Contact phone numbers are listed in the front of this handbook.

CLASSROOM RULES

- **Excused absences** from classes or other activities will occasionally occur. In these instances, the student needs to communicate with their instructors or UB staff to arrive at a mutually agreed upon makeup.
- **Unexcused absences** from classes or other activities will not be tolerated. The first violation will result in a conference with UB staff at which time disciplinary action will be determined.
- **Unexcused tardiness** to classes or other activities will not be tolerated. Any violation will be an automatic slip-up.
- Inappropriate classroom behavior will not be tolerated. This includes sleeping, being disruptive, being inattentive, displaying a poor attitude, listening to music devices, and using cell phones. Any violation will be an automatic slip-up.
- Instructors will develop their own classroom rules in addition to the rules mentioned above. Each instructor will provide students with a written copy of rules in the form of a syllabus. A syllabus is an outline of the main points of study and guidelines within the class.
- Students are permitted to use cell phones. However, it is expected that students be mindful and respectful of proper cell phone etiquette.

RULES DURING FIELD TRIPS

- Students and staff will stick to established vehicle guidelines whether it is a car, van, or bus.
- Students will be responsible for any damages (spills and trash) to transportation vehicles.
- All students will observe arrival and departure times, and locations. Be prompt!
- Be courteous to drivers and avoid distracting them for everyone's safety.
- Be sure to collect all personal items and trash. It is not the responsibility of the staff to pick up after students or to find lost or misplaced items.

Any violations of the above stated rules could result in an immediate slip-up, conference with an RC or UB staff member, and disciplinary action.

RULES CONCERNING VISITATIONS

On occasion, students may have visitors. There is an **Upward Bound staff member who is in charge of visitor passes. Students must request a visitor's pass 24 hours prior to the visit.** The UB staff member can either approve or deny the request. Visitors must be high school students or otherwise approved age by UB full-time staff. Visitors must sign in and get a pass, which must be worn at all times. Passes should be returned at departure time. Approved visitors may be entertained in areas designated by an **Upward Bound staff member or Night RC.**

Students are responsible for their guests. All guests must follow the general rules of conduct. Students are not allowed to leave the campus with anyone except UB staff and student's parents or guardians. Prior approval is necessary if leaving the campus with someone other than a parent or guardian or UB staff.

MANNERS

Good manners and good taste dictate our relations with others. Since public display of affection is in very poor taste and an embarrassment to others, any inappropriate demonstration of affection involving body contact other than holding hands is in violation of Upward Bound policy. Inappropriate language or gestures will not be tolerated.

PERSONAL HYGIENE

Each student will be expected to wear clean clothing and practice good personal hygiene. If a student needs assistance with personal hygiene items, talk with a full-time UB staff member.

DRESS

Students are expected to dress in accordance with accepted social standards. Students are representing the Upward Bound Program and a neat and tasteful appearance not only enhances the Program's image, but it also boosts self-confidence and poise.

Dress should be in good taste with cleanliness and modesty being the goal. Shoes must be worn in classrooms and organized events. Skimpy clothes are not acceptable. Good taste is a guiding rule.

QUIET HOURS

Quiet hours will be observed Sunday through Thursday nights from 10:00 pm until 7:30 am. Running or unnecessary disturbances in the hallways, such as slamming doors, loud talking, loud music, and shouting from windows, will not be permitted. **Common courtesies must be observed at all times.**

Reminder - student actions are a direct reflection of themselves as well as Upward Bound.

COLLEGE PROPERTY

Students will be held responsible for damage to the residence hall or other college property that is caused by them. Students will also be held accountable for any college property that is lost. This also includes library materials.

BATHROOMS

The UB summer program dorms have community style bathrooms. To keep this comfortable and an easy transition for all participants, we have the following suggestions:

- Keep the showers and sinks as clean and safe as possible. Do not leave soap bars, shampoo bottles, razors, etc. lying around. Students should clean up after themselves.
- Dress appropriately to and from bathrooms.
- No horseplay in bathrooms.
- Keep toilets flushed.

NOISE IN THE DORMS

We ask each student to do their part to help keep the dorm as quiet as possible. Upward Bound is a learning environment. **Be courteous to others!**

NEATNESS and ROOM CHECKS

Keep dorm rooms neat. Students are also required to assist in keeping the entire dorm building clean by picking up trash and placing in appropriate receptacles.

RCs or other UB staff can check a student's room at announced or unannounced intervals with or without students present. The purpose of these inspections is to assist residents in maintaining rooms in accordance with the established standards and to ensure participants' safety.

APPLIANCES FOR DORMS

Irons, hair dryers, television, coffee pots, and small refrigerators, are permitted in dorm rooms. Any other food preparation appliances, such as microwaves and hot plates, are not permitted. A microwave will be available in the main lobby for student use.

SUMMARY

Students are expected to attend and participate in all classes and activities. There are very few excuses or reasons for non-participation. Students should contact the Night RC on duty or a UB staff member if an activity cannot be attended.

Students are expected to display a positive attitude and a cooperative spirit with staff and guests during the UB Summer Program. The rules and regulations are guidelines. **There are warnings and consequences for not following rules and expected conduct.**

Upward Bound is an optional program for students who want to prepare themselves for post-secondary education. Repeat incidents of misbehavior will result in the student being sent home for the remainder of the Summer Program.

FACILITIES

LAUNDRY

Washers and dryers are available in the residence hall. Upward Bound provides a limited amount of detergent for the summer. Students may be asked to furnish detergent. Complete laundry as quickly as possible so that others can use machines.

LOUNGE

Juice and soda machines are located in the main lounge. Please take care of these machines and facilities. Televisions, tables, chairs, and other furniture need to be kept orderly or left as it was found.

CHANGE

Change for the vending machines **cannot** be obtained from staff. All vending machines take dollar bills and quarters. There are no change machines in the dormitories. UB is not responsible for the vending machines.

LIBRARY

UB students have been provided with ID cards. These ID cards will be used to access materials from the Booth Library. All books must be returned on time. Overdue fines are the student's responsibility. Be responsible when using the library and return materials accordingly. Library hours for the summer are 9 am-5 pm, Monday through Friday.

PAPERS and FORMS

Upon acceptance into the UB Program, parents or guardians must complete medical forms. **Parents and guardians can make changes to the student's medical history form at any time.** Changes to emergency numbers should be provided to UB as soon as possible. These forms will be kept on file in the UB office.

A copy of the Student Contract is located on the next page. We want students and families to once again familiarize themselves with the rules, regulations, and standards. Students will continue to be held accountable for this contract.

STUDENT CONTRACT FOR _____

Please print student name

The Davis & Elkins College Upward Bound Program’s (D&E UB) mission is to guide low-income and first-generation Appalachian high school students to postsecondary success. D&E UB students must participate in **all** activities and components. Students may receive a stipend of \$40 per month for the academic year and \$15 per week for the summer participations. Stipends are calculated based on performance and participation. The following table lists various D&E UB components, guidelines, and outcomes:

COMPONENT	GUIDELINE	OUTCOME
In-School Sessions	School and Academic Advisors meet with students regularly to discuss GPA, attendance, behavior, test scores, and performance in both school and UB.	UB staff address academic issues to provide students and families open communication for problems or concerns to maintain participants’ “good standing” in their school and program. If students fall below an acceptable level, they may be placed on probation or meet with Directors.
Challenge Sessions	Students are expected to attend Challenge Session meetings, September through May, and must inform a staff member beforehand if they will be late, need to leave early, or cannot attend. Excused absences are illnesses, bad weather, school and academic reasons, church activities, or family emergencies.	Absences, tardiness, or leaving early may result in a prorated stipend. Students must notify UB office at 1.800.624.3157, ext. 1389, or 304.637.1389 or email deupwardbound@gmail.com <u>prior</u> to a Challenge Session for an absence to be excused. Two (2) unexcused absences may result in a meeting with Directors.
Tutoring Sessions	Students are expected to complete two hours (100%) of tutoring each month. Students must maintain a 2.5 GPA. This is a minimum requirement. Students are expected to perform to their potential.	Students are required to meet with Directors if their hours fall below an acceptable level. Arrangements are made to support student and UB’s tutoring needs.
Summer Program	Students are required to participate by attending and doing well in class.	Students, with their parents or guardians, who do not attend (unless they have excused permission), will be asked to revisit their commitment to UB. They may be ineligible to participate in the Bridge Program.

By signing this Contract, I agree to the above terms. I understand that if I do not meet one or more of the guidelines of the UB Program, I can be exited from the Program. I understand that UB is a tobacco, drug, and alcohol free environment and possession and use of any of these may result in my expulsion from UB. Student situations will be discussed individually and confidentially. I acknowledge D&E UB has the right to terminate my participation if it is determined that my conduct is detrimental to the best interests of UB or if any rule of UB or D&E is violated, at Directors’ discretion.

Student Signature

Date

Parent/Guardian Signature

Date

This form will stand in effect through the completion of D&E UB unless initiatives change. 8/14/2019