

ACADEMIC YEAR 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 \$768,419 (Pendleton/Pocahontas \$297,601, and Randolph/Barbour/Tucker \$470,818), 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, detitleix@dewv.edu or 304-637-1344.

PROGRAM STAFF

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

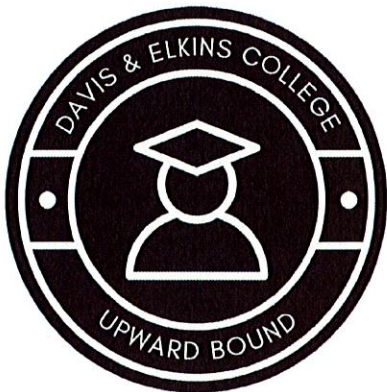
Carol Suder-Howes, Director 304.637.1989
..... Cell 304.642.1428
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**Website: www.deupwardbound.com
Facebook: www.facebook.com/deubwv
Email: deupwardbound@gmail.com**

Welcome to the Davis & Elkins College Upward Bound Program. Upward Bound is federally funded through the US Department of Education. Upward Bound offers fundamental support to participants in their preparation for college entrance. The Program provides opportunities for participants to succeed in their precollege performance and ultimately in their higher education pursuits. Upward Bound serves high school students from low-income families and high school students from families in which neither parent holds a bachelor's degree.

The goal of Upward Bound is to increase the rate at which participants complete secondary education and enroll in and graduate from institutions of postsecondary education. It is a year-round Program with offerings including monthly challenge sessions, academic support, a six-week residential summer program and college credit courses following high school graduation. This holistic Program allows students to perform well in high school and strengthen the competencies and skills needed to succeed in college.

Each year, schools in target areas are exposed to presentations and media outlining the Upward Bound Program. All aspects of the Program are presented to ensure applicants understand what is required of them. Students receive written Program information (Appendix 2a & 2b) to share with their parents and are reminded via school announcements of application (Appendix 3 for application sample) deadlines. UB staff work with school counselors, teachers, and administration to target the most eligible students. An application, recommendation, test score, grades and interview scoring rubric is in place to ensure fair access to the Program.

UB participants are also assessed upon entry into the Program by state achievement test records, grades, course selection and participation records. All information is placed in student files and recorded digitally. This data becomes the foundation for a participant's Career and Academic Plan (CAP). The CAP becomes the student and Program's overall record of assessment, as well as a goal setting and monitoring device. This active working plan considers academic needs, short-term objectives, and annual goals.

Students sign a Student Contract (Appendix 4) upon being accepted into the Program. The Contract outlines the 4 main components of the Program. Students are required to attend In-School Sessions, Monthly Challenge Sessions, Tutoring Sessions and a Summer Program each year. Students earn a stipend for their participation in the program. Students can earn up to \$40 per month during the academic year and up to \$60 per month in the summer. When available, a summer work-study component can be implemented for an additional stipend.

Though the Contract is a summation, UB provides academic counseling, tutoring, preparation for college entrance exams and standardized tests, information on federal student financial aid programs including Pell grants, loan forgiveness, scholarships and assistance with completing financial aid applications and federal student aid, guidance on postsecondary education, education and counseling on economic literacy, personal intervention, mentoring programs, work study, cultural, educational and recreational activities and career readiness preparation through its Academic Year and Summer Program components. Students receive direct and open resource instruction in mathematics through pre-calculus, laboratory science, STEM research, foreign language, composition, literature and reading. A carefully planned schedule of social, cultural, and recreational events has been planned for the Program.

Academic Year Component - Tutoring: All students are required to complete a minimum of two hours of tutoring monthly from September through May but may use tutoring as often as needed. The focus of tutoring is to offer students' academic support or remediation, preparation for standardized testing, opportunities to investigate and prepare for postsecondary education and to explore careers as outlined in their CAP. UB staff monitors tutoring monthly. Online tutoring assignments can be found on the D&E Upward Bound website at www.deupwardbound.org.

Academic Year Component - In School Sessions: Each participant has ongoing personal contact with UB representatives. These contacts include a minimum of two with UB staff, two with the School Advisor and one Challenge Session per month. These contacts with participants provide opportunities to monitor and assist with student progress. Email, texts, phone calls, websites and social media regularly keep students connected to Program components and staff.

In School student contacts, made by UB staff, are coordinated through the principals who have granted permission for UB to excuse participants from class. Individual and group sessions provide academic/intervention counseling opportunities. The sessions are valuable to the Program in providing a forum for individual and group discussions as well as a way to monitor student attitudes, feelings and concerns regarding their academic, career and social choices. Topics might include need for fee waivers, encouragement and support to take more challenging coursework, attendance or Career and Academic Plan review and evaluation.

Academic Year Component - Challenge Sessions: Challenge Sessions are held one Saturday per month during the academic year, September through May at Davis and Elkins College, beginning at 10 am and ending at 3 pm, except for sessions that include field trips or are held individually or in focus groups with parents and students. Meals are provided for supervisory staff and all students during Challenge Sessions.

UB families and county buses (see Appendix 5) provide transportation to and from Program components. UB uses county school buses, vans or charter buses to transport participants during off campus activities, such as college tours.

Challenge Session curriculum includes skill expansion and enhancement activities including:

Assessment and Skill Development Resources: Assessments and resources involving the LASSI and standardized tests are administered and reviewed for CAP development and monitoring. Academic requirements are reviewed for success in high school and those needed for postsecondary education. Specific emphasis is placed on academic requirements and rigors of education. Topics such as course selection, grades, attendance and motivation are discussed.

Students receive test preparation materials 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, AP and state standardized tests. Partners such as I'm Ready ACT, also provide intensive, prescriptive workshops to assure targeted participant improved math and science college entrance test scores.

Career Assessment: Student career assessments provide academic and career guidance to participants. In addition, the results help determine choices of guest speakers or job shadowing experiences for summer Career Day activities and potential work study placements.

College Information and Visits: Students explore college attributes, how to narrow choices, the application process and timetables for transition for entry into postsecondary education. Guest speakers, representing Admissions, Career Services, Counseling and Wellness Center, Financial Aid Office, Student Life, Athletic and Registrar's Office provide basic information on the role of their respective offices. College visits include a tour of the campus, a presentation by the admissions office and scheduled meetings with academic department representatives appropriate to student interests. If the institution has resource programs, such as Student Support Services, program opportunities and resources are reviewed. When UB alumni are available at these institutions, students interact with them to gain insights. Alumni serve as mentors.

Financial Aid and Affording College/Postsecondary: Students review types of financial aid, learn how to locate information for aid and negotiate financial packages. Senior participants and families are provided at least one individualized session on financial aid and get the assistance they need to complete the financial aid process and FAFSA. UB staff assists in all aspects of the financial aid process, including scholarships, grants, loan opportunities, financial obligations and responsibilities. UB personnel collaborate with schools, the WV Higher Education Policy Commission, WV Department of Education, and College Foundation of WV to affirm that students and families will complete the FAFSA, learn about the financial aid process, identify resources for funding their education and improve economic and financial literacy.

TRIO Day: Participants receive an explanation and overview of TRIO from a political and historical point of view in February. Guest speakers from other TRIO Programs are invited to explain the purpose of their respective programs and how they can be of assistance to UB participants. UB alumni also serve as mentors during this session.

Cultural and Social Development and Leadership: Sessions are targeted to develop participant tolerance and appreciation for diversity, enhance or develop social skills necessary for success and leadership and identify resources for travel experiences in college. Sessions may include performances or presentations devoted to enhancing awareness of one's own culture as well as unfamiliar cultures. Leadership forums and opportunities will be made available to students.

Senior Graduation Ceremony: Senior participants are recognized during the UB annual graduation in May. High school accomplishments and UB experiences are shared with participants and families. The purpose of this activity is to reward the seniors for their hard work, identify them as upcoming participant mentors and to motivate younger students.

Summer Program Workshops: Participants attend a workshop in May covering the summer component and receive a student handbook preview to address rules and regulations. This overview allows students and families to prepare questions, voice concerns and prepare for their summer academic experiences.

Senior Seminar: In the spring, senior participants are exposed to intensive high school-to-college workshops providing opportunities for individual and group activities that prepare students for a smooth transition into post-secondary education.

Students are required to participate in all components of Upward Bound. If a student's participation becomes less than adequate at any point, a probationary status will be implemented. If a probationary status is not satisfied or a severe infraction to Upward Bound's Rules and Regulations occurs, a student can be exited from the Program. Program events have ability to become virtual in the event of special circumstances.

PROGRAM PROCEDURES

Materials and Supplies

Upward Bound will provide each student with academic materials and supplies such as backpacks, calculators, planners and resource boxes. Upward Bound also provides fee waivers for college entrance exams ACT, SAT and ACT prep courses. In addition, Upward Bound provides fee waivers for college application fees.

Chaperoning

Chaperones and event volunteers must be pre-approved and assigned prior to the event start. Rosters of attendees are maintained and checked at each major location change. A ratio of 20 students to (at least) 1 chaperone must be maintained during all scheduled activities. Students are not permitted to be transported in personal vehicles unless unforeseen emergency. Students and employee will not have shared sleeping arrangement. In the event of emergency/illness that requires overnight supervision or transportation, a second approved adult must be present.

Visitation Rules

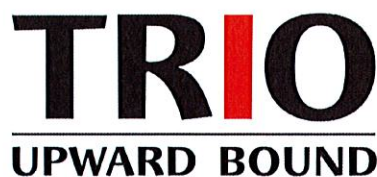
Students are not permitted visitors during Academic Year events unless requested prior to the event start. Visitors must be approved by a full time UB staff member prior to the event start. Students are responsible for their guests. All guests must follow the general rules of conduct.

Illness and Medications

If a student becomes ill, contact a UB full-time staff. Parents or guardians will be contacted if the illness warrants. Upward Bound insurance only covers accidents. *Illnesses are not covered.* Report any emergency to a staff member, and the situation will be handled appropriately. The Upward Bound staff reserves the right to ask parents or guardians to come and pick up students.

Parents or guardians must advise the Upward Bound staff of all medical conditions and medications affecting UB students prior to participation in the 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 staff. Medications are not to be in a student's possession unless documented and approved by UB staff.

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. (SEE APPENDIX 6)



Campus Security

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 Office of Public Safety will assist us. The D&E Public Safety phone number is 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, Eshleman 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.

Vehicles

Students and staff must park in the designated parking areas. While entering campus and the parking area, everyone should drive considerately and cautiously. Students are not allowed in any vehicle at any time other than at the beginning and end of Upward Bound event. Accidents or vandalism of automobiles and property must be reported to an Upward Bound Staff, who will notify security. The Davis & Elkins College Upward Bound Program is not responsible for students or staff who use personal vehicles as transportation to and from Upward Bound events. Students/Staff assume liability/responsibility when they enter a vehicle that is not Upward Bound provided transportation. It is expected that a family member or the student will provide transportation to the event or transportation stops. If this is not the case, a UB staff member must be notified ahead of time of the change in transportation.

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.

Dress and Personal Hygiene

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 to all events. Skimpy clothes are not acceptable. Good taste is a guiding rule.

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.

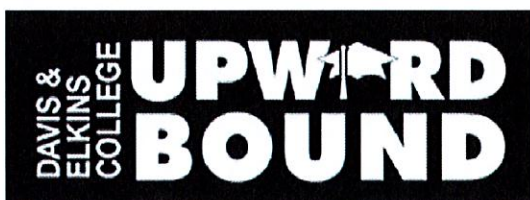
General Code of Conduct

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 while participating in all Upward Bound events (Academic Year and Summer).

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 Program.** Participation in the Upward Bound Program will be continually evaluated.

Rules apply at all times during program events 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 personal 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 from the event.
- Dishonesty and stealing are serious and warrant severe disciplinary action.
- Scheduled dismissal and return times must be observed unless a UB staff member has given prior approval. Parents or guardians need to notify UB staff of changes in writing. Emergency changes can be made through a staff or a full-time UB staff member. Contact phone numbers are listed in the front of this handbook.



Rules During Off Campus Events

- All students will observe arrival and departure times. Be prompt!
- Students and staff will adhere to established vehicle guidelines whether it is a car, van or bus.
- Students will be responsible for any damages (spills, tears, trash, etc.) to transportation vehicles.
- Noises such as yelling, loud music, etc., are distracting for drivers and will not be permitted.
- Be sure to collect all of your “stuff,” personal items or trash. It is not the responsibility of the staff to pick up after you or to find your lost or misplaced items.
- Cell phones and electronic devices must be turned off or on silent mode during presentations, tours or classes.
- Once Upward Bound has checked into hotel, no staff or student is to leave the hotel until the designated time in the morning.
- Observe lights out and quiet hours.
- Only females on female floors and only males on male floors. No exceptions!
- Phone calls on trips need to be made with cell phones or calling cards. UB Staff members have phones that can be used as necessary.

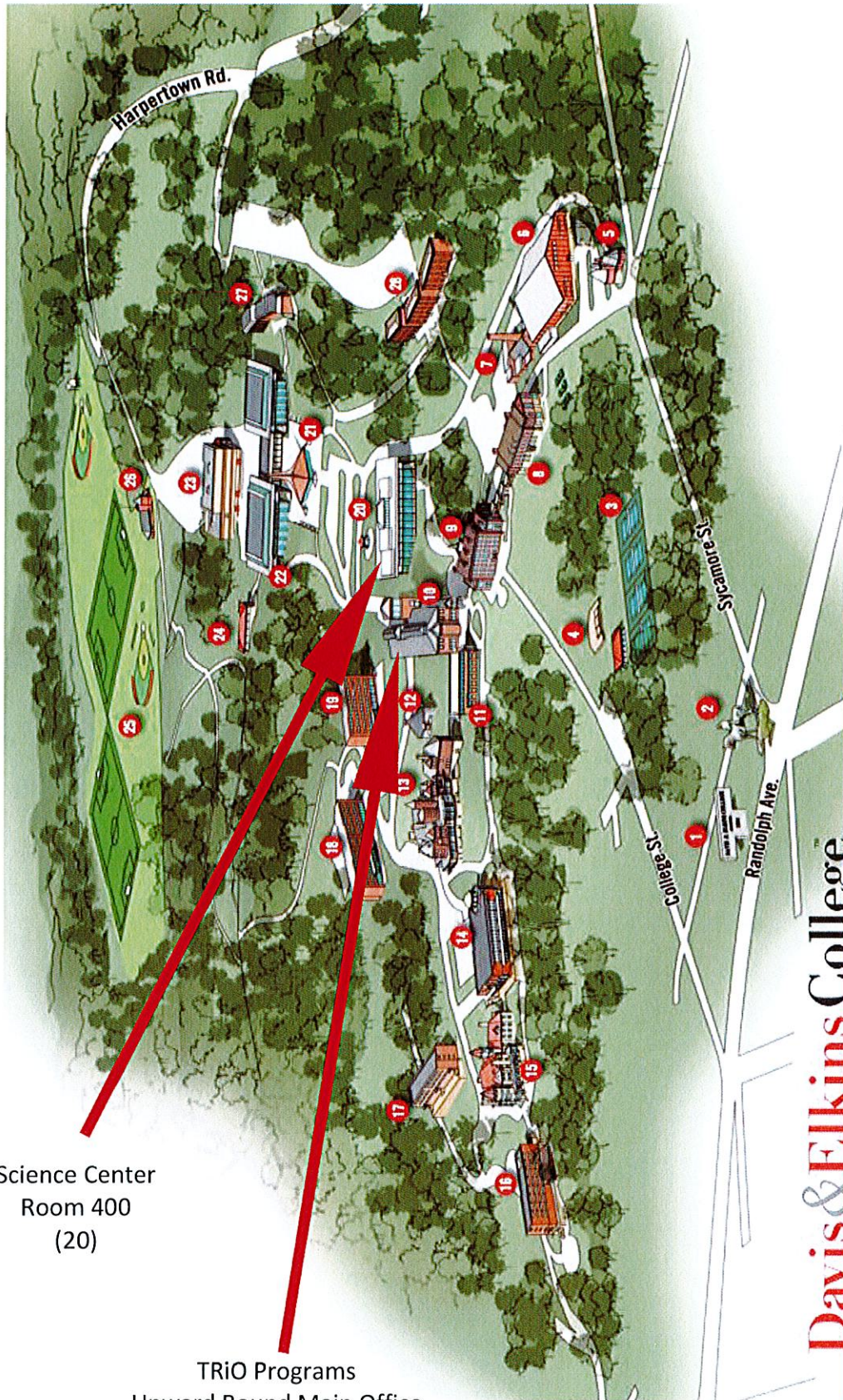
Summary

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 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 Program. The rules and regulations are guidelines. **There are warnings and consequences for not following rules and expected conduct.**



APPENDIX

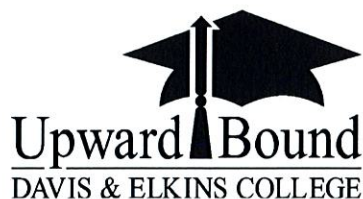


Science Center
Room 400
(20)

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

Davis & Elkins College

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



PROGRAM OVERVIEW

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

Website: www.deupwardbound.com
Facebook.com/deubwv

Davis & Elkins College (D&E) Upward Bound (UB) Programs are TRIO funded college preparatory programs serving Barbour, Pendleton, Pocahontas, Randolph, and Tucker Counties of West Virginia. The only cost to the student or family would be transportation to and from UB activities and your commitment of time to program activities. Transportation from Pendleton and Pocahontas Counties is provided. Schedules are posted on website.

UB prepares participants and families for college in various ways. Students participate in Challenge Sessions that are held one Saturday a month, September through May, except for January, on the campus of D&E. These typically begin at 10 am and end at 3 pm. Some topics include career, cultural, academic exploration, financial aid, test preparation, college admission and applications, and community service. Students will receive a \$15 stipend for attending each Challenge Session.

In-school sessions provide opportunities for students to meet with Academic and School Advisors to address academic and career counseling and personal issues. Individual Career and Academic Plans (CAPS) are developed and reviewed to document goals, achievements, and aspirations of participants.

Students are required to complete two hours of assigned tutoring each month during the academic year. Tutoring is also offered at the student's high school, as needed. The focus may be specific subjects: preparations for standardized tests (with fee waivers provided), academic, career, college, or scholarship explorations. Students receive a \$15 stipend for two hours of tutoring. In addition, for completing tutoring and participating in a Challenge Session, students receive a monthly bonus of \$10, therefore, making the maximum monthly stipend \$40 for the academic year.

UB has a Classic Summer Program where students live in the D&E campus dorms. Students attend academic classes during the day and participate in social, cultural, and wellness classes throughout the evening. Classes are designed to prepare students for high school completion as well as college preparation. Field trips include college visits, community service, career day, and a cultural experience trip. Resident Coordinators (RCs) are hired and live in the dorms with students. RCs are involved in every facet of the Program and bring experiences from different colleges. Students are not allowed to leave the D&E campus without a UB staff member or without written permission from their parent/guardian. Students are expected to participate after their sophomore and junior high school years. Students do not receive high school credit; however, they receive a stipend for their participation up to \$60 a month.

Students may be eligible for a Bridge Program after graduating from high school. Students may be offered up to two college classes at D&E during the college's Summer B-Term. The UB Program, with college support, pays for all expenses (room, board, books, and tuition.) Students live in the dorm, have a meal plan, and participate in college preparatory workshops and tutoring. Students can earn up to six college credits, which should transfer to the college of their choice in the fall. Bridge students are additionally eligible for a \$60 participation stipend. There is potential for some students to also have work study placement and additional earnings for their efforts.

For additional information, see our website at www.deupwardbound.com, or call at 800.624.3157, ext. 1989, 304-637-1989 or email at deupwardbound@gmail.com.

Mission

To guide low-income and first-generation Appalachian high school students to postsecondary success.

Qualifications

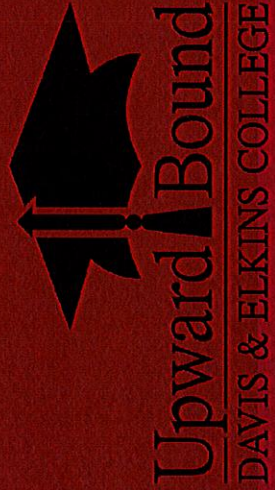
- Neither of your parents have a four-year college degree and/or
- You meet income guidelines and
- You have a desire to further your education after high school

Why Join UB?

Students who participate in Upward Bound are FOUR times more likely to earn an undergraduate degree compared to their counterparts of similar backgrounds who don't participate

Cost

Absolutely nothing! It's FREE. No hidden costs. Upward Bound pays YOU to participate. Students can earn a stipend for their participation.



Contact

Office

3rd Floor Booth Library
100 Campus Drive
Elkins, WV 26241

Phone

304-637-1389

Website and Online Application

deupwardbound.org

Email

deupwardbound@gmail.com

Social Media



@deubwv



@deupwardbound

DAVIS & ELKINS COLLEGE

UPWARD BOUND

AN AMERICAN TRIO PROGRAM

Federally funded by the U.S. Department of Education, Washington, D.C.

Designed to prepare students for success in postsecondary education

The Davis & Elkins College Upward Bound Program serves students in grades 10 through 12 from selected high schools in Randolph, Barbour, Tucker, Pendleton and Pocahontas counties who have an interest in pursuing postsecondary education.

Summer Programs

Classic Program

Rising Junior & Senior Participants

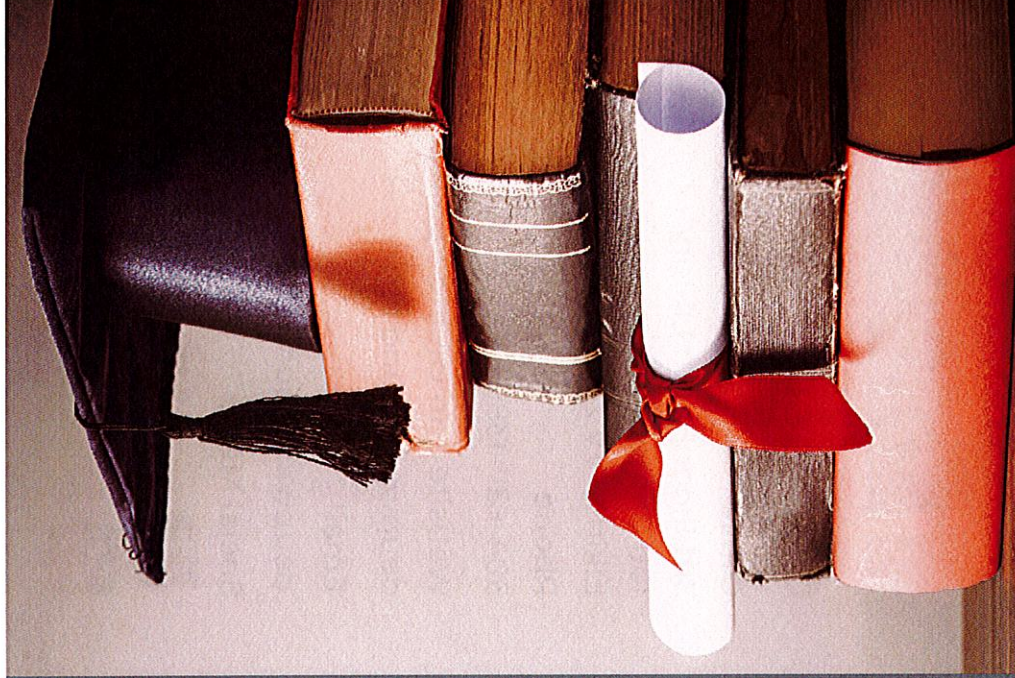
The Classic Program is traditionally a six-week residential program held on the campus of Davis & Elkins College. Throughout the weeks, students engage in academic course work, social and cultural activities, and out of classroom experiences. Students return home for the weekend. The Classic Program concludes with a recognition luncheon and a cultural/ educational experience event. The event is a multiple day excursion full of learning and fun!

Bridge Program

Select Graduates

The Bridge Program is a four week on-campus experience that gives students the chance to jumpstart their college education and easily transition into college life. Selected graduates can complete up to six credit hours of college courses with tuition and textbook costs covered by Upward Bound. Students are provided tutoring and study sessions. Weekly workshops and seminars help students develop tools and strategies for overcoming obstacles that they may face in their college education.

TRIO



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Academic Year

Challenge Sessions

One Saturday a month, from September to May, students meet on the Davis & Elkins College campus to participate in activities geared towards academic/career planning and college preparation.. Activities include college tours, information regarding college selection, financial aid, social and cultural exposure.

Tutoring & Academic Resources

Students are required to complete a monthly tutoring assignment geared towards standardized test preparation, career exploration, and/or postsecondary education all while creating a plan for their academic career after high school. Monthly assignments are guided by a progressive educational timeline with the goal of obtaining entry and succeeding in college. Students are provided standardized test prep study materials and waivers, college application waivers, graphing calculators, and much more.

Academic Advising

Students are given the opportunity and access to meet weekly with Academic Advisors. These individuals serve to assess and provide academic support. Academic Advisors track student progress and address needs through personal contact within the high school setting.



STUDENT APPLICATION

_____ LAST NAME	_____ FIRST NAME	_____ MIDDLE NAME	_____ PREFERRED FIRST NAME (What friends & family call you)
_____ DATE OF BIRTH	_____ GENDER	_____ SOCIAL SECURITY NUMBER	_____ HOME PHONE NO.
_____ MAILING ADDRESS		_____ CITY, STATE, ZIP	_____ STUDENT CELL PHONE NO.
_____ PARENT(S) OR GUARDIAN(S) <i>LIVING IN YOUR HOME</i>		_____ THEIR RELATIONSHIPS TO YOU (Parents, Foster Parents, Mother & Stepfather, Grandparents)	
_____ YOUR HIGH SCHOOL	_____ CURRENT GRADE LEVEL	_____ ARE YOU A U.S. CITIZEN?	_____ RACE
_____ STUDENT EMAIL		_____ PARENT EMAIL	

Attach additional pages, if needed.

Student required accommodations (for example, vegetarian, gluten free diet, learning support):

How do you describe yourself as a person and as a student?

Please list activities in which you are involved (sports, band, job, community, church).

What are your life goals?

I understand that I am required to submit two (2) Recommendation Forms, Medical History Form, and application to my School's Upward Bound (UB) Advisor by the required deadline. Upon signing this application, I certify that this information is true and correct to the best of my knowledge and understand that this information will be used as a tool to determine my eligibility to participate.

APPLICANT SIGNATURE

DATE

08/8/2018

PARENT/GUARDIAN APPLICATION

_____ NAME OF (BIOLOGICAL) MOTHER/GUARDIAN	EARNED A BACHELOR'S DEGREE? YES NO (Circle one)
_____ EMPLOYER	_____ WORK PHONE
_____ CELL PHONE	

_____ NAME OF (BIOLOGICAL) FATHER/GUARDIAN	EARNED A BACHELOR'S DEGREE? YES NO (Circle one)
_____ EMPLOYER	_____ WORK PHONE
_____ CELL PHONE	

_____ NAME OF PARENTS/GUARDIANS WITH WHOM CHILD RESIDES	_____ EMAIL ADDRESS	_____ CELL PHONE
_____ STREET ADDRESS	_____ CITY, STATE, ZIP	_____ HOME PHONE NUMBER
RELATIONSHIP WITH THE APPLICANT:		

To satisfy government policies, the taxable family income of a student must meet certain federal guidelines. The information requested below is necessary to determine program eligibility. This information will be used confidentially and used one time only. **Please attach tax forms that confirm the adjusted gross and taxable incomes.** Complete the following using your most recent tax form in which the applicant is claimed:

Tax Year: _____	Adjusted Gross Income: \$ _____
Total Number of Exemptions: _____	Taxable Income \$ _____
_____ I do not file income tax due to: _____	

I certify that all the above information is correct to the best of my knowledge. I agree to provide proof of any information submitted to the Upward Bound Program, upon request. I also agree to inform the Program of any changes in address, telephone number, medical issues, or guardianship. I give permission for the Davis & Elkins College Upward Bound to access my son's or daughter's transcripts, school files, and to communicate openly with staff.

Parent/Guardian Signature: _____ Date: _____

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-----BELOW IS FOR OFFICE USE ONLY -----

Davis & Elkins College Upward Bound Release for _____
Student's printed name

I authorize the D&E UB Program staff to secure subsequent information or materials relative to my academic status, performance and abilities in my school and throughout my academic endeavors.

I also understand that my signature gives permission for D&E UB to obtain academic transcripts, attendance, discipline reports, progress reports, disability documentation, standardized test records, or enrollment status from my high school or the school of postsecondary education that I am attending or have attended. This access is intended to provide D&E UB the means to track my academic progress in accordance with the Program's annual reporting requirements determined by the U.S. Department of Education and to communicate openly with schools and postsecondary institutions.

I also give permission for D&E UB to communicate with my parents or guardians regarding my academic, financial, social and disciplinary status in accordance with the Family Educational Rights and Privacy Act (FERPA).

I authorize the D&E UB to use photographs, likenesses, or video footage of me in publicity pieces including, but not limited to, news releases, the Program's web page, Facebook, or other social media. I also authorize UB to use my name, high school, hometown or college(s) to be attended, and other future plans to accompany my photograph or video image in publicity pieces.

Student Signature

Date

I agree to provide proof of any information submitted to D&E UB, upon request. I also agree to inform D&E UB of any changes in address, telephone number, medical issues, or guardianship.

My signature below gives permission for D&E UB to access my student's transcripts and all school files and records. My signature also gives permission for D&E UB to obtain academic transcripts, attendance, discipline reports, progress reports, disability documentation, and standardized test records from the school my student is attending or have attended. This access is intended to provide D&E UB the means to track and support my student's academic progress in accordance with the Program's annual reporting requirements determined by the U.S. Department of Education and to communicate openly with target schools, counties, and staffs.

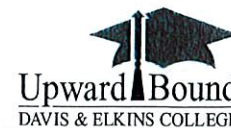
I give permission for my student to use transportation provided by D&E UB throughout their UB participation. I agree to assist with transportation, whenever possible. I understand staff will supervise students. I also give permission for my student to participate in all UB activities. I knowingly and voluntarily assume all such risks, both known and unknown, even if arising from the negligence or fault of D&E UB, and assume full responsibility for my student's participation in the Program.

I authorize D&E UB to use photographs, likenesses, and video footage of my student in publicity pieces, including but not limited to, news releases, such as those issued to local newspapers; publications, such as newsletters; program recruiting tools, such as videos and brochures; and the program's web page, Facebook, or other social media. D&E UB also has my permission to use their name, high school, hometown or colleges, and other future plans to accompany my student's photograph or video image in publicity pieces. D&E UB will not release specific street or mailing addresses, e-mail or phone numbers of participants.

Guardian's printed name and

Signature

Date



STUDENT CONTRACT FOR _____

Please print student name

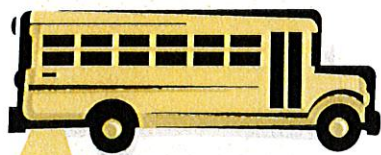
The Davis & Elkins College Upward Bound Program's (D&E UB) mission is to guide low-income and first-generation Appalachian high school students to postsecondary success. D&E UB students must participate in **all** activities and components. Students may receive a stipend of \$40 per month for the academic year and \$60 per month 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.



Upward Bound Bus Schedule

Pendleton & Harman

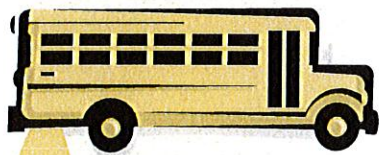
8:15 am Depart from Pendleton Co HS
 8:35 am The Gateway
 8:45 am Yokum Store at Seneca Rocks
 9:10 am Harman HS
 10:00 am Arrive at D&E

3:00 pm Depart from D&E
 3:30 pm Harman HS
 3:55 pm Yokum Store at Seneca Rocks
 4:10 pm The Gateway
 4:30 pm Arrive at Pendleton Co HS

Pocahontas & TVHS

8:00 am Depart from Marlinton School
 8:30 am Green Bank Elementary
 8:45 am Hermitage Exxon Bartow
 9:15 am Tygarts Valley HS
 10:00 am Arrive at D&E

3:00 pm Depart from D&E
 3:30 pm Tygarts Valley HS
 4:15 pm Hermitage Exxon Bartow
 4:30 pm Green Bank Elementary
 5:00 pm Arrive Marlinton School



Upward Bound Bus Schedule

Pendleton & Harman

8:15 am Depart from Pendleton Co HS
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 3:30 pm Tygarts Valley HS
 4:15 pm Hermitage Exxon Bartow
 4:30 pm Green Bank Elementary
 5:00 pm Arrive Marlinton School



MEDICAL HISTORY

PLEASE USE BLACK OR BLUE INK

Student Name: _____

Last

First

MI

Student Social Security #: _____ Birth Date: _____ Sex: _____

Please check one of the following pertaining to this student's medical insurance coverage.

_____ I do not have medical insurance for my child who is entering/in the Upward Bound Program.

_____ I do have medical insurance (Private, Medical Card, and CHIPs) for my child who is entering the Upward Bound Program. **PLEASE ATTACH A COPY OF THE HEALTH INSURANCE CARD.**

Name of Insurance Company: _____

Address: _____

Policy Number: _____ Date of Policy: _____

Parent(s) Name: _____

Relationship: _____

Address: _____

Home Telephone: _____

Parent(s) Birthdate: _____

Work Telephone: _____

Medical Doctor: _____

Cell Phone Number: _____

Doctor Telephone: _____

Please list another contact (different than the one listed above):

Name: _____

Relationship: _____

Address: _____

Home Telephone: _____

Work Telephone: _____

The following medications are provided to all Upward Bound students on an "as needed" basis. Please write "NO" beside any of these medications you **do not** want your child to receive.

_____ Ibuprofen (Advil, Motrin, etc) _____ Acetaminophen (Tylenol, etc)

_____ Pepto Bismol _____ Dramamine _____ Benedryl

Concerns/Notes: (Please list any information in this section that you would like our staff to be aware of regarding your child.)

PLEASE BE SURE TO COMPLETE BOTH SIDES OF THIS FORM.

Has anyone in student's family had:

	Yes	No	Please list the relative
suspected tuberculosis	___	___	_____
epilepsy	___	___	_____
diabetes	___	___	_____
heart trouble	___	___	_____
rheumatism/arthritis	___	___	_____
sickle cell anemia	___	___	_____
cancer	___	___	_____
mental disorder	___	___	_____
other: _____	___	___	_____

Immunizations:

___ Yes - my child's immunizations are up to date.

___ No - my child's immunizations are not up to date.

What is the date of your child's last tetanus shot? _____

Please explain any health or medical problems: _____

Please explain any past illnesses, injuries, hospitalizations or surgeries: _____

Allergies (bee, food, medications): _____

Medication taken regularly: _____

Dietary restrictions: _____

Other medical concerns that might affect participation in scheduled activities: _____

I give Upward Bound staff permission to act in my place in the event of an emergency and I cannot be notified. Students will report any medications taken as prescribed. I will update the program of any and all health changes regularly. In the event of any medical emergency, I authorize and consent to any x-ray examination, anesthetic, medical, dental or surgical diagnosis or treatment, and hospital care that D&E UB personnel deem necessary for safety and protection. I understand and agree that D&E UB assume no responsibility for any injury or damage that might arise out of or in connection with such authorized emergency medical treatment. Authorization of medical consent pertains to hospital treatment only and does not prohibit emergency care in the field.

Student Signature

Date

Parent/Guardian Signature

Date

This form will stand in effect through completion of the Program unless initiatives change.