

PARTICIPANT HANDBOOK

**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 \$799,156 (Pendleton/Pocahontas \$309,505, and Randolph/Barbour/Tucker \$489,651), project services are free to eligible students. Upward Bound is an Equal Opportunity in Education project that is in compliance with Title IX and Section 504 of the Rehabilitation Act and 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 the filing of a complaint should be referred to the College's Title IX Coordinator: Amy Kittle, Title IX Coordinator
Phone: (304) 637-1244 Email: detitleix@dewv.edu

For further information on D&E's notice of non-discrimination, please see <https://www.dewv.edu/non-discrimination>

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*Office hours are 8am until 4:30pm – Monday through Friday.
Staff will return calls and emails as soon as possible.
Microsoft Teams is our primary means for communication.*

**Website: www.deupwardbound.org
Email: deupwardbound@dewv.edu
Main Office/UB Cell: 304-940-3610**

09/2023

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, students from families in which neither parent holds a bachelor's degree or students who are at risk for academic failure.

The goal of Upward Bound is to increase the rate at which participants complete high school 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 residential summer program and Bridge 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 are required to maintain a 2.5 GPA or better. 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 Student 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 academic, social, cultural, and recreational events has been planned for the Program.

Academic Year - Tutoring: All students are required to complete online tutoring monthly from September through May. 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. Online tutoring assignments and access to individual tutoring options and staff can be found on the D&E Upward Bound website at www.deupwardbound.org and can be used as often as needed at no cost.

Academic Year - 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 (school personal hired by UB as a school liaison) and one Challenge Session per month. These contacts with participants provide opportunities to monitor and assist with student progress. Email, messenger groups, 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 challenging coursework, attendance or Career and Academic Plan review and evaluation.

Academic Year - Challenge Sessions: Challenge Sessions are held one Saturday per month during the academic year, September through May, at Davis and Elkins College. In person sessions begin at 10am and end 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. Virtual sessions are held on the Zoom platform when in- person sessions are not possible. Zoom Challenge Sessions typically run from 10am until noon.

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 Learning and Study Strategies Inventory (LASSI), Strong Interest Inventory and standardized tests are 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 support improved 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 Opportunity: 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.

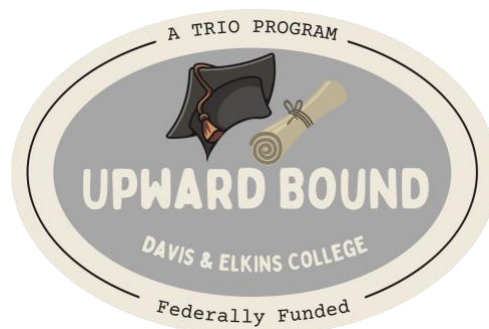
Cultural, Social Development, and Leadership: Sessions are targeted to develop participant tolerance and appreciation for diversity, enhance or develop social skills necessary for success and leadership and identify resources for travel experiences in college. Sessions may include performances or presentations 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. 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 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 file. Upward Bound also provides fee waivers for college entrance exams (ACT, SAT). In addition, Upward Bound provides waivers for college application fees.

Chaperones and Volunteers

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

Illness and Medications

Students should not attend in-person events if ill or any illness symptoms are present. If a student becomes ill during an event, 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 Program, parents or guardians must complete medical forms. **Parents and guardians should update student's medical history information if any changes occur.** These changes should be provided to UB as soon as possible. These forms are kept on file in the UB office. (SEE APPENDIX 6) Parents and guardians will be notified if an accident occurs.



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.

Vehicles

Students and staff must park in the designated parking areas. While entering campus and the parking area, everyone should drive considerably and cautiously at 15mph or less. 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 and security. Neither Davis & Elkins College or the 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.

Dress and Personal Hygiene

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. Shoes must be worn to all events. 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 and Standards

Participants must comply with all rules, regulations, and standards while participating in all Upward Bound events of both in the Academic Year and Summer. These apply to both on and off campus activities.

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. Participation in the Upward Bound Program is continually evaluated. **Severe or repeated violations will result in being removed immediately from Upward Bound Program.**

- It is expected that students conduct themselves in a manner that demonstrates good taste and judgment.
- Be kind to others. Respect differences and be mindful of other people's feelings. Bullying, discrimination, or disrespect will not be tolerated in any form.

- Students driving to UB events will not be in their vehicle or near the vehicle until they leave from the event.
- 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 UB staff member.
- Students must stay in assigned areas, keeping with the group and be attentive of schedules.
- Physical contact with others should not exceed holding hands. Student behavior is a reflection of personal pride as well as a reflection of the Upward Bound Program. Excessive displays of affection will not be tolerated.
- 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.
- Discipline regarding students who display aggressive behavior will be dealt with on an individual basis.
- Dishonesty and stealing are serious and warrant severe disciplinary action.



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.

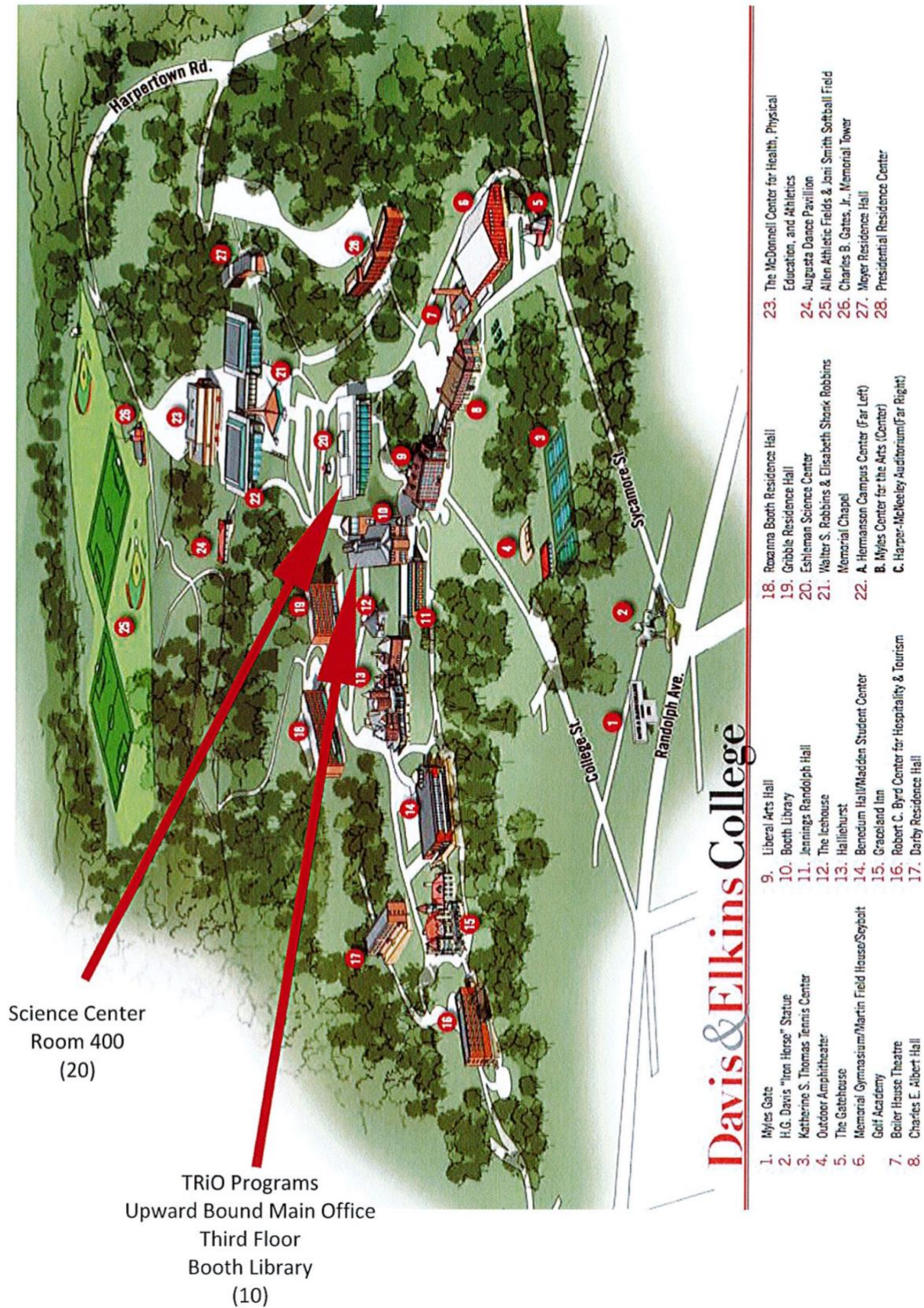
- Cell phones and electronic devices must be turned off or on silent mode during presentations, tours or classes.
- Once Upward Bound has checked into hotel, no staff or student is to leave the hotel until the designated time in the morning.
- Observe lights out and quiet hours.
- UB Staff members have 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.**







PROGRAM OVERVIEW

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

Website: www.deupwardbound.org

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 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.org, call 304-940-3610, or email us at deupwardbound@dewv.edu.

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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

304-940-3610

Website and Online Application

deupwardbound.org

Email

deupwardbound@dewv.edu

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 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 Summer Program concludes with a recognition luncheon and a cultural/ educational Learning Outside the Classroom 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

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.



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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) LIVING IN YOUR HOME		_____ 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
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PARENT/GUARDIAN APPLICATION

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

_____ NAME OF (BIOLOGICAL) FATHER/GUARDIAN	EARNED A BACHELOR'S DEGREE? YES NO <u> </u> (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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Amy Kittle, Title IX Coordinator Phone: (304) 637-1244 Email: detitleix@dewv.edu

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STUDENT AND PARENT/GAURDIAN

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 summer participation. 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' <u>"good standing"</u> 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@dewv.edu <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 <u>expected to perform to their potential</u> .	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. 9/22/2022

Bus Schedule



Pendleton & Harman

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

3:00 pm Depart from D&E
 3:30 pm Harman High School
 4:00 pm Yokum Store at Seneca Rocks
 4:10 pm The Gateway
 4:30 pm Arrive at Pendleton Co. H.S.

Pocahontas & Tygarts Valley

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

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

MEDICAL HISTORY, INFORMATION & CONSENT

PLEASE USE BLACK OR BLUE INK and complete both sides of form!



Student Name: _____

Student Social Security #: _____ Last First MI Birth Date: _____ Gender: _____

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

Circle correct option: **I DO** or **DO NOT** have medical insurance (Private, Medical Card, or CHIPs) for the student.

PLEASE ATTACH A COPY OF THE HEALTH INSURANCE CARD or send a photo via email deupwardbound@dewv.edu

Name of Insurance Company: _____ Group #: _____

Policy or ID#: _____ Insurance Company Phone #: _____

Address of Insurance Company: _____

Please identify by name All adults and relationships in which the student resides or lives with (circle and identify):

Father: _____ Mother: _____ Step- Mother: _____

Step-Father: _____ Guardian(s): _____ Other: _____

Mailing address: _____

Home #: _____ Cell #: _____ for _____ Cell #: _____ for _____

Email (s): _____

Names of other children in home: _____

Student's Medical Doctor: _____ Doctor #: _____ Student's Dentist: _____ Dentist #: _____

Circle any condition the student is being treated for by his/her physician below.

Respiratory: <ul style="list-style-type: none"> Asthma with inhaler: Yes No Chronic Bronchitis Cystic Fibrosis Severe Allergic Reaction Specify allergen: _____ Epinephrine: Yes No 	Central Nervous System/Neurological: <ul style="list-style-type: none"> Cerebral Palsy Epilepsy/Seizures Date of last seizure: _____ Seizure medications: Yes No Brain/Spinal Cord Trauma/Infection Hydrocephalic/Microcephalic Migraine/Severe Headaches 	Gastrointestinal: <ul style="list-style-type: none"> Cleft Lip/Palate Ulcerative Colitis, Crohn's Disease Eating Disorders (Anorexia/Bulimia) Other GI problems: _____ Special Diet (Including food allergy/intolerance): _____
Behavior Medicine: <ul style="list-style-type: none"> Mental Disorders: Diagnosed Depression, Bipolar, Schizophrenia, Suicidal Behavior Disorders: ADHD, Anxiety, OCD/ODD 	Endocrine: <ul style="list-style-type: none"> Diabetes Type 1 Diabetes Type 2 Hypoglycemia Adrenal Insufficiency Thyroid Disorder 	Musculoskeletal: <ul style="list-style-type: none"> Juvenile Arthritis Scoliosis, Lordosis, Kyphosis Muscular Dystrophy Osteogenesis Imperfecta Spina Bifida Prothesis
Genetic: <ul style="list-style-type: none"> Autism Spectrum Down Syndrome Tourette Syndrome 	Cardiovascular/Blood Disorders: <ul style="list-style-type: none"> Heart Problems Hemophilia/Coagulation Disorder Hepatitis Hypertension Immunosuppressed 	Urological: <ul style="list-style-type: none"> Renal Disease – Nephritis or Nephrotic Syndrome Neurogenic Bladder
Vision/Hearing: <ul style="list-style-type: none"> Glasses/Contacts Color Blind Hearing Aids Other: _____ 	Cancer: <p>Type: _____</p>	Other: _____ Or NO KNOWN HEALTH PROBLEMS

Please Circle YES or NO

YES or NO The student's immunizations are up to date.

YES or NO- The student's Covid-19 Vaccine & boosters are up to date.

YES or NO- The student has a communicable disease.

YES or NO- The student has a chronic illness.

Please explain any health or medical problems or physical limitations identified and recommendations of physician:

If the student has any allergies, please list any treatments, medications, or support equipment such as EpiPen, inhaler, glucose tablets:

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

Please identify medications taken regularly:

If the student has any dietary restrictions or food allergies, please list below:

Any food allergies or dietary restrictions require completion of The Medical Plan of Care for School/Site Food Service Form which is downloadable at deupwardbound.org under the student info tab or contact our office at 304-637-1389 or deupwardbound@dewv.edu. We can mail or email you a copy of the form. We must have this documentation to share with our food service providers.

Please identify all information you would like our staff to be aware. Be sure to note anything that could affect the student's participation in scheduled activities.

Please list another EMERGENCY contact (different than those identified)

Name: _____ Relationship: _____

Address: _____

Home #: _____ Cell #: _____ Work #: _____

I give Upward Bound staff permission to act in my place in the event of an emergency when I cannot be notified. Students and Guardians 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 UB personnel deem necessary for safety and protection. I understand and agree that Davis & Elkins College, Upward Bound, its employees and agents assume no responsibility for any injury or damage that might arise out of or in connection with such authorized emergency medical treatment and indemnify each of them of any claim arising out of the student's participation. Authorization of medical consent pertains to hospital treatment only and does not prohibit emergency care in the field. **The undersigned certifies that they are the parent, guardian or representative of person listed on document and has the legal authority to sign on behalf of that person.**

Student Signature

Date

Guardian Signature

Date

This form will stand in effect through completion of the Program unless changes in health, medical, insurance, guardianship, or initiatives occur. New forms are readily available at deupwardbound.org or by contacting the UB Office 304-637-1389.

9/11/2023