

PARTICIPANT HANDBOOK

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

Davis & Elkins College has been serving Upward Bound participants in Randolph County since 1989, Barbour County since 1991, Tucker County since 1994, Pendleton and Pocahontas Counties since 1999.

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 complies 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) 621-1316 Email: detitleix@dewv.edu

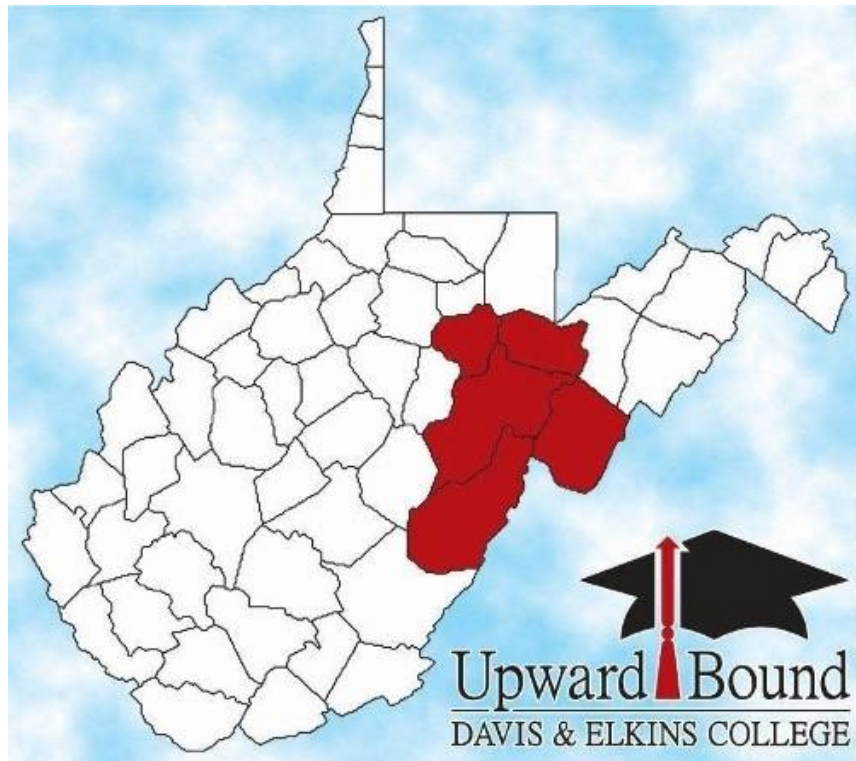
For further information on D&E's notice of non-discrimination, please see <https://www.dewv.edu/non-discrimination>

PROGRAM STAFF

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

Website: www.deupwardbound.org
Email: deupwardbound@dewv.edu
Upward Bound Phone: 304-940-3610



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 pre-college performance and, ultimately, 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 at risk for academic failure.

Upward Bound aims to increase the rate at which participants complete high school education and enroll in and graduate from institutions of post-secondary education. It is a year-round program with offerings that include monthly challenge sessions, academic support, a residential summer program, and Bridge college credit courses available 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.

Schools in target areas are exposed to presentations and media outlining the Upward Bound Program each year. All aspects of the program are presented to ensure applicants understand what is required. Students receive written Program information ([see Appendix](#)) to share with them, and guardians are reminded via school announcements of application deadlines. UB staff work with school counselors, teachers, and administration to target the most eligible students. An application, recommendations, 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 for communication, reporting and compliance. 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 ([see Appendix](#)) upon being accepted into the program. The Contract outlines the main components of the program. Students are required to attend In-School Sessions, Monthly Challenge Sessions, Tutoring Sessions, and the Summer Academy 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 monthly in the summer. Stipends are earned by participation in required program components. For example: If tutoring is completed for the academic month a participant can earn \$15, if a student participates in the Challenge Session activity, they may earn \$15. If a participant completes both tutoring and is engaged in the session activities, they earn a bonus of \$10 for the month making their stipend \$40. A summer work-study component can be implemented for another form of summer stipend when available.

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 post-secondary 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.

Davis & Elkins College Upward Bound Code of Conduct and Honor

At Davis & Elkins College Upward Bound, we strive to make our program as safe and rewarding as possible for all participants. We expect our students to behave in a manner that reflects the positive reputation of the Upward Bound programs, one of respect, kindness, patience, and the use of the golden rule. We expect that everyone including staff, participants, guests, chaperones, guardians, treat one another as they would want to be treated with empathy, compassion, passion and support of one another.

The following violations are subject to a warning or could result in suspension or dismissal from any interaction or program:

- Failure to comply with the reasonable instructions of any staff person.
- Interfering with any staff member while performing program duties.
- Providing false information to staff members with the intent of deceiving.
- Use or possession of any tobacco product.
- Verbal abuse of participants, guests, and staff members.
- Disorderly conduct, including the use of foul language.
- Misuse of the internet or issued ID or equipment.
- Bullying, cyberbullying, hazing, sexual harassment, and/or sexual misconduct.

The following violations will result in immediate dismissal from the program:

- Use or possession of alcoholic beverages, marijuana, dangerous drugs or paraphernalia.
- Committing violence, including verbal, against any participant, guest, instructor or staff member.
- Use or possession of firearms, explosives, knives or weapons of any kind.

Davis & Elkins College Upward Bound is an opportunity for participants to develop their potential for success in college. Participants must fully intend to utilize that opportunity by working with the Upward Bound staff to enhance their talents, abilities, and strengths. It is expected that all participants will strive for their development by committing to the following statements outlined below:

- I realize that my obligations to Upward Bound have been determined and outlined in my student contract only for my benefit.
- I will complete Upward Bound through my involvement until the end of the summer following my graduation from high school.
- I will do my very best in school and in Upward Bound courses by maintaining at least a 2.5 GPA.
- I will obey all program rules and regulations.
- I will attend activities and complete tutoring during my high school career.
- I will meet with my School and Academic Advisor regularly.
- I will attend Challenge Sessions and communicate with my Academic Advisor or UB about any conflicts.
- I plan to attend Upward Bound summer programs.

DATES TO REMEMBER

Each year, anticipated dates of Challenge Session, School Visits, and Summer Programs are shared with participants and guardians. These dates are posted on the UB website on its home page www.deupwardbound.org and also shared via TEAMS, Academic and School Advisors.

Academic Year – Tutoring

All students are required to complete tutoring monthly from September through May by accessing assignments through the Upward Bound website. Each grade will ongoingly access tutoring by clicking their class standing tab, sophomore, junior or senior. Tutoring focuses on offering students' academic support or remediation, preparation for standardized testing, opportunities to investigate and prepare for post-secondary education, and the exploration of 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 additional tutoring can be used as often as needed at no cost to participants.

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 personnel hired by UB as a school liaison- see *below*), and one Challenge Session per month. These contacts with participants provide opportunities to monitor and assist with student progress. Email, Microsoft Teams, phone calls, websites, and social media connect students 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. Staff may also host virtual sessions addressing school groups to provide additional support. Topics might include the need for fee waivers, encouragement and support to take challenging coursework, attendance, or Career and Academic Plan review and evaluation.

School Advisors

School	UB School Advisor	WV County
Elkins High School	Amanda Carter	Randolph
Harman School	Rebecca Vance	Randolph
Philip Barbour High School	Stephanie Skidmore	Barbour
Tucker County High School	Roxcella Owens	Tucker
Tygarts Valley High School	Marsha McAtee	Randolph
Pocahontas High School	Cindy Pritt	Pocahontas
Pendleton High School	Ali Judy	Pendleton

Academic Year –Challenge Sessions

Challenge Sessions are held one Saturday per month during the academic year, September through May, typically at Davis and Elkins College or on the TEAMS platform. In-person sessions traditionally begin on campus at 10 am and conclude at 3 pm, except for sessions that include field trips. Virtual sessions may include individual or focus groups for guardians and participants. Meals held in-person provide food for participants, typically lunch. Field trips that require overnight stays will also provide lodging and additional meals to accommodate the length of stay, as well as entry fees for participants to have supervisory staff in attendance. Virtual Challenge sessions are held using the TEAMS platform when in-person sessions are not possible and typically operate from 10 am until noon.



UB families and buses/vans provide transportation to and from Program components. UB uses county school buses, Davis & Elkins College vans/buses, or charter buses to transport participants during off-campus Learning Outside the Classroom activities, such as college tours. Transportation schedules are provided prior to events and participants are asked to sign up for the UBER Transportation prior to activities using the attendance and UBER form found on the home page of the Upward Bound website (see deupwardbound.org) Participants are asked to confirm attendance and travel plans to and from all events using this form.

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 post-secondary 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. Dr. Brian Moudry coaches' classes five Sundays prior to each ACT test administration. Students may access the class in-person or online. UB will cover the typical \$300 cost for I'm Ready test prep coursework. Students must plan to participant in all classes when signing up for I'm Ready. Please contact Academic Advisors to express interest for signing up for this form of test prep. For class dates and more information go to www.imreadyactprep.com

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 to post-secondary education. Guest speakers representing Admissions, Career Services, the Learning 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 campus tour, a presentation by the admissions office, and scheduled meetings with academic department representatives

that are appropriate to student interests. If the institution has resource programs, such as other TRIO programs such as Student Support Services, program opportunities and resources are also reviewed. When UB alums are available, students interact with them to gain insights. Alums serve as mentors.

Financial Aid and Affording College/Post-secondary Opportunity: Students review types of financial aid, learn how to locate information for aid, and negotiate financial packages. Participants and families are provided resources and information to explain the financial aid process 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, the 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 assist UB participants. UB alums 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. *WV TRIO Student Leadership Conference* is an opportunity provided typically to Juniors. Interested students will complete an application and are alerted of the selection prior to the conference. The conference provides typically three days, Friday through Sunday, of leadership activities, guest speakers, and opportunities to interact with other selected students from all over the state. The conference is typically held at the Flatwoods Days Inn Conference Center or in Charleston.

Upward Bound Ambassadors

Upward Bound students can also earn the privilege of becoming a UB Ambassador by meeting criteria:

1. Have a 3.0 Grade Point Average or above in school
2. Have Perfect Attendance or attend the majority of monthly Challenge Sessions and regularly attend the Summer Academy
3. Complete tutoring assignments
4. Can maintain appropriate conduct with other students
5. Can keep personal information confidential
6. Adhere to Upward Bound Rules and Policies
7. Can develop positive relationships with students from diverse backgrounds.



An Ambassador is a student role model and guide for the Davis & Elkins College Upward Bound Program. Ambassadors are leaders who support students in achieving Upward Bound's mission: to guide our students to post-secondary success. Promoting this mission takes a leader who is patient, encouraging, invested, inclusive, and motivated—seeking students out and making them feel like they belong. Ambassadors offer perspective and feedback, especially to new students and as a program representative, and utilize skills and knowledge learned from their own personal experiences in Upward Bound. UB Ambassadors are a key leadership support and opportunity for participants. Ambassadors are confirmed yearly and serve as they continue to meet requirements.

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

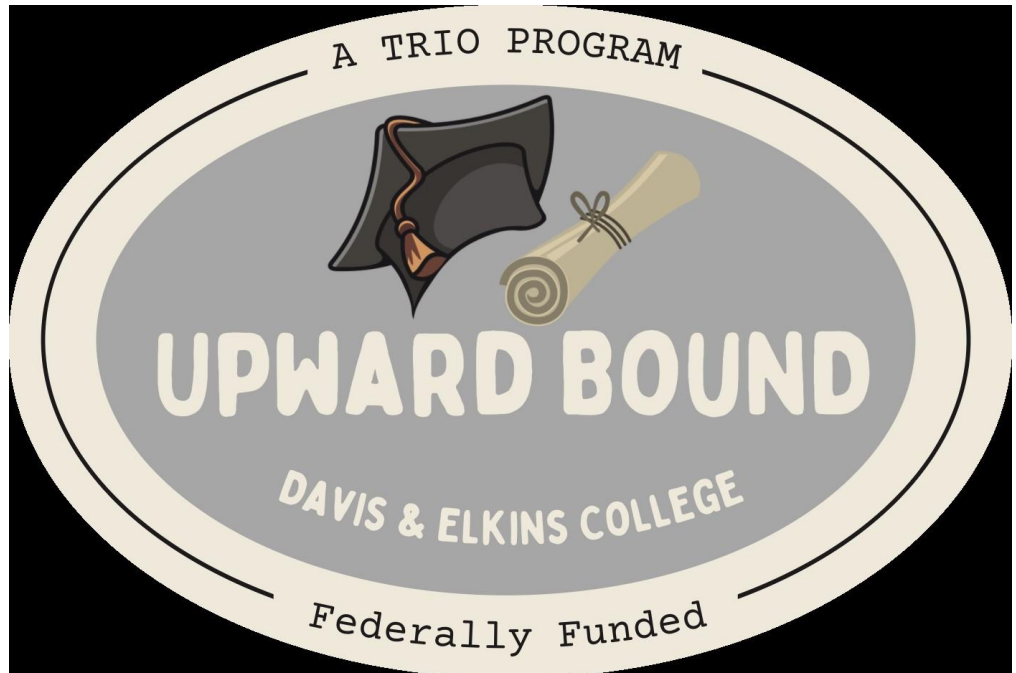
Summer Academy and Bridge Workshops: Participants attend a workshop covering the summer component and receive a student handbook preview to address procedures rules and regulations. This overview allows students and families to prepare questions, voice concerns, and prepare for summer academic experiences.

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. A probationary status will be implemented if a student's participation becomes less than adequate at any point. A student can be exited from the program if probationary status is not satisfied or a severe infraction to Upward Bound's Rules and Regulations occurs. Program events can become virtual events to support the safety and needs of program and participants.

Recruiting

Yearly, as participants graduate or complete the program, recruiting of new participants is completed to maintain required service numbers for both grants. The Randolph, Barbour and Tucker County grant is funded to serve 88 students in their target county schools and the Pendleton and Pocahontas County's program 50 students are served in their target schools. A waitlist is maintained yearly from recruiting efforts.



WEBSITE

The Davis & Elkins College Upward Bound website (deupwardbound.org) is used to provide information, resources, and application details for their federally funded TRIO program, which helps low-income and first-generation Appalachian high school students prepare for and succeed in college through academic support, tutoring, workshops, stipends, and college application fee waivers, all aimed at increasing high school completion and college enrollment/graduation rates.

Key Uses of the Website:

- **Information Hub:** Details about the program's mission, services, and benefits for students and families. Learn about TRIO programs and the history of Upward Bound programs.
- **Application Portal:** Find deadlines and access online applications for eligible high school students in specific counties (Randolph, Barbour, Tucker, or Pendleton and Pocahontas Counties).
- **Program Activities:** Learn about monthly Saturday sessions, summer academy, workshops (career, financial aid), and tutoring opportunities.
- **Resources & Support:** Access information on academic advising, career counseling, and support for college readiness.
- **News & Updates:** Find announcements, newsletters (like "Dan De Cub"), and success stories of alumni and program graduates
- **Request Recommendations and learn about opportunities for employment**
- **Stay connected** with staff, programs, and share insights.

In essence, our program website is the main digital gateway for students and families to connect with the free, comprehensive support D&E's Upward Bound offers to make college a reality.

Social Media

The program has uses Facebook and Instagram to share photos and support communication. www.facebook.com/deupwardbound and for alumni see <https://www.facebook.com/davisandelkinscollegeupwardboundalumni/>



Davis & Elkins College Upward Bound Program Summer Synopsis



The Upward Bound Summer is an immersive career summer program hosted on the campus of Davis and Elkins College where students participate in academic, wellness, social and cultural programming. As a federally funded Department of Education Title IV Grant, Upward Bound provides fundamental support to participants in their completion of high school and preparation for college entrance and completion. 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; or 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.

Component	Outcome
Participants are assigned campus housing and provided meal plans.	<ul style="list-style-type: none"> • Basic living needs, food, and shelter are provided to all participants during residential experience. • Food is available for healthy nourishment and wellness resources. • Students experience campus living, dorm life, and provided with communal living opportunities.
Academic instruction in mathematics, laboratory sciences, composition, literature, and foreign language, and financial literacy are provided to all participants.	Participants are provided backpacks and educational supplies. Students are engaged in learning experiences to increase skills for academic success and social engagement.
Participants will also receive guidance and assistance on secondary school completion and postsecondary education preparations.	Participants will be provided with information to understand the full range of Federal Student Financial Aid programs and benefits of programs. Students will be provided academic advertising and enrichment.
Tutoring, counseling, mentoring, cultural enrichment, career, work-study programs, and education services are part of curriculum made available to students.	Trained staff are available to ensure instructional safety and engagement. Transportation, lodging, entry fees, and security are provided for all learning outside of the classroom (LOTIC).

SUMMER ACADEMY 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 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 to 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 and Life Skills

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

Juniors: Uncovering Who You Are and What You're Meant to Do.

This course will provide students with a general introduction to navigating the path toward college and making informed personal choices. These sessions will challenge students to explore components that help make those decisions more strategically to achieve desired outcomes. The class will provide critical information that will help inform personal choices for a successful college tenure.

Seniors: College 101

This class provides an orientation to the first year of college. The course is designed to enrich and equip students with college skills, knowledge, and resources to gain entry and be successful through the academic, social, and emotional challenges of college transition, so that the healthiest growth can occur. 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 in the course.

Cultural Arts

These are typically small classes from professional presenters in the 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 Academy.

Wellness

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

Tough Talk Tuesdays

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.

Book Collaboration

Across our curriculum this summer, in conjunction with the Council for Opportunity in Education's Opportunity Matters Book Club, our program will discuss first generation identification, resilience, and topics of equality and diversity.

Summer Academy Schedules, Calendars and Staffing

Participants become campus residents during the residential portion of the Summer Academy. Students typically arrive on campus Sunday evenings and depart on Fridays assigned to a dorm and provided with a schedule of classes and activities. The dates of the Summer Academy are shared as soon as housing and spaces are reserved and confirmed. The Summer Academy also has two virtual components typically held prior and following the residential programming component.

Instructors, Resident Coordinators and supervisory staff are contracted to provide the detailed curriculum and learning opportunities for participants.

The Summer Academy staff and participants are provided with shirts that acknowledges the components theme. Program t-shirts provide for a cost-effective marketing tool and are used to members of our summer community fostering unity and a sense of belonging among participants and staff.

The Summer Academy allows students to familiarize themselves with the following: living on a college campus, campus life, dorms, and campus facilities. By spending time on 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 the skills necessary to interact in our larger society.

BRIDGE PROGRAM

Davis & Elkins College Upward Bound Program Bridge Synopsis



The Bridge program is a first step into the college experience for eligible Upward Bound participants enrolling in college in the fall during the college's four-week summer term. Bridge helps students earn college credit; participate in a guided college experience; and learn about study skills, time management, careers, and dorm life. Bridge participants are required to attend college classes, tutoring sessions, introductory college workshops, and individual advising appointments. As a federally funded Department of Education Title IV Grant, Upward Bound provides fundamental support to participants through high school graduation in preparation for college entrance and completion. The program provides opportunities for participants to succeed ultimately in their higher education pursuits.

Upward Bound serves high school students from low-income families; or 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 post-secondary education.

The list below summarizes program components and outcomes.

Participants are assigned campus housing and provided meal plans.

- Basic living needs, food, and shelter are provided to all participants during the residential experience.
- Students experience campus living, and dorm life, and are provided with communal living opportunities.

Students are afforded college courses for credit and provided educational opportunities.

- Students are engaged in learning experiences to increase skills for academic success and social engagement.

Participants will receive academic, career, and financial advising in preparation for postsecondary education.

- Participants will be provided with information to understand the full range of Federal Student Financial Aid programs and funding procedures.
- Participants will be provided individualized academic and career support.

Trained staff provide individualized, prescriptive education plans.

- Individual advising ensures review and completion of the college action plan.

PROGRAM PROCEDURES

Materials and Supplies

Upward Bound will provide each student with academic materials and supplies such as backpacks, calculators, paper, pens, pencils, planners, and resource files. Upward Bound also provides fee waivers for college entrance exams (ACT, SAT) and waivers for college application fees.

Chaperones and Volunteers

Chaperones and event volunteers are pre-approved and assigned prior to all events. The rosters of attendees are maintained and reviewed. A ratio of 20 students to at least one chaperone is maintained during all scheduled activities. In the event of an 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 prohibited from being transported in staff's personal vehicles.

TEAMS CHATS Communications

Upward Bound uses TEAMS as it's primary form of communication. Group TEAMS or chats are made for the entire program, some chats can be assigned for schools, programs, class, summer program, or event travel event. It is strongly recommended that all participants use and have access to TEAMS. Staff may also send messages via email or text message from their work phones. No staff member will use or access text messages directly to participants without it being from a work device. No personal staff contact information should be used or shared with participants or families on behalf of official program business, work or interaction. Professional boundaries are maintained at all times by Upward Bound Staff. Staff have scheduled work hours and duties, please be respectful of their off duty or personal time.



Illness and Medications

Students should not attend in-person events if ill or any illness symptoms are present. 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. First aid kits are readily available for staff access and AED devices are located across campus. Upward Bound Staff are provided first aid and safety training yearly.

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/guardians must complete medical forms and **should update the student's medical history information as any changes occur. Medical forms can be updated regularly by accessing the printable forms found under the Student Info tab on our website at**

deupwardbound.org These changes should be provided to UB as soon as possible. (see appendix)
Parents/guardians are notified if an accident occurs.

Campus Security and Public Safety

If students have a vehicle while on campus, they should remove valuables and keep doors locked at all times. **Upward Bound will not be held responsible for loss or damage to personal property.** The Davis & Elkins College Office of Public Safety will assist us in providing a safe and secure campus environment. The D&E Public Safety phone number is 304-704-9111.

Public Safety is available to support the campus community. If you would need assistance in regards to parking or accommodation needs to access program events please contact UB staff or text the Public Safety phone.

Vehicles

Students and staff must park in the designated parking areas. While entering campus and the parking area, everyone should drive considerately and cautiously at 15mph or less. Students are not allowed in any vehicle at any time other than at the beginning and end of an Upward Bound event. Accidents or vandalism of automobiles and property must be reported to an Upward Bound Staff and the campus office of Public Safety. The D&E office of Public Safety's number is 304-740-9111. Neither Davis & Elkins College nor the Upward Bound Program is responsible for students or staff using personal vehicles 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.

Waivers and Releases

All participants must complete and have on file all required waivers and releases prior to participating in Upward Bound in person activities. Releases and Waivers can be completed online found under the Student Info tab on our program website see <https://deupwardbound.org/release-and-waiver/> and also <https://deupwardbound.org/students-using-non-institution-provided-transportation/>

Dress and Personal Hygiene

Students represent the Upward Bound Program, and a neat and tasteful appearance enhances the program's image and 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.

The logo for TRIO Upward Bound. The word "TRIO" is in a large, bold, black sans-serif font, with the letter "I" colored red. Below "TRIO" is a horizontal line, and underneath that line, the words "UPWARD BOUND" are written in a smaller, bold, black sans-serif font.

General Code of Conduct and Standards

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

On every college campus, certain standards are established by custom and tradition maintained by the college community's support and cooperation. Students who accept admission to UB take responsibility for maintaining these standards. Participation in the Upward Bound Program is continually evaluated. **Severe or repeated violations will result in immediate removal from Upward Bound Program.**

- Students are expected to 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 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. Staff remain with students until picked up following activities, except when transportation needs to follow a set schedule. Please pay attention to pick up and drop off schedules.
- Students must stay in assigned areas, stay with the group, and be attentive to 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.
- All students will observe arrival and departure times. Be prompt!
- While traveling or being transported students and staff will adhere to established vehicle guidelines, whether a car, van or bus.
- Students will be responsible for any damages (spills, tears, trash, etc.) to vehicles.
- Noise, such as yelling, loud music, etc., is distracting for drivers and will not be permitted.

- Be sure to collect your personal items or trash from vehicles. 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. Staff may use them for emergencies. One of the reasons why staff may or may not respond immediately depends on their duties for the day or event. Staff will respond as able we also want to be present and engaged.
- Once Upward Bound has checked into a 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 for participants to connect with families as needed.
- Door Dash or delivery of items to the hotel, dorm or while on campus without direct permission from a staff member is NOT permitted.

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 Upward Bound or a staff member if an activity cannot be attended with an explanation for not participating.

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.**

Stipends

ACADEMIC YEAR STIPENDS:

A participant may earn \$15 for completing the monthly tutoring assigned via the website and \$15 for participating in Challenge Sessions- if both are completed, students can receive an additional \$10 bonus. This process provides for participants to earn a \$40 each month during the Academic Year.

In the event that a Challenge Session is not made available for students in person or virtually – tutoring for the month will be worth \$40 for any Academic Year Month.

SUMMER STIPENDS:

Summer Stipends are based on daily and weekly participation - \$60 per month is possible for participants.

If a participant would be afforded a UB Work-Study opportunity they may earn a stipend of up to \$300 a month for any or all of the summer months June, July or August, depending on the opportunity assigned.

Stipend Payments

Students are provided their stipend payments via check or through a digital payment system/card.

Stipends are not able to be presented to our business office for processing until following each event.

For example: Tutoring is afforded to be completed till the end of each Academic Year month in which it is assigned. Challenge Session participation and Tutoring records are entered and submitted for payment by the 6th of each month. It takes at a minimum two weeks for processing stipend payments once they are submitted for approval. Once stipend payments are processed it also takes time to distribute these funds to students following program and campus policies and procedures. Upward Bound works to provide stipends to participants as quickly as possible. We want you to have your earnings for your diligence ongoingly. Please keep us abreast of any issues with stipend payments, receipt or questions.



Key Steps for Cashing a Stipend Check

Regardless of the method chosen, certain steps are essential:

- **Identification:** You will need a valid photo ID, such as a school ID, state ID card, or passport.
- **Endorsement:** You must sign the back of the check exactly as your name appears on the front of the check.
- **Guardian Involvement:** For most options, a parent or legal guardian's presence and signature will be required due to legal age restrictions.

Most banks charge a fee for cashing a check without an account. Usually, the fee is cheaper than Walmart or other store cashing fees.

To cash a check as a minor, if you do not have a bank account you can typically open a bank account with a parent or legal guardian's help, you will need to sign the check with their supervision and an endorsement, or, in some cases, cash it at the issuing bank or a check-cashing store, though fees may apply for the latter two options.

You May Consider - Opening a Bank Account

The most straightforward and safest option for a minor is to open a checking or savings account.

A diagram of a check form with various fields labeled. The top left contains fields for 'YOUR COMPANY', 'DIVISION', 'STREET ADDRESS', and 'CITY, STATE, ZIP'. The top right has the number '5106' and the date '91-2/1221'. Below this is a line for 'PAY TO THE ORDER OF' followed by a line for the amount '20' and a dollar sign '\$'. Below that is a line for 'DOLLARS'. The center of the form has 'YOUR BANK' and a 'MEMO' line. At the bottom, there are three fields: 'TRANSIT NUMBER FIELD', 'ON-US FIELD', and 'AMOUNT FIELD'. On the left side, there is a 'CLEAR BAND' label. On the right side, there is a vertical label 'AT110020'.

- **Joint Account:** Minors usually cannot open an account solely in their name until they turn **18**. A parent or legal guardian can open a joint account with you, often called a custodial or joint ownership account.
- **Benefits:** This allows you to deposit checks easily through an ATM, a mobile app, or a teller. It also helps you build financial literacy and a banking history.
- **Requirements:** You and your guardian will need to provide identification (such as a driver's license or state ID), Social Security numbers, and potentially a birth certificate for the minor.

Cashing a Check Without a Bank Account

If you do not have a bank account, other options are available, though they might involve fees:

- **Bank that Issued the Check:** You can try to cash the check at the bank whose name is printed on it (the "drawee bank"). They may do this for non-customers but will often charge a fee and require proper identification from you and potentially a parent, depending on the bank's policy.
- **Check-Cashing Services:** Stores like check-cashing businesses or some grocery stores and Walmart will cash checks for a fee. These fees are often higher than bank fees, and they may have strict identification requirements.
- **Third-Party Cashing:** Sometimes a minor can sign the check over to a parent or guardian by writing "Pay to the order of [Guardians' Name]" on the back and then both the minor and the guardian sign it (a "third-party check"). The guardian can then cash it at their own bank, though not all banks accept third-party checks.

The Upward Bound Newsletter (The DAN DE CUB)

Our monthly Upward Bound newsletter is designed to support communication for our program's students and families. Each month, we will share updates, reminders, tips, and a glimpse into what our UB community is building together. Our newsletter includes recognition of our "Cheers To Peers" or accomplishments of participants and alumni, Challenge Session recaps, skill highlights, dates to remember and announcements, free resources, etc. The name of our newsletter was a play on the grouping of some of the letters our program's name. Our newsletter's name was originally coined in 1993 for **Davis AND Elkins College Upward Bound** or **DAN DE CUB**

Recommendations of Consideration

LET YOUR VOICE BE HEARD

Information gathered from various sources assist with program development and provide for sharing opportunities and awareness of different perspectives to help our programs gain a better understanding. On the UB website's home page is a form, found in the middle row accessible by clicking the rectangle **LET YOUR VOICE BE HEARD**

Please feel free to use this form to improve our communication and awareness. All information collected will be held in strict confidence, and your openness is greatly appreciated. The Davis & Elkins College Upward Bound Program is only as strong and effective as we all work together to make it. We must strive to achieve and support one another in doing so, please feel free to communicate openly and honestly with program staff.

Summer Academy

PROGRAM PROCEDURES

Summer Dorms

CHECK-IN - BEGINNING OF SUMMER

Darby's lobby will serve as the common residential space. **All check-in and check-out events will begin or conclude in the Darby lobby.** After picking up room keys on the first day of the Summer Academy in the lobby of dorm, students will receive the supplies and information necessary to begin moving into their assigned room. Any concerns with room condition or furniture will be noted on room condition reports and signed off on by their floor RC. The RC will notify the Supervisory Coordinator, who will then alert Maintenance so that issues can be addressed.

CHECK-OUT - CONCLUSION OF SUMMER

Students should completely clean their room, have it checked by an RC, and return keys to the assigned 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 your 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 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 Supervisory Coordinator (SC) 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 a Supervisory Coordinator: Day, Evening or Night.

- 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 the assigned room.

Students are not permitted in their rooms on weekends or holidays. Students will give their room keys to a supervisory coordinator before leaving on Friday evenings or at checkout. Keys will be returned to students when they return to campus.

IDs will provide access for both dorm and library access and entry through the keypad swipe, but will be turned off on weekends. Participants will not have key access to dorms or campus between check-in and check-out times.

SIGN IN/SIGN OUT

UB has an attendance (sign-in/out) roster that is used to record a student's whereabouts. Signing in and signing out is for student protection and 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, guardians will be called to assist us in locating the student. UB staff can direct students to the attendance sheet for signing in or out. To sign out, students must have a guardian sign out or release the participant and a signed online Anticipated Absence Form on file or have confirmed conflicts in full participation through the approval process addressed when connecting with the UB phone. The Anticipated Absence Form is not available once the program begins or after Summer Kick Off. 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 and DRIVING

Students and staff must park in the designated parking areas. While entering campus and the parking area, everyone should drive considerately and cautiously. Safe driving is expected; privileges can be revoked. Students are not allowed in any vehicle at any time other than at check-in or check-out unless permission is provided by the guardian and approved to sign out.

Our program is designed for full immersion. Vehicles should only be used for necessary travel to and from home or approved appointments.

Accidents or vandalism of automobiles and property must be reported to the Upward Bound office, who will notify public safety and have the student or staff complete a written summary regarding the incident. 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, the UB staff cell must be notified ahead of time of the change in transportation.**

ILLNESS and MEDICATION

If a student becomes ill, contact the supervisory coordinator immediately, who will determine what support needs to be provided to make students comfortable. Guardians will be contacted.

Upward Bound insurance only covers accidents. *Illnesses are not covered.*

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 guardians to come and get students if we feel we cannot handle the illness.

Guardians must advise the Upward Bound staff of all medical conditions and medications, and changes in health affecting UB students prior to participation. This includes conditions such as allergies. If 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. Please see medical form located on Program website.

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 the Day Coordinator to deliver to students. When mailing a letter, use the mailboxes located inside the Madden Center. Stamps are available at the college post office.

CELL PHONE ACCESS

A UB cell phone is available for student needs. We ask students and staff not to use devices during classes and organized events.

USDA SUMMER FOOD PROGRAM

Upward Bound 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 except for June 2.

Snacks will be available to students each evening. The daily cost for meals for each student is approximately \$40. These meals and a snack are provided to all students free of charge.

Meals will be served in the dining hall during the following hours:

MONDAY - FRIDAY

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

DINING ROOM/BENEDUM HALL

The dining hall is willing to feed students as much as they 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 having their meal selection reviewed before sitting down to eat.** We will eat in the Timms Lounge while upgrades occur to the dining hall.

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.

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

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

***Nuts or seeds may meet only one-half of the total meat/meal alternate serving and must be combined with another meat/meat alternate to fulfill the lunch or supper requirement.**

“In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.”

“Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotope, American Sign Language), should contact the responsible state or local agency that administers the program or USDA’s TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.”

“To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant’s name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. mail:

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

2. fax:

(833) 256-1665 or (202) 690-7442; or

3. email:

program.intake@usda.gov

TRANSPORTATION

Transportation to the UB Summer Academy will be provided for Pendleton, Pocahontas, and some students who live along the bus route, as noted on the monthly calendar. Bus schedules are distributed to students via TEAMS and posted on the Program's website. Schedules should be reviewed weekly. A process for identifying transportation needs will be collected on an ongoing basis by completing the UB'er or RSVP forms.

MORNING MEETING

Morning Meeting is a time set aside each academic day to establish the spirit and intentions of the day. Inspirational thoughts, and moments for gratitude and reflection will help us to reach our goals. 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 pay attention to announcements and messages in Teams. It is a student's responsibility to stay informed about changes. Upward Bound is a large group and needs everyone's cooperation, participation, and accountability.

LEARNING OUTSIDE THE CLASSROOM (LOtC)

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

Watch and listen for changes!

As a culmination of the summer academy and for full participation, strong classroom interaction, completion of assignments, and appropriate behavior, students will be invited to partake in an extended Learning Outside of the Classroom 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 a UB T-shirt during certain activities. **UB T-shirts should be brought each week and worn when assigned.**

SUMMER STIPENDS

Summer academy stipends are based on attendance, participation, and performance. **A summer stipend will be distributed following the Summer Program.**

CHAPERONES and VOLUNTEERS

Chaperones and event volunteers are pre-approved and assigned before 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 an emergency or illness requiring 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 in an unforeseen emergency.

CAMPUS OFFICE OF PUBLIC SAFETY

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 damage 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 Office of Public Safety can be reached at the following number:

Cell phone: 304-704-9111

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, while acknowledging an environment of education, improvement, harmony, concern for self and others, growth and respect.

The UB Code of Conduct lists the basic requirements for a safe and secure shared living environment. It also provides the means of making a positive impression in learning and support for others. UB students chose the following values as being the core of their code: citizenship, compassion, kindness, responsibility, respect, and fairness. Students added optimism and hygiene as 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.

Misconduct is recorded and documented. Incident Reports are filed when infractions occur and are reviewed with all parties involved.

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 Academy.** Participation in the Upward Bound Program is continually evaluated and can impact stipends and involvement in program offerings.

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

- It is expected that students conduct themselves in a manner that demonstrates good taste, judgment, and language. Language and choices of words, gestures and mannerisms should reflect a mindful, respectful and growth mindset. Refrain from the use of profanity. Work to develop and expand your vocabulary and use of communication skills.
- 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. 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 for the weekend.
- Students are not allowed in 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.
- Students will be in assigned areas and keep commitments of schedules.
- According to fire regulations, the burning of candles, incense, or other products is 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 Academy. 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 sheet will be in the Science Center or cafeteria during breakfast and morning meetings. The sheet will be in the Summer Day office (SC 4th Floor Lounge) until 3:30 pm. Supervisory Coordinators maintain the sheet until ongoing, please call the UB cell to identify the location. The sheet will always be in the “brown backpack.”
- Students must observe return and departure times: **6:30 pm-7:00 pm on Sundays and 3:30 pm-4 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 is 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 Day/Evening/Night Coordinator has given prior approval. Guardians need to notify UB staff of changes in writing. Emergency changes can be made through the Day/Evening Coordinator 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 incident report.
- 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.

- Instructors will develop their own classroom rules in addition to the rules mentioned above. Each instructor will provide students with a written copy of the 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 LEARNING OUTSIDE the CLASSROOM EXPERIENCES (LOtC)

- 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 provided transportation.
- 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 incident report, a conference with an RC or UB staff member, and disciplinary action.

MANNERS

Good manners and good taste dictate our relations with others. Be polite and respectful. Listen to understand and support. Public display of affection involving body contact other than holding hands violates Upward Bound policy.

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 representing the Upward Bound Program, and a neat and professional appearance not only enhances the Program's image but also boosts self-confidence and poise.

Because of the academic/career emphasis and active nature and of our program, dress should be in accordance with this focus. Improper or missing garments; profanity, inappropriate wording or artwork on shirts, hats or other articles of clothing/jewelry; ear buds and sunglasses worn during classes, tours, meetings, formal programs, etc.; or improperly covered private parts are not acceptable for this type of environment.

QUIET HOURS

Quiet hours will be observed Sunday through Thursday nights from 9:30 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

Our dorms have community-style bathrooms. To keep this as a comfortable and 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. Some type of fabric or towel over the door helps make dorm room door quieter when closing. Upward Bound is a communal learning environment. **Be courteous and respectful to others!**

DOOR DASH

UB Summer Academy will provide 3 meals and a snack. Door Dash may only be used during the window of 8:30 pm -9:30 pm and must be approved prior to ordering by their hall RC. Failure to follow the protocol for DoorDash will result in an incident report.

NEATNESS and ROOM CHECKS

Keep dorm rooms neat. Students are also required to assist in keeping the entire dorm and campus spaces clean by picking up trash and placing it in receptacles, putting equipment and supplies in appropriate areas, and taking care to secure dorm.

Supervisory Coordinators or other 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, hairdryers, televisions, 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.

LAUNDRY

Washers and dryers are available in the residence hall. Students will need 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. UB is not responsible for the vending machines.

LIBRARY

UB students can access materials from the Booth Library using their ID's. 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, guardians must complete medical forms. **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 and can be submitted ongoingly through the program website under STUDENT FORMS.

A copy of the Student Contract is located on the last 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.

EMERGENCY RESPONSE and SAFETY PLAN

Extracted April 2024 from <https://www.dewv.edu/wp-content/uploads/2023/10/Emergency-Response-and-Safety-Plan-2023.pdf>

The following plan outlines procedures that will help, aid, and assist in case of an emergency. No plan can be developed to meet every emergency or crisis; however, the procedures outlined herein are flexible enough to form a coordinated effort yet structured enough to achieve a common goal. All students, guests, and personnel will work together to make this plan effective in most emergency situations and will assist as requested during an emergency. These policies outlined below are to be used as a guide and reference if any actual emergency takes place. Obviously, with any emergency, circumstances may require a deviation from these procedures. Written guidelines can neither predict the future nor override the need for calm thinking, knowledge, and good judgment. The purpose of this plan is to assure that all staff, students, and visitors are prepared to react to any emergency in a reasonable and responsible manner, thus ensuring the highest level of safety can be accomplished. This plan serves as a quick reference guide for responses that will guide members through possible crisis situations.

Any obvious emergency should be handled in the following manner:

CONTACT 911 The 911 Office of Emergency Management will determine which emergency response agency (fire, rescue, EMS and/or police) should be dispatched to the scene.

CONTACT DAVIS & ELKINS COLLEGE OFFICE OF PUBLIC SAFETY (304) 704-9111 Officers can respond and secure the scene until the appropriate emergency response arrives. Officers can also begin to notify the appropriate administrative offices to initiate a proper plan of action.

Davis & Elkins College, in which D&E Upward Bound is a component, has a written plan for Emergency Response, an Emergency Management Team, a Trauma Response Team, Emergency Coordinators, an Emergency Command Center, and a Care Team. The Davis & Elkins College Upward Bound Programs, staff, and participants will adhere to the college's outlined practices and procedures. Upward Bound Staff receive training in a variety of areas in particularly fire safety, emergency response, safety, first-aid/CPR/AED, Title IX, FERPA, confidentiality, supporting and working with minors and youth.

ILLNESS OR MEDICAL EMERGENCY PROCEDURES

In the event a student becomes ill or an accident occurs, a staff member will determine what supports need to be provided. The First to Respond will check on the status of those involved and address any and all conditions.

Staff will refer to all medical conditions and medications noted on medical forms to support assistance.

Staff will evaluate what actions must be taken, and alert EMS as necessary of any concerning medical history/allergies and medications. The staff will connect and communicate with the Guardian and accompany to hospital until guardian arrives, or transfer to family as needed.

Emergency equipment and supplies we have are first aid supplies and Automated External Defibrillators (AEDs)

Injury Plan

- Contact Supervisory RC
- Supervisory RC will alert the director and the administrative staff on duty
- Document every detail as soon as possible
- Administrative Staff will notify guardians'
- The director will contact the appropriate D&E administrators

FIRE SAFETY RESPONSE

Campus buildings and residence halls are equipped with fire extinguishers, smoke detectors, alarms, and pull stations. All buildings have exit diagrams. Be familiar with exit doors and diagrams for exit.

In the event of smoke or fire, calmly exit the building using the nearest exit. If the building's alarm system is not sounding and it is safe to do so, please pull the fire alarm when exiting the building.

All resident hall rooms have an exit diagram posted on the inside of the door. In addition, each college building has a posted exit diagram. Failure to exit the building at the sound of a fire alarm or warning is a violation of the College's administrative rules, as well as a violation of state law. In addition, tampering with or falsifying activating a fire alarm is a violation of college rules and state law.

General Evacuation Procedures

- Building evacuations will occur when an alarm sounds or upon notification for need for evacuation.
 - When building evacuation is activated during an emergency or disaster, employees and students leave through the nearest marked exit and alert others to do the same. These exits are clearly marked.
 - Each work area and each class should have a designated area outside the building where employees or students should plan to meet during the evacuation.
 - Once at the designated area, the Building Emergency Coordinator, or staff member must account for all employees or students. If any employees or students are missing, the staff is responsible for informing the supervisor and or the Office of Public Safety.
- **DO NOT USE THE ELEVATORS IN CASES OF FIRE OR EARTHQUAKE.**
- Once outside, proceed to a clear area that is at least 500 feet from the affected building. Keep streets, fire lanes, hydrant areas, and walkways clear for emergency vehicles and personnel.
- DO NOT return to an evacuated building unless told to do so by the Office of Public Safety personnel, or fire department personnel.
- Know your area assembly points; some samples are below.

Booth Library – move towards Science Center, if necessary, then to the parking lot of Chapel

Dining Hall/Madden Center – Halliehurst Porch

Darby Hall – Graceland Parking Lot

Gribble Hall – Library Bridge closest to Science Center

Madden Center – Chapel Parking Lot

Martin Field House – Parking lot near Gates Tower

Science Center -Boiler House Parking Lot

TORNADO WARNINGS

Although not common to our area, tornado warnings can become life-threatening if appropriate precautions are not taken. If a tornado warning is issued for our area, it is imperative that everyone seeks shelter immediately. Again, this is our attempt to provide you with useful information to help protect yourselves.

Here is where you should seek shelter in each of your respective areas:

Immediate Action:

- If a tornado or tornados are in the vicinity of the D&E campus, prepare to find shelter immediately.
- Persons with mobility concerns should seek shelter at the time of a tornado watch. DO NOT wait for a tornado warning.
- When there is a tornado warning or if you see one, take shelter immediately! A tornado WARNING means not just that severe weather is likely but also that a tornado has been spotted nearby or is indicated on weather radar. Find and stay in a safe place right away.
- REMAIN CALM. AVOID PANIC. There is no guaranteed safe place during a tornado, but you will minimize your exposure by finding shelter in the best possible location.

Areas To Seek:

- Rooms and corridors in the innermost part of a building at the lowest level possible.
- Close all doors, including main corridors insofar as possible.
- Crouch near the floor or under heavy, well-supported objects and cover your head.

Areas To Avoid:

- Stay clear of windows, corridors with windows or large free-standing expanses such as auditoriums and cafeterias.
- DO NOT use elevators during a tornado warning.

Sample Building Scenario: In times of a tornado emergency the best locations in you would be in the library building *are the restroom hallways or stairways*. When you are under a tornado warning or watch DO NOT USE THE ELEVATOR. If time is of the essence, and you are inside the double glass doors (e.g. a study table or seminar rooms) move immediately into the middle aisle of whatever floor you are on and *take shelter* against one of the bookcases, *furthest from a window*. The bookcases are bolted, very securely into the cement floors. If time permits, move to an area of the building without windows.

Other Scenarios that will be discussed with staff and participants are plans if members are in the Science Center, Dorms, Dining Hall, Myles Center, other buildings, or if outside.

SUICIDE RECOGNITION AND AWARENESS

Depression and suicide are serious public health problems that cause immeasurable pain, suffering, and loss to individuals, families, and communities nationwide. Davis & Elkins College and Upward Bound is committed to working with its state and federal partners, public and private organizations, community partners, and others to provide the assistance and prevention resources needed.

West Virginia House Bill 2535, or “Jamie’s Law,” was passed during the 2015 Legislative Session which requires public middle and high school administrators to disseminate and provide opportunities to discuss suicide prevention awareness and to implement a policy to advise students and staff on depression and suicide prevention programs available.

Depression is a debilitating mental illness that can cause an individual to feel persistently sad or hopeless, experience decreased energy, lose interest in activities he or she used to enjoy, feel irritable, experience difficulties with sleep, have trouble concentrating, experience changes in appetite, and/or feel unexplained aches and pains. In some cases, individuals may think about death or suicide.

The warning signs listed below may indicate that someone is thinking about suicide:

- They talk about wanting to die or wanting to kill themselves.
- They look for ways or means to kill themselves, such as searching online.
- They are isolating themselves or withdrawing from others.
- They are sleeping too much or too little.
- They say they feel “hopeless” or that they have “no reason to live.”
- They say they feel “stuck,” “trapped” or “in unbearable pain.”
- They say that they feel like they are a burden to others.
- They are behaving more recklessly or engaging in more risk-taking behaviors.
- They demonstrate unusual changes in mood or behavior.
- They act anxious, irritable, or aggressive.
- They are giving away important or treasured possessions.
- They are visiting, calling, or writing messages to people to say goodbye.
- If you or someone you know is thinking about suicide, is in crisis, or is seeking mental health or substance abuse treatment, below are resources that are available to help.

You can also access the following resources 24/7:

Appalachian Community Health Center Crisis Line:
304-636-3232

www.sprc.org/states/west-virginia

www.suicidepreventionlifeline.org

United Summit Center Crisis Line:
1-800-786-6480

www.ulifeline.org

Centers Against Violence Hotline:
1-800-339-1185

www.i EDFoundation.org

www.thetrevorproject.org

Suicide Prevention Lifeline:
1-800-273-8255 or 988

(LGBTQ) www.afsp.org

www.recovery.org

Online Chat: www.suicidepreventionlifeline.org
Text START to 741-741(Crisis Text Line)

www.activeminds.org

Help4WV Helpline:
1-844-435-7498

www.learnpsychology.org/mental-health

www.nami.org

State and National Resources:
www.preventsuicidewv.org

www.adaa.org

www.apa.org/topics/depressio

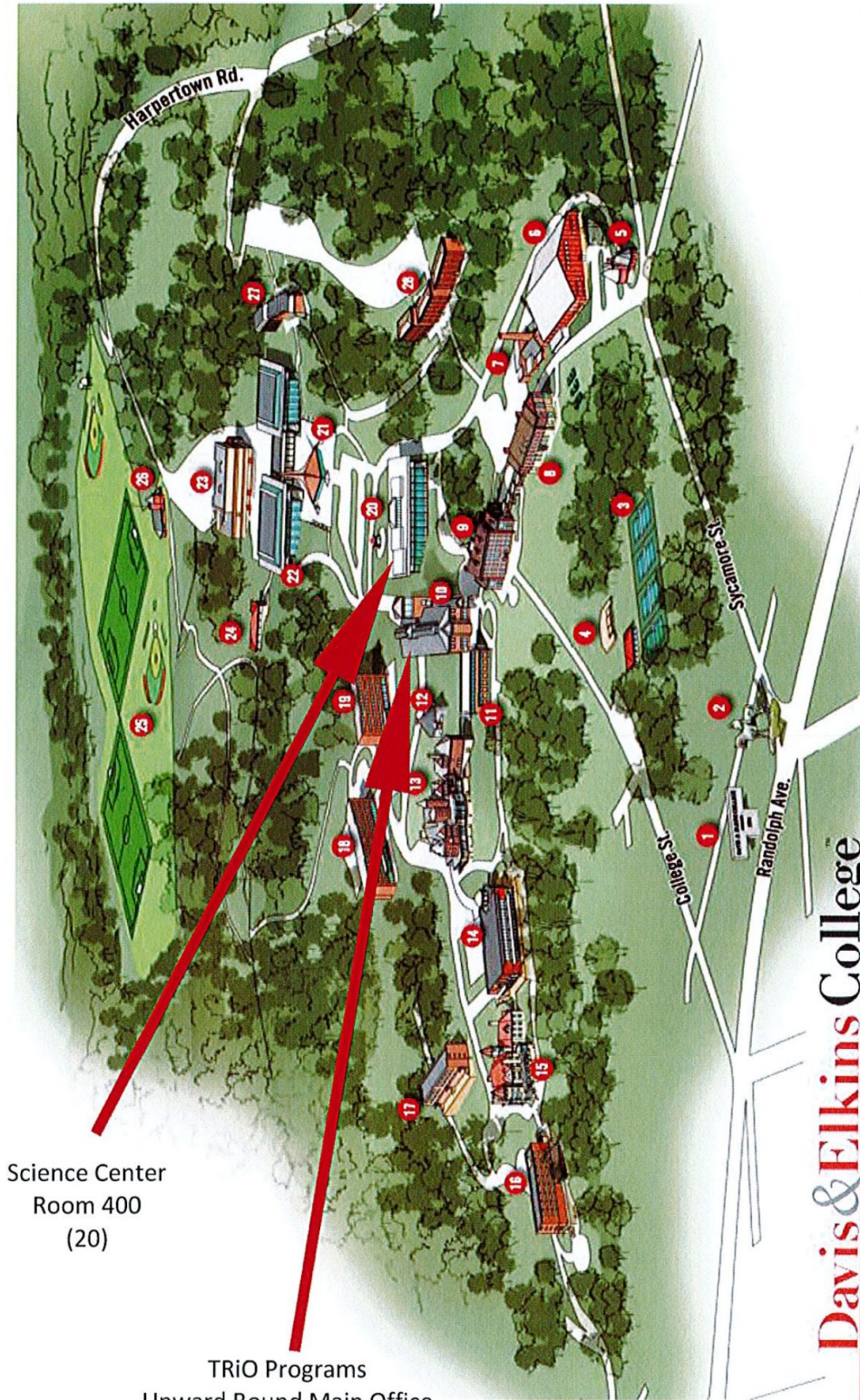
For intervention resources for the following see web address: www.crisistextline.org/resources

SUMMARY

Upward Bound participants and staff are held to a high level of expectation. Our program is designed for students who want to prepare themselves for post-secondary education. Students are expected to attend and participate in all classes and activities. There are very few excuses or reasons for non-participation. Guardians should submit absence forms for any program activity conflicts and students should contact the supervisory coordinator on duty to also acknowledge confirmation of any conflicts with participation.

Students are expected to display a positive attitude and a cooperative spirit with staff and guests. The rules and regulations are guidelines. **There are warnings and consequences for not following rules and expected conduct which include loss or reduction of stipends or participation.**





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 | 18. Roxanna 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 & Jani Smith Softball Field |
| 4. Outdoor Amphitheater | 12. The Icehouse | 21. Walter S. Robbins & Elisabeth Shank Robbins Memorial Chapel | 26. Charles B. Gattus, Jr. Memorial Tower |
| 5. The Gatehouse | 13. Halliburton | 22. A. Hermonson Campus Center (Far Left) | 27. Meyer 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. Presidential Residence Center |
| 7. Boiler House Theatre | 15. Greeland Inn | C. Hamper-McMeeley Auditorium (Far Right) | |
| 8. Charles E. Albert Hall | 16. Robert C. Byrd Center for Hospitality & Tourism | | |
| | 17. Darby Residence Hall | | |

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, vege

How do you describe yourself as a person and as a s

Please list activities in which you are involved (sports

What are your life goals?



*Not actual size stamped image maybe enlarged to show detail

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

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 requested below is necessary to determine program eligibility. **Please attach tax forms that confirm the adjusted gross income from your most recent tax form in which the applicant is claimed:**

Tax Year: _____

Total Number of Exemptions: _____

_____ I do not file income tax due to: _____

I certify that all the above information is correct to the best of my knowledge to the Upward Bound Program, upon request. I also a number, medical issues, or guardianship. I give permission for my name to be used in transcripts, school files, and to community organizations.



*Not actual size stamped image maybe enlarged to show detail

Parent/Guardian Signature: _____ Date: _____

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>

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 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

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.
- ___ Yes or No - Covid-19 Vaccine

_____ Date
_____ Date
_____ 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.

9/16/2021