



SUMMER 2022

STUDENT HANDBOOK

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

100% Funded by two Title IV grants from the US Department of Education totaling \$768,419 (Pendleton/Pocahontas \$297,601, and Randolph/Barbour/Tucker \$470,818), project services are free to eligible students. Upward Bound is an Equal Opportunity in Education project that does not discriminate on the basis of race, color, sex, religion, ancestry, national origin, age, sexual orientation, disability, veteran status, gender identification, 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: Bruce Blankenship, detitleix@dewv.edu or 304-637-1244.

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SERVICES and BENEFITS OF SUMMER PROGRAM

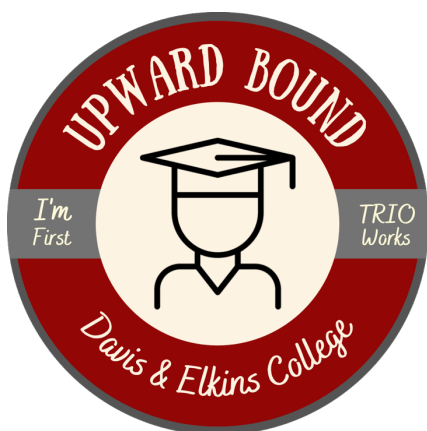
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Website: www.deupwardbound.com
Facebook: www.facebook.com/deubwv
Email: deupwardbound@gmail.com

Davis & Elkins College

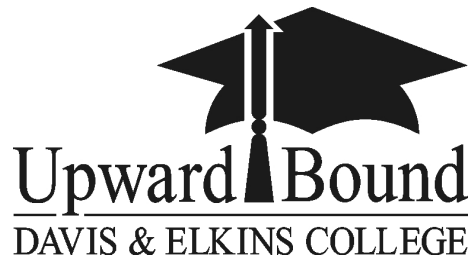
Upward Bound Program

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 advising 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 (LOTC).



May 1, 2022

Dear Students:

Welcome to the 2022 Upward Bound Summer Program!

This summer will be an exciting time for you to meet new friends and confront new challenges and opportunities. We have carefully planned this curriculum to help guide you in your academic goals and make going to college a smooth transition. We ask that you put forth your best effort and take advantage of all the resources the Upward Bound Program has to offer you.

Please read this handbook carefully as it contains information regarding rules, guidelines, calendars, schedules, and a campus map. Rules and regulations come from Davis & Elkins College as well as the UB Program. For your reference, a copy of the contract that you signed upon entering the Program is included in the handbook. Keep in mind that all rules and procedures have a purpose and must be followed for a smooth and safe program.

Upward Bound staff is here for you, and we value open communication. You and your family can always feel free to discuss any concerns with us.

UB STAFF

Be sure to visit us at **www.deupwardbound.org** or Facebook at **Davis & Elkins College Upward Bound Programs**.

Upward Bound Programs / 100 Campus Drive / Elkins WV 26241
Phone: 304.637.1989 / Toll-Free: 800.624.3157 / Fax: 304.637.1428
www.deupwardbound.com; www.facebook.com/deubwv; Email: deupwardbound@gmail.com





2022 SUMMER PROGRAM STAFF

Please leave a message. We will return calls as soon as possible.
Text messages to UB Summer Line is acceptable.

Upward Bound Summer Line Cell 304.940.3610

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

**Upward Bound Summer Day Office is located in
Science Center Room 317 with the following Hours of Operation.**

8:30 am - 5:00 pm Mondays

8:30 am - 3:15 pm Tuesday through Friday *(except for learning outside of classroom days)*

*Carol Suder-Howes, Director..... 304.637.1989
..... Cell 304.642.1428*

Alison Shields, Assistant Director (Pen/Poc) 304.637.1807

Katy Dillon, Assistant Director (R/B/T)..... 304.637.1284

2022 DAILY SCHEDULE

Time	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
7:30am		Breakfast	Breakfast	LOtC Days <i>Learning Outside the Classroom</i>	Breakfast	Breakfast
8:30am		Morning Meeting	Morning Meeting		Morning Meeting	Morning Meeting
9:00am		English/Financial Literacy or Math/Science	Math/Science or English/Financial Literacy		English/Financial Literacy or Math/Science	Math/Science or English/Financial Literacy
10:15am		English/Financial Literacy or Math/Science	Math/Science or English/Financial Literacy		English/Financial Literacy or Math/Science	Math/Science or English/Financial Literacy
11:30am		Lunch	Lunch		Lunch	Lunch
1:00 pm		Technology/Foreign Language or Learning Lab	Technology/Foreign Language or Learning Lab	Community Service	Technology/Foreign Language or Learning Lab	Technology/Foreign Language or Learning Lab
2:00pm		Technology/Foreign Language or Learning Lab	Technology/Foreign Language or Learning Lab		Technology/Foreign Language or Learning Lab	Technology/Foreign Language or Learning Lab
2:55pm		Free/Study Time	Free/Study Time	Fairmont State University	Free/Study Time	CHECK OUT 3:15-3:30 pm
3:30pm		College Prep Classes	College Prep Classes		College Prep Classes	<i>Week one will have Saturday checkout after ACT. 3:30pm Class will occur on Week one, Special activity will be held for Friday evening.</i>
5:00pm		Dinner	Dinner	Career Day	Dinner	
6:00pm		Free/Study Time	Free/Study Time		Free/Study Time	
6:30pm	CHECK-IN	Cultural/Art Classes	Tough Talk Tuesday		Wellness Classes	
7:00pm	Free/Study Time	Cultural/Art Classes	Tough Talk Tuesday		Wellness Classes	
7:30pm	Wellness Classes	Cultural/Art Classes	Tough Talk Tuesday		Wellness Classes	
8:00pm	Wellness Classes	Free/Study Time	Organized Activities		Free/Study Time	
8:30pm	Wellness Classes	Free/Study Time	Organized Activities		Free/Study Time	
9:00pm	Free/Study Time	Free/Study Time	Free/Study Time		Free/Study Time	
10:00pm	On Floor	On Floor	On Floor		On Floor	
11:00 pm	LIGHTS OUT	LIGHTS OUT	LIGHTS OUT		LIGHTS OUT	

All students have an English, Financial Literacy, Math, Science, Technology, and Foreign Language class two days a week. Learning Lab is scheduled daily because of the course's extensive and holistic design. All students will have a college preparation class (College 101 or Test Prep class), cultural/art and wellness class. Tough Talk Tuesdays and organized activities will address topics of academic, health, career or social interest. (11/11/2021)

Davis & Elkins College

Upward Bound Summer Calendar

June 2022

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 RCs Move In and Training Begins	2	3	4
5 1:30pm Opening Session Dance in Creative Commons	6	7	8 Community Service Day at Seneca Rocks	9	10 Evening Movies at Elkins Cinema	11 ACT Sign Out 12:15pm – 12:30pm Pen/Poc Bus Run
12 Sign In 6:30pm– 7:00pm Pen/Poc Bus Run Bridge Students Move In	13	14	15 Fairmont State College Tour	16	17 Sign Out 3:00pm – 3:15pm Pen/Poc Bus Run	18
19 Sign In 6:30pm – 7:00pm Pen/Poc Bus Run	20	21	22 Career Day Costume Dance in Creative Commons	23	24 Close Down Day Recognition Luncheon Noon	25
26	27 Virtual Money Game & PA Excursion Prep Zoom Platform 10:00am - Noon	28 Virtual College Tour & PA Excursion Prep Zoom Platform 10:00am - Noon	29 College Tours and City Excursion/Pittsburgh Depart D&E at 9:15am	30 College Tours and City Excursion/Pittsburgh	1 College Tours and City Excursion/Pittsburgh Arrive at D&E 2:30pm	2

July 2022

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
3	4 HOLIDAY	5 Financial Literacy Class Zoom Platform 10:00am - Noon	6 Financial Literacy Class Zoom Platform 10:00am - Noon	7 Financial Literacy Class Zoom Platform 10:00am - Noon	8 Financial Literacy Class Zoom Platform 10:00am - Noon Bridge Ends	9

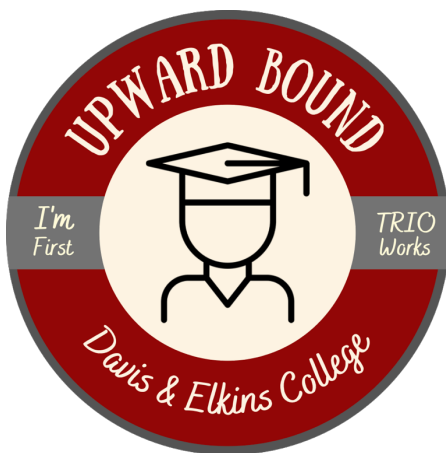
Classroom Specifics Summer 2022

Class	Days	Times	Room	Instructor
Morning Meeting	Daily M-F	8:30 am-9:00 am	400	UB Staff
Composition/Literature	Mon/Thurs	9:00 am-10:10 am	318	Kayla White
Composition/Literature	Mon/Thurs	10:15 am-11:25 am	318	Kayla White
Composition/Literature	Tues/Fri	9:00 am-10:10 am	318	Kayla White
Composition/Literature	Tues/Fri	10:15 am-11:25 am	318	Kayla White
Financial Literacy	Mon/Thurs	9:00 am-10:10 am	300	K.T Bright CPA Accounting
Financial Literacy	Mon/Thurs	10:15 am-11:25 am	300	K.T Bright CPA Accounting
Financial Literacy	Tues/Fri	9:00 am-10:10 am	300	K.T Bright CPA Accounting
Financial Literacy	Tues/Fri	10:15 am-11:25 am	300	K.T Bright CPA Accounting
Math	Mon/Thurs	9:00 am-10:10 am	413	Dr. Jerod Caligiuri
Math	Mon/Thurs	10:15 am-11:25 am	413	Dr. Jerod Caligiuri
Math	Tues/Fri	9:00 am-10:10 am	413	Dr. Jerod Caligiuri
Math	Tues/Fri	10:15 am-11:25 am	413	Dr. Jerod Caligiuri
Science	Mon/Thurs	9:00 am-10:10 am	404	Dr. Brian Moudry
Science	Mon/Thurs	10:15 am-11:25 am	404	Dr. Brian Moudry
Science	Tues/Fri	9:00 am-10:10 am	404	Dr. Brian Moudry
Science	Tues/Fri	10:15 am-11:25 am	404	Dr. Brian Moudry
Technology	Mon/Thurs	1:00 pm-1:55 pm	102	Dr. Casey Hansen
Technology	Mon/Thurs	2:00 pm-2:55 pm	102	Dr. Casey Hansen
Technology	Tues/Fri	1:00 pm-1:55 pm	102	Dr. Casey Hansen
Technology	Tues/Fri	2:00 pm-2:55 pm	102	Dr. Casey Hansen
Learning Lab and Life Skills	Mon/Thurs	1:00 pm-1:55 pm	400	UB Summer Staff
Learning Lab and Life Skills	Mon/Thurs	2:00 pm-2:55 pm	400	UB Summer Staff
Learning Lab and Life Skills	Tues/Fri	1:00 pm-1:55 pm	400	UB Summer Staff
Learning Lab and Life Skills	Tues/Fri	2:00 pm-2:55 pm	400	UB Summer Staff
German	Mon/Thurs	1:00 pm-1:55 pm	318	Dr. Elliott Evans
German	Mon/Thurs	2:00 pm-2:55 pm	318	Dr. Elliott Evans
German	Tues/Fri	1:00 pm-1:55 pm	318	Dr. Elliott Evans
German	Tues/Fri	2:00 pm-2:55 pm	318	Dr. Elliott Evans
College 101	Mon/Tues/Thurs	3:30 pm -5:00 pm	413	Khristi McCutcheon
Robotics	Mon/Tues/Thurs	3:30 pm -5:00 pm	400	Dr. Casey Hansen
Office	EVERYDAY	ALL DAY	317	UB Staff
Tough Talk Tuesday	Tuesday	6:30pm – 8:00pm	400	All Staff/Students

RC LEADS & COVERAGE

Sunday and Thursday Evening Wellness Classes					
Basketball	Swimming Fitness Walking	Frisbee Kickball	Yoga	Strength Training	Body Pump
Gage	Jiwh	Kelsey	Alicia	Haleigh	Ava
	Tanya	Evelyn			
Martin Field House	Pool and Front Lawn	Front Lawn	Creative Commons	Fitness Center	Meet at Front of Campus
RC Lead	RC Lead	RC Lead	Kim Payne	RC Lead	Jennifer Tesar

Monday Evening Cultural Classes					
Dance	Improv	Zentangle	Drumming	Painting	Printmaking
Evelyn	Jiwh	Haleigh	Gage	Tanya	Ava
Alicia			Kelsey		
Paull Gallery	SC - 318	SC - 400	Creative Commons	SC - 300	Dorm Lobby
RC Lead	Justin Suder	Sara Ward	Laurie Goux	Macie Higgins	Lindsey Fincham



Summer Food Service Program Meal Count		
Meal Count		
Breakfast	7:30 am - 8:30am	Vinny
Lunch	11:30am - 1:00pm	Evelyn
Dinner	5:00pm - 6:00pm	Kelsey

Office Coverage		
Office Coverage (317)	Morning	Ava & Evelyn
Office Coverage (317)	Afternoon	Kelsey & Tanya

Dorm Coverage of Classroom Time	
Morning	Ellie
Afternoon	Jiwh



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.

Technology

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

Robotics

A fun and introductory robotics course that is designed for students to learn the basics of coding of a programmable robot ball. The class is aimed to inspire creativity and curiosity through coding.

College 101

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

Cultural Arts

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

Wellness Arts

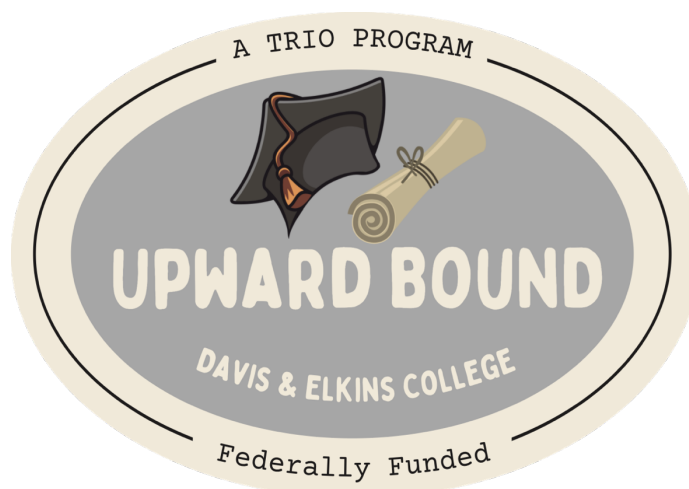
This time is set aside for athletic activities to increase fitness and promote healthy lifestyles. Some class examples are yoga, fitness walking, basketball, football, lawn games, and swimming. Group activities and events support health and socialization skills development and awareness.

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 Club

The book club is an optional component of the summer program that is geared toward equality and diversity. The club will engage students in discussions about how their lives are reflected in literature. This club is in conjunction with the Council for Opportunity in Education's annual Opportunity Matters Book Club.



2022 ACADEMIC AWARDS

Top students from each class will also be recognized for their outstanding performances during our Summer 2022 awards banquet on Friday, June 24, 2022.

Class	Day	Time	Instructor	Award
Composition/Literature	Mon/Thurs	9:00am-10:10am	Dr. Kayla White	
Composition/Literature	Mon/Thurs	10:15am-11:25am	Dr. Kayla White	
Composition/Literature	Tues/Fri	9:00am-10:10am	Dr. Kayla White	
Composition/Literature	Tues/Fri	10:15am-11:25am	Dr. Kayla White	
Financial Literacy	Mon/Thurs	9:00am-10:10am	K.T. Bright CPA	
Financial Literacy	Mon/Thurs	10:15am-11:25am	K.T. Bright CPA	
Financial Literacy	Tues/Fri	9:00am-10:10am	K.T. Bright CPA	
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Math	Mon/Thurs	9:00am-10:10am	Dr. Jerod Caligiuri	
Math	Mon/Thurs	10:15am-11:25am	Dr. Jerod Caligiuri	
Math	Tues/Fri	9:00am-10:10am	Dr. Jerod Caligiuri	
Math	Tues/Fri	10:15am-11:25am	Dr. Jerod Caligiuri	
Science	Mon/Thurs	9:00am-10:10am	Dr. Brian Moudry	
Science	Mon/Thurs	10:15am-11:25am	Dr. Brian Moudry	
Science	Tues/Fri	9:00am-10:10am	Dr. Brian Moudry	
Science	Tues/Fri	10:15am-11:25am	Dr. Brian Moudry	
Technology	Mon/Thurs	1:00pm-1:55pm	Dr. Casey Hansen	
Technology	Mon/Thurs	2:00pm-2:55pm	Dr. Casey Hansen	
Technology	Tues/Fri	1:00pm-1:55pm	Dr. Casey Hansen	
Technology	Tues/Fri	2:00pm-2:55pm	Dr. Casey Hansen	
German	Mon/Thurs	1:00pm-1:55pm	Dr. Elliott Evans	
German	Mon/Thurs	2:00pm-2:55pm	Dr. Elliott Evans	
German	Tues/Fri	1:00pm-1:55pm	Dr. Elliott Evans	
German	Tues/Fri	2:00pm-2:55pm	Dr. Elliott Evans	
College 101	Mon/Tues/Thurs	3:30pm-5:00pm	Khristi McCutcheon	
Robotics	Mon/Tues/Thurs	3:30pm-5:00pm	Dr. Casey Hansen	

Pendleton/Pocahontas Academic All-Star:
 Randolph/Barbour/Tucker Academic All-Star:

Students will also be recognized for “perfect participation” during the Academic Year 2021 – 2022.

2022 Summer Instructors

K.T. Bright, CPA Accounting & Tax Services– will be teaching financial literacy this summer. Katie Bright is the president of K.T. Bright CPA Accounting and Tax Services in Elkins, WV, as well as a Certified Public Accountant (CPA). Katie holds a B.S. in Accounting and a B.A. in Recreation Management and Tourism both from Davis & Elkins College and an M.S. in Athletic Coaching Education from West Virginia University.

Dr. Elliott Evans completed his Ph.D. in Germanic studies at Indiana University and currently teaches at Ivy Tech Bloomington. Dr. Evans has studied abroad in Germany and has taught in Austria. He will be teaching German language classes this summer for Upward Bound.

Dr. Jerod Caligiuri will be teaching math for the D&E Upward Bound Program. He holds a Bachelor of Science in physics and a minor in mathematics, and a Bachelor of Science in astronomy and astrophysics from Pennsylvania State University. In addition, he possesses a Master of Science and a Ph.D. in Physics and Astronomy from the University of Pittsburgh. Dr. Caligiuri is currently an assistant professor of mathematics at Davis & Elkins College.

Dr. Casey Hansen is currently employed by Randolph County Schools as a high school math instructor. She earned her Bachelor of Arts from Washington and Jefferson College in math and physics and a Ph.D. in bioengineering from the University of Pittsburgh. Dr. Hansen will be teaching both technology and robotics this summer.

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

Dr. Brian Moudry has a Ph.D. and M.S. in physics from the University of Nebraska and a B.S. in physics from Loyola College in Baltimore, MD. He is currently a professor of physics at Davis & Elkins College and is the owner/instructor of “I’m Ready ACT.” Dr. Moudry will teach science class for D&E Upward Bound this summer.

Kayla White is a graduation coach with Randolph County Schools. She has taught in the public schools of Randolph, Barbour, and Upshur Counties for the past 12 years. She possesses a Bachelor of Arts in Secondary English Education from Glenville State College and a Master of Arts in Educational Leadership from Salem University. Kayla will be teaching composition/literature this summer.

2022 Summer Resident Coordinators

Evelyn Bennett is a sophomore at West Virginia University (WVU) from Elkins, WV. Evelyn is currently pursuing a Bachelor of Science in exercise physiology and is a member of the WVU Honors College. Evelyn is an instructor with the West Virginia Highland Dancers.

Katie Dixon is a 2022 graduate of Davis and Elkins College. She currently holds a Bachelor of Arts in Elementary Education. In college, Katie was the captain of the D&E Golf Team. Katie is from Solon, Maine, and this will be her second summer as a resident coordinator for D&E Upward Bound.

Haleigh Forand is a senior at Davis and Elkins College, majoring in mathematics and special education. Haleigh attended schools in Fairfax, Virginia, and has experience in tutoring. She is a member of the Davis & Elkins College Women's Lacrosse Team.

Tanya Hammons holds a year-round office assistant position with Upward Bound. In addition, she serves as a tutor and chaperone for the Program. Tanya is currently a senior at Davis & Elkins College, majoring in mathematics and minoring in education and business. Tanya is from Cowen, West Virginia.

Ava Holt is a student assistant in the Davis & Elkins College Registrar's office. She is an alumnus of Upward Bound from Tygarts Valley High School. Ava is a member of Kappa Delta Pi (International Honor Society) and is a senior at D&E majoring in elementary education.



Alicia Kelley is an alum of the Davis & Elkins College Upward Bound Program from Elkins High School. She is currently a junior at D&E majoring in criminology with a minor in pre-law. Alicia is a member of the Phi Omega Mu sorority at Davis & Elkins College.

Kelsey Mahanes is a sophomore at Davis & Elkins College, majoring in education. Kelsey is an alumnus of Upward Bound from Elkins High School. Kelsey has attended the West Virginia TRIO Leadership Conference as part of Davis & Elkins College Upward Bound.

Gage Poling is an alumnus of Davis & Elkins College Upward Bound from Philip Barbour High School. He is currently a senior at West Virginia Wesleyan College (WVWC), majoring in Computer Science. Gage is a member of the Esports team at WVWC.

Jiwh Santos is a senior at Davis & Elkins College, double majoring in sports management and hospitality and tourism. Jiwh is an International Student scholar at D&E from the Philippines. He is a member of the D&E swim team and a resident assistant for student life.



Night Resident Coordinators



Lindsey Fincham is an alum of the Davis & Elkins College Upward Bound Program from Tygarts Valley High School. Lindsey holds a Bachelor of Fine Arts in Intermedia and Photography. She is currently employed as an art teacher with Randolph County Schools.

Vinny Frevele attended secondary education in the Chesapeake area of Virginia. He is currently pursuing his associate's degree from East Carolina University in Greenville, North Carolina. Vinnie has been a sous chef and prep chef for restaurants in both WV and VA.



SERVICES and BENEFITS OF THE SUMMER PROGRAM

LIVING ON CAMPUS

The Summer Program gives students the opportunity to familiarize themselves with the following: living on a college campus, campus life, dorms, and campus facilities. By spending time on 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.

MATERIALS and SUPPLIES

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

PROGRAM PROCEDURES

CHECK-IN – BEGINNING OF SUMMER

Summer Dorm

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

CHECK-OUT: CONCLUSION OF SUMMER

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

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

ROOM KEYS

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

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

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

SIGN IN/SIGN OUT

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

DORM ROOM SECURITY

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

VEHICLES and DRIVING

Students and staff must park in the designated parking areas. While entering campus and the parking area, everyone should drive considerably 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 written permission is provided by the parent or guardian. Accidents or vandalism of automobiles and property must be reported to an Upward Bound Administrative Staff, who will notify security and have the student or staff complete a

written summary regarding the incident. RCs are not to drive their vehicles to and from events, classes, and meals. The Davis & Elkins College Upward Bound Program is not responsible for students or staff who use personal vehicles as transportation to and from Upward Bound events. Students/staff assume liability/responsibility when they enter a vehicle that is not Upward Bound provided transportation. It is expected that a family member or the student will provide transportation to the event or transportation stops. If this is not the case, a UB staff member must be notified ahead of time of the change in transportation.

ILLNESS and MEDICATION

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

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

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

MAIL

All mail should be addressed as follows:

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

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

CELL PHONE ACCESS

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

MEALS

Breakfast, lunch, and dinner are served Monday through Thursday. Only breakfast and lunch will be served on Fridays with the exception Friday, June 10th when dinner will be served. Meals will not be served on Saturdays and Sundays with the exception of Saturday, June 11th when breakfast and lunch will be served.

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

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

MONDAY - FRIDAY

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

DINING ROOM/BENEDUM HALL

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



TRANSPORTATION

Transportation to the UB Summer Programs 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 and posted on the Program's website and Facebook page. Schedules will be reviewed each week at morning meetings during the Summer Program.

MORNING MEETING

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

EVENING ACTIVITIES

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

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

Remember – attendance at activities is required.

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 program 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 UB T-shirt during certain activities. **UB T-shirts should be brought each week and worn when assigned.**

SUMMER STIPENDS

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

CHAPERONES and VOLUNTEERS

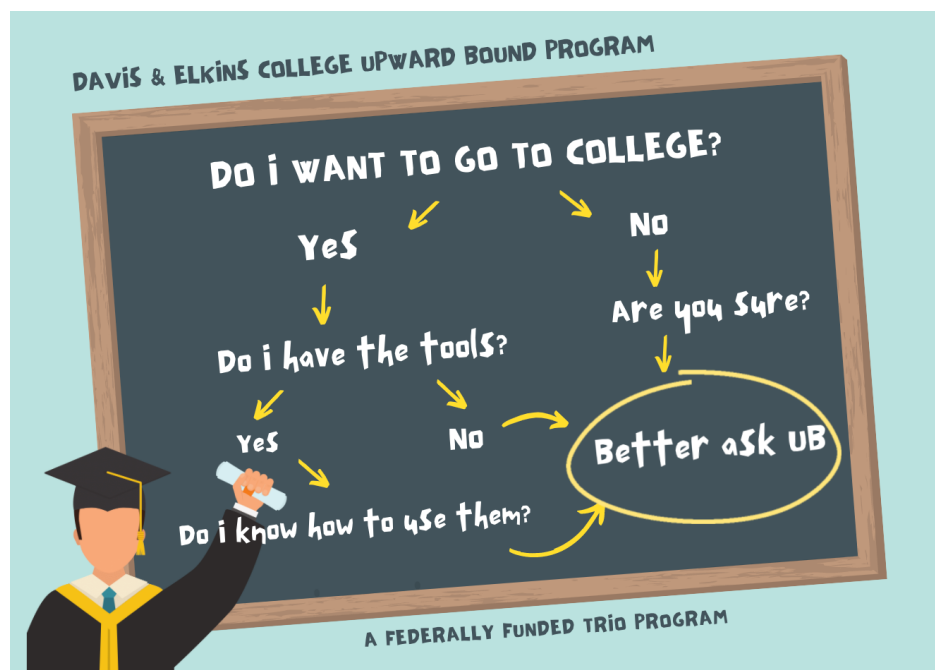
Chaperones and event volunteers are pre-approved and assigned prior to all events. Rosters of attendees are maintained and checked at each major location change. A ratio of 20 students to at least 1 chaperone is maintained during all scheduled activities. In the event of an emergency/illness that requires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

CAMPUS SECURITY

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

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

Cell phone: 304-704-9111



BEHAVIOR PLAN

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

SLIP-UPS

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

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

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

CODES OF CONDUCT

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

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

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

- It is expected that students conduct themselves in a manner that demonstrates good taste and judgment. Students will be in assigned areas and keep commitments of schedules.

- Bullying, discrimination, or disrespect will not be tolerated in any form.
- Possession or use of drugs, alcoholic beverages, tobacco, or other smoking products will not be permitted. Parents or guardians will be notified if used, and penalties will occur.
- Excessive displays of affection will not be tolerated. Physical contact should not exceed holding hands. Student behavior is a reflection of 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 on hallways other than those assigned. This policy also includes any lounges that may be on the respective floors. RCs will monitor all floors and rooms.
- Visitors are not allowed on floors; this includes friends, parents, and guardians. The only exceptions are Opening and Closing days when all students are moving in and out of dorms.
- According to fire regulations, the burning of candles, incense, or other products 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 Program. If a student is experiencing a problem or concern, they should talk to UB staff. Students must stay in the dorms until 7 am unless the Night RC gives them approval.
- Students must sign in or out when entering or leaving the UB Summer Program. **The Elkins City Park is not part of the Davis & Elkins College campus.** The sign-in/sign-out iPad will be in the Science Center or cafeteria during breakfast and morning meetings. The iPad will be in the Summer Day office (Rm. 317) until 5:00 pm. RCs or Night RCs will have this iPad from 5:00 pm until 8:30 am daily. The iPad will always be in the “blue bag.”
- Students must observe return and departure times: **6:30 pm-7:00 pm on Sundays and 3:00 pm-3:20 pm on Fridays.** If an emergency arises and students cannot meet these time windows, please call a UB staff member. If a student does not call or 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 Night RC has given prior approval. Parents or guardians need to notify UB staff of changes in writing. Emergency changes can be made through an RC staff or a full-time UB staff member. Contact phone numbers are listed in the front of this handbook.

CLASSROOM RULES

- **Excused absences** from classes or other activities will occasionally occur. In these instances, the student needs to communicate with their instructors or UB staff to arrive at a mutually agreed upon makeup.
- **Unexcused absences** from classes or other activities will not be tolerated. The first violation will result in a conference with UB staff, at which time disciplinary action will be determined.
- **Unexcused tardiness** to classes or other activities will not be tolerated. Any violation will be an automatic slip-up.
- Inappropriate classroom behavior will not be tolerated. This includes sleeping, being disruptive, being inattentive, displaying a poor attitude, listening to music devices, and using cell phones. Any violation will be an automatic slip-up.
- Instructors will develop their own classroom rules in addition to the rules mentioned above. Each instructor will provide students with a written copy of 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 transportation vehicles.
- All students will observe arrival and departure times and locations. Be prompt!
- Be courteous to drivers and avoid distracting them for everyone's safety.
- Be sure to collect all personal items and trash. It is not the responsibility of the staff to pick up after students or to find lost or misplaced items.

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

RULES CONCERNING VISITATIONS

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

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

MANNERS

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

PERSONAL HYGIENE

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

DRESS

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

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

QUIET HOURS

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

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

COLLEGE PROPERTY

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

BATHROOMS

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

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

NOISE IN THE DORMS

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

NEATNESS and ROOM CHECKS

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

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

APPLIANCES FOR DORMS

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

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. All vending machines take dollar bills and quarters. There are no change machines in the dormitories. UB is not responsible for the vending machines.

LIBRARY

UB students can access materials from the Booth Library. All books must be returned on time. Overdue fines are the student's responsibility. Be responsible when using the library and return materials accordingly. Library hours for the summer are 9 am-5 pm, Monday through Friday.

PAPERS and FORMS

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

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

SUMMARY

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

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

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

STUDENT CONTRACT FOR _____

Please print student name _____

The Davis & Elkins College Upward Bound Program's (D&E UB) mission is to guide low-income and first-generation Appalachian high school students to postsecondary success. D&E UB students must participate in **all** activities and components. Students may receive a stipend of \$40 per month for the academic year and \$15 per week for the summer 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' "good standing" in their school and program. If students fall below an acceptable level, they may be placed on probation or meet with Directors.
Challenge Sessions	Students are expected to attend Challenge Session meetings, September through May, and must inform a staff member beforehand if they will be late, need to leave early, or cannot attend. Excused absences are illnesses, bad weather, school and academic reasons, church activities, or family emergencies.	Absences, tardiness, or leaving early may result in a prorated stipend. Students must notify UB office at 1.800.624.3157, ext. 1389, or 304.637.1389 or email deupwardbound@gmail.com <u>prior</u> to a Challenge Session for an absence to be excused. Two (2) unexcused absences may result in a meeting with Directors.
Tutoring Sessions	Students are expected to complete two hours (100%) of tutoring each month. Students must maintain a 2.5 GPA. This is a minimum requirement. Students are expected to perform to their potential.	Students are required to meet with Directors if their hours fall below an acceptable level. Arrangements are made to support student and UB's tutoring needs.
Summer Program	Students are required to participate by attending and doing well in class.	Students, with their parents or guardians, who do not attend (unless they have excused permission), will be asked to revisit their commitment to UB. They may be ineligible to participate in the Bridge Program.

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

Student Signature _____

Date _____

Parent/Guardian Signature _____

Date _____

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