



SUMMER 2023

STUDENT HANDBOOK

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

Upward Bound Program Disclaimer Statement:

100% Funded by two Title IV grants from the US Department of Education totaling \$768,419 (Pendleton/Pocahontas \$297,601, and Randolph/Barbour/Tucker \$470,818), project services are free to eligible students. Upward Bound is an Equal Opportunity in Education project that does not discriminate on the basis of race, color, sex, religion, ancestry, national origin, age, sexual orientation, disability, veteran status, gender identification, or genetic information or any other characteristic protected by federal, state or local law. Inquiries regarding Title IX and the filing of a complaint should be referred to the College's Title IX Coordinator: Amy Kittle, Title IX Coordinator | (304) 637-1244 | detitleix@dewv.edu For further information on D&E's notice of non-discrimination, please see <https://www.dewv.edu/non-discrimination>

College Non-discrimination statement: Davis & Elkins College does not discriminate on the basis of race, color, sex, including sexual and gender-based harassment, assault, and violence, religion, ancestry, national original, age, sexual orientation, disability, veteran status, gender identification, or genetic information or any other characteristic protected by federal, state or local law. The following person has been designated to handle inquiries and complaints regarding non-discrimination policies: Amy Kittle, Title IX Coordinator | (304) 637-1244 | detitleix@dewv.edu For further information on D&E's notice of non-discrimination, please see <https://www.dewv.edu/non-discrimination>

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SERVICES and BENEFITS OF SUMMER PROGRAM

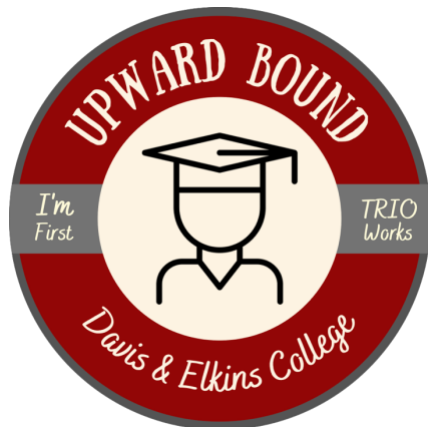
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Website: www.deupwardbound.org
Facebook: www.facebook.com/deubwv
Email: deupwardbound@dewv.edu

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).



May 1, 2023

Dear Students:

Welcome to the 2023 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.org; www.facebook.com/deubwv; Email: deupwardbound@dewv.edu





2023 SUMMER PROGRAM STAFF

Please leave a message and identify yourself.
We will return calls as soon as possible.
Text messages are acceptable.

Upward Bound Cell 304.940.3610

Please direct all calls/texts to our Upward Bound cell listed above. 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 the 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 - Thursdays (*except for Learning Outside the Classroom days*)

8:30 am - 3:00 pm Friday

Carol Suder-Howes, Director.....304.637.1989

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

Khristi McCutcheon, Assistant Director (Pen/Poc).....304.637.1807

2023 DAILY SCHEDULE

Time	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
	<i>Sunday Fundays</i>	<i>Masterpiece Mondays</i>	<i>Tough Talk Tuesdays</i>	<i>Wandering Wednesdays</i>	<i>Thriving Thursdays</i>	<i>Farewell Fridays</i>
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		Foreign Language or Learning Lab or Pivotal Decisions	Foreign Language or Learning Lab or Pivotal Decisions	Community Service Day	Foreign Language or Learning Lab or Pivotal Decisions	Foreign Language or Learning Lab or Pivotal Decisions
2:00pm		Foreign Language or Learning Lab or Pivotal Decisions	Foreign Language or Learning Lab or Pivotal Decisions		Foreign Language or Learning Lab or Pivotal Decisions	Foreign Language or Learning Lab or Pivotal Decisions
2:55pm		Free/Study Time	Free/Study Time	College Tour Day	Free/Study Time	CHECK OUT 3:15-3:30 pm
3:30pm		College 101/Technology	College 101/Technology		College 101/Technology	
5:00pm		Dinner	Dinner		Dinner	
6:00pm		Free/Study Time	Free/Study Time	Free/Study Time		
6:30pm	CHECK-IN till 7 pm	Cultural/Art Classes	Tough Talk Tuesday	Wellness Classes		
7:00pm	Free/Study Time					
7:30pm	Planned Activities					
9:00pm	Free/Study Time	Free/Study Time	Free/Study Time	Career Day	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, Pivotal Decisions, 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 Technology class), cultural/art, and wellness class. Tough Talk Tuesdays and planned activities will address topics of academic, health, career or social interest. (2/8/2023)

June 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		RCs move in RC Training begins		1 Full Staff Training 4:30pm	2	3
4 1:30-4 pm Move In 4 :15 pm Opening Session Pen/Poc Bus Run	5	6	7 Community Service Day	8	9 Sign Out 3:00pm – 3:15pm Pen/Poc Bus Run	10
11 Sign In 6:30pm– 7:00pm Pen/Poc Bus Run	12	13	14 College Tour Day	15	16 Sign Out 3:00pm – 3:15pm Pen/Poc Bus Run	17
18 Sign In 6:30pm – 7:00pm Pen/Poc Bus Run <i>Bridge begins</i>	19	20	21 Career Day	22	23 Close Down Day Recog. luncheon at Noon Pen/Poc Bus Run	24
25	26 Learning Outside the Classroom (LOtC)	27 Learning Outside the Classroom (LOtC)	28 Learning Outside the Classroom (LOtC)	29 Concord UB Day (LOtC)	30 Learning Outside the Classroom (LOtC)	1

July 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
2	3 Financial Literacy Virtual Platform 10:00am - Noon	4 HOLIDAY	5 Financial Literacy Virtual Platform 10:00am - Noon	6 Financial Literacy Virtual Platform 10:00am - Noon	7 Financial Literacy Virtual Platform 10:00am - Noon	8
9	10	11	12	13	14 <i>Bridge concludes</i>	15

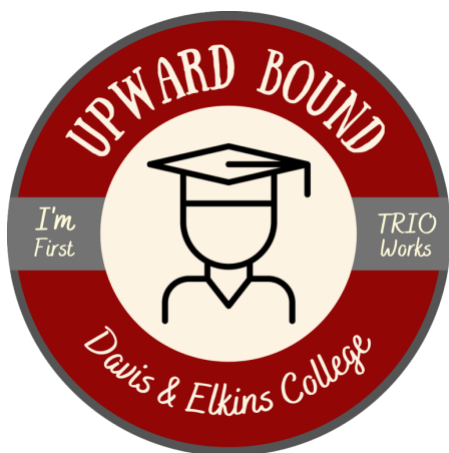
Classroom Specifics Summer 2023

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
Pivotal Decisions	Mon/Thurs	1:00 pm-1:55 pm	300	Dr. Casey Hansen
Pivotal Decisions	Mon/Thurs	2:00 pm-2:55 pm	300	Dr. Casey Hansen
Pivotal Decisions	Tues/Fri	1:00 pm-1:55 pm	300	Dr. Casey Hansen
Pivotal Decisions	Tues/Fri	2:00 pm-2:55 pm	300	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
Foreign Language	Mon/Thurs	1:00 pm-1:55 pm	318	Adrienne Sherrill
Foreign Language	Mon/Thurs	2:00 pm-2:55 pm	318	Adrienne Sherrill
Foreign Language	Tues/Fri	1:00 pm-1:55 pm	318	Adrienne Sherrill
Foreign Language	Tues/Fri	2:00 pm-2:55 pm	318	Adrienne Sherrill
College 101	Mon/Tues/Thurs	3:30 pm -5:00 pm	413	UB Staff
Technology	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

Cultural and Wellness Class Instructors and RC Leads

Monday Evening Cultural Classes						
Belly Dance	Robotics	Paper Making	Photography	Painting	Filmmaking	Zentangle
Cindy Martin	Clinton Johnson	Casey Hansen	Bryan LaFollette	Macie Higgins	Lonnie Martin	Sara Kirk
	Austin					
Evelyn	Alicia	Somer	Courtney	Adrian	Nathan	Jody
Creative Commons	SC 413	SC 318	Gribble Lobby	SC 300	SC 104	SC 400

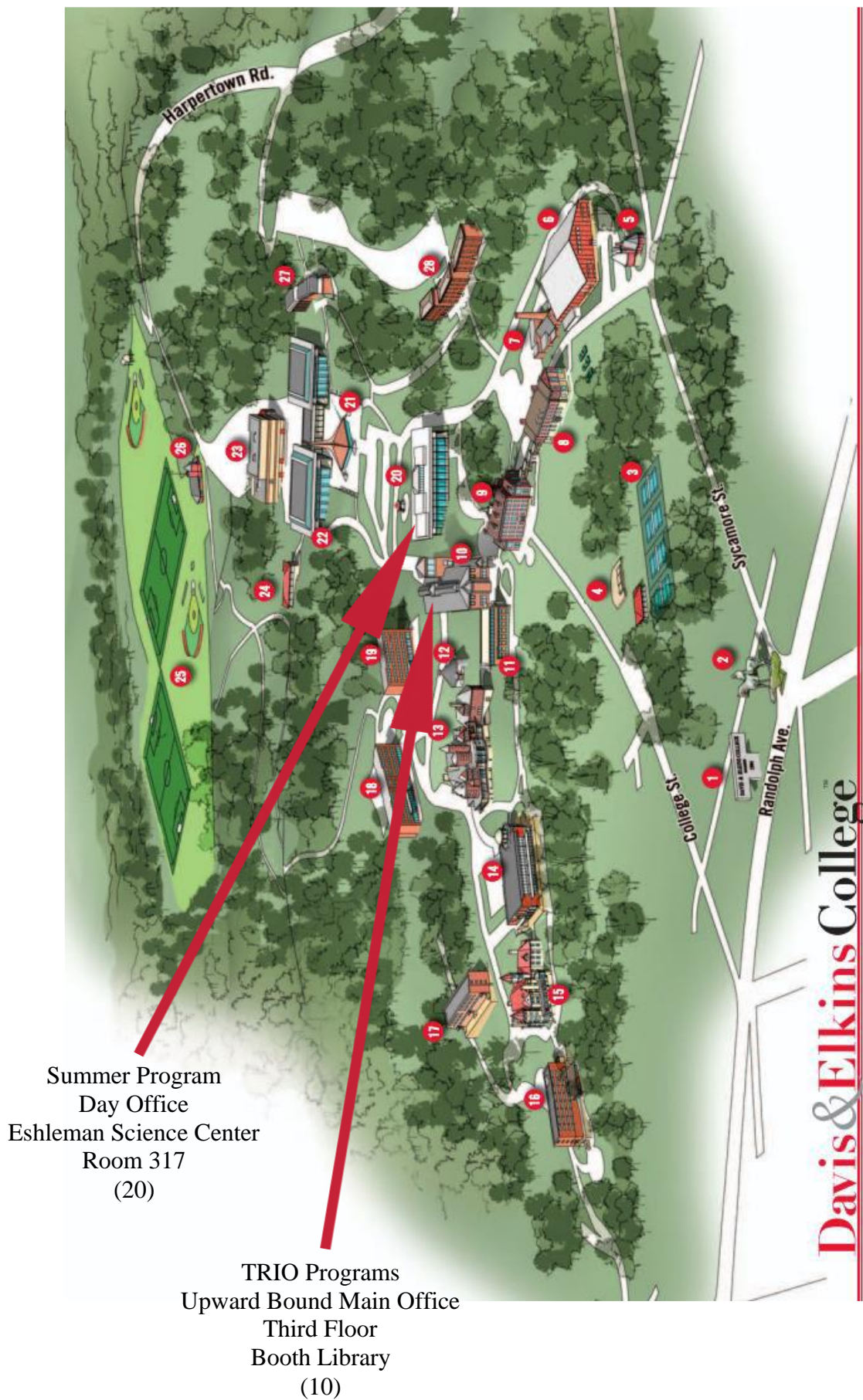
Thursday Evening Wellness Classes					
Basketball	Swimming	Frisbee	Lawn Games/ Kickball	Fitness Walking	Modern Dance
Evelyn	Courtney	Nathan	Alicia	Jody	Cindy Martin
Adrian				Austin	Somer
RC Lead	RC Lead	RC Lead	RC Lead	RC Lead	
Martin Fieldhouse	Myles Center Pool	Front Lawn	Front Lawn	Gribble Lobby (meet)	Creative Commons



Summer Food Service Program Meal Check in		
Meal Count		
Breakfast	7:30 am - 8:30am	Stephanie or Mike
Lunch	11:30am - 1:00pm	Kaylee
Dinner	5:00pm - 6:00pm	Alana

UB Office		
Science Center	Room 317	Kaylee Rosencrance
Booth Library	3 rd or Top Floor	Yuanjie Du





- | | | | |
|---|---|---|--|
| 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 & Joni Smith Softball Field |
| 4. Outdoor Amphitheater | 12. The Icehouse | 21. Walter S. Robbins & Elisabeth Shank Robbins Memorial Chapel | 26. Charles B. Gates, Jr. Memorial Tower |
| 5. The Gatehouse | 13. Halliehurst | 22. A. Hermanson Campus Center (Far Left) | 27. Moyer Residence Hall |
| 6. Memorial Gymnasium/Martin Field House/Seybolt Golf Academy | 14. Benedum Hall/Madden Student Center | B. Myles Center for the Arts (Center) | 28. Presidential Residence Center |
| 7. Boiler House Theatre | 15. Graceland Inn | C. Harper-McNeeley Auditorium (Far Right) | |
| 8. Charles E. Albert Hall | 16. Robert C. Byrd Center for Hospitality & Tourism | | |
| | 17. Darby Residence Hall | | |

COURSE DESCRIPTIONS

English – Composition/Literature

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

Financial Literacy

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

Math – From Introductory Math to Calculus

An experience of mathematics, math classes prepare participants for upper-level math, pre-calculus, and calculus. This goal is achieved by covering topics 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.

Pivotal Decisions

There are decisions that are crucial to development or success. This class will address both the unwritten rules and cultural norms of college and provide critical information that will help inform personal choices for a successful college tenure.

Technology

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

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

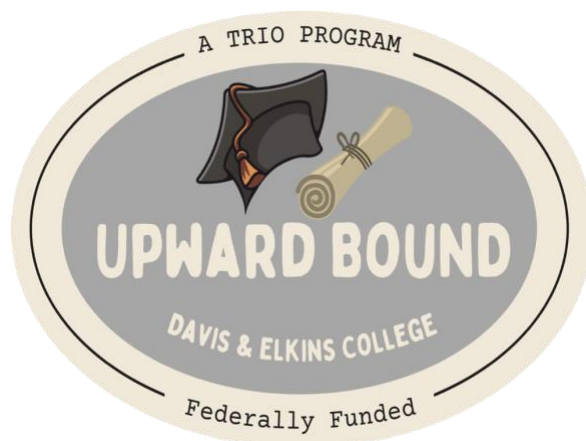
This time is set aside for athletic activities to increase fitness and promote healthy lifestyles. Some class examples are yoga, fitness walking, basketball, football, lawn games, and swimming. Group activities and events support health and socialization skills development and awareness.

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 2023 awards banquet on Friday, June 23, 2023.

Class	Day	Time	Instructor	Award
Composition/Literature	Mon/Thurs	9:00am-10:10am	Dr. Kayla White	Caressa Waybright
Composition/Literature	Mon/Thurs	10:15am-11:25am	Dr. Kayla White	Lexee Shearer
Composition/Literature	Tues/Fri	9:00am-10:10am	Dr. Kayla White	Marissa Mallow
Composition/Literature	Tues/Fri	10:15am-11:25am	Dr. Kayla White	Charlie Brown
Financial Literacy	Mon/Thurs	9:00am-10:10am	K.T. Bright CPA	Charlee White
Financial Literacy	Mon/Thurs	10:15am-11:25am	K.T. Bright CPA	Emily Loftis
Financial Literacy	Tues/Fri	9:00am-10:10am	K.T. Bright CPA	Dakota Reedy
Financial Literacy	Tues/Fri	10:15am-11:25am	K.T. Bright CPA	Katlyn Simmons
Math	Mon/Thurs	9:00am-10:10am	Dr. Jerod Caligiuri	McKenna Bennett
Math	Mon/Thurs	10:15am-11:25am	Dr. Jerod Caligiuri	Rowan Witt
Math	Tues/Fri	9:00am-10:10am	Dr. Jerod Caligiuri	Brenden Lewis
Math	Tues/Fri	10:15am-11:25am	Dr. Jerod Caligiuri	Hannah Cussins
Science	Mon/Thurs	9:00am-10:10am	Dr. Brian Moudry	Tim Conti
Science	Mon/Thurs	10:15am-11:25am	Dr. Brian Moudry	Joclyne Souza
Science	Tues/Fri	9:00am-10:10am	Dr. Brian Moudry	Kinnize Moore
Science	Tues/Fri	10:15am-11:25am	Dr. Brian Moudry	Hayden Shaver
Pivotal Decisions	Mon/Thurs	1:00pm-1:55pm	Dr. Casey Hansen	Bella Bauserman
Pivotal Decisions	Mon/Thurs	2:00pm-2:55pm	Dr. Casey Hansen	Traves Lewis
Pivotal Decisions	Tues/Fri	1:00pm-1:55pm	Dr. Casey Hansen	Gage Sites-Woods
Pivotal Decisions	Tues/Fri	2:00pm-2:55pm	Dr. Casey Hansen	Josiah Hohl
Spanish	Mon/Thurs	1:00pm-1:55pm	Elliot Evans	Aaron Mabry
Spanish	Mon/Thurs	2:00pm-2:55pm	Elliot Evans	Jasmine Mallow
Spanish	Tues/Fri	1:00pm-1:55pm	Elliot Evans	Kevin Zhu
Spanish	Tues/Fri	2:00pm-2:55pm	Elliot Evans	Marissa Sines
College 101	Mon/Tues/Thurs	3:30pm-5:00pm	Khristi McCutcheon	Landan Mason
Technology	Mon/Tues/Thurs	3:30pm-5:00pm	Dr. Casey Hansen	Kaylee Jennings

Pendleton/Pocahontas Academic All-Star: Sabina Leyzorek
 Randolph/Barbour/Tucker Academic All-Star: Erin Chambers

Students will also be recognized for “perfect participation” during the Academic Year 2022 – 2023.

2023 Summer Instructors

K.T. Bright, CPA Accounting & Tax Services– will be leading 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. 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.

Bryan LaFollette will be teaching photography this summer and earned his Bachelors in English from D&E College. He worked in the past as a Resident Coordinator for Upward Bound. Brian also plays the bagpipes.

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 papermaking this summer.

Macie Higgins originally pursued a degree in physical therapy however she switched gears in college and choose to follow her true passion for arts. She has worked at the Randolph County Arts center teaching art since 2014. She will teach painting this summer.

Dr. Clinton Johnson received his Bachelor's in Chemistry from Frostburg State University and his Ph.D. in Physical Chemistry from the University of Pittsburgh. Clinton is currently an Assistant Professor and Chemistry Department Chair at Davis & Elkins College. Clinton enjoys allowing students to develop their own understanding when learning and he will use this methodology while teaching Robotics this summer.

Sara Kirk is a self-taught artist and enjoys being involved in all aspects of art: creating, demonstrating, and practicing it every time she gets the opportunity. She will be teaching Zentangle this summer. Sara spends her days farming and working with her many animals, which include: three breeds of goats, Mangalitsa pigs, quails, chickens, ducks, peacocks, turkeys, a horse, a calf, and four dogs.

Cindy Martin has a BA in Communication Arts from Concord University. She has worked as an actor, voice-over artist, dancer and film producer. She is currently working on a second degree at UCLA-x in Architecture and Interior Design. Cindy has studied Egyptian style Oriental dance since 2007 and will be teaching Belly Dance and Modern Dance this summer.

Lonnie Martin received his M.F.A. in Film & Electronic Media from American University, and his Bachelors in Theatre Arts from Davis & Elkins College. Lonnie also received additional studies at the Film & TV School of the Academy of Performing Arts in Prague (FAMU), Prague, Czech Republic. Lonnie is an Assistant Professor of Theater and Film at D&E and will be teaching filmmaking this summer.

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.

Rachel Paynter is an accountant at K.T. Bright CPA Accounting & Tax Services and will be co-teaching Financial Literacy class. Rachel holds a BS in Accounting from D&E College and a BS in Exercise Science from Shepherd University.

Adrienne Sherrill has a B.A. in foreign languages with a focus on Spanish, and a B.A. in Sociology and Anthropology with a focus on Latin America Studies from West Virginia

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.

2023 Summer Resident Coordinators



Nathan Barker is a recent graduate from West Liberty University with a B.A. in Middle Childhood Education. He has additional certifications in Mathematics and Social Studies. Nathan is from Paden City, WV and loves to watch and participate in soccer, basketball, golf, and disc golf.

Evelyn Bennett is a junior 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.

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.

Sommer Kerr is a senior at West Virginia University pursuing a B.A. in Elementary Education and a minor in Special Education. She is in WVU’s Honors Program and a former D&E Upward Bound participant. She is from Belington, WV.

Courtney Louk is a junior at West Liberty University. She is pursuing her degree in Elementary Education and is a D&E Upward Bound alum. Courtney, originally from Huttonsville, WV, looks forward to helping others with enthusiasm and openness.

Jody Mullens is a junior at West Virginia Wesleyan College, majoring in Nursing. Jody is an alum of Upward Bound from Pendleton County High School and has work experience as a Certified Nursing Assistant. She is currently a Resident Assistant at West Virginia Wesleyan.

Austin Simmons is a junior at Davis & Elkins College. He is majoring in Mathematics. He participated in D&E Upward Bound from Elkins High School. He has enjoyed working at Youth Opportunity Camps and has taught robotics to high school students.

Adrian Teter is a senior at Fairmont State University majoring in English. A former Davis & Elkins Upward Bound member, Adrian went to high school at Tygarts Valley. They serve as a Resident Assistant at FSU.



Supervisory Resident Coordinators



Stephanie Amick is an alum of the Davis & Elkins College Upward Bound Program from Pendleton County High School. Stephanie recently graduated from Concord University with a Bachelors in Exercise Science and worked as a tutor for math, science and history. She worked and was a member of the Student Support Services, another TRIO program like Upward Bound but at the college level while at the University. Stephanie was a college cheerleader and a Delta Zeta Sorority member. She will be securing the dorms as a Night Resident Coordinator

Michael Fink, Jr. is a special education teacher in Frederick County Public Schools in Maryland. He also has his radio broadcast certification and uses this knowledge as a Promotions Assistant and Sports Broadcast Assistant for 99.9WFRE. He attended West Virginia Wesleyan College and earned a degree in communications. He is currently working on obtaining a Master's Degree. Mike will be securing the dorms as a Night Resident Coordinator.

Alana Rennix is a fifth-grade teacher in Upshur County and an alum of the D&E Upward Bound program. She earned her B.A. in Elementary Education at West Virginia Wesleyan College. She will be assisting UB this summer as an Evening Coordinator.

Kaylee Rosencrance is a Pre-K Special Needs teacher in Randolph County and a former Residential Coordinator of the D&E Upward Bound program. She earned her B.A in Elementary Education at Davis & Elkins College and has additional endorsements in Early Education, Preschool Special Needs, Multi-Categorical and Reading. She will be assisting UB this summer as a Day Coordinator.

SERVICES and BENEFITS

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

Summer Dorms



CHECK-IN - BEGINNING OF SUMMER

Gribble Hall lobby will serve as the common residential space. Students are assigned to either Gribble or Darby Hall. **All check in and out events will begin or conclude in Gribble Hall lobby.** After picking up room keys on the first day of the Summer Program in the lobby of Gribble Hall, students can begin moving into their assigned rooms. Any concerns with room condition or furniture should be reported to a floor RC. The RC will notify the Evening or Day 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 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 Day Coordinator 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 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 the DC 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. Day, Evening or Night Coordinators can direct students to the attendance UB iPad for signing in or out. To sign out, students must have a guardian's signed online Anticipated Absence Form on file or a written form of guardian permission. 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 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 the Day, Evening or Night Coordinator immediately, who will determine what support needs to be provided to make students comfortable. Assistant Directors will be notified of all ill students. Guardians will be contacted if the illness warrants it. Upward Bound insurance only covers accidents. Illnesses are not covered. Report any emergency to a Day, Evening, Night, or Resident Coordinator, 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 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 affecting UB students prior to participation in the Summer Program. 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.

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 Madden Center. Stamps are available at 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, Day Coordinator, Evening Coordinator, 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. Meals will not be served on Saturdays and Sundays. Dinner will be provided on opening day.

Snacks will be available to students each evening. The daily cost for meals and a snack for each student is approximately \$45. Meals are provided to all students free of charge.

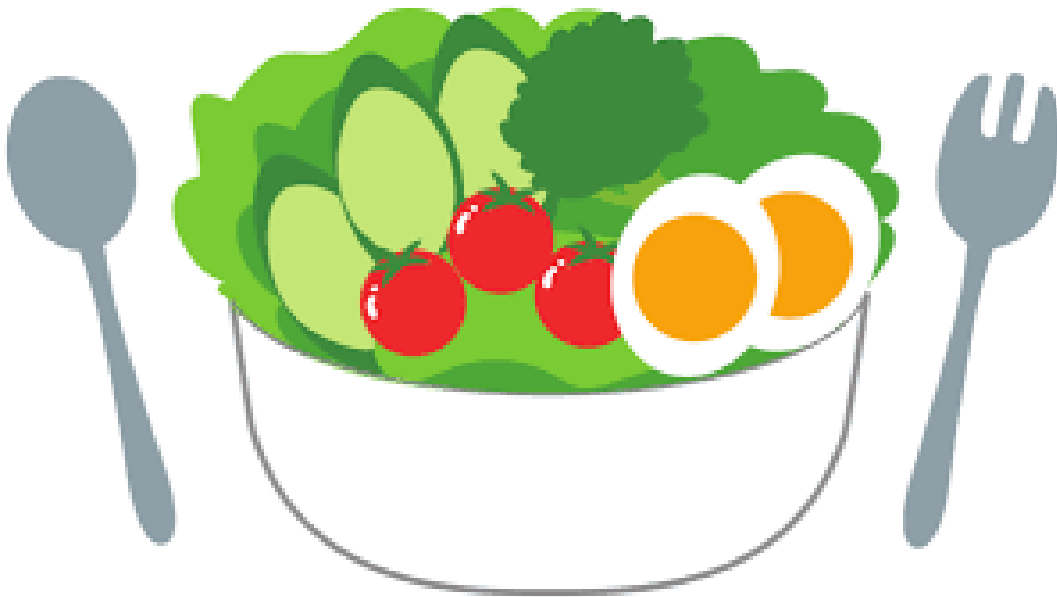
Meals will be served in the cafeteria during the following hours:

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 their chairs, emptying trash, scraping plates into trash cans, placing plates and cups on conveyor and then utensils in the silver rectangular drop receptacle above the conveyor.



TRANSPORTATION

Transportation to the UB Summer Program 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

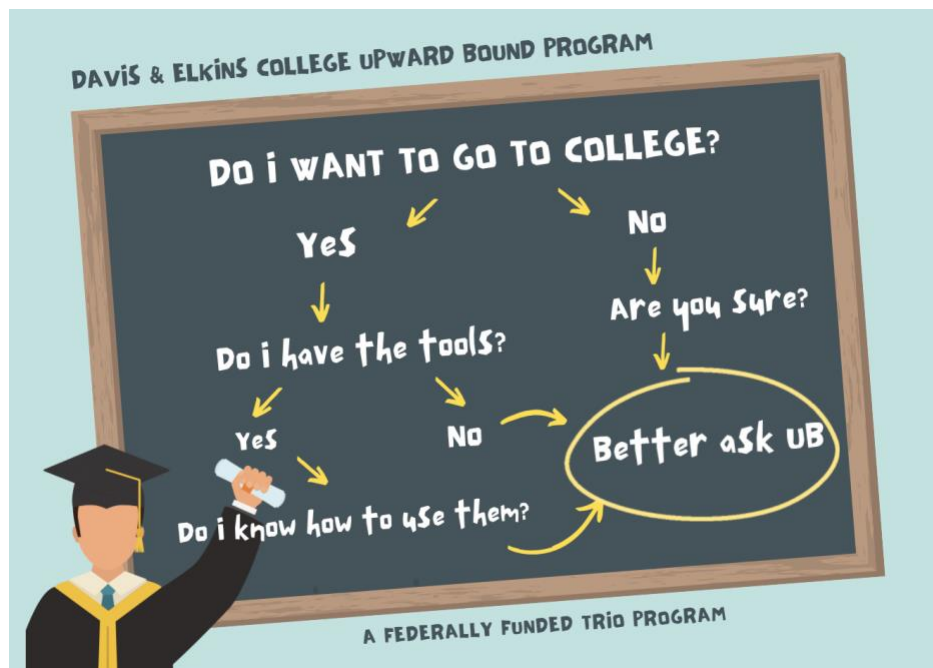
Chaperones and event volunteers are pre-approved and assigned prior to all events. Rosters of attendees are maintained and checked at each major location change. A ratio of 20 students to at least 1 chaperone is maintained during all scheduled activities. In the event of an emergency/illness that requires 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 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 damages of personal property.**

In order to provide a safe and secure campus environment, the Davis & Elkins College Office of Public Safety will assist us. The 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. 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 Day/Evening Coordinator 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.
- 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. Day/Evening Coordinators 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, Day/Evening Coordinator or Night RC 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 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.

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.

Day/Evening Coordinators, 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, 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 for the academic year and 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@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 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

Guardian Signature

Date

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